

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Technical Supports for Enhancing Governance Consultant

**Project Name:** Enhancing the IMDFF-DR Secretariat Support Capacity for Post-Disaster recovery Governance (ENSURE) Project

**Reports to:** Technical Analyst Resilience and Reconstruction Unit

**Duty Station:** Jakarta

**Expected Places of Travel (if applicable):**

**Duration of Assignment:** 50 Working Days

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b>
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	<b>(4) Senior Specialist</b>
	(5) Expert/ Advisor
	<b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b>
	(6) Junior Specialist
(7) Specialist	
(8) Senior Specialist	
	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	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)

The consultant will be based in IMDFF-DR office in Jakarta within period of contract, the consultant will work in line with Program Earthquake Tsunami Recovery Assistance for Palu and Lombok (PETRA) Project time line activities and might not be sequential also often following dynamic the characteristic of Project and Programme thus the consultant need to harmonize his/her service with the emerging and relevant priorities

### 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:

Deasy Ernawati

## I. BACKGROUND

Indonesia is one of the most natural disaster-prone countries in the world, with over 90% of the population exposed to a diverse range of disasters, including earthquakes, volcanoes, tsunamis, forest fires, floods and droughts. Natural disasters not only cause significant loss of life and social impacts, they undermine, or even reverse, economic and development gains. The economic impact of natural disasters, in Indonesia, can reach 0.3% of national GDP and up to 45% of provincial level GDP - impacts at sub-national level can be particularly acute.

In Indonesia the likelihood of earthquakes is significant, as it is located in the Pacific Ring of Fire region between four main tectonic plates that interact and form collision zones, active faults, tsunamis and volcanoes. Almost every day there are minor earthquakes felt across the country. Occasionally, there are major earthquakes, like the 2004 Aceh Earthquake and Tsunami, which was the second largest natural disaster recorded globally. In the span of 12 years, since the Aceh Earthquake alone, large earthquakes with a magnitude of more than 6.5 has occurred in Indonesia almost every year and causing significant damage and resulting in total losses ranging from US \$ 39 million to US \$ 4,745 million and more than 250,000 fatalities (including Aceh).

In response to a series of disasters striking several regions in the country, the Government of Indonesia established the **Indonesia Multi Donor Fund Facility for Disaster Recovery (IMDFF-DR) was established in 2010** and housed at BAPPENAS. The IMDFF-DR or hereinafter mentioned as the Facility is a standing mechanism to mobilize international funding to support and complement the post-disaster recovery (rehabilitation and reconstruction) effort of the government. as stated in the Rehabilitation and Reconstruction Action Plan (RENAKSI RR). In 2018 Indonesia was struck by two particularly severe natural disasters, one a 7.0 scale magnitude earthquake in West Nusa Tenggara on the 5<sup>th</sup> August and less than 8 weeks later – a 7.4 scale magnitude earthquake, followed by tsunami and a rare phenomenon known as soil liquefaction in Central Sulawesi. Taking into account the above situation, the Government of Indonesia decided to activate the IMDFF-DR as a financing facility to facilitate and coordinate the utilization grant funding contribution. The IMDFF-DR is proposed as a vehicle for channeling grant funds following its experience in managing bilateral/multilateral funding contribution for post disaster recovery interventions in Mentawai islands, Yogyakarta, Central Java, Mt. Kelud, and Mt. Sinabung with grant contribution from the Government of New Zealand.

**Enhancing the IMDFF-DR Secretariat Support Capacity for Post-Disaster Recovery Governance (ENSURE) Project** is designed to strengthen the IMDFF-DR secretariat to facilitate and lend supports for addressing the issues of recovery institutional arrangement and funding scheme within the overall GoI recovery framework for West Nusa Tenggara and West Sulawesi. The outcome of the ENSURE project is the Government of Indonesia is capacitated to manage grant funding contribution from bilateral/multilateral donors and implementation of efficient and effective recovery measures in Central Sulawesi and NTB. The **outputs** of the projects are: (1) Support provided to IMDFF-DR Secretariat in developing institutional structure and operational guidelines renewal for the implementation of activities under the coordination of BNPB and BAPPENAS; (2) Management Information System (MIS) for monitoring and evaluation of foreign grant management in disaster management is developed and preliminary operationalized by the Secretariat; and (3) Operational assistance provided to the Secretariat in coordinating the implementation of Rehabilitation and Reconstruction interventions funded by foreign grant funding in Central Sulawesi Province and West Nusa Tenggara Province.

**Context and relevance of required services**

Key stakeholders on IMDFF are BAPPENAS (Ministry of National Development Planning) and BNPB (National Disaster Management Authority). At the end of May 2018, Bappenas and BNPB agreed to house IMDFF at BNPB. An organizational arrangement is required to strengthen and align IMDFF role with BNPB authority.

**II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLE**

Under direct supervision of the UNDP Technical Analyst and close consultation with IMDFF-DR Technical Committee, the consultant will carry out the following tasks and responsibilities:

- 1) Contribute to the preparation of IMDFF organizational arrangement at BNPB
- 2) Development of SOP amendment to increase flexibility and governance for various cooperation and coordination arrangement with IMDFF
- 3) Analyses on IMDFF governance to develop institutionalized disaster management fund facility
- 4) Contribute to development of roadmap towards institutionalized disaster management fund facility
- 5) Carry out any other task as agreed by the Secretariat to support implementation of the planned activities.

<b>Deliverables/Outputs</b>	<b>Target Due Dates</b>	<b>Review and Approvals</b>	<b>Working Days</b>
1 <sup>st</sup> deliverable: Progress report on secretariat establishment at BNPB and resource mobilization strategy.	February 2020	Technical Analyst	10 working days
2 <sup>nd</sup> deliverable: Progress report on secretariat strengthening at BNPB and material for socialization	March 2020	Technical Analyst	10 working days
3 <sup>rd</sup> deliverable: Q1 Report on Secretariat governance	April 2020	Technical Analyst	10 working days
4 <sup>th</sup> deliverable: Draft final report on resources mobilization	May 2020	Technical Analyst	5 working days
5 <sup>th</sup> deliverable: Final report on resources mobilization	May 2020	Technical Analyst	5 working days
6 <sup>th</sup> deliverable: Q2 Report on Secretariat governance and resource mobilization	June 2020	Technical Analyst	10 Working days

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of PETRA Technical Analyst. His/her will work closely with Resilience and Reconstruction Unit to ensure effectiveness and efficiency of the activities.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverable could be proposed by the incumbent and shall be agreed jointly.

#### Duration of the Work

The assignment will be delivered within **5 months (50 worked days)**. The payment will be made to the consultant at each payment schedule, upon approval of the satisfactory submission of results from UNDP Technical Analyst.

#### Duty Station

The consultant will be based in BNPB Jakarta

#### Travel Plan

Travel outside duty station will be arranged by UNDP upon approval from the UNDP Technical Analyst. Travel will be based on the harmonized cost rate

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualification and years of experience

- Post Graduate in Social Science, Engineering or public administration with a minimum of 3 years professional experience on disaster recovery management, *or*
- Bachelor's degree in Social Science, Engineering or public administration with a minimum of 10 years professional experience on disaster recovery management
- Experience working on similar assignment for BAPPENAS and/or BNPB will be an advantage

#### Competencies and skill requirements

- Demonstrated ability to complete the assignment and to formulate conclusions/recommendations
- Proficient familiarity with the government systems and procedures exclusively for grant management
- Fluency in Bahasa Indonesia and English with proficient written communication skills
- Fully proficient computer skills and use of word processing, spreadsheets, internet, relevant application
- Very good interpersonal skills, including ability to establish and maintain effective teamwork a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:  
Cumulative analysis

*The award of the contract will 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 60 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical (70%)</u>		
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ul style="list-style-type: none"> <li>• Post Graduate in Social Science, Engineering or Public administration, or Bachelor degree in Social science , engineering or public administration or other related subjects</li> <li>• Experience working in disaster recovery management area.</li> <li>• Familiar with BNPB and/or BAPPENAS system and regulation.</li> </ul>		70 20 30 20
<p><i>Criteria B: Brief Description of Approach to Assignment</i></p> <ul style="list-style-type: none"> <li>• Understands the task and applies a methodology appropriate</li> <li>• Important aspects of the task addressed clearly</li> <li>• Planning logical, realistic for efficient project</li> </ul>		30 10 10 10
<u>Financial Criteria (30%)</u>	N/A	