

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Consultant for OCHA-UNDP Connecting Business Initiative (CBI)

Project Name: Recovery Assistance for Lombok and Sulawesi Earthquake (REALS)

Reports to: Technical Analyst Resilience and Reconstruction Unit (RRU)

Duty Station: Jakarta

Expected Places of Travel (if applicable):

Duration of Assignment: October 2019 – February 2020

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) 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

Indonesia is the world's largest [island country](#), with more than [seventeen thousand islands](#), and at 1,904,569 square kilometres (735,358 [square miles](#)), the 14th largest by land area and the 7th largest in combined sea and land area. With over 261 million people, it is the world's [4th most populous country](#) with [Java](#), the world's [most populous island](#) where more than half of the country's

population live¹. Indonesia lies between the Ring of Fire, a major area in the basin of the Pacific Ocean associated with a nearly continuous series of oceanic trenches, volcanic arcs and volcanic belts, and plate movements. Volcanos in Indonesia are among the most active, and some are notable for their eruptions – for example, Krakatoa for its global effects in 1883, or Mount Tambora for the most violent eruption in recorded history in 1815, which caused widespread harvest failures in Europe, the Northeastern United States and Canada.² Currently 127 active volcanoes in the country, with approximately 5 million inhabitants who dwell around them.³

The industrial sector is the sector that currently contributes most to [Indonesia's annual GDP growth](#). The two most important sub-sectors of industry are mining and manufacturing, both being major pillars of the nation's economy since the 1970s, thus being engines of economic change and development during Suharto's New Order regime⁴ and will continue to so. The Central Bureau of Statistics (2017) recorded that the number of big and medium industrial companies in 2017 has reached 30,993 while the number of micro enterprises reached 3,385,851 and small companies were 283,022 in 2015.

The National Agency for Disaster Management (BNPB) recorded 2,572 total disaster events in 2018 which caused 4,814 deaths and missing and 10.2 million displaced people. The challenges of handling disaster emergencies in Indonesia will continue as a consequence of the country's geographical and geological conditions, various environmental problems, climate change, population density with uneven distribution, uncontrolled utilization of natural resources, and uneven distribution of financial resources. Realizing that partnership is key in dealing with disaster management challenges, BNPB is emphasizing its works on building synergy of government, civil society and private sector (or in the new term of BNPB: Pentahelix which consists of government, civil society, academician, media, and private sector). One of the focus areas of the draft *Rencana Induk Penanggulangan Bencana/RIPB* (Indonesia's disaster management master plan) 2015-2045 is the investment needs especially in disaster risk reduction which are jointly supported by the government and other development partners of business community and wider society.

There are a number of rings of coordination formed by either by private sector or the government such as the Indonesian Business Link, Indonesia Global Compaq Networks, Indonesia Chamber of Commerce. BNPB formed the Forum Lembaga Usaha (FSU). In addition to that, a number of people having the same idealism on disaster management and coming from several companies also legally formed Perkumpulan Perusahaan Tangguh Bencana (PPTB or Private Sector Association for Disaster Resilience). PPTB is the first association in Indonesia that focuses efforts to strengthen the coordination of business institutions to carry out their strategic role as business institutions in preparedness, response and crisis recovery. Private sector do not only exercise Corporate Social Responsibility (CSR) activities - but also ensure that the assets of the company and the people who work in private sector are valuable assets and resources that will affect business continuity. PPTB has been focusing their efforts on building capacity of small and medium enterprises on disaster management. There is a need for PPTB to build connection with Forum Lembaga Usaha and other private sector coordination rings.

¹ <https://en.wikipedia.org/wiki/Indonesia>

² https://en.wikipedia.org/wiki/Ring_of_Fire#Indonesia

³ https://id.wikipedia.org/wiki/Daftar_gunung_berapi_di_Indonesia

⁴ <https://www.indonesia-investments.com/culture/economy/general-economic-outline/industry/item379>

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. Embed the private sector into national disaster risk management structure and processes
2. Support PPTB and Forum LU to set up / strengthen their respective governance structures and sustainability of operations and ensure their inter-operability
3. Foster inter-agency coordination and collective action among government UN Agencies, business networks, and private sector
4. Lead the program planning and implementation for the network as well as content development, innovation and impact measurement of the networks
5. Design, organize and/or facilitate training sessions, strategic event, other capacity building activities
6. Design and implement a communication strategy and awareness raising campaign(s)
7. Perform any other relevant tasks assigned

Expected Outputs and Deliverables:

1. Embed the private sector into national disaster risk management structure and processes of Indonesia
 - Identify actions to engage the private sector in national disaster risk management processes, policies, structures and strategies.
 - Work with PPTB and Forum LU's membership to appoint focal points for humanitarian clusters or other coordination structures and support the participation of private sector in disaster management/ cluster / coordination meetings in Indonesia.
 - Implement information sharing processes with Government, UN and NGO stakeholders to ensure that humanitarian needs information is readily shared before, during and after emergencies.
 - Identify two policy areas for private sector input on disaster risk management and engage PPTB and Forum LU's members and partners to support advocacy in these areas.
2. Support PPTB and Forum LU to set up / strengthen their respective governance structures and sustainability of operations (using the CBI Network Foundation Guide) and ensure their inter-operability
 - Interoperability
 - i. Develop, consult and implement management and operational mechanisms/ steps to ensure inter-operability between PPTB and Forum LU before and after a disaster.
 - Governance
 - i. Review leading practice on governance, sustainability and coordination models for private sector networks undertaking similar activities and make recommendations to PPTB and Forum LU on strengthening their governance.
 - Sustainability
 - i. Support preparation of a partner engagement strategy for PPTB and Forum LU.
 - ii. Build and maintain a database of prospective members and engagement plan for PPTB and Forum LU and other partners.
 - iii. Broaden the membership bases of both PPTB and Forum LU and identify focal points and capacities for each member.
 - iv. Identify and mobilize core partners (e.g. Chambers of Commerce and Industry, employer's organizations, relevant government ministries other private sector-led initiatives), champions and members for the networks.
 - v. Identify and pursue resource mobilization opportunities for PPTB and

Forum LU, including preparing a funding proposal.

3. Foster inter-agency coordination and collective action among government UN Agencies, business networks, and private sector
 - Work closely with UNICEF, BNPB/ Government, Business networks, UN Agencies and other key actors on private sector engagement in disaster management in Indonesia.
 - Lead/ participate/ co-organize joint capacity building activities or planning for DRR, disaster response or recovery with relevant actors, if needed.
4. Lead the program planning and implementation for the network as well as content development, innovation and impact measurement of the networks
 - Conduct relevant research, monitor projects, analyze country/local situations, and provide inputs for strategies, projects, and other initiatives.
 - Develop and implement programs to strengthen the network's sustainability, governance and interoperability and implement their mission/objectives on disaster management activities.
 - Identify relevant government tools on disaster management and how these can be used by the private sector in disaster risk reduction, preparedness, response, recovery, planning or awareness raising.
 - Identify local and international innovations on disaster management and how these can be used by the private sector in disaster risk reduction, preparedness, response, recovery, planning or awareness raising.
 - Monitor and report the activities and impact of the networks.
5. Design, organize and/or facilitate at least two (2) training sessions, strategic event and/or other capacity building activities
 - Identify priority topics and target audiences for capacity building and training (i.e. business continuity planning, crisis management, public-private partnerships, engaging with humanitarian coordination mechanisms during emergencies, etc.)
 - Identify potential partners who could provide training on the priority topics and develop a training schedule for 2019.
 - Facilitate at least two training sessions for members and non-members of PPTB and Forum LU on an identified priority area.
6. Design and implement a communication strategy and awareness raising campaign(s)
 - Design a communication strategy and awareness raising campaign meant for member companies, government and other partners and the private sector in Indonesia. This includes newsletters or alerts and the quarterly production and dissemination of communication products or fact sheets on private sector engagement.
 - Support the implementation of the communication strategy and awareness raising campaign(s).
 - Produce a report on lessons learned and leading practice.
 - Assist in maintaining the social media platform.
7. Perform any other relevant tasks assigned

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>
<p>Deliverable 1</p> <p>An Inception Report detailing the workplan for the consultancy engagement and the operationalization of the expected result</p>	5	16 October 2019	As reviewed by Technical Analyst Resilience and Reconstruction Unit and approved by the Team Leader Resilience and Reconstruction Unit
<p>Deliverable 2</p> <p>A document detailing PPTB and Forum LU's proposed engagement with government, UN and NGO actors, including in terms of processes, policies, structures, operational mechanism and focal point/s, as detailed further in items 1 and 2</p>	10	30 October 2019	As reviewed by Technical Analyst Resilience and Reconstruction Unit and approved by the Team Leader Resilience and Reconstruction Unit
<p>Deliverable 3</p> <p>A partner engagement strategy for PPTB and Forum LU as detailed in items 2 and 3</p>	10	13 November 2019	As reviewed by Technical Analyst Resilience and Reconstruction Unit and approved by the Team Leader Resilience and Reconstruction Unit
<p>Deliverable 4</p> <p>Update work plan for PPTB and Forum LU including elements on innovation, impact measurement, programs, disaster management tools and communication</p>	20	11 December 2019	As reviewed by Technical Analyst Resilience and Reconstruction Unit and approved by the Team Leader Resilience and Reconstruction Unit
<p>Deliverable 5</p> <p>A communication and awareness raising campaign strategy for PPT and Forum LU</p>	5	16 December 2019	As reviewed by Technical Analyst Resilience and Reconstruction Unit and approved by the Team Leader Resilience and Reconstruction Unit
<p>Deliverable 6</p> <p>Design and implementation of at least two workshop involving PPTB, Forum LU, UN agencies, BNPB/Government, business networks, and other key actors on</p>	30	29 January 2020	As reviewed by Technical Analyst Resilience and Reconstruction Unit and approved by the Team Leader Resilience and Reconstruction Unit

private sector engagement in disaster management in Indonesia			
Deliverable 7 Final report with recommendations	8	10 February 2020	As reviewed by Technical Analyst Resilience and Reconstruction Unit and approved by the Team Leader Resilience and Reconstruction Unit

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will be technically supervised by Technical Analyst Resilience and Reconstruction unit and working closely with Director of Community Empowerment of BNPB and the lead for the PPTB, UNDP, UNOCHA, and CBI.

Duration of the Work

88 days of work between September 2019 to December 2019

Duty Station

The consultants are not required to work from the UNDP office, but will be required to attend meetings as required

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
		Maximum twice during the duration of the assignment	days in total
		Maximum once during the duration of the assignment	days in total

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master degree or higher qualification in economics, business administration, disaster management, urban planning, water resource management or other related fields.

Years of experience:

- 8 years working experience with private sector, business associations, business forum, chambers of commerce, and/or with international organizations, government organizations, relevant ministries in DRR for the private sector
- 5 years working experience working with Indonesia's disaster management system including

international organizations and INGOs

III. Competencies and special skills requirement:

- *Strong understanding of national legislations, policies, and programme for disaster management, private sector development, business / enterprises operations.*
- *English proficient writing skills*
- *Proven research or assessment experience in identifying the needs of corporation and SMEs for DRR, their roles and contributions to disaster management*

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

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. Master degree or higher qualification in economics, business administration, disaster management, urban planning, water resources management or other related fields.		10
2. 8 Years working experience working with the private sector, business association, business forums, chambers of commerce, and/or with international organizations, government organization, relevant ministries in DRR for the private sector.		30
3. 5 years working experience working with Indonesia's disaster management system including international organization and INGOs is an advantage.		10 10
4. Proven research or assessment experience in identifying the needs of corporations and SMEs for DRR, their roles and contributions to disaster management.		10

<p>Criteria B: Brief Description of Approach to Assignment</p> <ol style="list-style-type: none"> 1. English proficient writing skill 2. Strong understanding and clear approach methodology in addressing important aspects of the tasks related to legislation, policies and programme for disaster management, private sector development, business / enterprises operatons 		<p>30</p> <p>10</p> <p>20</p>
<p><u>Financial (30%)</u></p>	<p>30%</p>	