TERMS OF REFERENCE
Individual Contractor – National Recovery Coordinator

1. Assignment Information

Assignment Title:	National Recovery Coordinator (National Consultant)
Cluster/Project:	Programme and Results Cluster
Post Level:	Junior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Travel to key line Ministries
Contract Duration:	150 working days (in total) from 01 March 2021 to 31 May 2022

2. Background

Following the approval of the knowledge and support technical assistance (KSTA) on Building Disaster-Resilient Infrastructure through Enhanced Knowledge, the ADB has engaged the United Nations Development Programme (UNDP) to deliver **Output 3** "resilient recovery capacity enhanced". This Output complements actions implemented under **Output 1** and **Output 2** of the Technical Assistance (TA), which seeks to strengthen action-oriented disaster risk management knowledge for disaster-resilient infrastructure in Armenia, Cambodia, Fiji and Sri Lanka, four Developing Member Countries (DMCs) of the Asian Development Bank (ADB). The grant fund for the project "resilient recovery capacity enhanced" was received from the Japan Fund for Poverty Reduction financed by the Government of Japan through the Asian Development Bank.

Output 1 "Disaster-resilient infrastructure know-how disseminated" will aim at developing knowledge products to advance upstream disaster-resilient infrastructure know-how, including linkages to the proposed Coalition for Disaster Resilient Infrastructure spearheaded by the Government of India and the Sendai Framework for Disaster Risk Reduction's global target to "substantially reduce disaster damage to critical infrastructure and disruption of basic services. In the case of **Output 2** "Recommendations for addressing disaster risk in infrastructure investment processes identified", the TA will review (i) existing government processes (and associated guidelines and tools) for selecting, appraising, and designing infrastructure projects in four DMCs and (ii) opportunities to better integrate disaster risk considerations.

Output 3 will strengthen capacity in the selected four DMCs to ensure that appropriate disaster-resilient measures are defined and can be applied into pre-disaster preparation for recovery and post-disaster recovery efforts. The activities under this project will concentrate on supporting post-disaster needs assessment (PDNA) training to government officials, focusing on infrastructure-related sectors, the utilization of contingency and recovery tools and plans, improved financial preparedness planning to help cover the additional costs of building back better, and effective post-disaster budget execution capabilities[1].

Output 3 will help develop comprehensive country-specific disaster recovery plans[2], based on detailed consultations with relevant stakeholders to identify needs assessment, ensuring that the support builds on existing efforts and is well coordinated. The project will also contribute to the efforts of development partners by designing and publishing PDNA learning materials (such as guidance notes, simulation exercises, or tools) in the context of Asia and the Pacific. UNDP will work closely with ADB, relevant regional partners and the

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[1] *PDNA is an internationally accepted methodology for determining the physical damages, economic losses, and costs of meeting recovery needs after a disaster triggered by a natural hazard through a government-led process.*
[2] *Although the TA refers to the development of comprehensive country-specific post-disaster recovery plans, in the context of this project it is more appropriate to refer to "disaster recovery plans" given that the main purpose is to strengthen pre-disaster preparation capacities*

International Recovery Platform to ensure that contributions under this output build on efforts by other stakeholders[3].

The project, launched in August 2020, will be implemented over a period of two years by the UNDP Country Offices in coordination with the ADB resident missions and national relevant stakeholders.

UNDP Cambodia is seeking to recruit a National Recovery Coordinator. S/he will work in close collaboration with UNDP global and regional specialists/advisors to support the project activities in the four countries. Programme Analyst from UNDP Cambodia will provide the overall supervision and monitoring of the National Recovery Coordinator's performance, as well as assisting in the coordination and contact with relevant stakeholders.

3. Objectives

The overall objective of the consultancy is to:

- Develop Pre-Disaster Baseline Datasets for the selected Infrastructure Sector
- Develop a comprehensive country-specific disaster recovery framework; including technical inputs to the governments on developing their financial preparedness planning and post-disaster budget execution capabilities
- Support the organization and delivery of a capacity building workshop (including related materials) for government officials and other stakeholders in disaster recovery planning, including PDNA, with focus on the selected infrastructure sector,
- Coordinate the design and publication of PDNA learning materials (such as guidance note(s), simulation exercise, tools)

4. Scope of Work

The consultant will perform the following duties:

Develop Pre-Disaster Baseline Datasets for Infrastructure Sector: this will involve a) identifying and describing sector specific information requirements (e.g. accuracy, scale, attributes); b) identifying the existing data for the sector in the country, b) in coordination with relevant Ministries and agencies, assess relevance/appropriateness of existing data, identifying gaps in data and data sources, c) developing appropriate templates and tools for data collection and analysis as relevant for PDNA baseline data; d) collecting all data disaggregated to the smallest geographical or administrative unit possible; and e) provide recommendations on integration/updating the data collection mechanisms in alignment with the PDNA requirements.

The dataset developed should be synergised with the existing information management system in the country, be accessible to different users and have Government ownership for regular updating and maintenance. Moreover, innovative options for the use digital technologies will explored taking into consideration the specific country contexts.

Support the organization and delivery on PDNA and DRF training: In coordination with the UNDP global and regional advisors, relevant government organizations, and the ADB, the consultant will support the organization and delivery of a PDNA and DRF training for Government officials and relevant stakeholders in

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[3] ***The International Recovery Platform, comprising organizations from the region and globally, exchanges lessons and ideas that promote recovery best practice and learnings, as well as capacity building on build back better in recovery, rehabilitation, and reconstruction. ADB is a member of the steering committee.***

the selected infrastructure sector. Efforts will be made to have at least 50 percent female participation in the trainings. The purpose of the training will be to build national capacities so as to strengthen its recovery on a long-term basis. The training will focus on developing expertise and allow for going in-depth into the selected infrastructure sector in the country. The consultant is expected to a) identify all relevant Ministries, Regulatory Authorities and other stakeholders that contribute to the sector, directly and indirectly (e.g. risk reduction measures, gender and social inclusion etc.), b) adapt the PDNA and DRF methodology for the sector including sector templates, c) develop SOPs for conducting the PDNA and DRF in the sector and d) organise a training workshop bringing all relevant stakeholders together with a view to create a pool of experts in the sector.

Develop a comprehensive country-specific disaster recovery plan: Following the PDNA and DRF trainings, the consultant will conduct detailed consultations with relevant national stakeholders to develop, as part of the pre-disaster preparation, a country-specific recovery plan. The country-specific recovery plan will include the following components: a) Baseline data information with details of costs, typologies etc. and elements to be considered for recovery of the sector (I.e. DRR measures, upgrading technology etc.) b) institutional and coordination arrangements for sector recovery including regulatory measures c) implementation arrangements including human resources, partnerships and local capacities d) modes of financing sectoral recovery and e) monitoring and evaluation of the sector recovery. The development of the country-specific recovery plan will follow the core elements to consider when formulating a recovery vision as described in the Disaster Recovery Framework Guide, revised version March 2020 (https://bit.ly/3413lWG)

Coordinate the design and publication of PDNA and DRF learning materials/manual: at a minimum, the following knowledge products will be developed and disseminated:

- The sector specific guides for recovery implementation including concepts of DRR and BBB.
- Training modules on PDNA and DRF methodology, including implementation and financing
- Lessons learnt and best practices in the implementation of PDNAs/DRFs
- Case studies to illustrate lessons learnt and best practices

The consultant, in close coordination with UNDP global/regional advisors and national relevant stakeholders, will support a) the preparation of PDNA/DRF knowledge products, training and educational materials in user friendly publication targeting specific audiences (e.g. decision makers, general public, technical staff). b) the publication and dissemination among the key stakeholders including regional, local Governments and private sector through the project steering task force; and c) reach out to academic institutions to explore options for the transfer of the training materials for its integration into their educational curricula.

5. Outputs/Deliverables:

The table below list the main deliverables and estimated timeframes:

#	Milestone	Timeframe
1	Detailed work plan including the methodology for the development of the assignment	10 March 2021
2	Report on the development of the pre-disaster baseline dataset/inventory for the selected infrastructure sector	15 August 2021
3	Report of the delivery of PDNA and DRF adaptation workshop for 40 government officials and other stakeholders	15 September 2021
4	Report on the publications of knowledge products, including PDNA and DRF learning materials/manual adapted	28 February 2022
5	Launch of the comprehensive country-specific disaster recovery plan developed (including baseline data and standard operation procedures)	10 April 2022

#	Milestone	Timeframe
6	A final report covering the whole assignment, highlighting main results achieved and proposed recommendations and all relevant annexes with all outputs produced and accepted by UNDP	30 April 2022

6. Payment Milestone

The consultant will be paid on a lump sum basis under the following installments:

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of deliverable 1	15 March 2021	5%
2	Upon satisfactory completion of deliverable 2	20 August 2021	15%
3	Upon satisfactory completion of deliverable 3	30 September 2021	20%
4	Upon satisfactory completion of deliverable 4	15 March 2022	20%
5	Upon satisfactory completion of deliverable 5	20 April 2022	20%
6	Upon satisfactory completion of deliverable 6	15 May 2022	20%

7. Institutional Arrangement

Under the overall supervision of UNDP Cambodia Programme Analyst, the consultant will work in close coordination with relevant national stakeholders and ADB representatives. She/he will be given access to relevant information necessary for execution of the tasks under this assignment. The Consultant will be responsible for providing her/his own laptop

8. Duration of the Work and Duty Station

The consultant will work for 150 working days covering the period of 01 March 2021 to 31 May 2022. The duty station of for this assignment is Phnom Penh with expected 10 working days traveling to provinces for data collection and such travel will be covered by UNDP's expense including per diem

9. Minimum Qualifications of the Individual Contractor

Education:	• Master's degree in economics, social sciences, applied sciences, or equivalent.
Experience:	• A minimum of 5 years of working experience at national or international level in planning, implementing and managing programs and/or projects in disaster or projects in disaster recovery and disaster risk reduction programming. Work experience in similar projects would be an advantage; • Experience in planning and delivering trainings is required; • Good understanding and/or direct work experience with government institutions, development agencies such as international organization and/or national or international NGOs.
Language Requirement:	▪ Fluency in Khmer and English (spoken and written).

10. Criteria for Evaluation

Technical Evaluation Criteria	Obtainable Score
Postgraduate degree in economics, social sciences, applied sciences, or equivalent	15
A minimum of 5 years of working experience at national or international level in planning, implementing and managing programs and/or projects in disaster or projects in disaster recovery and disaster risk reduction programming. Work experience in similar projects would be an advantage;	40
Experience in planning and delivering trainings is required	20
Good understanding and/or direct work experience with government institutions, development agencies such as international organization and/or national or international NGOs	20
Fluency in Khmer and English (spoken and written)	5
Total Obtainable Score:	**100**