

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Consultant – Climate Data and Risk

Project Name : Strategic Planning and Action to strengthen climate resilience of Rural Communities in Nusa Tenggara Timur (SPARC)

Reports to: NPM SPARC and SC-DRR Phase II

Duty Station: Home based

Expected Places of Travel (if applicable): SPARC's working areas (NTT Province with focus in Kab. Manggarai, Kab. Sumba Timur and Kab. Sabu Raijua) if required

Duration of Assignment: Mid May 2016 – Mid Nov 2016 (80 working days within 6 months)

REQUIRED DOCUMENT FROM HIRING UNIT

v	TERMS OF REFERENCE
5	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
v	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

v	CV
v	Copy of education certificate
v	Completed financial proposal
v	Completed technical proposal

Need for presence of IC consultant in office:

- ☒ partial (explain), meetings at the PMU SPARC and/or SC-DRR Phase II 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:

Verania Andria / Sr. Programme Manager

I. BACKGROUND

With the increasing frequency of climate-related disasters and extreme weather events, UNDP, through SPARC and SC-DRR Phase II projects continues to support the Government of Indonesia, particularly KLHK and BNPB addressing the convergence of CCA and DRR at national and sub-national level. CCA and DRR actors have been working in their silos for years. With the increasing frequency of climate related disaster events, CCA and DRR actors have been becoming more aware of the need of the CCA-DRR convergence. However there is no such reference in the country for CCA-DRR convergence efforts at national as well as sub-national level.

KLHK and BNPB with support from UNDP have initiated the discussions and brainstorming since 2014 on how a CCA-DRR convergence framework should look like. On the other hand, with the increasing frequency of climate-related disasters and extreme weather events, there is an imminent need of data and information sharing mechanism that can be accessed by the relevant multi-stakeholders in CCA-DRR. The data and information is essential in order to enable the government to prepare comprehensive disaster management plans as well as climate change adaptation plans. This is instrumental in ensuring that risk reduction and adaptation measures are guided by reliable information and data for effective interventions. The coordination related to data and information sharing among relevant and technical agencies is also deficient.

The brainstorming sessions in order to develop a CCA-DRR convergence framework have involved multi-stakeholders in CCA and DRR efforts but not limited to government institutions, UNDP, NGOs, academia, practitioners and experts. An author team consisting of several individuals representing different stakeholders has been developing a draft of CCA-DRR Convergence Framework. Currently, the draft has been consulted with and received feedbacks from BNPB in October 2015 and KLHK on 20 Jan 2016.

Aside from the development of the convergence draft, there is also an urgency of CCA-DRR convergence implementation at sub-national level. Local stakeholders, especially local government need a tool for assessing the climate related disaster risks using participatory risk assessment and GIS approach. Risk analysis is one example of CCA and DRR efforts that should have been converged thus climate risk can be identified from the very beginning. The risk analysis shall serve as a reference for development planning and budgeting. The tool has been developed and in November 2015, simulation workshops have been conducted in Kabupaten Manggarai, Kabupaten Sumba Timur and Kabupaten Sabu Raijua. The simulation workshops involved different local stakeholders and were to test the climate related disaster risk assessment methodology that had been developed. The method will then need to be validated through data verification

The objective of assignment

1. CCA-DRR Convergence Framework draft finalised
2. Climate Risk Methods validated and finalised
3. Data Sharing Mechanism featuring Voluntary Data System finalised
4. Module on Participatory Risk Assessment and GIS approach developed
5. Module on Interpretation of Disaster and Risk Maps developed
6. Policy recommendation/brief developed

To achieve the above mentioned objectives, a team of consultants will be recruited and in close communication and coordination shall work together to assist and facilitate the process of developing and finalising the above mentioned objectives. The following consultants to be recruited:

1. DRR-CCA Convergence Framework at National and Local Level
2. **Climate Data and Risk**
3. Climate Related Disaster Data and Risk

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

Scope of Work

The consultant shall work under direct supervision of NPM SPARC and SC-DRR Phase II. KLHK and BNPB will be the main government partners to work with in order to achieve the above mentioned objectives. The consultant is also required to work closely with the other consultants mentioned above. The objectives will be achieved through but not limited to the following activities:

- Finalize the Data and Information Sharing Mechanism draft featuring voluntary data system
 - Conduct preparation of FGD on Voluntary Data System including TOR, agenda, and presentation materials.
 - Review SPARC project implementation including lessons learned regarding data and information
 - Review local policy on data utilization and storage
 - Review and identify local data suppliers
 - Provide access to available data at the local level
 - Analyze the potential use of global datasets for local assessments
- Develop Interpretation of Disaster and Risk Maps module which includes
 - Considerations from the site visits and workshops
 - Direction for planning and decision making process
- Validate climate risk method
 - Conduct preparation of validation workshops including TOR, agenda, materials, map of land use, topography, and the other components
 - Provide climate data and disaster data
 - Conduct site visit to villages for data verification
 - Lead the validation workshops
- Develop the draft CCA-DRR convergence including facilitating the discussions with the author team and consulting with multi-stakeholders particularly KLHK and BNPB.
- Develop CCA-DRR implementation timeline.
- Contribute to the development of policy brief process including CCA-DRR actors mapping, regulations inter-connection and policy analysis.
- Develop the participatory Risk Assessment and GIS approach module
 - Disaster Information and map
 - Utilization of GIS
 - Interpretation of the disaster and risk maps
- If necessary, contribute to the participatory climate risk assessment and CCA-DRR action plan development at community/village level

Expected Outputs and deliverables

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
<i>Payment will be made upon the satisfactory submission of the report, following the review and approval from the KLHK as NPD SPARC and BNPB NPS SC-DR Phase II as the key stakeholders as well as NPM SPARC and SC-DRR Phase II</i>		
1st payment <ul style="list-style-type: none"> • Contribution to CCA-DRR Convergence Framework draft particularly climate risk section provided 	30 May 2016 (5 working days)	10%

<p>2nd payment</p> <ul style="list-style-type: none"> Contribution to CCA-DRR Policy analysis particularly climate risk section provided to support the convergence draft. Sub-national climate risk assessment methodology validated Contribution to participatory risk assessment and GIS module development Module on Interpretation of Disaster and Risk Maps developed 	<p>15 July 2016 (30 working days)</p>	<p>20%</p>
<p>3rd payment</p> <ul style="list-style-type: none"> Contribution to timeline for CCA-DRR implementation which includes policy, institutionalization, funding mechanism, monitoring and evaluation and climate risk methodology Data Sharing Mechanism featuring Voluntary Data System developed 	<p>15 Aug 2016 (25 working days)</p>	<p>20%</p>
<p>4th payment</p> <ul style="list-style-type: none"> Contribution to CCA-DRR Convergence Framework draft including the implementation timeline provided with feedbacks from KLHK and BNPB 	<p>15 Sep 2016 (5 working days)</p>	<p>15%</p>
<p>5th payment</p> <ul style="list-style-type: none"> Contribution to CCA-DRR Convergence Framework draft including the implementation timeline provided with feedbacks from wider stakeholders obtained during final/launch workshop. 	<p>15 Oct 2016 (5 working days)</p>	<p>15%</p>
<p>6th payment</p> <ul style="list-style-type: none"> Contribution to policy brief of CCA-DRR Convergence Framework provided 	<p>15 Nov 2016 (10 working days)</p>	<p>20%</p>

III. WORKING ARRANGEMENT

Institutional Arrangement

- The **Consultant – Climate Data and Risk** will be under direct supervision of NPM SC-DRR Phase II and in close coordination with SPARC team as well as relevant consultants mentioned under background section. BNPB and KLHK will be the main government partners to work with and provide guidance in order to achieve the objectives mentioned under background section through but not limited to the activities mentioned under the section of Score of Works, Activities, and Deliverables. Under coordination of the NPM SC-DRR Phase II, the consultant will also coordinate and consult with the key stakeholders particularly line ministries.*
- Overall activities will be under guidance of NPD SPARC and NPD SC-DRR. Payments will be made upon the satisfactory submission of the report, following the review and approval from the KLHK as the NPD SPARC and BNPB as the NPD SC-DRR as the key stakeholders. The consultant will establish close communication and coordination with NPM SPARC and NPM SC-DRR as direct supervisor. There is no regular/scheduled reporting other than the due dates of deliverables. Direct interaction through meetings and workshops will be determined later by NPM.*
- The consultant will establish close communication and coordination with NPM as direct supervisor. There is no regular/scheduled reporting other than the due dates of deliverables. Direct interaction*

through meetings and workshops will be determined later by NPM.

- d) *The consultant is expected to establish good relationship and coordination with key line ministries (BNPB, KLHK, KKP, BMKG, etc.), selected local government (BPBD, Bappeda, BLHD, etc.), academia, experts, NGOs, and other relevant organisations.*
- e) *The consultant will always consult with PMU SC-DRR and PMU SPARC through NPM SC-DRR Phase II whichever relevant for any project management and substantial matters. Key stakeholders mentioned above will provide feedbacks, suggestions, and recommendations to the consultant in order to produce the deliverables*
- f) *PMU SCDRR nor SPARC will not provide any facilities unless it is required and upon approval from the NPM SC-DRR Phase II.*

Duration of the Work

- a) *The assignment will be accomplished in 80 working days within 6 months contract duration. The expected date of full completion will be in mid of November 2016*
- b) *The consultant is expected on board mid of May 2016*
- c) *Estimated lead time for UNDP or Project Implementing Partners to review outputs, give comments, certify approval/acceptance of outputs, etc. is 5 working days.*
- d) *Consequence/impact of any form of delay in the completion of the work will affect the availability of budget allocation and government planning and budgeting process*

Duty Station

- a) *Duty station will be home based.*
- b) *The Consultant will not be required to report regularly or be present in the office during the work, including frequency of reporting, even if intermittent, unless it is determined later by NPM SC-DRR Phase II*
- c) *Travel, if required will be determined later and covered separately.*

Travel Plan – NOT APPLICABLE at this stage

If travel/s required, will be upon approval from Project Director and/or Project Manager and covered separately.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Education: Minimum a Master degree in environmental science, natural resource management, climate science, geography and any other related areas;
- Experience: a minimum 10 years of relevant experiences in climate change, climate risk and impacts, disaster risk reduction and management, and/or climate change adaptation areas;
- Knowledge on policies related to CCA, DRR, climate change, disaster management, climate risk assessment, disaster risk assessment, and/or climate vulnerability assessment
- Knowledge on data and information sharing mechanism but not limited to spatial and temporal availability of climate, socio-economic and biophysical data
- Ability to establish good relationship with senior government officials;
- Excellent communication and interpersonal skills, team oriented work style, interest and experience of working in multi-cultural environment;
- Experience in working with key stakeholders in DRR and CCA areas not limited to government institutions but also other relevant key stakeholders such as scientists, practitioners, academia, international organizations, NGOs, communities and/or UN/UNDP
- Experience in conducting and facilitating trainings;
- Language: Proficient in English language, spoken and written. Ability to write reports and presentation in Bahasa and English.
- Strong writing, analytical and facilitation skills, e.g., drafting strategic paper documents, facilitating a discussion;

V. EVALUATION METHOD AND CRITERIA

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 point*

** Financial Criteria weight; 30 point*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70%	
<ul style="list-style-type: none">Criteria A: qualification requirements as per TOR:<ul style="list-style-type: none">A. Education: Minimum a Master degree in environmental science, natural resource management, climate science, geography and any other related areas;B. Experience: a minimum 10 years of relevant experiences in climate change, climate risk and impacts, disaster risk reduction and management, and/or climate change adaptation areas;C. Knowledge on policies related to CCA, DRR, climate change, disaster management, climate risk assessment, disaster risk assessment, and/or climate vulnerability assessmentD. Experience in conducting trainings.E. Experience in working with key stakeholders in DRR and CCA areas not limited to government institutions but also other relevant key stakeholders such as scientists, practitioners, academia, international organizations, NGOs, communities and/or UN/UNDP	70	<ul style="list-style-type: none">5 point15 point20 point15 point15 point
<ul style="list-style-type: none">Criteria B: Brief Description of Approach to Assignment	30	
<u>Financial Criteria</u>	30%	