

TERMS OF REFERENCE

Location	Home Based
Type of Contract	Individual Contractor
Post Level	Coordination Support Consultant – Digital solutions for the vulnerables
Languages required:	Fluent English (written and oral)
Duration of Initial Contract:	75 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 disasters 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 and the Pacific 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 Digital Solutions for the Vulnerables' who will play a key role to support the overall management of the project with a focus on **Output 2** as described below under Scope of Work. The tasks include planning, coordinating, managing the implementation of the **Output 2** of the project under the supervision of the Senior Advisor of the BRH DRR team in close coordination with the 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 2: Targeted digital solutions for increased preparedness and response of vulnerable groups developed and applied. See the activities and 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, including consultations with GPN-AP team members, progress reports, tracking of budget;
- Coordination with the National Coordinators in each project country for efficient planning and implementation of the output 2 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 1 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 2;
- Facilitate collaboration with key development partners (e.g. UN agencies, i/NGOs and UNDP 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 mapping exercise of the vulnerable groups for further discussions on the digital solutions (with detailed budget allocation and timeline etc.)	3 rd week of the contract	5 days
B) Contribute to the development and the implementation of a communications strategy with the support of the Communications Officer in the BRH DRR team, and support the Communication Officer in identifying and documenting results and achievements of the Output 2	8 th week of the contract	15 days
C) Develop the TOR for engagement of national consultants/agencies for vulnerable groups mapping in each country and support the recruitment processes in each project country	12 th week of contract	15 days
D) An analysis report on the mapping exercise with a plan for the next steps for each project country	18 th week of the contract	10 days

E) A detailed plan for collaborating with appropriate national agencies on identifying appropriate digital solutions and developing engagement strategies to reach the most vulnerable in the country (initiate the consultations with appropriate agencies based on the finding of the analysis report of the mapping exercise)	20 th week of the contract	5 days
F) Coordinate and supervise the implementation of digital solution(s) in each country	30 th week of the contract	15 days
G) A final report on the Output 2, including executive summary, findings, lesson learnt, recommendations and opportunities	40 th week of the contract	10 days

Institutional Arrangement

The consultant will report to Senior Advisor of the BRH DRR team work in close collaboration with the Programme Specialist and the members of the BRH DRR team and 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

75 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:

Masters' Degree in international relations, political science, development studies, natural science, disaster risk reduction, risk management, digitalization, e-governance, or other relevant fields.

Experience

- Minimum 7 years of professional work experience in international development with focus on developing strategies and increasing access to information for the vulnerable groups;
- Knowledge and understanding of Sendai Framework for Disaster Risk Reduction (SFDRR), Sustainable Development Goals (SDGs) with a focus on the "Leave No One Behind (LNOB)" agenda;
- 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;
- Experience on engaging with innovation on development issues with a range of partners such as government, NGOs, and the private sector;

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 three 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 45%	Upon completion and approval of Deliverable B, C and D
Third and final payment of 40%	Upon completion and approval of Deliverable E, F and G

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: Professional work experience in international development with focus on developing strategies and increasing access to information for the vulnerable groups – Max 20 points
- Criteria 3: Knowledge and understanding of Sendai Framework for Disaster Risk Reduction (SFDRR), Sustainable Development Goals (SGDs) with a focus on the “Leave No One Behind (LNOB)” agenda – Max 20 points
- Criteria 4: 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

- Criteria 5: Experience on engaging with innovation on development issues with a range of partners such as government, NGOs, and the private sector – 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
OUTPUT 1: Disaster data digitalized and integrated using cloud-based technologies to support disaster risk reduction and recovery in project countries	Activity 1.1: Review, assess and plan a cloud based online geo-spatial disaster database system in the project countries	# of project countries with functional cloud-based disaster database # of national and subnational entities analysing and visualizing data
	Activity 1.2: Establish a cloud based online geo-spatial disaster database system accessible to the project countries	
	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	
	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	
OUTPUT 2: Targeted digital solutions for increased preparedness and response of vulnerable groups developed and applied.	Activity 2.1: Develop and plan mapping vulnerable communities that can benefit from the digitalization in each project country	# of partnerships developed for generating digital solutions # of solutions developed for communicating with vulnerable people groups (by country) <ul style="list-style-type: none"> - PWDs - Indigenous people - Youth - Migrants - Elderly - Women - Poor people
	Activity 2.2: Identify appropriate digital solutions and develop engagement strategies to reach the most vulnerable	
	Activity 2.3: Develop and disseminate innovative communication products for advocacy on digitalization and partnerships with the private sector	
OUTPUT 3: Strengthened capacities of national and subnational governments through partnerships for disaster risk informed development planning. Digitalization for DRR	Activity 3.1: Plan and organize national and sub-national levels training to deliver digital solutions on DRR and Recovery	# of national and local government trained on cloud-based digital database # of partnerships with the private sector in Japan and the project countries
	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	
	Activity 3.3: Assess and support countries for digital readiness to future disasters with a focus on an inclusive and human centric approach	