



UNDP Expression of interest (EOI)

DATE: 19 September 2017

UNDP Nepal invites interested Individual Consultants to submit their Expressions of Interest (EOI) to provide services as Field Liaison Officer. The primary role of the Field Liaison Officer is to support the post-flood coordination and information management, as well as strengthen accountability in flood affected areas.

The purpose of the EOI is to identify a number of qualified consultants who could be engaged under UNDP's Individual Contract (IC) modality in short notice. The invitation is open to all Nepali nationals that have the qualification and experience in the related field as per the Terms of Reference (ToR).

Weblink: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>

Eligibility criteria

List of attributes

1. Master's degree in science, management, engineering, social science, law, development studies, or a related field.
2. At least two years of relevant work experience related to management, coordination and liaison with disaster affected communities, Government agencies, relief organizations, donors and the other stake holders.
3. Relevant Bachelor's degree and five years' experience will also be considered.
4. Understanding of the disaster response architecture and approach in Nepal, including the role of MoHA, Cluster system, Humanitarian Country Team.
5. Comprehension of the humanitarian principles and their significance to relief actors.
6. Experience of working in Rautahat, Sunsari, Sarlahi, Bardiya, Saptari, Siraha, Morang, Banke, Mahottari and Parsa highly desirable.
7. Experience of working with national or international organizations would be an advantage.
8. Demonstrated track record of delivering high quality reports on time.
9. Fluency in written and spoken English and Nepali is essential.
10. Understanding of Hindi, Maithili, Bhojpuri desirable.

Required documents to be submitted (as listed below)

The following documents must be submitted for evaluation:

- Duly signed scanned EOI submission letter
- Resume

The subject of the letter of EOI should be **"UNDP /EOI/02/2017 - Field Liaison Officer"** and must be received no later than 1500 hrs Nepal time, on 27 September 2017 through electronically via email: procurement.np@undp.org.

This EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s.

TERMS OF REFERENCE

Field Liaison Officer

1. Background

Beginning in the second week of August 2017 Nepal experienced a period of sustained heavy rainfall (hydro-meteorological stations in three Terai districts recorded the heaviest levels of precipitation in 60 years) resulting in large scale adverse impacts on life, livelihoods and infrastructure. Flooding has affected already poor and vulnerable regions of Nepal including some Terai districts which were rocked by major flooding in 2014 where recovery has been poor.

An 'Initial Rapid Assessment' (IRA) was conducted over the period 14th-20th August in 28 districts. Data from the IRA, which was released on 21st August, shows that 1.7 million people have been affected the majority of whom are concentrated in ten districts in the Terai along Nepal's southern border with India. A total of 460,000 people were temporarily displaced by flooding although significant numbers of people have returned to their communities but not necessarily their homes owing to the impacts of the floods.

Latest information from MoHA (dated 30th August) shows that 39,880 houses have been completely destroyed in ten districts. A further 151,837 houses have sustained damaged of varying kinds. Recent data from MoHA loosely corresponds to the results of the IRA in geographic terms. For example, according to the IRA there are 1.7 million affected persons in Saptari, Rautahat, Mahottari, Bardiya, Sunsari, Dhanusa, Siraha, Banke, Parsa and Jhapa districts. Against this overall caseload, MoHA's data shows that there are 1 million particularly impacted persons in Rautahat, Sunsari, Sarlahi, Bardiya, Saptari, Siraha, Morang, Banke, Mahottari and Parsa.

Assessment data from the IRA process and from Government ministries illustrates the deleterious impacts that flooding has had on critical infrastructure and livelihoods. For example, across the 28 districts surveyed by the IRA 80 schools have been destroyed and a further 710 have sustained varying degrees of damage. In addition, 10 health posts have been destroyed and 64 have been partially damaged.

IRA data shows that more than 33,000 head of cattle have also been killed or have escaped from farms and homesteads. The Ministry of Livestock Development assess that 181,000 animals died due to flooding.

Although flood waters have now receded there are still large unmet humanitarian requirements across all sectors. For example, access to basic and comprehensive reproductive health (services including safe delivery and anti-and post-natal care remains a challenge in flood-affected areas

While many displaced families have begun to return to their homes, 20,888 people remain displaced and in 18 sites across five districts there are more than 5,000 people living in temporary settlements, as of 9th September.

From a coordination perspective, the response to the Terai floods is now largely decentralised although national level coordination fora, such as Clusters, the Cash Coordination (CCG) and Community Engagement groups and the Humanitarian Country Team (HCT), continue to play important roles particularly in regards to policy related issues.

2. Problem Statement

Decentralisation of the response has brought a number of coordination and accountability challenges. For example, the flow of information to Kathmandu levels actors is inconsistent, creating difficulties for the humanitarian community to properly understand the needs for humanitarian assistance, to what extent those needs are being met, and how consistently across various social and ethnic groups, as well as what are the remaining gaps. Additionally, the systematic flow of information from affected communities themselves has been almost non-existent.

3. Objective

The objective of the Field Liaison Officer role is to support local post-flood coordination and information management, as well as strengthen accountability in flood affected areas.

4. Scope of Work

Under the guidance of the Field Coordinator the Field Liaison Officer will provide information management (IM) and coordination services to the United Nations Resident Coordinator's Office (UNRCO).

S/he will be responsible for gathering humanitarian related information from flood affected districts and for reporting back on the humanitarian context to the UNRCO. The Field Liaison Officer will also be responsible for tracking the flow of humanitarian assistance and to support the UNRCO in determining whether relief is reaching the most needy and vulnerable communities. In addition, s/he will provide IM and coordination support to humanitarian agencies and government actors in one of five flood affected locations across the central and western Tarai.

S/he will be required to establish productive working relationship with a range of different organisations and actors including newly elected representatives, local level Clusters, national and international NGOs, the Nepal Red Cross Society and local communities affected by flooding. S/he will identify opportunities to strengthen coordination between those actors engaged on the flood response e.g. through production of bespoke information products etc.

The Field Liaison Officer will also be expected to work closely with staff from the Common Feedback Project (CFP).

Specific duties:

- Provide timely and high quality bi-monthly reporting to the UNRCO, using agreed formats, regarding response activities and humanitarian gaps in flood affected areas.
- Analyze data to identify key gaps and to prioritize engagement at the local level and if needed by the UNRCO.
- Provide high quality ad hoc analytical reporting to the UNRCO as and when requested e.g. regarding the protection context in a flood affected location.
- Provide IM support to local level actors through the generation of IM related products including but not limited to actor mapping matrixes.

- Contribute to the development and maintenance of a range of information products (e.g. situation reports, sectoral briefing documents etc.) to support strategic information management, coordination and information-based decision making;
- Provide IM support to local level actors and to identify opportunities for augmenting local coordination through IM related tasks.
- Coordinate with stakeholders and build good working relations at local level.
- Coordinate with the CFP in order to disseminate findings from community engagement surveys in order to give voice to the needs of affected communities.
- Work with the CFP to develop context specific advocacy strategies.

5. Qualification Requirements

The Field Liaison Officer should meet the following basic qualification requirements:

1. Teamwork Skills:
 - a. Excellent and proven technical, organizational, leadership and teamwork skills.
 - b. Strong communication and interpersonal skills including the ability to write technical reports in English language.
 - c. Understanding of the disaster response architecture and approach in Nepal, including the role of MoHA, Cluster system, Humanitarian Country Team.
 - d. Comprehension of the humanitarian principles and their significance to relief actors.
2. Education/Experience/Language requirements:
 - a. Master's degree in science, management, engineering, social science, law, development studies, or a related field.
 - b. At least two years of relevant work experience related to management, coordination and liaison with disaster affected communities, Government agencies, relief organizations, donors and the other stake holders.
 - c. Relevant Bachelor's degree and five years' experience will also be considered.
 - d. Experience of working in Rautahat, Sunsari, Sarlahi, Bardiya, Saptari, Siraha, Morang, Banke, Mahottari and Parsa highly desirable.
 - e. Experience of working with national or international organizations would be an advantage.
 - f. Demonstrated track record of delivering high quality reports on time.
 - g. Fluency in written and spoken English and Nepali is essential.
 - h. Understanding of Hindi, Maithili, Bhojpuri desirable.

Preferences in selection

Priority	Qualification and experiences	Language
1	Masters degree with experience in humanitarian coordination and/or information management and experience in one or more flood affected district	Understanding and speaking of a relevant local language, relevant in the flood affected districts, such as Maithili, Bhojpuri, etc. will be special advantage
2	Masters degree with experience in humanitarian coordination and/or information management	
3	Bachelor's degree with experience in humanitarian coordination and/or information management and experience in one or more flood affected district	
4	Bachelor's degree with experience in humanitarian coordination and/or information management	

6. Duration

The Field Liaison Officer will be engaged for a period of 5 months with possibility of extension based on performance and fund availability.

7. Duty Station

After selection of the candidates, Resident Coordinator's Office will assign duty stations for selected candidate. Possible duty stations include: Nepalgunj, Rajbiraj, Biratnagar, Gaur and Malangwa.

8. Payment

The Field Liaison Officer will be paid on a monthly basis, upon submission of the monthly report. Monthly payment will be NPR 100,000.

9. Evaluation Criteria

Academic qualification : 30%

Relevant work experience : 50%

Number of years of work experience : 20%