

Terms of reference



Empowered lives.
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GENERAL INFORMATION

Title: Disaster Recovery Index Formula Specialist

Project Name : Disaster Risk Reduction based Rehabilitation and Reconstruction

Reports to: National Project Manager DR4

Duty Station: Jakarta

Expected Places of Travel (if applicable): Malang, Kediri, Blitar, Jogjakarta, Semarang and Kaban Jahe

Duration of Assignment: December 2014 - April 2015 (80 days)

REQUIRED DOCUMENT FROM HIRING UNIT

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

REQUIRED DOCUMENTATION FROM CONSULTANT

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

Need for presence of IC consultant in office:

☐ partial (explain)

x intermittent (explain)

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

Provision of Support Services:

Office space:

☐ Yes xNo

Equipment (laptop etc):

☒ Yes xNo

Secretarial Services

☐ Yes xNo

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

Signature of the Budget Owner.

Lulu Muhammad

I. Background Information

As part of DR4 sub-project activities, MRR (Merapi Recovery Response) has started some initiatives related to post-disaster recovery processes. Through DR4-MRR project, BNPB and UNDP has been providing support to the national and local authorities and civil society to conduct periodic needs re-assessment and monitoring that will feed into existing recovery planning, including special focus on gender equality in post-disaster recovery. The project will support development of periodic needs re-assessment methodology and instrument to ensure fulfillment of human aspect of the affected communities. Involvement of local and national authorities and civil society organization is important to ensure institutionalization of the instrument.

To observe changes on disaster recovery and community resilient to Merapi hazard that will periodically happen every 4-5 year, two surveys have been implemented in September 2012 and early 2014, to identify progress of recovery. The survey contains information collected at the individual and household levels, including multiple indicators of economic well-being (consumption, income, and assets); education, migration, and labor market outcomes; marriage, fertility, and contraceptive use; health status, use of health care, and health insurance; relationships among co-resident and non-co-resident family members; processes underlying household decision-making; transfers among family members and inter-generational mobility; and participation in community activities.

As a result of the above study, Ina-DRI or Indonesia Disaster Recovery Index have been identified and now being considered as one and only tools to observe the recovery progress and provides input for re-planning purposes. This initiative has now been agreed and committed by BNPB-BPS-UNDP to be further formulated for national level purposes and applied in any type of disaster. For this purpose, 'kick start' activities has been started in Q3 2014, and some expertise has been identified to be on board soon, DR4-MRR Project intends to employ:

1. Disaster Recovery Index Formula Specialist
2. Longitudinal Study Instrument Specialist
3. Guidelines Specialist

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

The Consultant will work under the supervision of the National Project Manager and will be responsible for tracking results and apply the monitoring framework as set up in the project document, in line with UNDP's internal guidelines. S/he will also be responsible for preparing regular reports as mentioned on below deliverables matrix. The consultant will produce these deliverables through extensive consultation with BNPB, BPS, and UNDP, and is expected to perform the following duties:

- Collect and analyse data information and learning related to the development of Disaster Recovery Index formula.
- Facilitate participatory processes and consultation with strategic stakeholders e.g. BPS, BNPB, BPBD, Bappenas, Local Governments, DRR Platform, Survey Organizations, Universities, civil society organizations, etc to elaborate appropriate Ina-DRI formula.
- Support to the Ina-DRI working group to ensure proper collection of information and documentation of the processes for formulation of Disaster Recovery Index.
- Provide academic and professional opinion for Disaster Recovery Index including method, procedures, variables, formula and dissemination strategy.
- Compose Disaster Recovery Index including method, procedures, variables, formula and dissemination strategy through accommodation of inputs from Ina-DRI Working Group and stakeholders.

- Provide technical expertise for the DR4 Project as necessary.

In undertaking his or her duties, the consultant:

- Should be familiar with the general context of the disaster management as well as disaster risk reduction incorporation in post disaster recovery.
- Advise BNPB and PMU on viable strategies, timeline and tools related to the above subject within the BNPB and GoI structure with special focus on long-term capacity building.
- Advise and assist BNPB and PMU in the process of data compilation, analysis of findings and reporting.
- Perform other duties as required.

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Minimum Master degree majoring in statistics, economics, mathematics, public administration or other relevant field; the equivalent combination of education and the extensive relevant professional experience in a related area.

II. Years of experience:

- At least 8 years of progressively responsible professional experience in development field or related field. Part of that experience must be in the field of statistics, public administration of GoI official (specific background on disaster management will be an advantage).

III. Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission and strategic goals of the UN.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism
- Promotes knowledge management among UN and non-UN partners
- Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates excellent oral and written communication skills.
- Builds strong relationships with clients and external actors.
- Manages conflict and stress, remaining composed and working as a mediator in crisis or antagonistic situations.
- Demonstrates openness to change and ability to manage complexities.
- Responds positively to critical feedback and differing points of view.
- Solicits feedback from staff about the impact of his/her own behaviour.
- Ability to lead strategic planning, change processes, management and reporting.
- Ability to lead formulation, oversight of implementation, monitoring and evaluation of strategic plans/frameworks.

IV. EXPECTED RESULTS

The specialist will prepare the final output based on below schedule:

The consultant is expected to complete all work identified above within five (5) months from the date of commencement. The consultant will submit the expected Results/Final Products/Deliverables below in line with payment plan :

EXPECTED OUTPUTS	DUE	% OF TOTAL PROFESSIONAL FEE	Working Days
Initial analysis of DRI, incl. desk study, agreed work plan and milestone for 5 months assignment	31 December 2014	30	20
Draft of Survey Formula	28 February 2015	30	40
Final and agreed Survey Formula	30 April 2015	40	20