

TERMS OF REFERENCE

Individual Contractor

1. Project Information

Assignment Title	National Consultant –Post Disaster Needs Assessment in Cambodia
Organization	UNDP Cambodia
Post Level	National Consultant, Individual Contract
Cluster/Project	Programme Unit
Duty Station	Home based with mission to Kampong Cham and Siem Reap
Duration	84 working days total from August to November 2018, with 8 days field missions to Kampong Cham and Siem Reap

2. Background and Project Description

The United Nations Development Group (UNDG), the European Union (EU) and the World Bank (WB) signed a joint declaration¹ in 2008 on Post-Crisis Assessments and Recovery Planning committing their organizations to collaborate and harmonize post-crisis frameworks to support post-disaster needs assessments and recovery planning. The outcome of the agreement was the establishment of the Post-Disaster Needs Assessment (PDNA) procedural and technical guidelines and the Disaster Recovery Framework (DRF) guide; officially launched at the Sendai Third World Conference on DRR on 14 March 2015.

The development of the PDNA and DRF guides represents a unique outcome towards a harmonized and standardized approach in Government-led efforts to estimate the needs for recovery after disastrous events and to plan and implement recovery strategies to help rebuild the physical, social and human capital of disaster affected communities.

The guidelines are now being widely disseminated aiming at strengthening capacities among Governments, staff members of the three partner organizations as well as among practitioners, for needs assessment and recovery planning. This is part of the systematic approach to develop a consensus on the PDNA and DRF among all stakeholders in different parts of the world, particularly the Asian Region, which is vulnerable to impacts of disasters.

The establishment of PDNA and DRF guidelines is considered as a significant step forward and an improvement on what has often been a multitude of separate uncoordinated and often unrelated set of post-disaster assessments with different methodologies and producing data and conclusions which it is impossible to accumulate into an overarching picture of a post-disaster situation.

The PDNA guidelines state that “The PDNA is a government-led and government-owned process carried out with the participation of national and international agencies. The National Government’s leadership

¹ EU, UNDG and World Bank- Joint Declaration on Post-Crisis Assessment and Recovery Planning, 25th September 2008. The UNDP Administrator signed the Declaration on behalf of the UNDG.

of the exercise is critical to a successful assessment. It is therefore recommended that the Government conveys its commitment to undertake the PDNA at the appropriate level and provides the requisite support.”² under Cambodia’s Law for Disaster Management, National Committee for Disaster Management (NCDM) as the ‘headquarters of the Royal Government is to lead, administer and coordinate all disaster management activities.’ (Article 6). Utilizing the above structure, NCDM is to conduct disaster risk assessments of development activities (Article 14), coordinate all disaster management activities (Article 15), issue guidelines for conducting risk assessments (Article 16), lead and coordinate post-disaster damage, loss and recovery needs assessments and develop the recovery plans and programs for the Royal Government of Cambodia (Article 27).

3. Objective and Scope of Work

With the assistance of United Nations Development Program, NCDM is to roll out the PDNA adoption in Cambodia. The national strategy of PDNA comprises the institutionalization of the PDNA and DRF and capacity building and enhancement of Provincial Committees for Disaster Management in conducting post-disaster assessments, according to the set of guidelines specified in the Post Disaster Needs Assessment and Disaster Recovery Framework.

The broader, national level, strategy of PDNA in Cambodia is embedded into a long-term capacity building plan, currently being developed by NCDM. The long-term plan is to strengthen NCDM’s capacity in the following four areas:

- Capacity to organize and manage initial rapid assessments utilizing the existing Humanitarian Response Forum in Cambodia.
- Capacity to organize a Post Disaster Needs Assessment, with international technical and financial support, and the subsequent creation of a Disaster Recovery Framework
- Capacity to use social protection mechanisms to address disaster risk and climate change resilience in households and communities.
- Capacity to support implementation of the Disaster Management Law.

To achieve the national objectives set out above, UNDP and NCDM propose to implement three key activities pertaining to PDNA and DRF, utilizing funding support from the PDNA Roll-Out Project II.

The key activities are outlined below

1. Institutionalization of PDNA and DRF. This activity strengthens the already existing mechanism on ministerial-level information sharing for damage and loss assessment, which is vital for PDNA and DRF. The institutionalization of PDNA and DRF would entail (a) understanding and (b) adoption of sectoral PDNA and DRF by related ministries / institutions including (c) related tool specified in the PDNA Guidelines Volume B (sectoral guidelines). This would strengthen NCDM-led country-level mechanism in providing a recommendation on the declaration of a disaster to the Royal Government of Cambodia, and to recommend action measures for emergency response and disaster relief, resulting from PDNA and DRF exercises.

² PDNA Guidelines, p.51.

2. Localizing PDNA and DRF in the Cambodian Context. This activity sets the foundation of the local level PDNA and DRF adoption. This step is aimed at adopting the global PDNA and DRF guidelines that fit into Cambodian context. Key sectors have been identified as priority fields based on (a) the historical disasters in Cambodia (b) PDNA developed after the 2013 floods, (c) NCDM priority actions for risk reduction in Cambodia, linked to (d) NCDM on-going programs in the targeted provinces (specified more in the Activity 3 below).

The selected sectors are:

- Agriculture
- Housing
- Community Infrastructure
- Health
- Education

3. Provincial-level Capacity Building on PDNA and DRF. The actual activity on pilot / testing the local level PDNA and DRF adoption in Cambodia would be implemented in the selected provinces based on (a) the various hazard, vulnerability assessment depicting the provincial risk to disasters in Cambodia and (b) complementarity of the on-going NCDM capacity building activities in the high-risk provinces in Cambodia.

The main objective of this consultancy is to assist NCDM and UNDP in implementing PDNA-related activities set out in the Deliverables Section.

4. Deliverables and Timeline

The selected consultant will be responsible for the delivery and technical quality of the final products as listed above. All deliverables shall be submitted to UNDP Cambodia in accordance with the following timeline:

No	Tasks/ Outputs	Estimated duration to complete	Target due date	Review and Approvals Required
1	Inception report with detail work plan produced	1 day	5 August 2018	Reviewed by UNDP Project Manager assigned person from NCDM, approved by NCDM and UNDP ACD/Team leader
2	Review of post-disaster needs practices in Cambodia, including analysis of existing tools and methodologies at provincial level (Output in English).	5 days	10 August 2018	
3	Adopting (from the global guidelines) the PDNA and DRF sectoral guidelines and translation to local language (output in English and Khmer). <ul style="list-style-type: none"> - Agriculture - Housing - Community Infrastructure - Health - Education 	25 days	30 August 2018	
4	Development of tools for data collection of each sector for PDNA (output in English and Khmer). <ul style="list-style-type: none"> - Agriculture 	20 days	20 Sept. 2018	

No	Tasks/ Outputs	Estimated duration to complete	Target due date	Review and Approvals Required
	<ul style="list-style-type: none"> - Housing - Community Infrastructure - Health - Education 			
5	Development of templates for conducting the needs assessments in each selected sector (output in English and Khmer): <ul style="list-style-type: none"> - Agriculture - Housing - Community Infrastructure - Health - Education 	10 days	30 Sept. 2018	
6	Development of a set of training package for NCDM's future use in rollout of the PDNA beyond the initial six target provinces (output in English and Khmer).	10 days	5 Oct. 2018	
7	Development of a set of Standard Operating Procedures for conducting a PDNA in Cambodia (English).	5 days	12 Oct. 2018	
8	Assisting in delivering the training at the provincial level in Kampong Cham and Siem Reap (training to be delivered in Khmer and English). The consultant will act as a presenter / resource person in the training, together with representatives from NCDM and UNDP.	8 days	30 Nov. 2018	
Total number of working days		84 days		

* Each output of this assignment will be presented as an individual chapter of a compiled publication

* Output 4-8 would need consultation / validation from related stakeholders with UNDP / NCDM facilitation. Those outputs will be tested in the first PDNA training.

5. Institutional Arrangement

Under the direct supervision of Head of Programme, the consultant work closely with the UNDP Project Manager and NCDM focal persons. The approval of the output will be sought from both UNDP and NCDM.

Role of the consultant

- The consultant is responsible to provide his/her technical expertise to produce the expected outputs;
- The consultant shall cover all the related cost for his/her mission to the field during the whole assignment. The consultant shall arrange transportation for his/her mobility in Phnom Penh. The consultant will also cover the transportation for the field work from Phnom Penh to the two provinces stated in this ToR.
- The consultant shall be responsible for his / her lodging in the field.

- The consultant shall report on and submit the above deliverables under this assignment to the assigned person, acting as the focal point of UNDP Cambodia.
- The consultant needs to maintain daily communication with the UNDP project focal person and NCDM focal persons as and when problems emerge during the consultancy period, especially if they affect the scope of the job.

Role of UNDP focal person/team

- The UNDP programme unit will link the consultant to NCDM focal person for this assignment;
- The UNDP programme unit will provide overall quality assurance for this consultancy;
- The UNDP programme unit will review deliverables for payment release;
- UNDP focal person will act as the focal person to interact with the consultant to facilitate the assignment, to facilitate the field mission, to facilitate the review of each outputs and ensure the timely generation of the comments from stakeholders on each output.

6. Duration of the Work

This assignment is expected to be finalized at a maximum of 84 working days, spread from August 2018 to November30, 2018. Field visits are expected to be conducted 8 days in the Provinces of Kampong Cham and Siem Reap for the training programme. Throughout the assignment, the consultant is expected to liaise with relevant institutions for data collection. List of consulted institutions / professionals is to be included in the Deliverable 2.

7. Duty Station

The consultants will work home-based with travel to the Provinces of Kampong Cham and Siem Reap for the training programme. It is expected that the consultant spends 40% of his/her time working with NCDM focal persons in NCDM office.

8. Minimum Qualifications of the Individual Contractor

Educational Background	<ul style="list-style-type: none"> • Master’s degree in Development Study, Economics, Environmental Science, Earth Science, Political Science or any other development-related field.
Professional Experience	<ul style="list-style-type: none"> • Substantial relevant experiences (minimum 5 years) in Disaster Risk Management in Cambodia. • A minimum of 2 years of demonstrated experience in Post Disaster Needs Assessment in Cambodia • Direct experiences working with NCDM on related disaster management activities in Cambodia would be preferred. • Experiences in providing capacity building training on DRR to national and sub-national levels • Experience in working with other government agencies/ entities in Cambodia, NGO’s or UNDP would be an added value.
Other Competencies	<ul style="list-style-type: none"> • Time management (in managing deliverables); • Well communicated • Team management; • Professionalism, courtesy, patience;

	<ul style="list-style-type: none"> Outstanding inter-cultural communication, networking and coordination skills.
Language Requirement	Fluency of English language and Khmer is essential.

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor.

Technical Evaluation Criteria	Obtainable Score
Demonstrated relevant academic qualification	10
Substantial relevant experiences (minimum 5 years) in Disaster Risk Management in Cambodia.	25
A minimum of 2 years of demonstrated experience in Post Disaster Needs Assessment in Cambodia	30
Direct experiences working with NCDM on related disaster management activities / assignment in Cambodia.	15
Experience in working with other government agencies/ entities in Cambodia, NGO's or UNDP and/or UN agencies.	20
Total Obtainable Score	100

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

10. Payment Milestone

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following instalments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Inception report with detail work plan submitted /presented	5 August 2018	10%
2	Upon satisfactory completion of deliverable 2 and 3	5 September 2018	25%
3	Upon satisfactory completion of deliverable 4 and 5	6 October 2018	25%
3	Upon satisfactory completion of deliverable 6, 7, 8	30 Nov. 2018	40%

11. Approval

Signature:

Name:

Title/Unit/Cluster:

Date: