

## Terms of reference



Empowered lives.  
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### GENERAL INFORMATION

**Title:** Consultant to support the integration of Disaster Management issues in the Technocratic draft RPJMN 2015 -2019

**Project Name:** Safer Communities through Disaster Risk Reduction (SC-DRR) Phase II

**Department/Unit:** CPRU

**Reports to:** National Project Manager (NPM) SC-DRR Phase II or her/his delegate and/or Team Leader.

**Duty Station:** Home-Based

**Expected Places of Travel (if applicable):** If required

**Duration of Assignment:** August 2014 – November 2015 (45 working days)

### REQUIRED DOCUMENT FROM HIRING UNIT

v	TERMS OF REFERENCE
5	<b>CONFIRMATION OF CATEGORY OF NATIONAL CONSULTANT , please select :</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b> (a) Junior Specialist (b) Specialist (c) Senior Specialist
v	APPROVED e-requisition

### REQUIRED DOCUMENTATION FROM CONSULTANT

v	CV
v	Copy of education certificate
v	Completed financial proposal
v	Completed technical proposal ( if applicable )

### Need for presence of IC consultant in office:

☒ partial (explain), the consultants are expected to have regular coordination meetings with SC-DRR team.

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

### 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: N/A

Signature of the Budget Owner: **Siti Agustini, NPM SCDRR Phase II**

## I. Background Information

The project “Safer Communities through Disaster Risk Reduction in Development” (SC-DRR-D) Phase II is designed to make disaster risk reduction a normal part of the development process established in core functions of government and its public and private partners at all levels especially local communities where the most effective actions can be taken to reduce the physical, economic and social vulnerability to disasters. The ultimate aim of this project is to ensure that, over the long-term, development takes place in a way that disaster risks are considered and accounted for so that over time, a culture of safety becomes the norm in Indonesia leading to sustainable development and poverty reduction in Indonesia - one of the most disaster prone countries in the world. The project aims to achieve three main outputs: (a) National and local governments enabling policy and regulatory framework for disaster risk reduction (DRR) in target areas are designed and implemented; (b) Disaster management (DM) agencies in target areas are effectively functioning and utilize risk assessment for DRR initiatives in partnership with multi-stakeholder DRR fora; and (c) DRR principles and techniques to minimize disaster risk are adopted and applied by communities

The National Agency for Disaster Management (*Badan Nasional Penganggulangan Bencana – BNPB*) is the Implementing Partner of this project. Strategic partnerships are maintained and strengthened with Bappenas and Ministry of Home Affairs and other relevant GOI ministries, as well as with public and private partners at international, national and local levels.

The engagement to Bappenas on the contribution to policy planning and formulation process is one of the main strategic outputs of SC-DRR phase II Project. The disaster management has been stipulated in the existing mid-term national development plan (RPJMN 2010 – 2014) as priority number 9 out of 11 national development priorities. Under support of SC-DRR project, the background study of the inclusion of disaster management in RPJMN 2015-2019 has been finalized early this year for the basis of Bappenas to formulate the technocrate draft of RPJMN 2015-2019 to insert the disaster management context. The technocratic writing process will be continued by engaging line ministries as well as through public consultation process until the RPJMN is enacted by the new elected president. This will provide reference for line ministries to develop strategic plans and budgets (*Rencana Strategis - Renstra*) for the next five years on the basis of the RPJMN priorities, which will include disaster management.

In line with this technocratic process, The strategic support of the SC-DRR Phase II is still needed by the Directorate of Special Areas and Disadvantaged Region (KKDT) Bappenas to ensure the disaster management aspect will be one of the national priorities in RPJMN 2015-2019.

### Objectives of Assignment

To continue supporting Bappenas, The SC-DRR Phase II Project attempts to engage the individual consultant for improving and enriching the current draft RPJMN 2015-2019 through the provision of the analysis for the inclusion of disaster management and disaster risk reduction. Under the direct supervision of the Directorate KKDT Bappenas and in collaboration with the National Project Manager (NPM) of SC-DRR Phase II or her/his delegate, the Consultant is expected to provide services to Bappenas to lead the drafting process of RPJMN 2015-2019 related to the disaster management and disaster risk reduction strategies, policies and programme.

## II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the direct supervision of the Directorate KKDT Bappenas and close coordination with the SC-DRR Phase II Project, the consultant will perform the duties with detailed scope of work as follow:

- Provide data and analysis related to the disaster management and disaster risk reduction in order to enrich and refine the technocratic draft RPJMN;
- Support the Directorate KKDT Bappenas in providing discussion and consultation with BNPB and other line ministries;
- Provide support to bridge between Bappenas and BNPB in line with the iterative process of the technocratic draft RPJMN 2015 – 2019 and the draft national disaster management plan 2015-2019 to ensure the synergy between the two strategic documents;
- Consult with line ministries and other related actors in disaster management and disaster risk reduction issues to enrich the technocratic draft of RPJMN;
- Assist in convening meetings, briefings, and other methods of information exchanges and interaction between Bappenas, UNDP and SC-DRR Phase II Project BAPPENAS;
- Support the Directorate KKDT Bappenas in the writing process of the draft RPJMN;
- Develop report as the executive summary and lesson learned to the SC-DRR Phase II Project on the formulation process and the output of the technocratic draft RPJMN 2015-2019.
- Conduct regular sharing sessions with UNDP and PMU on RPJMN related topics

## III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Demonstrate knowledge and experience in Disaster Management and Disaster Risk Reduction and particularly mainstreaming DRR in sectors;
- Have a good knowledge in development planning and programming issues as well as related policies and regulations;
- Familiar with the national development planning system;
- Advance writing skill in Bahasa and English, as well as develop presentation and provide work paper for discussion;
- Ability to work with different cultural/national backgrounds, good interpersonal and communication skills;
- Ability to work with minimum supervision;
- Education minimum bachelor degree in public policy, urban and regional planning, social science, disaster management and other related majors;
- Experience minimum 7 (seven) years of related experience in disaster management, disaster risk reduction and national development planning system;
- Ability to establish good relationship with senior government officials.

## IV. EXPECTED RESULTS

Satisfactory acceptance from the Directorate KKDT Bappenas and NPM SC-DRR II prior payment authorisation

Deliverables	Payment	Due Date
The first payment will be made upon satisfactory submission of the report following the approval from the NPM SC-DRR II: <ul style="list-style-type: none"><li>• Inception Report indicating and describing the current progress of the technocratic draft, the Work Plan and</li></ul>	30 %	12 Sept 2014

<p>methodology in achieving and/or producing outputs/deliverables;</p> <ul style="list-style-type: none"> <li>• Technical reports consisting of inputs and analysis developed for refining the Draft RPJMN.</li> </ul>		
<p>The 2<sup>nd</sup> payment will be made upon satisfactory submission of the reports following the approval from the NPM SC-DRR II:</p> <ul style="list-style-type: none"> <li>• Technical reports consisting of inputs and analysis developed for refining the Draft RPJMN 2015 - 2019;</li> <li>• Technical reports comprising of highlighted issues and notes of meeting during the consultative process;</li> <li>• Draft Lesson learned document to support the drafting process (technocratic writing process) and to formulate the integrating of disaster management issues in technocratic draft RPJMN 2015 -2019.</li> </ul>	45 %	24 Oct 2014
<p>The 3<sup>rd</sup> payment will be made upon satisfactory submission of the reports following the approval from the NPM SC-DRR II:</p> <ul style="list-style-type: none"> <li>• Final Lesson Learned document to support the drafting process (technocratic writing process) and to formulate the integrating of disaster management issues in technocratic draft RPJMN 2015 -2019.</li> <li>• Final Report of supporting the technocratic draft RPJMN 2015-2019 in the area of disaster management and disaster risk reduction.</li> </ul>	25%	14 Nov 2014

All the reports and documents submitted are in ENGLISH and BAHASA, unless required others by the team leader.