

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	International Consultant for providing technical expert services of an Urban Risk Management Specialist
Project/Program Title:	Sahel Disaster Risk Reduction-Resilience Project
Region:	Africa
Consultant Level:	Level B (Specialist)
Duty Station:	Addis Ababa, Ethiopia (home-based until travel to Addis Ababa is possible)
Expected Places of Travel:	African Union Member States or others as required for the assignment
Duration:	One year (full-time) (21.75 working days/month for 12 months), with possibility of extension
Expected Start Date:	15 July 2020 or within one week of Signing the Contract, whichever is earlier.

I. BACKGROUND / PROJECT DESCRIPTION

Africa is the most rapidly urbanizing continent in the world. As the continent urbanizes, mitigating the risks of disasters will play an important role in guaranteeing that African cities are socially and economically stable¹. Urbanization offers huge opportunities for economic and human development for many Sub Saharan African (SSA) countries. However, these opportunities are also vulnerable to risks and losses from disaster events. Over the next 30 years, Africa's population is projected to increase to 1.5 billion by 2025 and 2.4 billion by 2050. By 2050, 60% of Africa's population will live in urban centres (UN-DESA, 2014). The current trend shows that disaster risk in SSA is increasingly affecting urban spaces. Disasters have grown in the region since the 1970s with increases in human exposure to disaster risks largely driven by population growth particularly concentrated in cities, interwoven with the effects of fragility. Despite the significance of large-scale disasters, the impacts of everyday hazards (e.g. infectious disease linked to unsanitary conditions) and small-scale disasters (e.g. localized floods and shack fires) in the region cannot be underestimated. Especially at the city scale, understanding the linkages between development process, underlying everyday risks and periodic disaster risk is vital if development is to contribute to reducing rather than generating risk.

One of the key findings of the Africa report for Disaster Risk Reduction (2015-2018) is that transportation and industrial hazards are on the increase in Africa. The report observed that rapid and unregulated urbanization is one of the major factors contributing to the increased disaster risk of West African Countries, noting specifically that Economic Community of West African States (ECOWAS) member states have experienced a number of technological disasters occasioned by technical failure, system breakdown, human error, industrial accidents, fires, building collapse, oil spillage and transport accidents, that have increased in frequency and severity in the region. The report further notes that these are more pronounced in urban areas. The growing trend of urban disasters means that national and local governments, city authorities and decentralized institutions including urban planning units, environmental management units and other social service providers at the city level will have to understand, commit and factor long-term climate resilient investments into urban planning and implementation processes based on practical information that is user friendly and

¹ ACIDI 2018: <http://acdi.uct.ac.za/blog/disaster-risk-management-urban-africa-introducing-urban-ark-Project>

easily understood by political and decision-making bodies at the local government level. There is, therefore, need to support targeted African urban centres and demonstrate in a number of countries some appropriate models that African countries can adopt in reducing urban disaster risks, with special attention to urban communities and special needs of vulnerable people – including marginalized women, men, boys, girls, female-headed households, and people with disabilities. If the underlying causes of the urban risks and disasters are not addressed in urban planning and infrastructure development processes, the risks accumulate and are compounded with even potentially higher economic and social costs from disasters in the future.

The African Union Commission (AUC), with financial support from Swedish International Development Cooperation Agency (SIDA) through the United Nations Development Programme (UNDP), and in partnership with the UNDP, ECOWAS and other regional institutions and UN WOMEN, is implementing a three-year regional project titled, “*Strengthening capacities for disaster risk reduction and adaptation for Resilience in the Sahel Region: fostering risk-informed solutions for sustainable development*”. The project aims to build capacities of regional institutions and national governments in the Western Sahel, including the Lake Chad Basin (Mali, Mauritania, Senegal, Burkina Faso, Chad, Niger and Nigeria) in the institutionalization of risk-informed development planning, programming and investment for gender-responsive resilience building. Output 4 of the project is “Enhanced Regional Capacities for Urban Risk Management in the Sahel”.

Through the Disaster Risk Reduction (DRR) Unit, Department for Rural Economy and Agriculture (DREA), the AUC is responsible for coordinating and giving policy guidance for the development and implementation of DRR frameworks across the continent. In light of this responsibility, the AUC seeks the services of an Urban Risk Management (URM) Specialist to support the DRR Unit in implementing the above stated Output 4 of the Sahel Resilience Project. The objective of this consultancy is to strengthen AUC’s capacity to build capacities of regional organisations and Member States in Urban Risk Management.

II. SCOPE OF THE WORK

Under the overall guidance of the Head of Division for Environment, Climate Change, Water and Land Management and the day-to-day direction of the Technical Coordinator of the Disaster Risk Reduction Unit, the Urban Risk Management Specialist will provide high quality technical support in areas such as urban risk assessment, early warning systems, preparedness for response and recovery as well as integration of disaster and climate risks in urban planning, infrastructure development and recovery, through coherent policy, strategic and programme advisory services, at the regional and national level, as per the requirements of the AUC. The Specialist will support the AUC in establishing an interdepartmental taskforce on Disaster Risk Reduction with focus on urban resilience and mainstreaming of DRR in relevant AUC Departments, developing an African roadmap on urban risk management, developing and rolling out guidelines for Regional Economic Commissions (RECs) and Member States on urban risk management.

The Urban Risk Management Specialist will:

- Work in close collaboration with members of the DRR Unit, DREA and other relevant Departments of the AUC to promote urban risk management at the Regional, National and sub-national/local levels.
- Provide technical support to the development of the AUC guidelines for Urban Risk Management and leverage AUC’s policy leadership and convening power in advocating for and ensuring that the Member States take into account the multi-dimensional risks (disaster, climate and conflict) in urban planning, infrastructure development and urban risk management processes.
- Support mainstreaming of Disaster Risk Reduction in general and Urban Risk Management in particular in to AUC Departments;
- Develop an African roadmap on urban risk management and guidelines, and support rolling out of the guidelines in RECs and Member States with initial piloting in the Sahel;

- Support AUC to implement the project “strengthening capacities *for disaster risk reduction and adaptation for Resilience in the Sahel Region: fostering risk-informed solutions for sustainable development*”.
- Liaise with UNDP and ECOWAS on the implementation of the project;
- Support integration of risk reduction in sustainable urban development and urban risk management at sub-regional and national level;
- Promote and enhance urban risk management approaches that link climate change adaptation with disaster risk reduction and risk-informed programming;
- Build upon past initiatives related to urban risk management, and ensure synergies between ongoing programmes/projects/policy initiatives;
- Support capacity building of AUC DRR Unit and other departments and Specialised Agencies, Member States (including national disaster management institutions, urban local bodies), and other governmental and non-governmental stakeholders such as the academia/research institutions, civil society organizations and the private sector in urban risk management; and
- Strengthen the urban risk management community of practice in Africa, including with the UN system, the EU, the World Bank, other Regional Intergovernmental Organizations, Regional Development Banks, bilateral partners, external experts, etc.

III. EXPECTED OUTPUTS AND DELIVERABLES

The Urban Risk Management Specialist will be responsible for the following four key result areas:

1. Substantive delivery of urban risk management-related technical assistance, and policy and programme support;
2. Substantive development of urban risk management roadmap, guidelines and the related tools and resources;
3. Knowledge management and community of practice for urban resilience and risk management; and
4. Advocacy and partner engagement for effective policy positioning on urban risk management.

1. Substantive delivery of urban risk management related technical assistance, and policy and programme support

- Provide technical inputs for the design, development, and implementation of urban risk management and resilience building programmes at regional and national levels through the RECs as required.
- Assist in policy development, including the review and analysis of issues and trends, prepare evaluations or other research activities and studies related to urban risk management.
- Ensure the integration of cross-cutting issues, such as gender, peace building, rights of persons with disabilities, human rights, and resilience into all urban risk management-related activities, monitoring, and reporting.
- Assist DRR Unit with the delivery of policy and technical support in the area of urban risk management and resilience building, in contribution to the implementation of the Sendai Framework for DRR and the Africa Programme of Action.
- Participate in field missions, when required, including in post-disaster situations and provide technical and coordination support for the conduct of Post-Disaster Needs Assessments (PDNA) and the development of Recovery Frameworks (RF) as it relates to urban risk reduction and recovery.
- Appraise country requests for support in case of disasters and contribute to the preparation of project proposals and funding requests related to urban recovery and resilience building in post-disaster situations, in consultation with national and regional partners, ensuring that the needs of the vulnerable populations are adequately reflected.
- Collaborate with AUC, RECs, specialized agencies as well as other thematic teams on programmes related to urban risk management and resilience building, including linkages to climate change, livelihoods, displacement, fragility and gender issues.
- Contribute to the development of strategy and approaches to increase regional and national capacities for urban risk management and risk-informed urban development, including its integration in national and regional disaster risk reduction and recovery strategies, policies and

legislative system, or developing standalone urban risk management strategies.

- Support the implementation of regional urban risk management, resilience building and recovery programmes and projects.
- Serve as AUC's resource person for the project "strengthening capacities for disaster risk reduction and adaptation for Resilience in the Sahel Region: fostering risk-informed solutions for sustainable development".

2. Substantive development of urban risk management related tools and resources

- Develop a continental framework that offers systematic and pragmatic approaches and tools for assessing urban resilience and for developing urban risk management plans in Africa.
- Support the development and delivery of urban risk management related training modules/guidance/tools for regional entities and Member States to facilitate the practice of urban risk analyses/assessments, early warning systems, preparedness in response and recovery, integration of risks in urban planning/infrastructure development, and post-disaster recovery in urban areas.
- Provide technical expertise in developing tools, methodologies and producing knowledge management products on urban risk management, with linkages to disaster risk reduction, resilience, climate change and other relevant themes.
- Provide technical expertise, as required, on the content development for regional/country-level knowledge products through the analysis of data, case evidence, and research findings on urban risk management.

3. Knowledge management and community of practice for urban resilience and risk management

- Build the knowledge base and documented experience to further substantiate the link between urban disasters, urbanization processes, urban governance, development planning, infrastructure development and basic services in Africa.
- Compile, analyze, report and codify urban risk management and recovery experiences and lessons learned in Africa.
- Support the development and effective application of knowledge products and policy documents.
- Provide relevant substantive inputs to build and strengthen a regional Community of Practice on urban resilience.
- Advocate and enable facilitation of exchanges and experiences sharing related to urban risk management and resilience between institutions and specialized agencies, among Member States, between RECs within Africa as well as through South-South cooperation, where valuable.
- Support the capacity development of DRR Unit in DREA, other relevant AUC departments and Specialised Technical Offices, RECs and Member States in the application of urban risk management tools and practices.
- Strengthen linkages with DRR and climate change communities of practice, both inside the AUC, with relevant entities within the RECs and Member States.
- Support the DRR Unit and the AUC in responding to RECs and Member State requests for information on global/regional/national best practices and experiences on urban risk management together with partners and expert institutions.

4. Advocacy and partner engagement for effective policy positioning on urban risk management

- Contribute to the development and nurturing of partnerships between RECs and between Member States (especially on cross-border processes related to urbanization, migration, risk reduction and recovery), different organs of the AUC, and with the EU, World Bank, UN agencies and regional intergovernmental organizations, bilateral partners, think tanks, academic institutions and non-governmental organizations to foster and strengthen the practice of urban risk management and sustainable urban development.
- Participate in consultations and drafting of joint agreement and MOUs and statements of intent on urban risk management and resilience building.
- Foster partnership through attendance in regular meetings, contributions to joint knowledge products and joint conferences and workshops on urban risk management and resilience building/recovery or relevant areas.

- Support AUC in its engagement in partnerships on urban risk management and resilience building through reporting and developing briefing notes and background information when required.
- Support resource mobilization efforts for urban risk management and resilience building through development of project concept notes and proposals.
- Support establishment of interdepartmental task force at AUC to facilitate mainstreaming DRR, including urban resilience in AUC department.
- Support in mainstreaming DRR in relevant AUC Departments.
- Carry out any other relevant tasks assigned by the supervisor.

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Urban Risk Management Specialist will report to the UNDP Project Manager. S/he will work under the overall guidance of the Head of Division for Environment, Climate Change, Water and Land Management and the day-to-day direction of the Technical Coordinator of the Disaster Risk Reduction Unit, DREA, AUC.

Within 2 weeks of the commencement of the assignment, in consultation with the Technical Coordinator of the Disaster Risk Reduction Unit (AUC) and the UNDP Project Manager, the Consultant will prepare an Inception Report outlining the approach to the assignment along with an Annual Work Plan with deliverables and timeline in accordance with the duties and responsibilities outlined above. This Plan once approved by the AU DRR Technical Coordinator and the UNDP Project Manager, will guide the Consultant's work and will be reviewed on a quarterly basis and updated as necessitated by the Project or changes in the overall context.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The assignment requires full time presence on the African Union Commission premises in Addis Ababa. The URM specialist will be part of the Disaster Risk Reduction Unit of the Division for Environment, Climate Change, Water and Land Management.

The Consultant will be responsible for her/his own laptop and for all the equipment, communication devices that may be required to perform his/her duties related to the assignment. Disaster Risk Reduction Unit of AUC will be responsible for providing office space and any additional administrative and logistics support required to operate from its premises. All costs for the Consultant's travel to undertake activities in the agreed Work Plan or as required by UNDP and AUC for achievement of the four results will be borne AUC through its own funds or the Project Funds (where relevant) in discussion with UNDP.

VI. DURATION OF THE WORK²

- a. The expected duration of the assignment is twelve months, at an average of 21.75 days/ month.
- b. The Consultant should be able to assume duties within one week of signing the contract.
- c. The Consultant should provide an estimated lead time of 5 days to his/her supervisors before Monthly Payments can be processed.
- d. Possible extension of the Contract, beyond the stipulated period of 12 months will be determined based on an evaluation of the Consultant's performance by UNDP and AUC, and contingent on the availability of budget allocation for the project.

² The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Advanced university degree (Master's degree or equivalent), preferably in urban planning, civil engineering, disaster management, geography, development studies, social sciences, public policy or related field is required.
- A first level university degree combined with extensive compensating experience in Urban Disaster Risk Reduction and Recovery may be accepted in lieu of the advanced university degree.

b. Experience:

- A minimum of 7 years of professional work experience in providing technical advice in the development and implementation of policies and programmes, including the review of policy documents and programmes in the area of disaster risk reduction, urban risk management, urban planning/development, climate change and recovery or closely related fields is required.
- Extensive experience in urban risk reduction and resilience building, including in urban risk analysis/assessments, early warning systems/preparedness initiatives, capacity building of urban local governments and other key stakeholders in urban risk management, mainstreaming risk reduction in urban planning and development strategies/policies/plans, development of urban recovery and risk reduction plans and programmes in crisis contexts is required.
- Experience in the application of global and regional frameworks for disaster risk reduction and climate change to the urban context, including the domestication of the Sendai Framework, is preferred.
- Experience in providing regional policy advice, regional technical assistance, and capacity development to support to multi stakeholder institutions in establishing and coordinating multi-partner interventions is highly desirable.
- Experience working in West Africa on urban risk reduction, climate change adaptation and/or recovery is highly desirable.
- Previous experience working with an international or regional organization or multilateral, including UN is preferred.
- Coordination experience working directly with governments, development partners, and international organizations would be an asset.
- Knowledge of and experience within the AU system would be an asset.

c. Language:

- Fluency in English, both spoken and written, including the ability to set out a coherent argument in presentations and group interactions, is required.
- Fluency in French, both spoken and written, including the ability to set out a coherent argument in presentations and group interactions, is highly desirable.
- Fluency in any other AUC official language is an added advantage.

d. Functional Competencies:

Technical Competencies:
Urban Risk Management <i>Knowledge of urbanization processes, urban development and management, and urban risk reduction concepts, frameworks and principles and ability to apply to strategic and/or practical situations.</i>
Disaster Risk Reduction <i>Knowledge of DRR concepts, frameworks and principles and ability to apply to strategic and/or practical situations.</i>
Recovery <i>Knowledge of core recovery principles and frameworks, and ability to guide delivery at regional, national and community levels.</i>

Resilience <i>Knowledge of how multiple risks and impact on development, and the delivery of resilience to communities and countries through reducing vulnerability and reducing risk.</i>
Representation <i>Ability to productively share AU knowledge, experience and activities at international, regional and national platforms.</i>
Partnerships <i>Ability to engage with, mobilize support from and forge productive working relationships with a wide range of partners at the regional, national and local levels (public, private, academic, civil society, business community leaders).</i>
Knowledge Management <i>Ability to efficiently handle and share information and knowledge.</i>
Other Functional Competencies:
Innovation <i>Ability to make new and useful ideas work, including stakeholder-centered approaches for office/division</i>
Leadership <i>Ability to persuade others to follow by:</i> <ul style="list-style-type: none"> • seeking and recognizing contributions of others; • planning and acting transparently; • actively working to remove barriers and empowering others to deliver; and • positioning the organization as a center of expertise and influence.
People Management <i>Ability to improve performance and satisfaction by:</i> <ul style="list-style-type: none"> • involving team members in different stages of work and decision making; • promoting independent thinking and action; and • following high professional standards and motivating excellence in others.
Communication <i>Ability to listen, adapt, persuade and transform by:</i> <ul style="list-style-type: none"> • presenting complex concepts in practical terms to peers, partners, clients; • instilling confidence among stakeholders by delivering clearly articulated positions, supported by compelling analysis and contextual acumen; and • reconciling contrasting positions and ambiguous circumstances by communicating a clear path for resolution and progress.
Delivery <i>Ability to get things done by:</i> <ul style="list-style-type: none"> • meeting goals, timelines and quality requirements; • accepting accountability for the outcomes of programme delivery; and • facilitating improvement and innovation in the delivery of products and services.
Advocacy <i>Ability to advocate a point of view and influence others.</i>
Resource Mobilization <i>Ability to identify and organize programmes and projects to implement solutions and generate resources.</i>
Trends and emerging areas analytics <i>Ability to scan the horizon and identify approaches and initiatives to bring into policy and programme design.</i>

e. Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- 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. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV and Proposal)	70%	100
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts
▪ Criteria b. Experience in urban risk reduction and resilience building, including in urban risk analysis/assessments, early warning systems/preparedness initiatives, capacity building of urban local governments and other key stakeholders in urban risk management, mainstreaming risk reduction in urban planning and development strategies/policies/plans, development of urban recovery and risk reduction plans and programmes in crisis contexts		20 pts
▪ Criteria c. Experience working with an international or regional organization or multilateral, including UN, providing regional policy advice, regional technical assistance and capacity development support to governments and development partners, and establishing and coordinating multi-partner interventions		10 pts
▪ Criteria d. Experience in the application of global and regional frameworks for disaster risk reduction (including the Sendai Framework) and climate change to the urban context in Africa		10 pts
▪ Criteria e. Experience working in West Africa on urban risk reduction, climate change adaptation and/or recovery		10 pts
Financial (Lower Offer / Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

In the beginning of each month, the Consultant will submit a Monthly Report summarizing the status of activities vis-à-vis the key outputs or milestone activities in the work plan and any other support provided. Payments will be made to the Consultant on a monthly basis based on this Monthly Report and Certification of Payment by the UNDP Project Manager in consultation with the AU DRR Technical Coordinator.

When applying for this consultancy, the prospective consultant will indicate the cost of services that could possibly be incurred by the Contractor, factored into an **all-inclusive**³ daily fee in US dollars. The consultant

³ The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum monthly service fees, for each month during the contract period, upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
Monthly Installment	Monthly Report summarizing the status of activities vis-à-vis the work plan and any other support provided	To be approved by the UNDP Project Manager and the Technical Coordinator of Disaster Risk Reduction Unit, DREA, AUC.	8.33 % of the total amount for 12 months. (calculated as daily fee USD * 21.75 days)

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

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TECHNICAL PROPOSAL COVER PAGES

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Cover Letter

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- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP confirming Interest and availability (use the template hereto).
Annex b. Duly Signed CV

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP and AUC.