

TERMS OF REFERENCE

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|--------------------------------------|--|
| Location | Home Based |
| Type of Contract | Individual Contractor |
| Post Level | Coordination Support Consultant – Private sector partnership |
| Languages required: | Fluent English (written and oral) |
| Duration of Initial Contract: | 100 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 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 Private Sector Partnership’ who will play a key role to support the overall management of the project with a focus on **Output 3** as described below under Scope of Work. The tasks include planning, coordinating, managing the implementation of the **Output 3** 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 3: Strengthened capacities of national and subnational governments through partnerships for disaster risk informed development planning. 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, focal point in UNDP Tokyo Representation Office, 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 3 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 2 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 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 identified project focal point in UNDP Tokyo Representative Office in reaching out to the private sector in Japan and coordinate on the project activities in the countries;
- 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 draft plan/strategy to facilitate and establish partnerships with key Japanese private sector companies on opportunities for digitalization in each project country | 4 th 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 for Output 3 and support the Communication Officer in identifying and documenting results and achievements of the Output 3, | 8 th week of the contract and during the implementation | 10 days |
| C) Organize consultations with the private sector in Japan and in the project countries and based on consultations with the private sector and relevant government agencies in each country, develop a report outlining strategy and plan for engaging with the Japanese private sector and the private sector in each project country | 20 th week of the contract | 30 days |
| D) A draft plan for workshops/ Training Programmes/ for the government officials and relevant stakeholders to deliver digital solutions on DRR and Recovery | 24 th week of the contract | 5 days |

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| E) Working with the private sector in each project country and the Japanese private sector, identify opportunities for collaboration and investments | 28 th week of the contract | 30 days |
| F) A knowledge document that compiles lessons learnt from the project countries and recommendations for further interventions | 40 th week of the contract | 20 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 base 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

100 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, or other relevant fields.

Experience

- Minimum 7 years of professional work experience in external relations, partnerships, private sector engagement, international relations, political science, or development studies;
- Knowledge and understanding of Sendai Framework for Disaster Risk Reduction (SFDRR) and Sustainable Development Goals (SDGs) and experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction;
- Experience on engagement with the business associations, Chambers of Commerce, and similar groups in any of the project countries;
- Experience on engagement with the Japanese private sector groups such as Japan Bosai Platform (JBP), Japan External Trade Organization (JETRO), Japan Innovation Network (JIN) and others such as Japan International Cooperation Agency (JICA);

- Knowledge of development context, on-the-ground work experience of working with public and private sector in developing countries 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 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 and F |

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: Minimum 7 years of professional work experience in external relations, partnerships, private sector engagement, international relations, political science, or development studies – Max 15 points
- Criteria 3: Knowledge and understanding of Sendai Framework for Disaster Risk Reduction (SFDRR) and

Sustainable Development Goals (SGDs) and experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction – Max 10 points

- Criteria 4: Experience on engagement with the business associations, Chambers of Commerce, and similar groups in any of the project countries – Max 15 points
- Criteria 5: Experience on engagement with the Japanese private sector groups such as Japan Bosai Platform (JBP), Japan External Trade Organization (JETRO), Japan Innovation Network (JIN) and others such as Japan International Cooperation Agency (JICA) – Max 10 points
- Criteria 6: Knowledge of development contexts, on-the-ground work experience of working with public and private sector in developing countries 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> | |