

TERMS OF REFERENCE

NATIONAL INDIVIDUAL CONSULTANT - SENIOR DISASTER RISK REDUCTION AND RESILIENCE ADVISOR.

Job Title: Senior Disaster Risk Reduction and resilience Advisor

Location: Nairobi, Kenya

Type of contract: Individual Contract

Duration of Contract: 4 Months

Language: English

Deadline for proposal submission: Thursday, 07 May 2020 by 11: 59 P.M (GMT+3.00)

Reference - KEN/IC/2020/015– Senior DRR Advisor

Background

Kenya is facing the consequences of the climate crisis through unpredictable weather patterns, more frequent and severe droughts, and more intense and erratic rainfall leading to frequent floods. This is particularly affecting pastoralist and farmer communities in the Arid and Semi-Arid Lands (ASAL) regions, home to the country's poorest and most vulnerable populations whose resilience is increasingly being depleted and requiring regular humanitarian assistance. There were between 1.5 to 3 million people in IPC 3 and 4 levels of food insecurity who required humanitarian assistance during the 2016-2019 period.

As a lower middle-income country with generally favorable social and economic development, the Government leads disaster preparedness and response. While Kenya has a Disaster Risk Management Policy in place, a Disaster Risk Management Bill is not in place to operationalize the legal aspects of the policy. The proposed unified disaster risk management agency is thus not operationalized. The National Drought Management Authority (NDMA) which was established in 2013 and mandated to establish mechanisms which ensure that drought does not result in emergencies and that the impacts of climate change are sufficiently mitigated guides drought risk management and response at the national level and supports disaster committees in the 23 arid and semi-arid counties. The National Disaster Operations Center (NDOC) was established under a presidential decree in 1998 to coordinate disaster management and response.

The Ending Drought Emergency framework is the main policy framework guiding drought risk management and resilience building. The framework has six pillars including: sustainable livelihoods (co-chaired by Ministry of Agriculture and Livestock and Fisheries and FAO and which works on promoting sustainable livelihoods to mitigate the impact of shocks); Drought risk management (co-chaired by the Ministry of Devolution and Planning and WFP and which works to promote resilience through early action and better preparedness to predicted crises) and; Human capacity (co-chaired by the Ministry of Education, Science and Technology and UNICEF and which works on developing the resources and capabilities for an integrated provision of basic social services including health, nutrition, wash and education)

Despite the above foundation and some progress in recent years in Kenya's capacity to provide timely and effective disaster preparedness and response, the response to humanitarian crises over the past few years has exposed significant gaps, including capacity and resources, and given institutional arrangements as a result of the devolution process which has split accountability between county and national level structures without clear policy and trigger mechanisms.

Attempts by the Intergovernmental Relations Technical Committee (IGRTC) to facilitate consultative processes to analyse the role of each level of government and assign them accordingly as well as analyze the attendant resources have also not been conclusive.

The country's increasingly high debt burden; and security risks associated with violent extremism and terrorism; have further complicated the disaster risk management landscape. In addition, given Kenya's official designation as a lower-middle income country, humanitarian donors are increasingly reluctant to provide significant funding to Kenya, particularly given the rapidly increasing humanitarian needs in more fragile contexts globally.

The 2017 Organisational Capacity Assessment of the Kenya National Drought Management Authority (NDMA) recommended that NDMA to "create clear and comprehensive framework for coordination and stakeholder engagement that describes how NDMA supports the implementation of drought management with other authorities".

As identified in the UNDAF and specifically under Strategic Result Area 2 Outcome 2.8, there is need to ensure individuals and communities in Kenya have reduced exposure to risks and are more resilient to disasters and emergencies. Given the above, there is a need for dedicated support to Government structures to strengthen national disaster risk management and response capabilities to improve resilience and disaster mitigation and ensure timely and effective humanitarian response in times of crisis.

Responsibilities:

The Senior Disaster Risk Reduction and Resilience advisor will report to the Resident Coordinator and will spend 60% of the time with NDMA (3 days a week) and 40% in RCO (2 days a week) and will be responsible for the following functions:

- Provide policy level input for the development of national disaster reduction strategies and institutional and legislative systems for mainstreaming disaster risk reduction into national development planning and programming;
- Coordinate efforts by humanitarian partners to advocate for the passing of a Disaster Risk Management Bill currently in draft;
- Engage with relevant Government entities to provide technical expertise and mobilize attention and resources towards operationalizing the national disaster risk management policy which was approved in 2017;
- Engage in consultative process of unbundling of concurrent functions of disaster management with the aim of advocating for linkages and clarity in coordination with local, regional and international institutions dealing with humanitarian response and preparedness;
- Engage with international partners including development partners, donors, UN agencies and INGOs to mobilize resources for DRR at the national and county levels;
- Engage with international partners with specific mandates on disaster response, management and resilience such as UNDP, UNDRR and OCHA to draw global best practices and support application of tools and mechanisms in Kenya;
- Support strengthening of multi-sectoral coordination linkages, Emergency Preparedness & Response Planning and DRR mainstreaming at national and county levels;
- Support national and high-risk county level coordination including the relevant pillars of the 'Ending drought Emergencies strategy' as well as at the sector level coordination by supporting a regular monitoring and reporting framework and facilitating a quarterly strategic discussion on priorities and challenges with the relevant national government entities; UN agencies, NGOs and donors;

- Mobilize capacity building support to NDMA, NDOC and CoG structures at national and sub-national levels including by harnessing existing global coordination tools and expertise for disaster preparedness and response;
- Support strengthening of disaster planning and budgeting by counties (both executive and county assemblies) in line with the Public Finance Management Act, 2012 which sets minimum of 2% of overall budget towards disasters and emergencies;
- Support strengthening of oversight, tracking and reporting of the minimum 2% of budgets set aside by counties, by the Controller of Budget and the Auditor General;
- Support strategic reviews, e.g the Mid-Term Evaluation of NDMA, and development of clear linkages between NDMA and other units of the Ministry of Devolution and ASALs;
- Work with UN Development and NGO partners to set up coordination platforms to better link up efforts to increase resilience and mitigate the impact of disasters; and have common messages and priorities for support to Government structures and plans;
- Support the UNDAF SRA 2 lead on matters related to DRR and Resilience to ensure coherence in implementation and reporting;
- Serves as primary liaison with OCHA to trigger international humanitarian assistance to compliment national efforts when required.

Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
Mapping of disaster preparedness and response structures	1 month	UN Resident Coordinator
Institutionalizing risk analysis, response and contingency planning tools in national structures	4 months	UN Resident Coordinator
Develop SoPs on mechanisms to trigger disaster response at the county and national levels	4 months	UN Resident Coordinator
Develop an advocacy roadmap for legalizing Disaster Management Policy	4 months	UN Resident Coordinator
Develop a roadmap for effective budgeting, financing and monitoring/accounting of disaster management	4 months	UN Resident Coordinator
Help ToRs for the different disaster mechanisms in the country	4 months	UN Resident Coordinator

Competencies

- **Professionalism:** Knowledge of full range of DRR, resilience and humanitarian issues. Experience in developing/application of risk information tools at different levels; Ability to advise senior management and other senior officials on approaches and techniques to address highly complex/sensitive issues. Demonstrated capacity for intellectual leadership. Conceptual and strategic analytical capacity and ability to thoroughly analyze and evaluate critical matters pertaining to a broad spectrum of humanitarian and emergency relief issues/problems. Demonstrated capacity for original and creative thinking, independent judgment and discretion in advising on and handling major policy, project and other issues/problems. Ability to negotiate and ability to influence others to reach agreement on difficult issues. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent degree) in disaster risk management, social science, public administration, international studies, rural development, and management or a discipline relevant to disaster risk management related field is required.

A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

- A minimum of ten (10) years of progressively responsible experience in disaster risk management, humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area is required.
- Experience in disaster risk management in Kenya is desirable.
- Experience in the UN Common System or other comparable international organization is desirable.

Languages: Fluency in English is required. Knowledge of another UN official language is an advantage.

Evaluation Criteria

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications, technical and financial proposals. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with technical criteria being weighted at 70% and financial criteria being weighted at 30%.

Only candidates obtaining a minimum of 70% (70 points) of in the technical analysis will be considered for the Financial Evaluation.

Technical Evaluation Criteria (Minimum 70 points)

- Advanced university degree (Master's degree or equivalent degree) in disaster risk management, social science, public administration, international studies, rural development, and management or a discipline relevant to disaster risk management related field is required. 20% (20 points)
- A minimum of ten (10) years of progressively responsible experience in disaster risk management, humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area is required 50% (50 points)
- Experience in disaster risk management in Kenya is desirable 25% (25 points)
- Experience in the UN Common System or other comparable international organization is desirable 5% (5 points)

Financial Criteria (Maximum 30 points)

Submission of the Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in KSH using the financial proposal template provided (Offerors letter to UNDP)

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Working Arrangements

The consultant will carry out his/her tasks under the overall guidance of the UN Resident Coordinator .

Duration of the Work

4 months

Payments

Payment will be made based on the daily fee approach; the financial proposal should specify a single daily fee as specified under **(Submission of the Financial Proposal)** above.

UNDP will make payments based on the actual number of days worked. Payments must be supported by a duly completed time sheet.

Note: The daily fee in the financial proposal must be all-inclusive and take into account various expenses to be incurred during the contract, including:

- a. The daily professional fee
- b. Communications, utilities and consumables
- c. Life, health and any other insurance
- d. Any other relevant expenses related to the performance of services under the contract

Application process.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offerors letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications must be received through the UNDP e Tendering Portal on or before Thursday, 07 May 2020 by 11: 59 P.M (GMT+3.00)

Firms are not eligible for this consultancy assignment. **Open to national individual consultants only.**

Incomplete applications will be disqualified automatically.

All applications should be submitted through the UNDP eTendering portal.

Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different

languages: <https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use "Forgotten password" link if you do not remember your password. Do not create a new profile.

If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:

- Username: event.guest
- Password: why2change

If you are interested to participate in this Tender, it is strongly recommended that you log in and subscribe to the Tender using "Accept Invitation" feature so you can keep updated with Tender amendments including deadline. Note that in case of inconsistencies between information in eTendering system and other premises, information in eTendering system prevails.

Email submission of applications will not be accepted. Queries about the position can be directed to undp.kenya.procurement@undp.org