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TERMS OF REFERENCE (ToR)

General Information

Services/Work Description: National consultant to prepare a comprehensive guideline on post disaster recovery and rehabilitation in affected communities and develop an indicative guideline for resilience

Project/Program Title: Strengthening government and community capacities for Disaster and Climate Risk Governance/DCRG

Post Title: National Consultant (NC) (only at an individual level) (i.e. group of individuals and/or firms are not eligible for this consultancy assignment)

Consultant Level: Level C (Senior Specialist)

Duty Station: Addis Ababa /Home-based/ UNDP Country Office

Expected Places of Travel: SNNPR, and Oromia, Afar Regional States

Duration: 30 working days distributed over a period of one and half months (see section 5 "Action Plan" for details.)

Expected Start Date: Immediately after Signing the Contract

1. Background/Project Description

To date, the predictions of different subject-matter institutions warn that climate variability, climate change and the resulting global warming are imminent phenomena that are going to shape the future of the world and pose various social, economic, political and environmental challenges. Ethiopia is no exception to these global conditions. Climate variability/change, which is already negatively impacting lives and livelihoods in the country, is likely to continue generating and determining much of the shocks/disasters in the future. Recurrent drought has been the single most formidable climate related hazard besetting the country continuously for the last five or so decades. According to USAID assessment (2016)³, poverty and chronic food insecurity affect 10% of the population even in years with sufficient rains. Roughly two thirds of the population earn less than USD 2 per day and access to basic services is limited. Rain-fed agriculture, which is the mainstay of livelihoods for 85% of the population, contributes nearly half of the national GDP. These rural livelihood systems, i.e. mixed farming (crop cultivation and animal husbandry in the mid- and highlands) as well as pastoralism and agro-pastoralism (in the lowlands), are highly dependent on and sensitive to climate conditions, which are increasingly becoming unpredictable.

Food insecurity patterns are linked to erratic seasonal rainfall conditions, with hunger trending to decline significantly after the rainy seasons. In general, some estimates suggest that climate change in Ethiopia may affect economic activities, reduce GDP by up to 10% by 2045 and, hence, aggravate the dire socio-economic conditions primarily due to adverse impacts on the already low agricultural productivities, both crop and livestock. Conflicts, which are often manifestation of high levels of food insecurity taking place mainly among neighbouring pastoral communities, are being increasingly triggered along with dwindling natural resources (especially water and pasture) largely attributed to climate change.

Coupled with erratic seasonal rainfall conditions, In the first half of 2018, the humanitarian situation in Ethiopia deteriorated significantly, with continued intercommunal violence along border areas of Oromia and Somali regions, as well as the emergence of a new conflict in West Guji and Gedeo, situated along the border between Oromia region and SNNPR region. Ethiopia experienced nearly 1.4 million new internal displacements associated with conflict and violence in the first half of this year bringing the estimated number of IDPs to 2.8 million. This forced displacement due to conflict and drought has amplified pre-existing vulnerabilities and caused significant detrimental development impacts among the displaced and in host communities.

The global COVID-19 pandemic is an unprecedented crisis unlike any since the end of the Second World War (WW II). It is the most powerful sign to-date of what happens when uncontrolled expansion of human activity collides with the realities and boundaries of the planet. This crisis will certainly not be the last one. As difficult as it might be to imagine today, COVID-19 may not be the most devastating crisis to hit humanity in the first quarter or third of the 21st century. There is much to be learnt from this pandemic – and to be done in response, now and into the future, at an individual, community, societal and global scale.

Ethiopia, however, also faced some major vulnerabilities as it was struck by COVID-19. The macroeconomic and development situation was challenging, evident in slowing but still high growth, the risk of debt distress, low levels of domestic resource mobilization, high inflation, high unemployment, not least among youth trying to find opportunities in an economy with elevated levels of informality, low forex reserves and significant pressure on the exchange rate of the Birr.

Several research on flood and flood related hazards in Ethiopia depicts that flood is the major catastrophic phenomena that induce a significant impact on human life and property next to drought. As seminal papers indicated that it is a common problem in Ethiopia; however, its frequency and magnitude had increased rapidly in the last half century.

The increase in flooding was a result of climate change as well as land-use change. Notable impacts of flooding were loss of human lives and properties, destruction of roads and electric systems that result great economical loss for the country. The most important part of the distribution is the tail as far as extreme flooding phenomena are best concern in water resources development and management. Flood prone areas in Ethiopia were: Oromia and Afar Regional States that constitute the mid and downstream plains of the Awash River; Somali Regional State that fall mainly along downstream of the Wabishebele, Genalle and Dawa Rivers; low-lying areas falling along Baro, Gilo and Akobo Rivers in Gambella Regional State; downstream areas of Omo River in the Southern Nations,

Therefore, cognizant of the above major/critical issues the NDRMC in cooperation with UNDP is carrying out tailored assessment aimed to get broader understanding of the damage and loss in different sectors and the socio-economic and livelihood recovery needs and develop a comprehensive post disaster recovery and rehabilitation guideline.

2. Objectives, Tasks and Scope of Study

The main purpose of this task is intended that an assessment and development of post disaster recovery and rehabilitation guideline needs after a disaster is essential in order to estimating resources needed for the affected communities become resilient and to develop a durable solution in the recovery plan.

To prepare and organise Priorities be set in terms of the most affected sectors of the economy, geographical areas (affected woredas in both zones) of all regions and population groups to address during the recovery process.

3. Scope of Study

The assessment considers the factors which influence the capacity of households to access basic goods and services essential to livelihoods and food security. This includes evaluating access to livelihood opportunities, markets, agricultural services, inputs, credit and loans, and other access considerations such as the price of agricultural inputs, food, fuel and basic commodities.

In the development of guideline for the post disaster recovery and rehabilitation, that coping strategies are also considered in relation to their ability to assist households in meeting their basic livelihood needs. Examples of the core indicators considered for each sub-sector during the assessment.

4. Methodology

The development of guideline for post disaster recovery and rehabilitation assessment is based on the internationally accepted best practices for post disaster recovery and rehabilitation guideline methodological tool as presented in the Guidelines for post disaster recovery and rehabilitation Needs Assessments: Strengthening Capacity for Management of Disasters for the

estimation of overall disaster impact, complemented by sector-wise assessment methodologies developed by specialized agencies of the UN.

The process ensures information that can be used as input for the overall analysis of socio-economic disaster impact. The guideline for post disaster recovery and rehabilitation needs assessment/DLNA methodology captures the closest approximation of crafting guideline for post disaster due to hazardous events based on assessments of the overall economy of the affected community.

5. Activities and Work Plan

5.1 BASELINE INFORMATION AND AGRICULTURAL SECTOR OVERVIEW

In order to gauge the full extent of a disaster's impact on livelihoods and food and nutrition security, it is necessary to understand the main characteristics of the Agricultural Sector prior to the disaster. This is needed in order to be able to compare the pre-disaster and post-disaster conditions. Baseline information used to formulate the Agricultural Sector overview includes descriptions of:

5.2 Livelihood portfolios for the socio-economic groups and agro-ecological zones in the affected areas and their key interactions.

The main agricultural systems: farming sectors/systems, including land use and access (smallholders, subsistence, agribusiness, rain-fed, irrigated, agro-silvo-pastoral, pastoral, capture fisheries or aquaculture, forests and trees), their interactions and proportional contributions to overall production;

- examine Relative importance of the Agricultural Sector in the broader socio-economic context (contribution of agriculture, fisheries, livestock and forestry to GDP, employment, exports, household income, etc.);

5.3 The main livelihood assets for the average household prior to the disaster.

Physical: agricultural infrastructure, farm machinery, equipment, tools, livestock, seeds, energy, fishing vessels, market infrastructure and processing facilities, stocks, etc.;

The institutional and policy environment

(it is important to ensure recovery planning and needs are aligned to national laws and policies for the sector).

- Relevant agricultural and food security policies and national plans and natural resource management plans;
- Institutions and organisations supporting livelihoods (private and public);
- Contingency plans; Disaster risk reduction and management policies and strategies, including what past and ongoing support there

has been for disaster preparedness work in communities, and how effective preparedness activities have been in ameliorating the effects of the disaster.

5.4 POST-DISASTER STATUS OF THE AGRICULTURAL SECTOR

The description of general post-disaster conditions in the Agricultural Sector includes the overall post-disaster scenario and distinct consequences of the disaster on the Agricultural Sector). Below are some considerations of post-disaster conditions in the Agricultural Sector.

- Geographic areas affected in the sector, including geographic variations (e.g., urban/rural);
- Population affected, number and percentage (farmers, fisher folk, pastoralists, forest dependent populations, etc.) disaggregated to the extent possible by gender/age/marginalized groups;
- Migration and internal displacement of fishers, farmers, pastoralists, etc.;
- Seasonal considerations (timing/duration of planting, harvest, rainy season, etc.);
- Particular population groups most affected or most vulnerable (small-holder farmers, wage workers, self-employed, female-headed households, etc.);
- Overall level of food insecurity, number of food-insecure, percentage of total, malnutrition rates;
- How long the disaster is expected to affect livelihoods and food security;
- Post-disaster energy access and availability of sources of fuel.

5.5 DAMAGES

- Damages are the effects of the disaster on infrastructure and physical assets, in this case on key agriculture-related infrastructure and assets.
- The assessment quantifies affected assets as either partially damaged or totally destroyed (see section 5 for guidance on how to estimate the economic value of damages).
- Physical assets refer to productive livelihood assets and include the basic infrastructure and producer goods needed to support agriculture-based livelihoods, such as equipment, inputs and tools used for agricultural, livestock and fisheries production.
- These assets enhance people's capabilities to live and to make a living. They can be privately owned by households (such as tools, livestock or farm infrastructure) or they may be public assets used by households (such as roads, irrigation reservoirs and major canals).

5.6 EFFECT ON AVAILABILITY OF AND ACCESS TO GOODS AND SERVICES

In addition to the damage caused by the disaster to physical, natural and financial assets, disasters typically affect the supply and availability of inputs and the functioning of markets. Declines in supplies and higher market prices will have negative consequences for livelihoods and food security.

The PDNA, therefore, evaluates the effects of the disaster on service delivery, including the performance of markets and the availability and quality of goods and services needed for agricultural, livestock and fisheries production, at three different levels:

1. Sectoral level - measures disaster effects on assets and production of the sector;
2. Macroeconomic level - measures disaster effects on overall production of goods and services, the balance of exports and imports, and revenues and expenditures of the government; and
3. Personal or household level - where income decline and increased expenditures are used to estimate the disaster impact at micro levels.

5.7 GOVERNANCE

Social assets refer to the social resources available and used by people which contribute to meeting their livelihood objectives. These are developed through networks, both vertical (patron/client) and horizontal (between individuals with shared interests), through membership to formal groups with shared or agreed rules, norms and sanctions, and through relationships of trust, reciprocity and exchange that facilitate co-operation, reduce transaction costs and may provide the basis for informal safety nets among the poor.

5.9 HUMAN ASSETS

Human capital represents the skills, knowledge, health status and ability to work of people that together enable people to pursue their livelihood strategies and objectives. The assessment considers the human capital of the affected population (women, men, children, elderly, etc.) and how these have changed as a result of the disaster, particularly the effect on people's ability to make a living and on their level of food security. Considerations in regard to human assets are below.

5.10 EFFECTS ON RISKS AND VULNERABILITIES

A key element of the assessment is to identify immediate risks to livelihoods and food security, particularly new potential threats that may deteriorate conditions if the necessary measures are not taken in a timely manner. Priority mitigation and preparedness measures are identified to avoid another disaster or the further deterioration of current livelihood conditions. Below are some indicators to assess:

Affected sectors of the economy will be analysed to ascertain disaster effects and results of ongoing surveys will be used as inputs. All affected sectors of the economy are to be covered. The pre-existing social and poverty conditions in the area will be given due consideration in the analysis. Existing inter-linkages between sectors will be taken into consideration to ensure that overall losses to the economy are analyzed.

6. Expected Outputs/Deliverables

Under the direct supervision of the UNDP IGSD unit and overall supervision of the UNDP climate and disaster risk governance programme analyst, the national consultant will:

- Develop and implement appropriate methodologies and tools for data collection including interview with key policy makers and other sectoral officials;
- Develop and present an inception report to UNDP country office and NDRMC highlighting the methods and approaches and work plan that will be used to conduct the study;
- Undertake additional literature review and data analysis necessary for formulating the intended strategy document;
- Review international experiences in post disaster guidelines and any other information that may be required to draw upon to conduct a solid analysis of DRM issues in the country.

7. Action Plan

- Timetable of major milestones (main tasks) that are required to be covered under the extension contract within a total of 30 calendar days distributed over a period of about two months. and transport systems, expected after the disaster.
- The fieldwork is envisaged to be carried out in the capital cities of the six Regional States.

	Actions and Deliverables/Outputs	Estimated Time to Complete the Action	Responsible Actors
I.	Regional Assessment		
1.	Preparatory works including data collection tools, detailed planning of the fieldwork and logistical arrangement	2 days	The Consultant
2.	Preparation and submission of Inception Report	2 days	The Consultant
3.	Road travel to and conducting fieldworks in 2 Regions (SNNPR and Oromia, Afar)	10 days	The Consultant; 3 days per region on average including travel time between regions and within a region
II.	Document Compilation and Write-up		
4.	(a) Compilation and consolidation of the regional studies; (b) Doing additional analytical works on future trends of disasters in Ethiopia and anticipation of resource requirements for DRM by collecting more data from NDRMC; (c) Assembling the whole draft national guideline on post disaster recovery and rehabilitation Strategy document by enlarging the existing draft document and (d) Submission of the draft document to UNDP and NDRMC for their comments	10 days	The Consultant
5.	Incorporation of comments from UNDP and NDRMC	2 days	The Consultant
6.	Presentation of the draft guideline on post disaster recovery and rehabilitation document and facilitation of discussion in a 2-day national conference bringing together representatives of all major governmental and private actors/stakeholders at federal and regional levels to deliberate on the draft national DLNA Strategy	2 days	<ul style="list-style-type: none"> • The Consultant 1 day for PPT preparation and 2 days for presentation; • NDRMC for overall organization of the Conference
7.	Finalization of the document incorporating inputs or comments from the Conference	2 days	The Consultant
	Total Calendar Days to Complete the Work	30 Days	

8. Institutional Arrangement / Reporting Relationships

The Consultant will report directly to CRGG to IGSD Unit Te2m Leader under the guidance of CRGG Technical Advisor.

9. Logistics and Administrative Support to a Selected IC

UNDP Ethiopia Country Office will arrange travel and cover per-diem for fieldwork mission in the regional capitals.

10. Duration of the Work

The consultancy assignment shall be completed in 30 working days distributed over one and half months starting from second week of November assignment 2020.

11. Qualifications of the Successful Individual Contractor (IC)

Qualifications/Education of the consultant:

The successful candidate will have a Master's degree and functional experience in climate change adaptation, disaster risk management, development economics or other relevant discipline with strong technical skills in project design and management.

Experience:

- At least 7 years of technical experience in business development, investment sector for environmental issues, climate change adaptation/ mitigation or other related fields

Behavioral Competencies:

- Passionate and optimistic, challenging and inspiring, credible and accountable, persevering and delivering results;
- Energetic, proactive, capable of working independently as well as being an active team member:
 - Respect to others
 - Attention to details

Language:

- Fluency in written and spoken English is required;
- Fluency in written and spoken Amharic (national working language of Ethiopia) is required;
- Working knowledge of other major local languages of the country would be an asset;

Functional Competencies:

- Excellent client orientation and interpersonal skills and able to communicate effectively at all levels of the organization;
- Capable of working in a highly-pressured environment with extreme deadlines, managing many tasks simultaneously;
- Ability to manage complexity and is able to handle confidential and sensitive issues in a responsible and mature manner;
- Impeccable analytical skills and able to research, analyses, and draft well and able to present convincingly;
- Exercises the highest level of responsibility;
- An excellent team player, projecting a positive image and ready to take on a wide range of tasks to create an enabling environment for the supervisor, focusing on results for the client and responds positively to feedback;
- Willingly shares knowledge and experience and makes contributions to UNDP practice areas (e.g., documented knowledge, community of practice building initiatives); and
- Understanding of the United Nations system, operations and structures - this includes demonstrating keen political awareness, particularly in relation to the principles of development effectiveness and transparency.

Technical Competencies:

- Basic fundraising and resources mobilization skills
- Excellent writing and communication skills
- Demonstrate numerical and budgetary skills;
- Proven track record of writing high quality and funded concepts, proposals, and templates that meet donors' requirements
- Capacity building skills

Corporate Competencies:

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UN/UNDP; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

12. Criteria for Selecting the Best Offeror

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly, shortlisted applicants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a) Technical Criteria weight is **70%**
 - b) Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
A. Technical Competence (based on CV, Proposal and interview (if required))	70%	100 pts
▪ Criteria (a) Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the technical proposal	30	
▪ Criteria (b) Minimum 7 years of experience in similar consultancy projects	20	-
▪ Criteria (c) Minimum educational background as per the requirement in the ToR	10	-
▪ Criteria (d) Ability to discharge the consultancy service within the timeframe as per the ToR	10	-
B. Financial (Lower Offer/Offer*100)	30%	100 pts
Total Score = Technical Score 70% + Financial Score 30% = 100%		

13. Payment Milestones and Authority

The prospective consultant will indicate his/her professional fee in [Birr](#) when applying for this consultancy as indicated on the Financial Proposal Submission Form attached hereto. The consultant will be paid only after [CRGG Technical Advisor](#) confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her professional fee upon certification by UNDP of the completed tasks satisfactorily, as per the following payment schedule:

Stage of Payment	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Upon submission and approval of inception report	UNDP	25%
2 nd Installment	Upon submission and approval of the draft domestic resource generation and mobilization strategy document	"	50%
3 rd Installment	Upon submission and approval of final domestic resource generation and mobilization strategy document	"	25%

14. Recommended Presentation of Technical Proposal

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospective Individual Contractor (IC) shall submit a Technical Proposal based on Table of Contents or outlines submitted by UNDP as part of the TOR or separately, as the case may be.

TECHNICAL PROPOSAL COVER PAGES

Cover Page

Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference
- 1.7 Copy of Academic credentials

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV's /P11

15. Confidentiality and Proprietary Interests

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

16. HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications **through:**

<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH1961**