

Terms of reference



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GENERAL INFORMATION

Title: Humanitarian Affairs Analyst Consultant

Project Name: UNOCHA Indonesia

Reports to: Head of Office, UNOCHA Indonesia

Duty Station: Jakarta

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 100 working days from August 2019 – January 2020

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	(5) CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV / P11 with three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (for discussion and consultation)

☐ intermittent : the works doesn't require a full attendance of the staff, but advisory and consultation on regular basis during the contract.

☒ full time/office based

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: UNOCHA Indonesia.

Signature of the Budget Owner: Victoria Saiz-Omenaca

I. BACKGROUND

The OCHA Indonesia Country Office was first established in 1999 and has since responded to a number of major natural disasters as well as medium-scale emergencies. In the last four years, the focus of the OCHA presence has evolved to supporting the Government and the humanitarian community in their disaster preparedness efforts and working on enhancing organization partnership with the Association of South-East Asian Nations (ASEAN), with oversight for the office being provided by OCHA's Regional Office for Asia and the Pacific, of which OCHA Indonesia is now a component part.

The Government of Indonesia has worked intensively over the last ten years to develop its disaster management system. With recent disaster response experiences in Lombok, Central Sulawesi and Sunda strait, the Government is more confident and eager to lead the overall disaster response measure with specific support. The responses provide opportunity to further support BNPB (Indonesia National Disaster Management Agency) and line ministries to strengthen disaster management policy and regulations, improve preparedness and enhance alignment of national mechanism with regional and international practices.

The position is based in Jakarta, Indonesia which is to support Head of Office in dealing with programmes: Civil Military, Humanitarian Coordination, Disaster Management and Disaster Response in Indonesia. The incumbent works in close collaboration with the OCHA HAT Indonesia, UN agencies, Government, NGOs and Donors.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Responsibilities: Within delegated authority, the Consultant will be responsible for the following duties:

1. K2B (Koordinasi dan Kaji Cepat Bencana) training
Since 2008, BNPB has maintained regular K2B (Coordination and Rapid Assessment) training as one of its top-line trainings. The training material was adapted from the UNDAC (United Nations Disaster Assessment and Coordination) tools and methodology. In 2019, BNPB has committed to conduct the training with a revised module, and thus has requested OCHA to assist in the revision process. The consultant recruited is expected to deploy experienced and expert staff to support BNPB to develop the K2B curriculum and modules and provide technical support when the training is conducted and hosted by BNPB this year.

Estimated number of working days: 15 days

2. Civil-Military coordination
The increasing role of the Indonesian Military (TNI) in disaster response is noticeable in recent years. This means that increased coordination and cooperation between civilian organizations (both Government and non-government actors) and TNI needs to take place. However, there is no common understanding on how to ensure effective relations between civilians and military. The consultant selected will have to develop a document to help improve the understanding between civilian and military in Indonesia on disaster response. The document will be developed through a series of consultative meetings and workshop, and in close consultation with OCHA.

Estimated working days: 15 days

3. Inter-agency preparedness and Contingency Planning

In 2017, the Humanitarian Country Team in Indonesia developed an inter-agency contingency plan under the scenario of a potential major earthquake in Jakarta. Following the disaster responses in Lombok, Central Sulawesi and Sunda strait, many lessons have been learned that are beneficial for the update of the Contingency Plan. The selected consultant will assist the Humanitarian Country Team and OCHA to update the contingency plan. This will be done through a workshop and several meetings, following which the document will have to be prepared.

Estimated working days: 20 days

4. Humanitarian updates and reporting

To ensure that the humanitarian situation is regularly monitored and that OCHA Indonesia activities are appropriately reported, the selected consultant is expected to draft the following report and updates:

- a) weekly humanitarian updates,
- b) minutes of HCT meetings and OCHA-managed meetings, and
- c) semi-annual and annual OCHA reports for 2019.

Estimated working days: 15 days

5. Protection from sexual Exploitation and Abuse (PSEA) support

OCHA will work in partnership with UNICEF and UNFPA on the roll-out, testing and implementation of PSEA guidelines. The selected consultant will deploy a staff member to participate in this process, and contribute, on behalf of OCHA, to the finalization and implementation of the PSEA Guidelines.

Estimated working days: 15 days

6. Asbestos and other shelter related issues

Following disaster responses in Lombok and Central Sulawesi, there is a need to continue engagement and support to National Shelter Sub-cluster advocacy, regulation and capacity development work. The selected consultant is expected to deploy a staff member who has clear understanding on shelter-related issues including the ignorance of asbestos threat as a building material. The person will work with shelter cluster and other teams to advocate and develop specific guideline for safer and better rebuilding of houses.

Estimated working days: 20 days

Expected Deliverables	Indicative due date and Payment	Reviewed and Required Approval
Draft curriculum and module of K2B training (10 days) Report on initial meetings and workshop on civil-military coordination (5 days) Contingency Planning update workplan with a detailed disaster scenario (10 days) Humanitarian updates and reports covering Aug-Oct 2019 (7 days) Final guideline on Asbestos (15 days)	8 th November 2019	Head of OCHA

Report of technical support provided to K2B training (5 days) Report on follow up actions on civil-military coordination (10 days) Updated Contingency Plan (10 days) Humanitarian updates and reports covering Nov 2019-Jan 2020 (8 days) Report on PSEA achievements (15 days) Advocacy messages on Asbestos (5 days)	31 st January 2020	Head of OCHA
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III. WORKING ARRANGEMENTS

Institutional Arrangement

Under the supervision of Head of Office, UNOCHA Indonesia, the Consultant must ensure the completion of the above deliverables through high quality advocacy, consultations, coordination with various parties internally and externally. The Consultant is also expected to interact with Ministry of Social Affairs, Ministry of Foreign Affairs, BNPB, BASARNAS, ASEAN Secretariat, AHA Centre, OCHA Regional Office, Local Government of NTB and other relevant institutions, (e.g., other agencies, project co-implementers, donors, communities, local government units, etc.)

Duration of the Work

The assignment will be delivered within 6 (six) months in full time scheme with total of 100 days. The payment will be made to the consultant at each payment schedule, upon technical clearance from Head of Office, UNOCHA Indonesia.

Duty Station

The duty station/location for the consultant will be in Jakarta.

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	N/A	N/A	N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications

- Master Degree in social, business, environment, or equivalent relevant works.

Years of experience

- At least 15 years of working experience in disaster management, disaster policy and/or governance in Indonesia

Competencies and skill requirements

- Knowledgeable and experience in disaster management area, and knowledge with the humanitarian standard
- Experience in working with government

- Work experience in disaster management and disaster response are essential;
- Knowledge of the domestic disaster management system in Indonesia will be essential and knowledge of the international humanitarian system will be a strong advantage
- Proficient in English language, both spoken and written, understanding Bahasa would be an advantage.
- Ability to write project reports particularly for international funded project, and make presentation.
- Computer literacy (word processing, spread-sheets, PowerPoint) is expected with statistical and or spatial analysis skills a plus;

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 80% point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical (70%)</u>	100%	100
Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none"> • Master Degree in social, business, environment, or equivalent relevant works • A minimum of 15 (fifteen) years experiences in disaster management and disaster policy and /or goverment in Indonesia • Knowledgeable and experience in domestik disaster management system and Humanitarian Standard • Experience in working with high level government officials (echelon 1 and 2): BNPB, BPBD, Basarnas, MoSA, BMKG, MoH • Ability to write project reports partcularly for international funded project and make presentation 	70%	20 15 15 10 10
Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none"> • <i>Understands the task and applies a methodology appropriate for the task?</i> • <i>Important aspects of the task addressed clearly and in sufficient detail?</i> • <i>Is planning logical, realistic for efficient project implementation?</i> 	30%	10 10 10