

Terms of reference



Empowered lives.
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GENERAL INFORMATION

Title: Disaster Risk Management Support Specialist

Project Name: Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (PETRA) Project

Reports to: Project Manager

Duty Station: Palu

Expected Places of Travel (if applicable): Lombok

Duration of Assignment: 140 working days within August 2019 – February 2020

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT, please select: (6) Junior Specialist (7) Specialist (8) Senior Specialist
	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

- ☐ partial (explain)
☐ Intermittent (explain)
☒ full time/office based (needs justification from the Requesting Unit)

The consultant will be based in UNDP Palu Office within 7 months' period of contract, the consultant will work in line with Program Earthquake Tsunami Recovery Assistance for Palu and Lombok (PETRA) Project time line activities and might not be sequential also often following dynamic the characteristic of Project and Programme thus the consultant need to harmonize his/her service with the emerging and relevant priorities

Provision of Support Services:

Office space: ☒ Yes ☐ No
 Equipment (laptop etc.): ☐ Yes ☒ No
 Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services:

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I. BACKGROUND

The two major disasters in 2018, earthquake, tsunami and liquefaction ravaged Central Sulawesi and West Nusa Tenggara (NTB). Particularly, the liquefaction affected Palu and caused approximately 10.000 people lost their homes. Hundreds of thousands of people lost their jobs and livelihood options. Disasters triggered by the earthquakes, tsunami and liquefaction caused substantive damage to community infrastructures, including buildings, roads, bridges, market facilities, irrigation canals, and drinking water schemes. The damaged infrastructures became almost non-operational, prompting the risk of migration for affected communities.

To accelerate rehabilitation and reconstruction process in both areas, UNDP is implementing the Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (PETRA). The goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post- disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans. Beyond the immediate humanitarian and relief assistance, the KfW and UNDP has initiated engagements with national and local governments to support of Central Sulawesi and NTB's recovery efforts. Key government partners include BNPB, BAPPENAS, Ministry of Finance, Ministry of Public Works, the Provincial governments of Central Sulawesi and NTB, and the local governments of all ten districts and cities impacted by the disasters. PETRA will deliver two outputs, namely: (1) Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services; and (2) Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods.

Within the scope of Output (2) that aim for community infrastructure rehabilitation and reconstruction to support livelihood recovery, decisions on which activities are to be identified and prioritized by the communities themselves and further consulted with the district/ municipality. Reconstruction of essential community infrastructures might be undertaken and financed jointly between the community and the district/municipality as well as with private sector, with support from the program..

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLE

The Support Specialist Consultant will be appointed to support PETRA Project providing his/her technical expert to supervise community engagement in Palu and Lombok for Output 2. These are expected scope of works/activities that will be carried by consultant:

- Assisting and supervising CSOs partner to organize Hazard/Risk Mapping through hazards-vulnerability-capacity assessment in order to ensure the community recovery program adopting the principle of "build back better and safer" in facilitating community resilience:
 - Assisting and Supervise CSO's related to mapping community base disaster risk by Participatory Rural Appraisal (PRA) and GIS)
 - Assisting and Supervise CSO's related to Facilitating village contingency plan trough data collection and management, stakeholders mapping, disaster scenario design, sectoral planning, contingency plan design, dissemination and drills.
 - Safeguarding and empowering village recovery forum to achieve following goals: clarity on membership and roles, synergy with village level government, DRR strengthening activities, operative exit strategies.
- Strengthening community resilience and sustainable livelihoods recovery through village funding and innovative measures.
 - Assisting CSOs on integrating resilience and recovery action plan into village funds. It includes to facilitate resilience and recovery action plan, and to integrate the action plan into village development plan (RPJMDes) or into RPKDes.
- Supporting provincial government to measure periodically the condition of a population against welfare trough longitudinal study and Disaster Recovery Index (PDRI). It encompasses to:

- Designing study methods and instruments.
- Safeguarding the study (subject to provincial government implementation time frame).
- Supporting local government to harmonize SDGs achievement with PDRI.

Expected Outputs and Deliverable

Deliverable/Outputs	Target Due Dates	Review and Approvals	Working Days
1 st deliverable: Inception report on context analysis of targeted communities/villages, including CSOs engagement.	Sep 2019	Project Manager	20 working days
2 nd deliverable: Progress report on village recovery forum establishment/empowerment plan	Oct 2019	Project Manager	20 working days
3 rd deliverable: Progress report on community-based risk assessment mapping	Nov 2019	Project Manager	20 working days
4 th deliverable: Report on contingency plan dissemination and coordination with local government	Dec 2019	Project Manager	20 working days
5 th deliverable: Progress report on community-based capacity development (including its learning plan and training report)	Jan 2020	Project Manager	20 working days
6 th deliverable: Progress report on facilitation of integrating recovery action plan with village development plan	Feb 2020	Project Manager	20 Working days
7 th deliverable: Progress report on support to local government in design study of Post Disaster Recovery Index (PDRI)	Mar 2020	Project Manager	20 Working days

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of Project Manager. His/her will work closely with Resilience and Reconstruction Unit to ensure effective and efficient community engagement.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverable could be proposed by the incumbent and shall be agreed jointly.

Duration of the Work

The consultant will perform his/her assignment with the following timeline:

- He/she will have 140 totals of working days from August 2019 – February 2020, he/she should be completed of assignment.
- The expected effective working date is started on 20 July 2019.

- He/she should submit the deliverable 1 (one) weeks before the deadline specified in contract to enable the technical officer undertaking proper review within maximum 2 weeks or 14 working days.
- Delay on submitting report will impact on the completion of works and release of payment

Duty Station

The consultant will be based in UNDP Palu Office

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Jakarta	Twice during the duration of the assignment	6 days in total
2	Lombok	Fourth during the duration of the assignment	20 days in total

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

I. Academic Qualifications:

Minimum Bachelor degree in Geography or other related social studies

II. Years of experience:

- Minimum of 4 (four) years experiences involved in disaster management issues, preferably with government counterpart and community in some part.
- Experience in disaster risk analysis, concept and policy.
- Experience in facilitating local partners in community-based disaster risk reduction.
- Experience in liaise and coordinate with government counterparts in recovery/rehabilitation phase, especially in Palu or Lombok.
- Experience with governance system, policies and procedures in disaster management.
- Experience in working with less supervision.

III. Competencies and special skills requirement:

- Ensuring the coordination with government and other stakeholders are done with accurate, objective, clear, constructive
- Facilitating communication between project and other stakeholders during the process
- Performing related work as assigned by Project Manager

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology: Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point	
<u>Technical (70%)</u>		100	
Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none"> • Minimum Bachelor degree in Geography or other related social studies. • Minimum of 4 (four) years experiences involved in disaster management issues, preferably with government counterpart and community in some part. • Experience in disaster risk analysis, concept and policy. • Experience in facilitating local partners in community-based disaster risk reduction. • Experience in liaise and coordinate with government counterparts in recovery/rehabilitation phase, especially in Palu or Lombok. • Experience with governance system, policies and procedures in disaster management. 	70	15 15 10 10 10 10	
Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none"> • Understands the task and applies a methodology appropriate. • Important aspects of the task addressed clearly. • Planning logical, realistic for efficient project. 	30	10 10 10	
<u>Financial Criteria (30%)</u>	N/A		