

TERMS OF REFERENCE

Location	Home Based, with visits to Myanmar, Lao PDR, and Cambodia and Thailand
Application deadline	30 September 2016
Type of Contract	Individual Contractor
Post Level	International Consultant on Public Investment Planning
Languages required:	English
Duration of Initial Contract:	120 days over a period of 12 months Expected start date: 15 October 2016

BACKGROUND

Natural hazards continue to cause significant loss of life and property in Southeast Asia. However, investments to strengthen disaster resilience remain a low priority. This is partly because of limited understanding of the socioeconomic ramifications of disasters, as the damage and losses caused by historical disasters are often not fully recorded; and limited understanding of the opportunities available to reduce disaster risk by integrating measures into development investments. Given the intricate linkages between disasters and development, the Outcome 5 of UNDP's Strategic Plan (2014-17) emphasizes on reducing the risks from natural disasters and climate change. The UNDP Strategic Plan asks for supporting policies and long-term planning and investment frameworks that are risk sensitive to minimize adverse development impacts.

The Sixth Asian Ministerial Conference on Disaster Risk Reduction (AMCDRR) in 2014 called for improved public investments in disaster risk management (DRM) by strengthening the capacity of institutions to develop, analyze, and use risk information in development planning and implementation. UNDP in partnership with the World Bank and the USAID organized a technical session on 'Improving Public Investments for Disaster and Climate Risk Management to Protect and Sustain Development Gains' which emphasized a) all development plans at all levels to include risk-sensitive investments measured for accountability, b) development of capacities of key institutions to analyze and incorporate institutions in development planning processes, c) mitigation of financial impacts of disasters by incorporating the benefits of financial protection strategies into budget decisions, and d) prioritization of resilient public investments in the area of current and future risks.

Several countries in the Southeast Asian region have been undertaking disaster risk assessments, which vary in terms of scale, attributes, and purpose. However, few of these assessments have been used to inform public investment decisions. While the quality and availability of data remains an issue, the use of disaster risk information in decision making processes faces additional challenges: (i) limited understanding of the development processes that underlie and drive the generation of disaster risk, (ii) lack of a policy and regulatory mandate to consider disaster risk for investment planning, and (iii) limited DRM capacity within line agencies. Considerable capacity building is required to address these issues.

UNDP BRH is implementing an ADB (Asian Development Bank) Regional Capacity Development Technical Assistance project on 'Enhanced Use of Disaster Risk Information for Decision Making in Southeast Asia'. Output 2 of this project aims to take stock of existing disaster risk information, and

provide guidance on how such information can be used for the public investment planning processes in each of the three project countries, viz. Cambodia, Lao PDR, and Myanmar. This Output 2 is expected to provide the scope and recommendations for integration of disaster risk information in public investment planning processes and will include sharing of experiences across the countries.

Objectives of the Assignment

The main objective of the assignment is to design and lead the review of existing public investment planning processes in each of three countries, viz. Cambodia, Lao PDR, and Myanmar. Specifically, the assignment will:

1. Lead, design and develop a methodology for review of existing public investment planning processes,
2. Consult with relevant officials and agencies in each of the three countries to review the public investment planning processes and existing institutional arrangements for the investment planning,
3. Work closely with Disaster Risk Specialist in understanding the disaster risks, institutional arrangements and capacities for disaster risk reduction in each of the three countries, and
4. Guide the national public investment planning specialists in collection and analysis of information from agencies.

DUTIES AND RESPONSIBILITIES

Scope of Work

As a public investment planning and disaster risk management specialist, the scope of the work for the assignment includes:

- (1) Lead, design and develop a methodology for undertaking review, analysis, and recommendations for integrating disaster risk information in public investment planning processes in the three project countries,
- (2) Oversee the work of national public investment planning specialists and provide necessary guidance and supervision as required from time-to-time in the implementation of the activities in the countries,
- (3) Develop a work-plan for the implementation of the Output 2 outlining roles and inputs from the international Disaster Risk Specialist and national public investment specialists from the three countries,
- (4) Engage and consult with key stakeholders in the countries and at regional and international levels to feed into the project design and the implementation,
- (5) Review institutional and legal arrangements for national public investment planning processes and disaster risk management to assess their coherence into national development strategies and planning processes,
- (6) Lead the design and scoping of national consultations in each of the three countries and guide the national public investment planning specialists in collection and analysis of information from relevant agencies,
- (7) Work closely with the international Disaster Risk Specialist in seeking inputs on various aspects of existing disaster and climate risk assessments in the project countries and share the overall design

- and methodology for the Output 2 of the regional project to seek technical inputs on the potential scope/ opportunities for integrating risk information in public investment planning
- (8) Lead the design and planning of the regional sharing workshop with participation of key stakeholders from the project countries

Expected Outputs and Deliverables

Expected Outputs and Deliverables	Due date	No. of days
Design and methodology for Output 2 outlining the processes for review, analysis, and recommendations for integrating disaster risk information in public investment planning processes in the three project countries	4 th week of the contract	18
Work plan for the Output 2 detailing both national and regional activities with milestones	6 th week of the contract	5
First mission to Myanmar, Lao PDR and Cambodia	18 th week of the contract	12
Inception reports for Cambodia, Lao PDR, and Myanmar including methodology, work-plan, and initial findings	22 th week of the contract	20
Progress reports, including the summary from the consultation workshop from each country	34 th week of the contract	20
National dissemination workshop in each country to disseminate findings to key stakeholders including government and development partners (Second mission to Myanmar, Lao PDR and Cambodia)	38 th week of the contract	30
Conceptualize and lead regional dissemination workshop to disseminate findings to key stakeholders including government and development partners and key regional agencies	44 th week of the contract	10
Final report, including executive summary, institutional and policy findings on recommendations on opportunities for integrating disaster and climate risk information in public investment planning processes	52 nd week of the contract	5

Institutional Arrangement

The consultant will work as a member of the DRR team at UNDP Bangkok Regional Hub (BRH), supervised by the Team Leader from the UNDP Bangkok Regional Hub. He/she will also be accountable to the UNDP BRH, and Team Leaders in UNDP Country Offices in Cambodia, Lao PDR, and Myanmar.

Duration of the Work

The assignment is expected to take 120 days, over a period of 12 months.

Expected Start Date is 15 October 2016.

Duty Station

The consultant will conduct this work remotely.

He/She is requested to do 2 back-to-back missions to Myanmar, Lao DPR and Cambodia with visit to Thailand to meet UNDP BRH team:

First mission should be done by 18th week of the contract, for a maximum of 12 days (3 days for each country, 1 day for Thailand to meet UNDP BRH team and travel days)

Second mission should be done by 38th week of the contract, for a maximum of 12 days (3 days for each country, 1 day for Thailand to meet UNDP BRH team and travel days)

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Excellent presentation and facilitation skills.
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

The consultant should possess the following expertise and qualification;

- Advanced degree in disaster risk management, social sciences or relevant field is preferable.
- At least 8 years of relevant professional experience of experience in
 - public investment planning processes in developing countries, preferably including Southeast Asia;
 - related DRM policy analysis and the provision of advisory support for senior government stakeholders in developing countries, preferably including Cambodia, Lao PDR, and Myanmar; and
 - knowledge of the DRM policy landscape, institutional setup, and implementation practice in developing countries, preferably including Cambodia, Lao PDR, and Myanmar.
- Demonstrated experience in formulation and implementation of policies and programmes related to disaster risk management and mainstreaming disaster risk management in development processes
- Experience in Southeast Asia, particularly Cambodia, Lao PDR, and Myanmar advantageous.
- Excellent communication skills, both written and oral in English. Knowledge of local language is an advantage.
- Ability to write clearly and compellingly in English.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's

duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs by or before the due dates, or as otherwise agreed with the Disaster Risk Reduction team.

The required review time is between two to four weeks after submission of the final product. The payment will be made in three milestones upon the completion of the following:

- Deliverable 1 Submission of inception reports and work-plan (25%)
- Deliverable 2 Submission of progress reports including the summary from validation workshop (35%)
- Deliverable 3 Submission of final report after completion of regional sharing workshop (40%)

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Academic background - Max 5 points
- Criteria 2: Background and knowledge of public investment planning processes in developing countries; related DRM policy analysis and the provision of advisory support for senior government stakeholders in developing countries; DRM policy landscape, institutional setup, and implementation practice in developing countries - Max 20 Points
- Criteria 3: Proven track record of formulation and implementation of policies and programmes related to disaster risk management and mainstreaming disaster risk management in development processes - Max 15 points
- Criteria 4: Proposed Methodology and approach- Max 30 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

For any clarification regarding this assignment please write to rbap.icroster@undp.org