

# Terms of reference



Empowered lives.  
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## GENERAL INFORMATION

**Title: Consultant for the Development of Baseline DRR - CCA**

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

**Reports to: NPM SC-DRR Phase II**

**Duty Station: Jakarta**

**Expected Places of Travel (if applicable):** Provinces in Indonesia if required

**Duration of Assignment: Early Dec 2014 – End of Feb 2015 (45 working days within 3 months)**

## REQUIRED DOCUMENT FROM HIRING UNIT

v	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL 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> (6) Junior Specialist (7) Specialist (8) Senior Specialist
v	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

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

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

- ☒ partial (explain), meetings at the PMU SC-DRR office if required  
☐ 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: 

## I. BACKGROUND

The project "Safer Communities through Disaster Risk Reduction in Development" (SC-DRR) 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.

There are 3 (three) sub-projects under the umbrella of SC-DRR Phase II, namely; (1) Enhancing Policy and Planning for DRR (EP-DRR), which is aimed to achieve two main outputs, (a) Policy guidance developed to support better integration of disaster risk reduction in planning and budgeting and (b) BNPB is strengthened in planning and coordinating DRR; (2) Initiating Climate-induced Disaster Risk Management (IC-DRM) that is intended to support the government of Indonesia to start working and addressing climate risk management into their existing disaster risk reduction initiatives; and (3) The Urban Climate Risk Management (UCLIM) Project, which is aimed to improve capacity of local government especially the cities government in conducting climate risk assessment and improving urban planning and management with climate and disaster risks reduction considerations.

EP-DRR is funded by the DFAT and is now at the finalization stage. EP-DRR is responding to imminent needs for DRR enabling policy, such as the next National Mid-term Development Plan and the National Disaster Management Plan. EP-DRR also intends to influence current practices in critical development sectors such as Spatial planning which is a critical area to promote the adoption of disaster risk reduction as a means to induce transformative change. EP-DRR is working with the National Spatial Planning Coordinating Board to provide recommendations on how to improve the existing guideline for provincial spatial planning.

In parallel, EP-DRR is encouraging the improvement of investments for risk reduction through the provision of technical and financial support to the Ministry of Home Affairs (Kemendagri) to draft a national guideline on subnational DRR planning and budgeting. EP-DRR also working with Bappenas setting up indicators and criteria to track annual work plans and budget allocations of relevant line ministries for disaster risk reduction. SC-DRR has conducted a baseline study and currently it is at the finalisation stage.

The UCLIM and IC-DRM funded by UNDP RBAP and BCPR respectively are just commenced at national level and at some project locations. IC-DRM contributes to strengthening policy framework and institutional capacities for risk management, with a focus on integrating DRR and climate change adaptation (CCA). It is addressing a number of existing challenge and gaps in term of DRR and CCA integration in Indonesia. The UCLIM sub-project will be achieved through provision of technical assistance to develop vulnerability assessment guideline and indicators, to conduct climate analysis and vulnerability assessment; training to build local capacity on conducting vulnerability assessment and public consultation; and policy dialogue on DRR and CCA.

**The objective of assignment** is to finalise the EP-DRR baseline study and conduct a baseline study for UCLIM and ICDRM.

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

The Consultant shall work under the direct supervision of NPM SC-DRR Phase II or her/his delegate

In general, the baseline will assess the following aspects:

1. Degree of availability of National DRR-CCA Convergence Framework; that will describes the

following (but not limited to): DRR and CCA initiatives and priorities undertaken by the related line ministries and other related stakeholders; the existing coordination and/or collaboration among institutions, actors and/or practitioners in implementing DRR and CCA initiatives; and the existing of climate and coastal risk assessment methodologies and its utilization if any.

2. Degree of competence and ability of key government offices at national and sub-national level in climate risk assessment methodology and data and information sharing, that will describes the following but not limited to: the existing climate risk assessment training module both at national and local level and how it affect the capacity of local government; how many district officials has been exposed to such training and how is the capacity improvement measures after the training; degree of coordination and information sharing between line ministries and how is the existing mechanism of it if any.
3. Degree of capacity of National Government and Local government especially the cities government in 3 (three) pilot cities namely Makassar, Kupang and Kendari in conducting climate risk assessment and improving gender responsive urban planning and management with climate-related risks reduction considerations. That will describes the following but not limited to: Climate vulnerability indicators and gender responsive guidelines to assess urban climate risks, Capacity in conducting climate risks vulnerability assessment as well as participatory and gender responsive Climate Risk Management Plan.

### **Scope of Work**

The consultant shall perform the duties with detailed scope of work as follow:

- Formulate the concept and approach for the baseline, including the methodology for sampling
  - Design survey instrument, including questionnaires and sampling strategy;
  - Randomly verify questionnaires to reduce the likelihood of false responses;
  - Conduct desk review on the implementation of DRR and CCA programme by various line ministries and other donors/actors.
  - Conduct and lead the interview, through peer interviews, FGDs and virtual interviews as well identifying and surveying sample respondents for UCLIM sub project in three pilot cities in Makassar, Kupang and Kendari
  - Organize and lead the workshop to discuss the draft of the baseline;
  - Formulate data entry and analysis
1. Develop the baseline study report

### **III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

- Education: Minimum of a Bachelor Degree in development study, economic, regional planning, or other relevant science;
- Experience: Minimum 6 years of experience in research, development programme, writings, monitoring, evaluation, coordination or any other relevant areas; experience in the spatial planning and disaster management will be an advantage;
- Language: Proficient in English language, spoken and written. Ability to write reports, make presentation, provide discussion.
- Experience in working with government agencies, civil society organizations, and international organization.
- Have a good capacity in report writing;
- Advance writing skill in Indonesian and English;
- Ability to work with different cultural/national backgrounds, good interpersonal and communication skills, with strong delivery orientation and ability to work with minimum supervision.

#### IV. EXPECTED RESULTS

Review/approval time required to review/approve the outputs prior to authorizing payments.  
The consultant will submit one electronic copy in MS Word format with following deliverables.

Deliverables/ Outputs	Target Due Dates	Payment
The first payment will be made upon the satisfactory submission of the report, following the approval from the NPM SC-DRR Phase II and/or her/his designated person (7 working days): <ul style="list-style-type: none"><li>• Work plan and detailed concept and approach for the baseline, including the methodology for sampling;</li><li>• Design survey instrument, including questionnaires and sampling strategy;</li><li>• Preliminary assessment based on the desk study.</li></ul>	Week 3 – Dec 2014	25%
The second payment will be made upon the satisfactory submission of the report, following approval from the NPM SC-DRR Phase II and/or her/his designated person (28 working days):: <ul style="list-style-type: none"><li>• Analysis and draft final report formulated from the result of the survey activity conducted, including survey activities in (3) three UCLIM pilot cities in Kupang, Kendari and Makassar</li></ul>	Week 1 – Feb 2015	45%
The final payment will be made upon satisfactory submission of the report following the approval from NPM SC-DRR Phase II and her/his designated person (10 working days): <ul style="list-style-type: none"><li>• Final report of the base line.</li></ul>	Week 2 – Mar 2015	30%