



**GENERAL INFORMATION**

**Title:** Information Management Specialist for Business Engagement in Disaster Management  
**Project Name:** Resilience and Reconstruction Unit (RRU)  
**Reports to:** Technical Analyst RRU  
**Duty Station:** Home based  
**Expected Places of Travel (if applicable):** N/A  
**Duration of Assignment:** 200 working days within early of January until end of Nov 2021 (10 months)

**REQUIRED DOCUMENT FROM HIRING UNIT**

V	TERMS OF REFERENCE
3	<p><b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b></p> <p>(1) Junior Consultant                  (2) Support Consultant  <b>(3) Support Specialist</b>                  (4) Senior Specialist                  (5) Expert/ Advisor</p> <p><b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b></p> <p>(6) Junior Specialist                  (7) Specialist                  (8) Senior Specialist</p>
V	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)  
 However, the working arrangement will follow UNDP’s current prevail policy on COVID-19

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: n/a

## I. BACKGROUND

The National Agency for Disaster Management (BNPB) recorded 1.958 total disaster events in 2020 which caused 292 deaths and missing and 3.892.372 million people displaced. The challenges of handling disaster emergencies in Indonesia will continue as a consequence of the country's geographical and geological conditions, various environmental problems, climate change, population density with uneven distribution, uncontrolled utilization of natural resources, and uneven distribution of financial resources. Realizing that partnership is key in dealing with disaster management challenges, BNPB is emphasizing its works on building synergy of government, civil society and private sector (or in the new term of BNPB: Pentahelix which consists of government, civil society, academician, media, and private sector). One of the focus areas of the draft *Rencana Induk Penanggulangan Bencana/RIPB* (Indonesia's disaster management master plan) 2015-2045 is the investment needs especially in disaster risk reduction which are jointly supported by the government and other development partners of business community and wider society.

For business, crises such as natural disasters and conflicts can disrupt operations and supply chains, destabilize markets and suppress most areas of formal economic activity. The way businesses prepare for, respond to and recover from humanitarian crises has a strong influence on both the short and long-term impact of crises on business operations and the communities where they operate. In fact, private sector is a major contributor to humanitarian action: local businesses as well as national and multinational companies possess critical skills and resources that can be leveraged to facilitate a more effective humanitarian response

The private sector in Indonesia plays an increasingly active role in supporting emergency preparedness and response. For COVID-19 response, from March to August 2020 alone, private sector contributed up to Rp. 2,634,478,323,330 or equivalent to USD 187,240,819<sup>1</sup>. Their contributions were provided for health, education, food security, WASH (water, sanitation, and hygiene), economy, and multi-purpose cash and voucher assistance. So far, their supports seem to be scattered, individual based on their respective area of works and interest, with no clear understanding of a bigger picture of building resilience of the community towards disasters and the approach for coordination among them.

Connecting Business initiative (CBI), a global joint initiative between UNDP-OCHA is to enhance private sector engagement in disaster management. CBI is now expanding its initiative in Indonesia and finding a private entity to be the CBI network host in Indonesia.

### **Objectives of Assignment**

To provide a comprehensive landscape and analysis of data and information related to private sector's contributions to disaster management supporting the establishment of CBI network in Indonesia.

## II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLE

Under the overall leadership of the Directorate of Spatial Planning and Disaster Management of Bappenas, the consultant will work closely with the Directorate of Spatial Planning and Disaster Management of Bappenas and be jointly supervised by UNDP-UNOCHA and CBI as stated in the deliverable table below.

The consultant is to conduct the following tasks but not limited to:

1. Information Management Support for Disaster Risk Management (70% of

<sup>1</sup> UNDP-OCHA Indonesia data compilation on who-is-doing-what-where (3W)

the consultancy time)

- Support the design, development and management of databases, spreadsheets and other data tools that are needed in the previously developed Private Sector COVID-19 Contribution Dashboard;
- Provide data and information management support for the Private Sector COVID-19 Contribution Dashboard, including data update and verification of quantitative and qualitative data;
- Identify and integrate additional primary and secondary data sources into information management databases required by evolving needs to support disaster risk analysis by the CBI prospective network and other private sector networks;
- Develop interactive and user-friendly Tableau-based dashboard/s that support private sector risk tracking and analysis based on available data;
- Hazard monitoring, collection, processing, analysis and dissemination of disaster risk reduction information to support the CBI prospective network and other relevant private sector actors in coordinating humanitarian actions;
- Produce and update information products such as maps, charts, and infographics that will help disseminate information and good practices of private sector efforts before, during and after emergencies.
- Produce final draft of the expected deliverables taking inputs and feedbacks from the key stakeholders

## 2. Network Support (30% of the consultancy time)

- In close coordination with the Local Network Engagement Consultant, design and conduct activities to strengthen the CBI prospective network's preparedness and technical capacity to respond to humanitarian emergencies.
- To work closely with the Directorate of Spatial Planning and Disaster Management of Bappenas regarding data and information
- In addition to Bappenas, the consultant will establish close communication with but not limited to BNPB, Ministry of Cooperatives, Ministry of State-owned Enterprises, Ministry of Social Affairs, Ministry of Home Affairs, etc.
- Aside from the key stakeholders from Government institutions, the consultant will establish close communication with private sector, media, and academia.
- Conduct interviews/meetings/discussions with relevant stakeholders particularly from relevant government institutions, business associations/forums, etc., and UNDP-UNOCHA-UNICEF
- Establish good transparent and pro-active communication and coordination with UNDP-UNOCHA-UNICEF

Performs other related duties as may be assigned by the CBI's Local Network Coordination Specialist, UNDP Technical Analyst and OCHA Humanitarian Affairs Analyst.

All deliverables are submitted to and reviewed by Humanitarian Affairs Analyst, UNOCHA and Technical Analyst UNDP, and approved for payments by CBI's Local Network Coordination Specialist.

<b>Deliverables</b>	<b>Due date and number of working days required</b>
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<p>Deliverable No.1:</p> <ul style="list-style-type: none"> <li>• Written report documenting the consultant's recommended enhancements to the Private Sector COVID-19 Contribution Dashboard. This will include recommendations on how to maintain the dashboard.</li> <li>• Activity design for an awareness promotion and/or capacity-building activity aimed to strengthen the CBI prospective network's preparedness and technical capacity to respond to humanitarian emergencies</li> </ul>	<p>20 days after the start of the consultancy; 10% of contract amount</p>
<p>Deliverable No. 2:</p> <ul style="list-style-type: none"> <li>• Draft standard 5W data collection and reporting for private sector crisis coordination presented to private sector network partners, CBI, UNDP and OCHA for inputs</li> </ul>	<p>40 days after the start of the consultancy; 10% of contract amount</p>
<p>Deliverable No. 3:</p> <ul style="list-style-type: none"> <li>• Provision of interactive and user-friendly (e.g., Tableau-based dashboard/s) that support private sector risk tracking and analysis based on available data</li> </ul>	<p>60 days after the start of the consultancy; 10% of contract amount</p>
<p>Deliverable No. 4:</p> <ul style="list-style-type: none"> <li>• CBI prospective network's website enhanced and with links to formal existing disaster risk data and information sources (e.g., InaRISK, BMKG)</li> <li>• Final draft of standard 5W data collection and reporting for private sector crisis coordination presented to private sector network partners, CBI, UNDP and OCHA</li> </ul>	<p>80 days after the start of the consultancy; 10% of contract amount</p>
<p>Deliverable No. 5:</p> <ul style="list-style-type: none"> <li>• Provision of information products (e.g., infographics) that will be used for disseminating information and good practices of private sector efforts before, during and after emergencies.</li> </ul>	<p>100 days after the start of the consultancy; 10% of contract amount</p>
<p>Deliverable No. 6:</p> <ul style="list-style-type: none"> <li>• First draft of Disaster Information Management Playbook for Private Sector</li> </ul>	<p>120 days after the start of the consultancy; 10% of contract amount</p>
<p>Deliverable No. 7:</p> <ul style="list-style-type: none"> <li>• Report of awareness promotion and/or capacity-building activity for CBI prospective network</li> </ul>	<p>140 days after the start of the consultancy; 10% of contract amount</p>
<p>Deliverable No. 8:</p> <ul style="list-style-type: none"> <li>• Final draft of Disaster Information Management Playbook for Private Sector presented to private sector network partners, CBI, UNDP, OCHA and other relevant agencies</li> </ul>	<p>160 days after the start of the consultancy; 10% of contract amount</p>
<p>Deliverable No. 9:</p> <ul style="list-style-type: none"> <li>• Prototype of the Private Sector COVID-19 Contribution Dashboard presented to private sector network partners,</li> </ul>	<p>180 days after the start of the consultancy; 10% of</p>

CBi, UNDP, OCHA and other government agencies and accommodate feedback in the final version.	contract amount
<p>Deliverable No. 10:</p> <ul style="list-style-type: none"> <li>Terminal Report, specifying the activities undertaken, results achieved, challenges faced and recommendations for improvement, in accordance with the above list of deliverables</li> </ul>	200 days after the start of the consultancy; 10% of contract amount

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The consultant will work under the overall leadership of the Directorate of Spatial Planning and Disaster Management of Bappenas and be directly jointly supervised by UNDP-UNOCHA-CBi as stated in the deliverable table above.

#### **Duration of the Work**

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

- The consultant will have 200 working days within the duration of 10 months to complete and deliver the agreed deliverables

#### **Duty Station**

The consultant will be home-based during this work-from-home condition. However, the consultant is expected to be ready to work in person at UNDP office if necessary, 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

The consultant will be produced outputs based on below schedule:

#### **I. Academic Qualifications:**

- Minimum a Master degree in disaster management, spatial planning, social science, management, engineering, informatics related fields, geography, or other related fields.

#### **II. Years of experience:**

- Minimum of 3 (three) years in information management related areas
- Familiar with disaster related projects or programmes
- Experience in working with private sector.
- Familiar with governance system, coordination, policies, and procedures in disaster management.
- Experience in working with less supervision.

#### **III. Competencies and special skills requirement:**

- Sound understanding of national legislations, policies, and programme related to disaster management, private sector development, business / enterprises operations.
- Experience working with the private sector, business associations, business forums, chambers of commerce, and/or with international organisations, government organisations, relevant ministries in DRR for the private sector
- English proficient writing skills
- Proven research or assessment experience in mapping multi-stakeholders, their roles and contributions, preferable in disaster management
- Having sufficient writing skill with broad analysis

## 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 49 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical (70%)</u>		
<b>Criteria A: qualification requirements as per TOR:</b>	<b>70</b>	
<ul style="list-style-type: none"> <li>• Minimum a Master degree in disaster management, spatial planning, social science, management, engineering, informatics related fields, geography, or other related fields.</li> <li>• Minimum of 3 (three) years in information management related areas</li> <li>• Familiar with disaster related projects or programmes</li> <li>• Experience in working with private sector</li> <li>• Familiar with coordination mechanism</li> </ul>		10 20 20 10 10
<b>Criteria B: Brief Description of Approach to Assignment</b>	<b>30</b>	
<ul style="list-style-type: none"> <li>• Having sufficient writing skill with broad analysis</li> <li>• Ensuring smooth coordination between private sector and CBI including UNDP-OCHA</li> <li>• Facilitating information management related activities in supporting CBI activities in Indonesia</li> </ul>		10 10 10