

## Terms of Reference (ToR)

### Livelihood and Economic Recovery Specialist

| I. Position Information   |  |
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| <b>Post Title:</b>  | Livelihood and Economic Recovery Specialist                        |
| <b>Level:</b>   | Individual Consultant/Contract (IC)                                |
| <b>Project:</b>   | Capacity Strengthening of NRA for Resilient Reconstruction         |
| <b>Supervisor:</b>  | Income Generation and GESI Section Head                            |
| <b>Duty Station:</b>  | NRA, Singh Durbar, Kathmandu                                       |
| <b>Duration:</b>  | Six Months - extendable based on performance and fund availability |
| II. Background Information  |  |
| <p>Nepal was hit by two devastating earthquakes on 25 April 2015 with a magnitude of 7.8 Richter scale and on 12 May 2015 with a magnitude of 7.3 Richter scale. As of 10 September 2017, a total of 996,162 households were surveyed in 31 districts and 765,618 households were identified eligible for private housing grant. NRA signed contract with 637,240 households. The earthquakes destroyed 2,656 government buildings and 19,000 school class rooms. Large portions of the affected population are still living in very basic temporary shelters with limited access to safe water supply and sanitation facilities. Damaged offices interrupted many frontline government services like health, education and agricultural extension services and the livelihoods of more than 10 millions of people have been affected. Nepal prepared a Post-Disaster Needs Assessment in June 2015 and it estimated that the total value of damages and losses caused by the earthquakes was NPR 706 billion (US\$7 billion). Government of Nepal formed an autonomous "National Reconstruction Authority" (NRA), chaired by the Rt. Hon. Prime Minister as an apex body to oversee post-quake reconstruction work across the country in December 2015. It is a legal entity governed by the Reconstruction Act of Nepal. It is mandated to manage fund flow to sectoral ministries/implementing agencies, adapt implementation requirements, and oversight of accounting and spending for activities explicitly recognized as post-earthquake reconstruction. It is also NRA role to ensure effective coordination and facilitation with the implementing agencies, donors and earthquake affected communities following the post-earthquake disaster in 2015.</p> <p>Designing and implementing the livelihood improvement and economic recovery programs to earthquake affected households is also an important activity of NRA. NRA Policy Monitoring, Coordination and Social Development Division has a new Income Generation, Gender and Social Inclusion (GESI) Section for coordination and implementation of such programs. However, this Division and Section have no appropriate skill and people and to design and implement the livelihood improvement and economic recovery program as a government response to beneficiaries. Therefore, deputation of a Livelihood and Economic Recovery Specialist in NRA Policy Monitoring, Coordination and Social Development Division has been necessary to strengthen its capacity to plan and implement the post-earthquake economic recovery programs to beneficiaries.</p> |  |
| III. Duties and Responsibilities  |  |
| <b>Objective</b>  |  |
| Main objective of this Livelihood and Economic Recovery Specialist is to provide technical assistance for NRA to develop its livelihood improvement and economic recovery components of reconstruction and  |  |

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develop implementation modality and entrepreneurship development tools, need assessment of post-earthquake reconstruction beneficiaries listed by NRA for economic recovery program, stakeholder analysis and partners harmonization for optimum utilization of limited resources for the livelihood of earthquake survivors.

#### Scope of Work

The Livelihood and Economic Recovery Specialist will report to NRA Policy, Monitoring and Evaluation, Coordination and Social Development Division, Income Generation and GESI Section Head. Under his/her direct supervision, s/he will carry out the tasks as follows:

**1. Provide Technical Assistance to develop appropriate Livelihood and Economic Recovery Program Intervention Model of NRA**

- a. Assist Division and Section heads to develop appropriate livelihood and economic recovery program intervention model of NRA based on literature review, field visit and discussion with beneficiaries, key informant interview and discussion with senior officials of the government within and outside the NRA, development partners and civil society organizations
- b. Assist to carry out quick, short and representative livelihood and economic recovery need assessment survey among NRA beneficiaries and identify appropriate activities for program interventions

**2. Technical Assistance for Program Planning and Resource Harmonization**

- a. Help NRA to carry out a stakeholder analysis on livelihood and economic recovery and identify who is doing what, where and for whom in order to minimize the duplication of recovery works
- b. Assist NRA to organize coordination meeting among central level government agencies, development partners, civil society organizations involved in livelihood improvement and economic recovery program implementation
- c. Assist NRA to develop an integrated livelihood and economic recovery program implementation plan in close coordination of all stakeholders involved in this function, which will clearly allocate and demarcate the intervention area and beneficiary to different partners. It will help to optimize the limited resources and make a wider coverage on beneficiary.
- d. Contribute to building stronger partnerships, coordinate activities, support better positioning of NRA, identify areas of collaboration with external key stakeholders, government bodies, UN Agencies, I/NGOs and Civil Society
- e. Provide technical assistance to implement the intervention programs among NRA beneficiaries
- f. Assist selection of partner organizations and community groups for NRA program intervention on economic recovery and entrepreneurship development
- g. Help NRA to ensure appropriate links with central government authorities, partners, Civil Society and other relevant actors in support of coordination and information exchange
- h. Inform development actors regularly on relevant Government policies, decisions and activities on economic recovery and reconstruction
- i. Produce meeting minutes and situational reports

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- j. Make excellent utilization of livelihood portal developed by UNDP and carry out stocktaking of existing actors in the field of livelihood development both governmental and non-governmental sides.

#### **3. Provide Technical Assistance for Capacity Building**

- a. Replicate appropriate training module developed by the Ministry Industry, Micro Enterprise Development Program (MEDEP) or other development partners for entrepreneurship development training among NRA beneficiaries
- b. Pilot test the training module on NRA beneficiaries and revise and tailor made the modules as per NRA requirement
- c. Organize training to NRA central office, DCCS staff and other potential trainers from non-government sector on entrepreneurship development and economic recovery program
- d. Provide a technical assistance to NRA DCCS for implementation of economic recovery programs including target group and activities selection
- e. Build capacity of NRA DCCS staffs making them able of continuing the underlying mechanisms of managing recovery and reconstruction related information
- f. Develop livelihood development training toolkits
- g. Develop teaching and learning materials for a model workshop program to be conducted at district level.

#### **4. Provide Information Management Support on Earthquake Recovery**

- a. Support information management of earthquake recovery, focusing on Livelihoods recovery by determining the recovery related information elements required by the Government entities and Partner Organizations (PO) are submitted/collected, organized, integrated and made available to concern stakeholders
- b. Maintain data base in NRA center and DCCS and prepare information for reporting to the government and development partners
- c. Assist data collection, data entry and use of standardized systems established by thematic working groups; it includes- Who Does What, Where and for Whom (4W), contacts directory and support on developing a system for needs data.
- d. Support strategic and operational decision making by processing and analyzing data and information and presenting it in the format most useful for analysis (e.g. reports, maps, info graphics etc.)
- e. Maintain up to date knowledge of recovery achievements and issues in NRA by liaising with key actors and relevant stakeholders
- f. Share information and coordinate with all livelihood actors while developing models and carrying out important activities at the central, district and local level.
- g. Ensure linkages to overall Recovery Strategic Plan through the Recovery Team
- h. Produce meeting minutes, situational and analytical reports

#### **5. Other Responsibility**

- a. Perform other role and responsibility as directed by the Division Head

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| <b>Deliverables</b> <ul style="list-style-type: none"><li>a. Livelihood and economic recovery portal (to be updated regularly)</li><li>b. Livelihood and economic recovery program implementation report</li><li>c. Teaching – learning material (as a common template/s)</li><li>d. Monthly report of works performance reports</li><li>e. End of Assignment Report</li></ul>   |
| <b>IV. Impact of Results</b> <p>The key results have an impact on livelihood improvement of post-earthquake beneficiaries through economic recovery grant and program intervention.</p>  |
| <b>V. Competencies</b> <p><b>Corporate Competencies</b></p> <ul style="list-style-type: none"><li>a. Demonstrates commitment and dedication towards NRA reconstruction mission, vision and values</li><li>b. Proven organizational and inter-personal skills, and ability to work in a multi-cultural team environment</li><li>c. Ability to work under pressure and according to tight deadlines</li><li>d. Essential computer skills in particular competency in the use of Windows MS Office programs (Word, Excel, Power Point etc.)</li></ul> <p><b>Operational Effectiveness</b></p> <ul style="list-style-type: none"><li>a. Results-driven and initiative-taking behavior</li><li>b. Ability to plan and organize work and establish priorities</li><li>c. Remains calm and in control even under pressure, and consistently approaches work with energy and a positive and constructive attitude</li><li>d. Informed, sound, and transparent decision-making skills</li><li>e. Thoroughly and methodically collects, verifies and records data, demonstrating attention to detail and identifying and correcting errors of his/her own initiative</li></ul> <p><b>Orientation and Communication</b></p> <ul style="list-style-type: none"><li>a. Good interpersonal and networking skills</li><li>b. Ability to establish and maintain effective working relations colleagues and seniors</li><li>c. Supports and encourages open communication in the team and facilitates team work</li><li>d. Ability to work under minimum supervision</li><li>e. Ability to work with multiple stakeholders from a wide range of disciplines and fields, from both NRA center and districts, Central Level and District Level Project Implementation Units and having diverse and competing views and interests</li></ul> <p><b>Knowledge on Economic Competency</b></p> |

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- a. Humanitarian response:** Exceptional knowledge of humanitarian response systems, coordination mechanisms, and humanitarian policy. This includes coordinated needs assessments, and the Humanitarian Program Cycle
- b. People centered approach:** Understands that a people-centered approach to humanitarian action brings together the universal determinants of age, gender, and other specific diversity characteristics for analysis that informs an effective response which includes; disability, HIV AIDS, mental health, socio-economic status, religion, nationality, the environment and ethnic origins
- c. Recovery programming:** Strong knowledge of one or several of the early recovery programmatic areas:
  - **Livelihoods:** Emergency Employment, Economic Recovery, Government Employment
  - **Governance:** Rule of Law, Peace and Reconciliation, Community Stability, Social Cohesion, Local Governance, Civil Society
  - **Basic infrastructure repairs and rehabilitation:** Waste Management, Utility systems, Local Government buildings, Community buildings
  - **Transition planning:** Comprehensive understanding of the challenges and experience of countries transitioning from humanitarian assistance to recovery and development with energy and a positive and constructive attitude
- d.** Informed, sound, and transparent decision-making
- e.** Thoroughly and methodically collects, verifies and records data, demonstrating attention to detail and identifying and correcting errors of his/her own initiative

#### Professional competencies

- a. Professionalism:** Ability to conduct data analysis using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- b. Communication:** Speaks and writes clearly and effectively; exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.
- c. Teamwork:** Works collaboratively with colleagues to achieve organizational goals; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- d. Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- e. Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; support subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

#### Managerial Competencies

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- a. Leadership:** establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.

#### **VI. Qualifications**

##### **Education and Experience**

- Master Degree or equivalent in Economic or Development Planning or International Development or International Relations from recognized university and relevant professional experience in related area will be accepted in lieu of degree in other field/s.
- Minimum five (5) years of progressively responsible experience in humanitarian information management and coordination or a related field;
- Knowledge and experience in agriculture, livestock development and small enterprises development is preferred;
- Experience in skill development, income generation activities, and entrepreneurship development would be an added advantage;
- Experience working within the Development agencies preferably in government system; and
- Experience in humanitarian response and recovery operations is desirable.

##### **Language requirements**

Proficiency in spoken and written both Nepali and English language

#### **VII. Quality Assurance**

The incumbent will work under the direct supervision of the Income Generation and GESI Section Head. S/he will also report to the Section Head, who will monitor the quality of deliverables. The payments will be made on monthly basis based on verifying the deliverables and approval by the NRA Income Generation and GESI Section Head.