

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Community Engagement Specialist
Project Name: UNDP - Baznas Community Resilience Strengthening Project
Reports to: Project Manager
Duty Station: Lombok
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 120 working days within 6 months

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

- ☐ partial (explain)
☐ Intermittent (explain)
☒ full time/office based (needs justification from the Requesting Unit)

The consultant will be based in UNDP Lombok Office within 6 months' period of contract, the consultant will work in line with Program Earthquake Tsunami Recovery Assistance for Palu and Lombok (PETRA) Project time line activities and might not be sequential also often following dynamic the characteristic of Project and Programme thus the consultant need to harmonize his/her service with the emerging and relevant priorities

Provision of Support Services:

Office space: ☒ Yes ☐ No
Equipment (laptop etc.): ☐ Yes ☒ No
Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services:
Deasy Ernawati

I. BACKGROUND

UNDP Indonesia has been working together with the Government of Indonesia to build safer and resilient communities as well as relevant Government institutions at national and sub-national levels in normal and post-disaster settings. Many rules, regulation, tools, methodologies, and action plans on disaster risk management and post-disaster recovery had been developed with support from UNDP. It shows that the policy and legal basis for all stakeholders to undertake efforts for recovery in post-disaster setting and to reduce and increase disaster preparedness in normal setting are available in the country. At the intervention level, UNDP Indonesia has been working closely with the Government of Indonesia and affected communities for early recovery/recovery interventions. Since tsunami Aceh in 2004, there have been 13 early recovery/recovery assistances for disaster affected areas have been provided to Gol until 2018.

Additionally UNDP is in partnership with Baznas in offering an integrated zakat for SDGs programme to increase the role of zakat in supporting the SDGs. This programme also aims to strengthen the institution and to enhance zakat collection and inclusivity. The plan will be aligned with Baznas' priority in increasing agriculture literacy through partnership with vocational schools.

The project's main goal is to enhance the community knowledge and capacity to recover from disaster and reduce disaster risks as well as climate change negative impacts. The main target is to enhance the government and community's capacity in resilient recovery through provision of assistances to develop a resilient village, safer schools and livelihoods.

The opportunity is built from the good practices Baznas and UNDP have put in place, through the incorporation of innovative financing, in introducing the off-grid energy generation. One of the first outputs of a livelihood initiative would be to conduct a detailed cocoa value chain analysis to identify those with highest potential, including market (end-buyer) potential, and value-addition opportunities that can provide significant profit to the local farmers. The other output is to link the smallholders to impact ventures that can benefit famers by tackling the issues identified and create a sustainable agriculture ecosystem.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLE

The Community Engagement Specialist will be appointed to support UNDP - Baznas Community Resilience Strengthening Project by providing his/her technical expert to supervise community engagement. These are expected scope of works/activities that will be carried by consultant:

- a. Assisting the project to support resilient livelihood
 - Actively contribute to improve the capacity of the communities in identifying and understanding the potentials of the village regarding their livelihood, through existing project output.
 - Formulating and supporting the implementation of community recovery action plan in livelihood sector
 - Supporting village community livelihood recovery with provision of technical assistance to selected beneficiaries, including capacity building, micro enterprise assistance, job linkages, and inter sectoral linkages mechanism
 - Documenting assessment tools, learning modules and lessons learned/best practices of livelihood programme implementation
- b. Preparedness/DRR community intervention (for school)
 - Formulating disaster preparedness school as a model in which the school community can identify and understand the existing hazards that threat the school and the surrounding, vulnerability and capacity
 - Integrating disaster risk reduction initiatives in the planning mechanism and school activities, and the implementation of regular activities related to DRR initiative at school
 - Establishing and/or strengthening a school community forum as a media for exchanging information with other schools
 - Documenting lessons learnt of safer school initiatives implementation

Expected Outputs and Deliverable			
Deliverable/Outputs	Target Due Dates	Review and Approvals	Working Days
1 st deliverable: Inception report on context analysis of targeted communities/villages, including livelihood and DRR/Preparedness	Jan 2021	Technical Officer	20 working days
2 nd deliverable: Progress report on village livelihood recovery plan	Feb 2021	Technical Officer	20 working days
3 rd deliverable: Progress report on community-based disaster risk mapping plan	Mar 2021	Technical Officer	20 working days
4 th deliverable: Report on contingency plan dissemination and coordination with local government	Apr 2021	Technical Officer	20 working days
5 th deliverable: Progress report on community-based capacity development (including its learning plan and training report)	May 2021	Technical Officer	20 working days
6 th deliverable: Progress report on facilitation of integrating recovery action plan with village development plan	Jun 2021	Technical Officer	20 Working days

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of Technical Officer. His/her will work closely with Resilience and Reconstruction Unit to ensure effective and efficient community engagement.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverable could be proposed by the incumbent and shall be agreed jointly.

Duration of the Work

The consultant will perform his/her assignment with the following timeline:

- He/she will have 120 working days (6 months), he/she should be completed of assignment.
- The expected effective working date is started as soon as possible.
- He/she should submit the deliverable 1 (one) week before the deadline specified in contract to enable the technical officer undertaking proper review within maximum 2 weeks or 14 working days.
- Delay on submitting report will impact on the completion of works and release of payment

Duty Station

The consultant will be based in UNDP Lombok Office

Travel Plan

There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

I. Academic Qualifications:

Minimum Bachelor's degree in communication, management, geography, or other related social science

II. Years of experience:

- Minimum of 4 (four) years combined experiences in disaster management, community development
- Experience in disaster risk analysis, concept, and policy.
- Experience in facilitating local partners and/or community in livelihood recovery and community-based disaster risk reduction.
- Experience in liaise and coordinate with government counterparts in recovery/rehabilitation phase, especially in Lombok
- Experience in governance system, coordination, policies, and procedures in disaster management.
- Experience in working with less supervision.

III. Competencies and special skills requirement:

- Ensuring the coordination with government and other stakeholders are done with accurate, objective, clear, constructive
- Facilitating communication between project and other stakeholders during the process
- Performing related work as assigned by Project Manager

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:
Cumulative analysis

The award of the contract will 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point

<u>Technical (70%)</u>			
<i>Criteria A: qualification requirements as per TOR:</i> <ul style="list-style-type: none"> • Minimum Bachelor's degree in communication, management, geography, or other related social science • Minimum of 4 (four) years combined experiences in disaster management, community development • Experience in disaster risk analysis, concept and policy • Experience in facilitating local partners in community-based disaster risk reduction • Experience in liaise and coordinate with government counterparts in recovery/rehabilitation phase, especially in Lombok • Experience with governance system, coordination, policies and procedures in disaster management 	70	15 15 10 10 10 10	
<i>Criteria B: Brief Description of Approach to Assignment</i> <ul style="list-style-type: none"> • Understands the task and applies a methodology appropriate • Important aspects of the task addressed clearly • Planning logical, realistic for efficient project 	30	10 10 10	
<u>Financial Criteria (30%)</u>		30	