

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: PETRA Gender Advisor

Project Name: Palu-Lombok Earthquake and Tsunami Recovery Assistance

Reports to: Team Leader Resilience and Recovery

Duty Station: Jakarta

Expected Places of Travel (if applicable): Palu and Lombok

Duration of Assignment: From September to 30 November 2019 (30 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	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	(8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

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:

I. BACKGROUND

"UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in about 170 countries and territories, including Indonesia, working to eradicate

poverty while protecting the planet. UNDP supports implementation of the Sustainable Development Goals (SDGs). In Indonesia, UNDP works with the Government to integrate SDGs into national plan and policies.”

In response to the recent Central Sulawesi and NTB earthquakes and tsunami, UNDP has initiated the Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance ('PETRA' in short) to support the Government of Indonesia's Rehabilitation and Reconstruction programmes in the two Provinces.

The ultimate goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post-disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans.

PETRA will deliver two outputs, namely: (a) *Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services*; and (b) *Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods.*

Gender sensitive rehabilitation and reconstruction All rehabilitation and reconstruction works will be assessed to ensure they are appropriate for women, girls and people with disabilities. GBV-risk mitigation will be a concern in infrastructures rehabilitation and reconstruction. For example, adequate and appropriate toilets, ease of access and other facilities required by Indonesian law, like breastfeeding rooms

The Gender Advisor (GA) will play a lead role in the implementation of project inputs for the delivery of planned project outputs). In close consultation with the Project Manager, he/she will draft the *Technical guideline on gender sensitive rehabilitation and reconstruction inclusive preparedness*. This document will provide guidance for all contracted consultants and the PETRA team to ensure infrastructure meets the needs of both women and men, and women and men are included in the design and construction of infrastructure.

The GA will work under the overall guidance of the PETRA Project Manager. The incumbent will also engage with relevant UNDP CO programme units with a view to ensure high quality project development and the effective implementation.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Draft Technical guideline on gender sensitive rehabilitation and reconstruction inclusive preparedness

- Review PETRA Project Document;
- Conduct consultation with PETRA Project Team;
- Review infrastructure subprojects;
- Consult PETRA Project stakeholders at national and local levels;
- Draft Report and Technical guideline;
- Present report to UNDP CO and PETRA team.

Final Technical guideline on gender sensitive rehabilitation and reconstruction inclusive preparedness

- Finalise Technical Guidelines

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
Draft Report and presentation to CO and PETRA Team	20	Oct 2019	As reviewed by PETRA Project Manager and approved by the Team Leader Resilience and Recovery
Final Report	10	30 Nov 2019	As reviewed by PETRA Project Manager and approved by the Team Leader Resilience and Recovery

III. WORKING ARRANGEMENTS

Institutional Arrangement

The GA will be directly supervised by the PETRA Project Manager. S/He will work closely with the the team in the field to collect information and validate initial findings.

Duration of the Work

Maximum 30 days of work between 1st September 2019 to 30th of November 2019

Duty Station

The Advisor will be based in Jakarta with travel to Palu and Lombok.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
	Palu	Maximum twice during the duration of the assignment	10 days in total
	Lombok	Maximum once during the duration of the assignment	5 days in total

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Minimum Master Degree in Social Sciences, development, political sciences

Years of experience:

Combined 15 years of experience with:

- *10 years of experience in advising in gender and inclusive development contexts*
- *5 Years of experience in humanitarian and post-crisis context;*

III. Competencies and special skills requirement:

- *Familiarity with gender and social inclusive assessment methodologies in infrastructure projects;*
- *Experience of assessing gender issues in post disaster situations.*

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

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%]*

** Financial Criteria weight; [30%]*

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

Criteria	Weight	Maximum Point
<u>Technical</u>	70%	
Criteria A: qualification requirements as per TOR		70
1. Minimum Master Degree in Social Sciences, Development, Political Sciences;		20
2. Combined 15 years of experience with: <ul style="list-style-type: none"> • 10 years of experience in advising in gender and inclusive development contexts • 5 Years of experience in humanitarian and post-crisis context; 		25
3. Familiarity with gender and social inclusive assessment methodologies in infrastructure projects;		10
4. Experience in gender assessments for UNDP and IFIs will be considered as an asset.		15

<p>Criteria B: Brief Description of Approach to Assignment</p> <ol style="list-style-type: none"> 1. Understanding towards the given tasks 2. Clear approach and methodology in addressing important aspects of the tasks. 3. Planning logical, realistic and efficient. 		<p>30</p> <p>10</p> <p>10</p> <p>10</p>
<p><u>Financial (30%)</u></p>	<p>30%</p>	