

Terms of reference



GENERAL INFORMATION

Title: National Consultant for Contingency Plan Formulation (Legal) – Riau, West Java, East Java and NTB Province

Project Name: RESTORE (Response Toward Resilience)

Reports to: National Project Manager

Duty Station: Homebased

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

Duration of Assignment: February - April 2021 (45 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select: (1) Junior Consultant provinces (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
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☐ partial (explain)

☒ intermittent (explain)

When UNDP has allowed to return to work at the office, the presence of a consultant is required to conduct discussions and consultations related to the report prepared by the consultant.

☐ 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 INFORMATION

COVID-19 socio-economic impact is heavy, multi-sectorial, long lasting. It not only impacts human health and lives, but places a risk on the macro-stability of the economy; impacts economic and social sectors, enterprises (eg, small and medium size ones, which account for 90% of the economic tissue), and has severe impact on the informal sector. The immediate and longer-term impact will also be felt by informal workers-many of them women who account for 57% of the total workforce in Indonesia. The impact will be even stronger on 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, day laborers and people with disabilities who are also facing multiple challenges in Indonesia, will be the worst affected. COVID-19 already placed a heavy strain on the national health system and health structures at all levels; health workers lack financial and other incentives, and closure of essential health services delivery.

Given the expected magnitude of the epidemic in a large archipelagic country with a very large population and based on the needs assessment made by the Government, UNDP support will have a crucial role in cushioning the impact of the epidemic and in safeguarding the progress of the SDGs, particularly for the poor and the most vulnerable. UNDP will support 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. 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 UNDP support to stream no. 2, the project will support sub-national governments in multi-sectoral coordination for COVID-19 crisis management. For that purposes, the project intends to employ 4 consultants that provides support to 7 provincial authorities to assess and formulate Contingency Plan specifically for pandemic disaster at the selected provinces.

II. SCOPE OF WORK, RESPONSIBILITIES AND DELIVERABLES

The **Consultants for Contingency Plan Formulation (Legal Specialist) for Riau, West Java, East Java and NTB provinces**, will work under the supervision of National Project Manager and will deliver the output through an extensive consultation with all project partners, including government and other related agencies, and working closely with the PMU. Below is following works that must be performed by the consultant:

- Assess the existing contingency plan and DM related available.
- widely consult with the relevant stakeholders and review existing documents related to prepare the document.
- have to coordinate data/information collection, literature review, and consultations with all relevant agencies at both national and sub-national level.
- In close cooperation with project partners and counterparts, assist in the implementation of project strategies and work-plans for activities under RESTORE program.
- Develop and present a detailed methodology and work plan for the assignment.
- Consult and coordinate inputs from the relevant stakeholders.
- Coordinate consultations with stakeholders and obtain technical inputs.
- Ensure synergy and linkage of the plan with overall sector's legislation, policies, goals and objectives for realistic implementation.
- Organize joint planning meetings involving relevant parties with regard to the work plan of the assignment.
- Liaise and coordinate with other RESTORE team including with partner team dedicated staff to optimise synergy and delivery.
- Full compliance with UN/UNDP rules, regulations, and policies of financial activities, financial recording/reporting system and follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system.

Expected deliverables.

No	Reports, Document and Deliverables	Date Due	Working Days	REVIEW AND APPROVALS REQUIRED
1.	1 st payment will be made upon submission and approval by UNDP: Inception Report covering Riau, West Java, East Java and NTB Province on the methodology, approaches and work plan for the assignment. (30%)	15 Feb 2021	15 working days	RESTORE NPM
2.	2 nd payment will be made upon submission and approval by UNDP: Report on the legal assessment of the existing contingency plan and/or other DM related docs available in Riau, West Java, East Java and NTB Province (40%)	15 March 2021	15 working days	RESTORE NPM
3.	3 rd payment will be made upon submission and approval by UNDP: Report on the legal draft of Contingency Plan for Riau, West Java and East Java and NTB Province , including other related material (30%)	15 April 2021	15 working days	RESTORE NPM

III. WORKING ARRANGEMENTS**Institutional Arrangement**

- The Consultants will be directly supervised by RESTORE National Project Manager. She/He will work closely with the RESTORE project team, Resilience and Reconstruction (RR) Unit and other related UNDP units in undertaking observation/study to deliver the services.
- 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 consultants will perform his/her assignment with the following timeline:

- The consultant will have 45 working days (February to 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 with possible travel to the target provinces 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:**

Minimum Bachelor/Diploma Degree or equivalent in Engineering, Management, Social Sciences, or other relevant fields.

II. Years of experience:

A minimum of 5 years combine experience in the followings:

- Experience in development project and legal formulation on disaster contingency plan.
- Experience in the field of humanitarian sector, emergency relief and recovery.
- Experience in developing policy recommendation for disaster recovery in post non-natural disaster.
- Experience in reviewing disaster contingency plan documents.
- Experience in coordinating with cross sectoral governments in process of COVID-19 pandemics recovery.

III. Competencies and special skills requirement:

- Familiar with non-natural disaster issues including risks mitigation and recovery process.
- Has knowledge on documents related to existing contingency plans, especially those related to the disaster sector.
- Knowledge on developing contingency plans at the district, provincial and national level.
- Familiar with contingency plan data and able to analyse the needs of post-non natural disaster interventions especially caused by a pandemic.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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

Criteria	Weight	Max. Point
<u>Technical (70%)</u>		
Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none">• Bachelor/Diploma Degree or equivalent in Engineering, Management, Social Sciences, or other relevant fields.• Experience in development project and legal formulation on disaster contingency plan.• Experience in the field of humanitarian sector, emergency relief and recovery• Experience in developing policy recommendation for disaster recovery in post non-natural disaster.• Experience in reviewing disaster contingency plan documents.• Experience in coordinating with cross sectoral governments in process of COVID-19 pandemics recovery.	15 15 10 10 10 10	70
<u>Financial (30%)</u>		
Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none">• Understanding of TOR• Approach and Methodology	15 15	30