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**TERMS OF REFERENCE**

**DEVELOPMENT OF NATIONAL GUIDELINES FOR MULTI-HAZARD RISK ASSESSMENT AND USAGE OF RISK PROFILES**

**Vacancy Type:** External and Internal Vacancy

**Location:** Malawi (Lilongwe)

**Application Deadline: 27th August 2020**

**Type of contract:** Short Term**-**Individual International

**Reporting Language:** English

**Starting Date: 21st September 2020**

**Expected duration of Assignment:** 40-person days (Spread over three calendar months)

**Duration of Contract:** 3 Months

**Project Title: DISASTER RISK MANAGEMENT FOR RESILIENCE PROGRAMME (2019-2023)**

**1 - BACKGROUND**

Malawi Government, through the Department of Disaster Management Affairs (DoDMA), intends to develop national guidelines for conducting multi hazard risk assessment and use of risk profiles. DoDMA has secured funding from the United Nations Development Programme (UNDP) to implement a Disaster Risk Management for Resilience Programme (DRM4R) in the country. The programme is focusing on institutionalization of DRM in urban and district local authorities, and implementation of priority risk reduction and interventions to enhance resilience in targeted disaster hotspots.

Malawi is experiencing increasing hazards in temporal and spatial dimension, with urban areas becoming more vulnerable to shocks. Additionally, land use planning is not based on credible risk assessment leading to people staying in hazard prone areas and undertaking development, livelihoods or economic activities in unsafe locations. Disaster risk management interventions have been implemented, both structural and non-structural in some of the high risk areas. Most of these do not complete their life span because some designs are not based on credible risk assessments.

A number of stakeholders have conducted risk assessments in the country at various scales. However, these have usually been at small-scale, aligned to projects, focus on a single hazard, done using different methodology and the usage of risk products has been limited. There is also no regular collection of data that would help track and update performance of other sectors in mainstreaming DRR. Most of these challenges stem from lack of trained and skilled local personnel to conduct risk assessment and apply risk profiles in their work. A key shortfall is lack of guidelines to guide these risk assessments and also on how to use risk profiles produced. The lack of common tools and guidelines for risk assessments and detachment of risk assessments to government planning have created coordination and implementation challenges. Regular risk assessment and risk monitoring could support regular collection of information that would help the government to have an up-to-date master risk profile, linked to government Disaster Risk Management Information System as well as monitoring and evaluation systems. To address these gaps, the DRM4R Programme will, therefore, support development of guidelines for conducting risk assessments and use of risk profiles.

The Guidelines will be used in the national risk assessment that the country plans to undertake, as well as any other risk assessments done for specific projects or local authorities. The guidelines on risk assessments and use of risk profiles will assist in creating a standardized assessments methodology and approach, while ensuring that stakeholders are aware of how to use the risk profiles generated for various purposes. These guidelines will help guide stakeholders to harmonize efforts, will help DODMA track implementation of risk reduction and recovery programs that include building back better, and will also help reporting requirements to global agreement like Sendai Framework for Disaster Risk Reduction. DoDMA, through UNDP, intends to engage the services of an international consultant to facilitate the development of national guidelines on risk assessments and use of risk profiles.

**2 -OBJECTIVE OF THE CONSULTANCY**

The objective of the consultancy is to develop national guidelines for conducting multi hazard risk assessment and usage of the risk profile and provide training (including development of necessary materials) to selected officers from national and local government.

**3 –SCOPE OF THE ASSIGNMENT**

The main task to be performed by the international consultant is to develop national guidelines on multi-hazard risk assessment and usage of risk profile for Malawi. He/she is also expected to facilitate capacity building to national and sub-national staff in multi-hazard risk assessments and use of risk profiles and developing a relevant training materials.

**SPECIFIC TASKS**

1. Conduct a stakeholder mapping on organizations that have conducted risk assessments and how such products have been used;
2. Conduct a scoping exercise on tools and methodologies used in risk assessment among different players in Malawi, and do a SWOT analysis;
3. Conduct a willingness to pay analysis for risk assessments services and their products;
4. Analyse all relevant information sources, such as relevant reports related to the DRM policy, MH risk assessment reports, DRM plans and relevant documents that may provide input on how the assignment should be approached;
5. Consult different assessments done in Africa and other countries including recent assessments done in 16 countries though UNDRR.
6. Develop guidelines on conducting risk assessments and usage of risk profile in DRM programming in the guidelines. The guidelines will be developed through a consultative process that will also require travel to a selected local authorities
7. Conduct training on risk assessment and use of risk profiles, focusing on both probabilistic and traditional qualitative participatory risk assessments, including development of relevant training modules

**4 – APPROACH AND METHODOLOGY**

The consultant will propose the most appropriate methodology to execute the assignment in line with the expected deliverables. He/she will, at a minimum, analyze all relevant information sources, such as previous risk assessment reports, DRM Bill, DRM Operational Guidelines, national guidelines on DRMPs and relevant documents that may provide input on how the assignment should be approached. He/she is expected to facilitate stakeholder consultations at national and sub-national levels and facilitate workshops for presentation of the draft guidelines.

**5- EXPECTED DELIVERABLES**

The Consultant shall submit the following deliverables:

**a) Inception Report**

The inception report will demonstrate consultant’s understanding of the task, proposed methodology, sources of information and approach/methodology to be used for carrying out the assignment. It should also include a proposed timeline of activities and submission of deliverables.

The inception report should be ready within seven days of signing the contract. It should clearly indicate the tasks and deliverable to be produced by the consultant. The consultant may be requested to present the inception report to the Technical sub-Committee on Assessment under the national DRM institutional set-up.

**b) Synthesis report (Report on Stakeholder Assessment, mapping, and inventory of current risk assessments and profiles)**

Before development of the Guidelines, the consultant will be required to produce a report that will act as an issues paper, summarizing the key findings and recommendations. The consultant is expected to undertake a training or capacity needs assessment as part of this process to identify capacity gaps and training needs among key stakeholders. A proposed outline of the Guidelines, or an initial draft, can be included at this stage as an annex to this report.

**c) National Guidelines on multi hazard risk assessment and use of risk profiles**

The National Guidelines for Conducting Risk Assessments will be the main deliverable building on findings from the synthesis report. The draft guidelines will be presented to stakeholders for further input during workshops.

**d) Facilitation of a Training of Trainers’ including production of relevant training modules**

Linked to the training or capacity needs assessment conducted as part of deliverable (b), the consultant will develop relevant training materials and facilitate a training of trainers targeting national and sub-national players in multi-hazard risk assessment and use of the Guidelines. The training will target approximately 30 participants (gender inclusive). Participants should be able to undertake risk assessments, interpret the results, apply the results in different spheres of development, including risk management and train others upon completion of the training.

**e) Process Report**

The Consultant shall submit a report detailing the process undertaken to produce the guidelines, including the training. The final report will be submitted after incorporating all comments and inputs provided by Technical sub-Committee on Assessment, DoDMA and relevant stakeholders.

**6 – ADDITIONAL INFORMATION**

**Reporting Lines**

The consultant will report to the Portfolio Manager for resilience and Sustainable Growth at UNDP and Director of Risk Reduction in the Department of Disaster Management Affairs. He/she will also work hand in hand with the Technical Sub-Committee on Assessment.

**Reporting Language**

The reporting language is English.

**8 - QUALIFICATIONS REQUIREMENTS**

The ideal consultant should meet the following minimum requirements:

**EDUCATION**

The consultant must have a minimum of a master’s degree in any of the following areas: Economics, Disaster Risk Management, Risk Analysis, Physical Planning, Geography, Climate Change Management or Environmental Sciences.

**EXPERIENCE**

* The consultant must have a minimum of seven years of progressive relevant experience, with practical knowledge in disaster risk management and/or climate change adaptation.
* Experience in conducting probabilistic deterministic and qualitative multi-hazard risk assessments, vulnerability assessments, including hazard mapping.
* Experience in the development of national guidelines and other instruments on disaster risk management and/or closely related areas.
* Ability to use participatory tools and geospatial technologies (GIS and remote sensing). Those with additional qualification in GIS will have a distinct advantage.
* Experience in working with central and local government actors, civil society actors and communities in developing country context
* Excellent analytical, report writing and presentation skills.
* Ability to manage social development dialogue processes.

**EVALUATION**

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

1. Technical criteria weight – 70 %
2. Financial criteria weight – 30 %

|  |  |  |
| --- | --- | --- |
| Criteria | Weight | Max. Point |
| Technical | 70 |  |
| Criteria A: Professional experience   * Minimum 7 years of relevant experience, with practical knowledge in disaster risk management and/or climate change adaptation. (10) * Experience in conducting multi-hazard risk assessments, vulnerability assessments, including hazard mapping (5) * Ability to use participatory tools and geospatial technologies (GIS and remote sensing). Those with additional qualification in GIS will have a distinct advantage. (5) * Experience in the development of national guidelines and other instruments on disaster risk management and/or closely related areas. (5) * Experience in working with central and local government actors, civil society actors and other stakeholders in developing country context (5) * Feedback from at least one referee (5) | 35 |  |
| Total | 35 |  |
| Criteria B: Technical Proposal  Understanding of the task, soundness of methodology proposed and schedule in the technical proposal with demonstrated track record in doing related work | 25 |  |
| Total | 25 |  |
| Criteria C: Skype/telephone Interview  1) Demonstrated knowledge of the subject matter | 10 |  |
| Total | 10 |  |
| Financial | 30 | 30 |

**SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

A Lump Sum Amount payable modality is envisaged upon submission of deliverables and acceptance/approval by DoDMA for each identified task (reflected in the agreed and signed specific TOR. The lump sum amount is inclusive of all the costs related to the assignment. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. All planned costs related to this consultancy must be specified in the financial proposal by contractor for this assignment.

**SUBMISSION OF PROPOSALS**

Interested and qualified Firms are invited to apply. The applicants must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants’ understanding of ToRs, proposed methodology, and CV.
2. A financial proposal breaking down cost for operational costs/reimbursables and professional fees.
3. Contacts (email and phone) of 3 former clients who will act as referees.
4. A detailed list of similar assignments that the consultant has conducted in the past 5 years. Copies of these may be requested.