

TERMS OF REFERENCE

Location	Home Based
Type of Contract	Individual Contractor
Post Level	Coordination Support Consultant – Disaster data
Languages required:	Fluent English (written and oral)
Duration of Initial Contract:	112 days (in total) from 1 September 2020 to 31 May 2021

BACKGROUND

Over the past decade more than 1.5 billion people have been affected by disasters that have cost at least US\$ 1.3 trillion. UNDP’s disaster risk reduction efforts aim to ‘risk-inform’ development in line with the goals and targets of the Sustainable Development Goals (SDGs) and the Sendai Framework for Disaster Risk Reduction (SFDRR). Specifically, UNDP works with country partners to strengthen national and subnational policy, legal and institutional frameworks; foster greater coherence of DRR and climate adaptation efforts; provide access to risk information and early warning systems; and strengthen preparedness and recovery measures. UNDP’s ultimate goal is to strengthen the resilience of countries and urban and rural communities to disaster and climate change.

Despite the efforts, with the current pandemic and worsening vulnerabilities to natural hazards and climate change, countries are confronted with complex and unprecedented problems. In countries where these shocks are happening at the same time - the cascading effects and impacts on health, displacement, business discontinuity, disrupted government services, job and income losses, and erosion of citizens trust and social cohesion will require them to act decisively and quickly to minimize further negative consequences and losses.

Given the worsening risks, vulnerability and inequality, achieving SDGs and SFDRR has become even more challenging. UNDP Disaster Risk Reduction and Recovery for Building Resilience Team based in Bangkok Regional Hub (BRH DRR Team) is embarking on responding to the pressing and crucial need through changing the way disaster data is managed where countries/institutions lack the ability to share, analyze, visualize and use data for policy/decision making, programme planning, budgeting and more importantly in identifying who are most in need of these interventions. It is also essential to change the way vital information are disseminated and used by duty bearers and rights holders especially the most vulnerable. The team has started the implementation of the regional project **“Accelerating Disaster Risk Reduction and Enhancing Crisis Response through Digital Solutions”** with support from Government of Japan. The outcome of the project is to strengthen disaster risk reduction and recovery by improving digitalization of disaster data through innovative partnerships and solutions to support risk-informed development so that no one is left behind. The expected outputs of this project are for the governments to establish functional cloud-based digitalized disaster data and access to information on policies, programmes, and expertise through digital solutions. These will be achieved through activities to accelerate collaboration among the governments, private sector, the UN system, NGOs, academe and think tanks organized by UNDP under the [Global Centre for Disaster Statistics \(GCDS\)](#). The project will be implemented over a period of 12 months, and four countries in Asia are identified as project countries: Indonesia, Nepal, Philippines, and Sri Lanka where the above mentioned GCDS partnership has been piloted in last two years.

UNDP BRH DRR Team is hiring an ‘Output Coordination Consultant on Disaster Data’ who will play a key role to support the overall management of the project with a focus on **Output 1** as described below under Scope of Work. The tasks include planning, coordinating, managing the implementation of the **Output 1** of the project under the supervision of the Senior Advisor of the BRH DRR team in close coordination with the Programme Specialist and focal points in the UNDP Country Offices.

DUTIES AND RESPONSIBILITIES

SCOPE OF WORK

Under the overall supervision of the Senior Advisor and in close coordination with the Programme Specialist in the BRH DRR team, the consultant will play a key supporting role to the overall management of the project Output 1: Disaster data digitalized and integrated using cloud-based technologies to support disaster risk reduction and recovery in project countries. See the activities and output indicators in the Annex A. The consultant is expected to work closely with the focal points (National Coordinators) in the project countries, Information Management Specialist based in UNDP Indonesia and other relevant partners and stakeholders. Below are the expected roles and responsibilities:

- Effective planning and management of activities, progress reports, tracking of budget;
- Coordination with the National Coordinators in each project country for efficient planning and implementation of the output 1 of the project to ensure that the objective, outputs and targets are achieved within the agreed timeline;
- Liaise closely with each focal point in the project countries to accelerate the partnership with the governments and other key stakeholders and support them for meetings with the government partners (incl. writing and preparation of notes, presentations, briefs and other materials);
- Liaise with the coordinators of outputs 2 and 3 of the project to share information and progress as needed from time-to-time and to ensure coherence across activities as required by the project;
- Contribute to the development and the implementation of communication strategy (to be developed by the Communications Officer in the BRH DRR team) with inputs from the Output 1;
- Facilitate collaboration with key development partners (e.g. UN agencies, i/NGOs and UNDP Tokyo Representation Office), private sector, and other key technical agencies (incl. JICA) at the country and regional levels;
- In close coordination with the BRH DRR team, maintain good relationship with the donor/Government of Japan through regular reporting and communications with the Embassies of Japan in the project countries and Thailand and UNDP BERA Japan Unit;
- Liaise closely with the Information Management Specialist in UNDP Indonesia in developing technical specifications for engaging ICT company and providing technical advisory support to the project countries and relevant partners/stakeholders on disaster data digitalization, cloud-based technologies, information management system, data warehouse, digital solutions, etc.;
- Undertake missions to the project countries when needed;
- Provide substantive inputs to synergize the efforts of the project and Global Centre for Disaster Statistics (GCDS) and other relevant UNDP initiatives.

EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/Outputs	Target Due Dates	No. of days
A) A comprehensive workplan for the Output 1 with detailed budget allocation and timelines based on the project workplan as per the Project Document	2 nd week of the contract	5 days
B) Develop detailed plan and TOR for the recruitment of a ICT company for reviewing and assessing the current status and needs in the project countries and plan for a cloud-based geo-spatial disaster data management system, including plan and strategy for a data warehouse to support SFDRR and SDGs in each project country	8 th week of the contract	16 days
C) Organization of a consultation workshop and a brief assessment report on the cloud based online geo-spatial disaster database system together with the identified ICT company	10 th week of the contract	10 days

D) Coordinate with the selected ICT company for supporting the countries on setting up cloud-based online geo-spatial data system with appropriate functionalities and in consultation with respective government agencies and stakeholders	15 th week of the contract	15 days
E) Provide guidance and technical support to the national coordinators and seek technical inputs from regional information management associate for collection and entry of (baseline, hazard, sectoral) data in the cloud-based system and complete the online database for each country	Throughout the contract	30 days
F) Plan and organize a training workshop in each country for key stakeholders with the selected ICT company using the cloud-based geo-spatial disaster database	24 th week of the contract	16 days
G) Strategy note and plan for a country level data warehouse to aid policy and decision-making to achieve SFDRR and associated SDG targets	20 th week of the contract	10 days
H) A final report, including executive summary, findings and recommendations, linking to the opportunities for Global Centre for Disaster Statistics (GCDS)	40 th week of the contract	10 days

Institutional Arrangement

The consultant will report to the Programme Specialist in the BRH DRR team in close collaboration with other designated focal points in the four countries as well as the Information Specialist based in UNDP Indonesia Country Office. The consultant will coordinate and seek information from the members of BRH DRR team in the implementation of the regional project.

Duration of the Work

112 days (in total) from 1 September 2020 to 31 May 2021

Duty Station

Home-based with no travel.

Upon the COVID- 19 situation, if allowed and required, travel on mission to UNDP BRH in Bangkok and the project countries might be arranged in consultation with UNDP BRH and the consultant.

COMPETENCIES

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Displays integrity and fairness - embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age;
- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
- Ability to work under minimum supervision;
- Highly motivated with a positive attitude and problem-solving approach;
- Good interpersonal and networking skills, supports and encourages open communication.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Master's degree in a discipline relevant to Information Technology/ Social and Economic Development/ Engineering/ Architecture/ Geographical Information Systems (GIS)/ Data Management/ Management of Information Systems, or other related fields.

Experience

- Minimum 10 years of experience in the design of information systems and database development with knowledge of DesInventar system;
- Knowledge of GIS and Data Management systems IT skills, cloud-based data systems, analytics, data visualization and programme interface;
- Knowledge and understanding of Sendai Framework for Disaster Risk Reduction (SFDRR) and Sustainable Development Goals (SGDs) with a focus on the data and system management;
- Experience in managing private ICT companies for ICT tool development and experience of working with the government, and private sector;
- Experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction, preferably in Asia and the Pacific region.

Language requirements

- Excellent English communications skills and writing skills.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on lump sum fee. Consultant shall quote an all-inclusive lump sum fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed at actual documented cost.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates.

Schedule of Payment

The payment shall be made in four installments based on deliverables. All deliverables must be approved and based on satisfactory by BRH DRR team.

Schedule	Milestones
First payment of 15%	Upon completion and approval of Deliverable A
Second payment of 35%	Upon completion and approval of Deliverable B, C and D
Third payment of 35%	Upon completion and approval of Deliverable E and F
Fourth and final payment of 15%	Upon completion and approval of Deliverable G and H

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Relevance of Education – Max 10 points
- Criteria 2: Experience in the design of information systems and database development with knowledge of DesInventar system – Max 15 points
- Criteria 3: Knowledge of GIS and Data Management systems IT skills, cloud-based data systems, analytics, data visualization and programme interface – Max 15 points
- Criteria 4: Knowledge and understanding of Sendai Framework for Disaster Risk Reduction (SFDRR) and Sustainable Development Goals (SGDs) with a focus on the data and system management – Max 10 points
- Criteria 5: Proven ability in managing private ICT companies for ICT tool development and experience of working with the government, and private sector – max 10 points
- Criteria 6: Experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction, preferably in Asia and the Pacific region – Max 10 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

Annexes

- I - [Individual IC General Terms and Conditions](#)
- II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Annex A: Project Workplan

EXPECTED OUTPUTS	ACTIVITIES	OUTPUT INDICATORS
<p>OUTPUT 1: Disaster data digitalized and integrated using cloud-based technologies to support disaster risk reduction and recovery in project countries</p>	<p>Activity 1.1: Review, assess and plan a cloud based online geo-spatial disaster database system in the project countries</p>	<p># of project countries with functional cloud-based disaster database # of national and subnational entities analysing and visualizing data</p>
	<p>Activity 1.2: Establish a cloud based online geo-spatial disaster database system accessible to the project countries</p>	
	<p>Activity 1.3: Host and populate the online country databases with key baseline data, hazards data, and data from sectoral agencies based on SFDRR requirements</p>	
	<p>Activity 1.4. Develop and plan for a strategy for a country level data warehouse necessary to aid policy and decision making to achieve SFDRR and associated SDGs targets</p>	
<p>OUTPUT 2: Targeted digital solutions for increased preparedness and response of vulnerable groups developed and applied.</p>	<p>Activity 2.1: Develop and plan mapping vulnerable communities that can benefit from the digitalization in each project country</p>	<p># of partnerships developed for generating digital solutions # of solutions developed for communicating with vulnerable people groups (by country)</p> <ul style="list-style-type: none"> - PWDs - Indigenous people - Youth - Migrants - Elderly - Women - Poor people <p>% of communication products which highlight the most marginalized and excluded groups.</p>
	<p>Activity 2.2: Identify appropriate digital solutions and develop engagement strategies to reach the most vulnerable</p>	
	<p>Activity 2.3: Develop and disseminate innovative communication products for advocacy on digitalization and partnerships with the private sector</p>	
<p>OUTPUT 3: Strengthened capacities of national and subnational governments through partnerships for disaster risk informed development planning. Digitalization for DRR</p>	<p>Activity 3.1: Plan and organize national and sub-national levels training to deliver digital solutions on DRR and Recovery</p>	<p># of national and local government trained on cloud-based digital database # of partnerships with the private sector in Japan and the project countries</p>
	<p>Activity 3.2: Facilitate and establish partnerships with key Japanese private sector companies for research and investments in future opportunities for digitalization in the project countries</p>	
	<p>Activity 3.3: Assess and support countries for digital readiness to future disasters with a focus on an inclusive and human centric approach</p>	