

Terms of reference



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GENERAL INFORMATION

Title: Guidelines Consultant

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, Blitar, Kediri, Jogjakarta, Semarang and Kaban Jahe

Duration of Assignment: December 2014 – April 2015

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
x	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	
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)

☒ 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: < Enter name >

Signature of the Budget Owner: Lulu Muhammad

I. BACKGROUND

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 fulfilment 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 labour 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 Consultant.

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

The **Disaster Risk Reduction based Rehabilitation and Reconstruction (DRRRR) Guidelines Consultant**, hereinafter called as **Guidelines Consultant** will be appointed to assist National Project Manager in providing technical and management inputs in the formulation of guideline documents related to Ina-DRI mentioned above. The consultant will deliver the output through an extensive consultation with BNPB, BPS, UNDP, Survey Meter, FPRB and other related parties. He/she also will be working closely with the PMU DR4 to provide technical support and advice, the consultant will:

- Lead the process of drafting and formulating Ina-DRI Guidelines.
- Support to the Ina-DRI working group to ensure proper collection of information and documentation of the processes;
- Facilitate consultation strategy and forums for the finalization of the document
- Works across a range of disaster management issues,
- Proactively identifying technical development needs and opportunities;
- Will be providing technical advice for the formulation process;
- Provides technical expertise on its formulation strategy of other related documents if required.
- Provides technical expertise for the DRRRR 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 Bachelor degree majoring in Disaster Management, Law/Legal, decentralization and public administration, or other relevant field; or the equivalent combination of education and the extensive relevant professional experience in a related area.

II. Years of experience:

- At least 5 years for Bachelor degree (or 3 years for Master degree) of progressively responsible professional experience in development field or related field. Part of that experience must be in the field of Laws/Legal formulation, disaster management/ rehabilitation and reconstruction, decentralization, with specific background on disaster management will be an advantage
Fluency in written and spoken English is required for this post.

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
- In-depth practical knowledge of inter-disciplinary programmatic issues regarding the transition from relief to recovery
- Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills
- Seeks and applies knowledge, information, and best practices from within and outside of the UN
- Ability to lead the design and implementation of UN joint programme activities, strengthening of strategic partnerships for Early Recovery.
- Ability to build and sustain effective partnerships with UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies.
- Focuses on impact and result for the client.
- Leads teams effectively and shows conflict resolution skills.
- Establishes priorities for self and other members of the team; schedules activities to ensure optimum use of time and resources.
- In providing advice to the RC, has the capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems
- 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 required document based on below schedule:

EXPECTED OUTPUTs	DUE	% OF TOTAL PROFESSIONAL FEE	Working Days
Initial analysis of required guidelines document, incl. desk study, agreed work plan and milestone for 5 months assignment	31 December 2014	30	40
Draft of Guideline and progress reports based on updated achievement and conformity with target work-plan	28 February 2015	30	20
Final document of Guideline and progress reports based on updated achievement and conformity with target work-plan	30 April 2015	40	20

ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS – *[to be provided by procuring unit with the individual consultant procurement notice]*