

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 27 October 2020

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**Description of the assignment:** Coordination Support Consultant in Japan

**Duty Station:** Home based in Japan, with no travel.

**Project name:** Accelerating Disaster Risk Reduction and Enhancing Crisis Response through Digital Solutions, UNDP Bangkok Regional Hub.

**Period of assignment/services (if applicable):** 16 November 2020 31 May 2021, up to the maximum of 100 working days.

Proposal should be submitted no later than **10 November 2020**

Please click on the link below to apply: [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=94961](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=94961)

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### 1. 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 a senior consultant who will provide support and facilitate partnerships with Japan based entities such as business associations, private sector, academia, and others relevant to the overall project goal and the three outputs (refer to Annex 1 below). Within the scope of the project, the consultant will undertake a mapping of the strategic partnerships which will advance the goal of the project and larger UNDP agenda of digital transformation. The consultant will also provide insights and strategic guidance on positioning the project within the larger UNDP digital transformation agenda. The task is primarily linked to the project output 3, however, the consultant is expected to demonstrate a strategic thinking/ approach which enables all the outputs to influence each other to create outcomes beyond the project implementation.

## **2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **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 is expected to work closely with coordination support consultants of the three outputs, the focal points (National Coordinators) in the four project countries, UNDP Tokyo Representation Office, Information Management Specialist based in UNDP Indonesia and other relevant partners and stakeholders. Following are the expected roles and responsibilities of the consultant:

- Work closely with the three coordination support consultants to support them with relevant inputs from Japan based partners (such as Tohoku University, Fujitsu, JICA, and others);
- Support and provide inputs to Output 3 coordination support consultant for 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 coordination support consultants 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 UNDP Tokyo Representative Office in reaching out to the private sector in Japan for any guidance and coordinate on the project activities in the countries;
- Provide substantive inputs to synergize the efforts of the project and Global Centre for Disaster Statistics (GCDS) and other relevant UNDP initiatives.

The consultant will also develop a business model for private sector based on the findings of output 3. (See the activities and output indicators in the Annex 1.)

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Educational Qualifications:**

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

#### **Experience**

- Minimum 8 years of professional work experience in external relations, partnerships, private sector engagement, international relations, political science, or development studies;
- Knowledge and understanding of Sustainable Development Goals (SDGs) and Sendai Framework for Disaster Risk Reduction (SFDRR) and experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction;
- Experience in engagement with Government of Japan and Japanese private sector/ groups/ associations such as Japan External Trade Organization (JETRO), [Keidanren \(Japan Business Federation\)](#), Japan Bosai Platform (JBP), Japan Innovation Network (JIN) and other key entities such as Japan International Cooperation Agency (JICA).

#### **Language requirements**

- Excellent English and Japanese communications skills and writing skills.

**Competencies**

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

**4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL****Duration of the Work**

From 16 November 2020 to 31 May 2021, up to the maximum of 100 working days

**Duty Station**

Home based in Japan, with no travel.

**5. FINAL PRODUCTS****Expected Outputs and Deliverables:**

Deliverables/ Outputs	Target Due Dates
A) Summary of preliminary consultations with Japan Innovation Network, Japan Bosai Platform, and JETRO, and other relevant entities (10 days)	4 <sup>th</sup> week of the contract
B) A workplan based on the discussions with BRH DRR team, three coordination support consultants, key partners in Japan, and the private sector entities in the project countries (15 days)	8 <sup>th</sup> week of the contract
C) A report on mapping key partnerships and potential digital solutions (30 days)	12 <sup>th</sup> week of the contract
D) A recommendation paper/ report on concrete recommendations for partnerships among the private sector in Japan and the four project countries (30 days)	20 <sup>th</sup> week of the contract
E) A business model based on the findings of the output 3 (15 days)	24 <sup>th</sup> week of the contract

**6. PROVISION OF MONITORING AND PROGRESS CONTROLS**

**Institutional Arrangement:**

The consultant will report to the Programme Specialist in the BRH DRR team. The consultant will coordinate and seek information from the three coordination support consultants who oversee each output and work closely with the focal points (National Coordinators) in the four project countries, UNDP Tokyo Representation Office and Information Management Specialist based in UNDP Indonesia.

**7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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 in English** 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. The shortlisted candidates may be contacted and the successful candidate will be notified.**

**8. FINANCIAL PROPOSAL****Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on **lump sum amount**. 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 daily 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. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

**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	Target due date
First payment of 10%	Upon completion and approval of Deliverable A	4 <sup>th</sup> week of the contract
Second payment of 45%	Upon completion and approval of Deliverable B and C	12 <sup>th</sup> week of the contract
Third and final payment of 45%	Upon completion and approval of Deliverable D and E	24 <sup>th</sup> week of the contract

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.

## 9. EVALUATION

### 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 8 years of professional work experience in external relations, partnerships, private sector engagement, international relations, political science, or development studies – Max 30 points
- **Criteria 3:** Knowledge and understanding of Sustainable Development Goals (SDGs) and Sendai Framework for Disaster Risk Reduction (SFDRR) and experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction – Max 15 points
- **Criteria 4:** Experience in engagement with Government of Japan and Japanese private sector/ groups/ associations such as Japan External Trade Organization (JETRO), [Keidanren \(Japan Business Federation\)](#), Japan Bosai Platform (JBP), Japan Innovation Network (JIN) and other key entities such as Japan International Cooperation Agency (JICA) – Max 15 points

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

The candidates obtaining a minimum of 49 points (70% of the total technical points) might be invited for an interview to validate his/her language skill.

## **ANNEXES**

[Annex I - ToR Coordination support consultant in Japan and its Annex](#)

[Annex II - General Terms and Conditions for Contracts Individual Consultants](#)

[Annex III - Letter of Confirmation of Interest and Availability and financial proposal](#)

[Annex IV - P11 Form for ICs optional](#)

All documents can be downloaded at: [https://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=71949](https://procurement-notices.undp.org/view_notice.cfm?notice_id=71949)