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TERMS OF REFERENCE

GENERAL INFORMATION

Title: COVID-19 JITUPASNA and Recovery Planning Advisor

Project Name: Response Toward Resilience (RESTORE)

Reports to: RESTORE Project Manager

Duty Station: Home-based

Expected Places of Travel (if applicable): N/A

Duration of Assignment: December 2020 – April 2021

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	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	(7) Specialist
	(8) Senior Specialist
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV
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)

The working arrangement will follow UNDP's current prevail policy on COVID-19 thus the consultant will work in combination of home based and office based whenever required and allows by UNDP's working arrangement policy. The consultant will work in line with RESTORE Projects' characteristic and management cycle thus the consultant needs to harmonize his/her service with the emerging and relevant priorities.

☐ full time/office based (needs justification from the Requesting Unit)

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:

I. BACKGROUND

COVID 19 is having a growing dramatic impact on the health of the people of Indonesia, a country with the fourth largest population in the world. For millions of them, the epidemic also threatens employment, livelihoods and access to public services at a time when they most need them. The **human development impact of COVID 19** is strong and will be long lasting. It will be even stronger for the poor and the vulnerable, including the estimated 40 per cent of the population amounting to about 180 million people living just above the national poverty line and vulnerable to external shocks. Women, especially female headed households and women working in the large informal economy, daily workers and people with disabilities who are also facing multifold challenges in Indonesia, will be the worst affected. The economic and social impact of COVID 19 will therefore be heavy, multi-sectoral and while having immediate effects, it will also span over a medium to long period of time.

UNDP supports Indonesia and its people with immediate and longer-term response to the COVID-19 Pandemics, which is **human development centered and multi-sectoral**, as implied by UNDP's broad development mandate. As a member of the UN development system, UNDP has an important role to play in the response to the COVID 19 crisis in Indonesia. UNDP's immediate response to COVID-19 is organized in 4 main streams:

1. Immediate strengthening of health systems and health governance and building of their longer-term resilience.
2. Direct support to an inclusive and "whole of society" response for prevention and mitigation at central and local levels.
3. Addressing the socio-economic impacts of COVID-19 to protect the Indonesian people and safeguard progress towards the Sustainable Development Goals.
4. Utilizing digital solutions and big data analysis for enhanced national response.

As part of the support under stream 2, UNDP will support the GoI to establish inclusive and multi-sectoral crisis management and response to COVID-19. UNDP is supporting BNPB and BPBDs to conduct recovery needs assessment (JITUPASNA/PDNA) and recovery programme planning due to the COVID pandemic in 8 provinces. Support for sub-national level will also include coordination strategy for recovery processes and identification potential innovative funding for recovery. In addition to supporting national and local authorities in identifying damage, loss and recovery needs, UNDP also initiated support for subnational contingency plans, specifically for the pandemic in 7 provinces, with technical support from UNOCHA.

The JITUPASNA and Recovery Programme Planning Advisor will facilitate RESTORE Project in supporting BNPB, BPBDs and other local authorities to conduct JITUPASNA, develop recovery programme (R3P) and develop contingency plan (CP) for COVID-19 to accelerate recovery of and strengthen preparedness of the affected communities in the target Provinces.

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Advisor is responsible for providing technical advisory input and coordination assistance for the implementation of JITUPASNA, R3P and CP planning processes. He/she will work under the direct supervision of National Project Manager of RESTORE Project and working in close collaboration with Resilience and Reconstruction Unit, other programme units of UNDP Indonesia CO and respective projects, operations team of the CO, technical advisors, experts, Government officials, and other relevant stakeholders to successfully implement a coherence UNDP immediate response and assist the CO to pave a way to support GoI toward the medium and longer-term recovery for COVID-19.

The Advisor will deliver the output through an extensive consultation with various stakeholders at national and regional level that consists of representative of practitioners, experts, local governments and NGO's. The consultant is expected to accomplish the following:

- Facilitate BNPB and BPBDs to establish the institutional management framework of COVID-19 needs assessment, recovery programme planning and contingency programme planning at the target provinces.
- Maintain close coordination with national and subnational stakeholders and establish partnership to support implementation of activities.
- Provide technical advisory support and coordinate the organization of recovery needs assessment, development of its recovery programme and development contingency plans.
- Provide advice and facilitate coordination to encourage active engagement of wider stakeholders including UN Agencies toward overall activities as necessary.
- Involved in coordination meetings, forums and other relevant events and provide information in the areas of UNDP supports.
- Provide advisory and advocacy for and strengthening of national capacity for planning and coordination of the recovery effort.
- Facilitate the NPM on planning, budgeting, implementing and monitoring of the activities under this advisory assignment.
- Proactively identifying technical development needs and opportunities as well as facilitate RESTORE project for the development of strategic partnerships and resource mobilization for recovery.
- Advise BNPB and RESTORE Project PMU on viable strategies, timeline and tools for related to the above subject within the BNPB and GoI structure with special focus on long-term capacity building.
- Ensures alignment and coordination of recovery programme with other programme activities of the CO as well as those of UN Agencies and capitalizes on synergies where possible.
- Ensures mainstreaming of cross-cutting UN/UNDP priorities in recovery programmes, in particular environment, gender, human rights and disaster risk reduction.
- Provision of top-quality policy and strategic advice to Government on development and implementation of recovery policies and strategies.
- Bringing best practices in the handling of the pandemic COVID-19 that has been done by UNDP and the Government of Indonesia, in this case the ministry in collaboration with the UNDP in regional and international forums.
- Bringing best practice based on regional/international action plan against COVID-19 recovery process.

Expected Outputs and Deliverable

Deliverable/Outputs	Target Due Dates	Working Days	Review and Approvals
1st deliverable: Report on development of Institutional framework for JITUPASNA, R3P and CP	December 2020	15 Working Days	NPM RESTORE
2nd deliverable: Report on Recovery Needs Assessment progress in the target Province	January 2021	15 Working Days	NPM RESTORE
3rd deliverable: Report on strategic approach and work plan for the formulation of COVID-19 recovery and Contingency Planning programmes for the target provinces.	February 2021	15 Working Days	NPM RESTORE

4th deliverable: Report on COVID-19 recovery and Contingency Planning programmes formulation progress in the target provinces.	March 2021	15 Working Days	NPM RESTORE
5th deliverable: Final report on COVID-19 Recovery and Contingency Plan programmes for the target provinces.	April 2021	15 Working days	NPM RESTORE

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The Advisor will carry out his/her functions under the direct supervision of NPM RESTORE Project and overall supervision of the Team Leader of RRU.
- The Advisor will work closely with the Technical Analyst of RRU, establish communication and coordination with project team's relevant personnel, particularly: Project Manager, Monitoring and Reporting Officer, Project Coordinator/Officers, and relevant personnel from other Programme and Operation Unit.
- 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:

- The consultant will have 75 working days (Dec 2020 until April 2021) to complete and deliver the agreed deliverables
- The consultant is expected to start working as soon as possible.

Duty Station

The consultant will be home-based during work-from-home and based at UNDP office in Menara Thamrin Jakarta when it is back to normal working condition.

Travel Plan

Currently, travel is not applicable. However, should there be needs, travel can be made upon receiving approval from the Team Leader of RRU and the Operation Manager of UNDP in Indonesia.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Master's Degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field. OR the equivalent combination of education and the solid/extensive relevant international professional experience in related area.

II. Years of experience:

Combined 20 (twenty) years of experience in the followings:

- Broader knowledge in International post disaster recovery process
- Involvement in recovery process after Natural and Non-Natural Disaster
- Collaboration with National Disaster Agency conduct recovery programs in several areas affected by tsunami, flash floods, volcanic eruptions, conflicts,
- Solid international networking in monitoring and evaluation recovery programs

III. Competencies and special skills requirement:

- Providing advice for government on post disaster recovery process
- Formulating project proposal for recovery activities after disaster focusing on livelihoods
- Formulating tools for determining the physical damages, economic losses and costs of meeting recovery needs after a natural and non-natural disaster through government led process
- Developing technical guidelines of Human Recovery Needs Assessment (HRNA)
- Developing concept and strategy of Early Recovery linkage with INA-PDRI (Indonesia Post Disaster Recovery Index)
- Coordinating with stake holders related to recovery after natural and non-natural disaster
- Facilitating communication between project and other stakeholders during the process
- Performing related work as assigned by NPM RESTORE.

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:

- 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.

* 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>		
Criteria A: qualification requirements as per TOR:	70	
- Academic qualification: Master's Degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field. OR the equivalent combination of education and the solid/extensive relevant international professional experience in related area.		20
- Involvement in recovery process after Natural and Non-Natural Disaster		20
- Collaboration with National Disaster Agency conduct recovery programs in several areas affected by tsunami, flash floods, volcanic eruptions, conflicts.		15
- Solid international networking in monitoring and evaluation recovery programs.		15
Criteria B: Brief Description of Approach to Assignment	30	
- Understanding of TOR		15
- Approach and Methodology		15