



Terms of reference

GENERAL INFORMATION

Title: Consultant for Mapping and Analysis of Vulnerable Groups for DRR

Project Name: DRR Digital Solutions Project (DIRECT)

Reports to: National Project Coordinator DIRECT Project

Duty Station: Home-based with no travel (in Indonesia)

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

Duration of Assignment: 30 working days from April to June 2021 (2 months)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
4	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	
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 / CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

X partial (explain), During the consultant assignment She/He will be at the office to coordinate and discuss with RR Unit

☐ intermittent (explain) : regularly in coordination with RR Unit)

☐ 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

Over the past decade, more than 1.5 billion people have been affected by disasters that have cost at least US\$ 1.3 trillion. UNDP's disaster risk reduction (DRR) efforts aim to "risk-inform" development in line with the goals and targets of the 2030 Agenda for Sustainable Development and the Sendai Framework for Disaster Risk Reduction (SFDRR). Specifically, UNDP works with country partners to strengthen national and subnational policy, legal and institutional frameworks; foster greater coherence of DRR and climate adaptation efforts; provide access to risk information and early warning systems; and strengthen preparedness and recovery measures. UNDP's ultimate goal is to strengthen the resilience of countries and urban and rural communities to disaster risks and climate change.

Despite the efforts, with the current COVID-19 pandemic and increasing vulnerabilities to natural hazards and climate change, countries are confronted with complex and unprecedented problems. In countries where these shocks are happening at the same time, the cascading effects and impacts on health, displacement, business discontinuity, disrupted government services, job and income losses, and erosion of citizens' trust and social cohesion will require them to act decisively and quickly to minimize further negative consequences and losses.

Given the worsening risks, vulnerabilities and inequalities, achieving the Sustainable Development Goals (SDGs) and the SFDRR has become even more challenging. The UNDP Disaster Risk Reduction and Recovery for Building Resilience Team based in the Bangkok Regional Hub (BRH DRR Team) is addressing these challenges through a number of projects, one of which is the regional project on "**Accelerating Disaster Risk Reduction and Enhancing Crisis Response through Digital Solutions**" (DIRECT) with support from the Government of Japan, building on the achievement and partnership under the Global Centre for Disaster Statistics (GCDS).

A distinctive feature of the SDGs is its emphasis on ensuring that no one is left behind and reaching the most vulnerable who are more likely to suffer the effects of disasters. At the same time, digital technologies are widely recognized as essential tools for accelerating SDG progress. There has been significant advancements in digital technologies ranging from high-resolution satellite imagery to cloud computing, machine learning and artificial intelligence that can enhance DRR and recovery efforts. Moreover, the ubiquity of mobile phones and increasing access to the Internet offer opportunities for developing innovative solutions for vulnerable groups and building their resilience.

The DIRECT project aims to strengthen DRR and recovery by improving digitalization of disaster data through innovative partnerships and solutions to support risk-informed development so that no one is left behind. Implemented in Indonesia, Nepal, Philippines and Sri Lanka, the project has three outputs:

1. Disaster data digitalized and integrated using cloud-based technologies to support DRR and recovery in project countries;
2. Targeted digital solutions for increased preparedness and response of vulnerable groups developed and applied; and
3. Strengthened capacities of national and subnational governments through partnerships for disaster risk informed development planning.

The DIRECT project is expected to build synergies with other initiatives of UNDP Indonesia. UNDP Indonesia has supported the efforts of the Indonesian government in digitalizing the disaster database for many years. DIBI (*Data dan Informasi Bencana di Indonesia*), InaRisk platform and InaRisk Personal app

are amongst the successful results of the continuous partnership with the Indonesian Agency for Disaster Management (BNPB).

The Government of Indonesia has established regulations and guidelines to conduct risk and vulnerability assessment at three levels – macro (national level), meso (provincial and district level) and micro (community/village level). Risk data and assessments are available for the macro and meso levels, but data collection and assessment at the micro level continue to be a challenge.

One of the activities of the DIRECT project is to pilot micro-level risk data collection using InaRisk Personal for analysis on the InaRisk platform. Based on the data collected, a micro-level disaster risk index will be constructed to support evidence-based policymaking in DRR and recovery. For this, data collection will be conducted in selected two villages in Central Sulawesi and West Nusa Tenggara, in line with established regulations and guidelines.

Taking into account the worsening pandemic situation, which constrains direct data collection in the field, digital tools will be utilized. This is to ensure that the required data is collected with minimum physical contact. Results of this pilot include a methodology and digital solution for collecting micro-level risk data at the village level that could be replicated nationwide to fast-track micro-level disaster risk assessment and analysis.

This methodology and digital solution will be inclusive of vulnerable groups, which means that data collected is disaggregated by sex, age, ability, socioeconomic status and other parameters to better understand the differential impact of disasters so that interventions can be directed at those most in need. It also means that vulnerable groups are engaged in decision-making and in the design of digital solutions.

In addition to the collection of quantitative data, a more in-depth mapping and analysis of vulnerable groups will be undertaken to collect quantitative data to better understand who are the most vulnerable, where they are located, the multiple risks these groups are facing and their priority needs, as well as the barriers and opportunities for developing digital solutions targeted at the most vulnerable¹.

In order to achieve the above-mentioned objectives, UNDP Indonesia is hiring a consultant to lead and coordinate the in-depth mapping and analysis of vulnerable groups, ensure alignment and added value to the pilot micro-level risk assessment, and guide the development of digital solutions for inclusive DRR and recovery.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the overall supervision of the National Project Coordinator DIRECT Project in the UNDP Country Office and in close coordination with the BRH DRR Team, the consultant will be part of the pilot micro-level risk assessment team and conduct in-depth mapping and analysis of vulnerable groups in the selected areas in order to inform and guide the development of digital solutions for DRR and recovery.

Responsibilities and Tasks

Specifically, the consultant will:

¹ Vulnerable groups are identified based on the five factors in UNDP's [Leave No One Behind Framework](#). Key vulnerable groups include, but are not limited to: Women and girls, persons with disabilities, older persons, children, youth, low-income groups, rural inhabitants, the illiterate or those with little or no education, victims of repression and abuse, migrants, refugees, internally displaced persons, ethnic minorities, indigenous peoples, micro, small and medium enterprises, and informal workers. It is important to take into account their intersectionalities that are likely to exacerbate their vulnerability, for example, women's vulnerability is likely to be greater if they have a disability or a lower level of education.

- Work closely with the National Project Coordinator and the different teams at the UNDP Country Office to first conduct a rapid scoping and collation of relevant data and information on vulnerable groups in the country and the selected pilot areas available in UNDP and other organizations, and identify relevant organizations working to reduce the disaster risks of vulnerable groups.
- Organize and facilitate a consultation (face-to-face or virtual) with support from the National Project Coordinator. The consultation aims to seek inputs from vulnerable groups, government, civil society, private sector, academia, think tanks, other UN agencies, international development organizations, and other relevant organizations to identify and gain an understanding of who are the most vulnerable, the multiple risks these groups are facing and their priority needs, and the barriers and opportunities for developing digital solutions targeted at the most vulnerable. This consultation will guide the scope of the mapping and analysis process, which may include identification of two to four vulnerable groups in the selected pilot areas to undertake detailed mapping and analysis.

The criteria for identifying these two to four vulnerable groups may include, but are not limited to, their high level of vulnerability to major hazards in the country/pilot areas, their increased vulnerability due to the COVID-19 pandemic and climate change, and their potential to benefit from digital solutions based on past, present or upcoming initiatives and partnerships. Other factors to consider include the availability of data and time.

- Coordinate closely with the Output Coordination Consultant on Digital Solutions for the Vulnerables of the BRH DRR Team in developing the methodology for the mapping and analysis, and finalizing the deliverables of this consultancy.
- Conduct detailed mapping and analysis of the vulnerable groups with support from the National Project Coordinator. The consultant is expected to align her/his workplan to the micro-level risk assessment activities in the selected pilot areas. Coordination with the risk assessment team is necessary in order to select the appropriate population samplings of vulnerable groups in the pilot areas. The consultant has to ensure the active engagement of vulnerable groups in the risk assessment process. S/he will brief field staffs on a vulnerable group engagement strategy and monitor its implementation during the data collection process. All activities, as much as possible, will be conducted virtually due to the pandemic.

In case of unavailability of disaggregated data, a mixed-methods approach is suggested. This could be based on available quantitative, qualitative and geo-referenced datasets at UNDP and other organizations, review of assessments and surveys conducted by UNDP and other organizations, key informant interviews, focus group discussions, online questionnaire survey, case study development and/or other methodologies. Triangulation is a core principle in mixed-methods data collection as it ensures that the results are cross-validated with different sources and linked up into a coherent and credible evidence base. See a list of questions below to guide the mapping and analysis.

The mapping and analysis should be gender sensitive. For example if one of the vulnerable groups identified is persons with disabilities, the mapping and analysis should examine the different barriers faced by women and men with different types of disabilities (physical, vision, hearing, speech, cognitive or psychosocial) in anticipating, coping with and recovering from disaster risks. Where possible, other intersectionalities should also be examined, such as age, educational level, income level, type of employment, ethnicity, etc. Consider also the multiple and intersecting barriers, including physical barriers, information and communication barriers, attitudinal barriers, and legal and policy barriers.

- Upon completion of the mapping and analysis, organize and facilitate a workshop (face-to-face or virtual), including suggesting specific individuals/organizations who should be invited to the workshop. The workshop aims to share the findings and next steps, and seek any further inputs and

recommendations from relevant individuals/organizations, particularly on potential digital solutions for empowering vulnerable groups, or potential areas to focus on to address main barriers and priority needs.

The mapping and analysis of vulnerable groups should answer the following questions:

- Where are they located? Based on their location what is their disaster risk level? To what threats or hazards are they vulnerable to?
- What are the barriers (physical, informational, attitudinal, legal, etc.) they face in anticipating, coping with and recovering from disaster risks?
- Why are they not receiving the information needed to reduce disaster risks, and recover faster and better?
- For those who receive risk information why are they not able to act on information to reduce disaster risks, and recover faster and better?
- How has COVID-19 impacted their lives and livelihoods?
- What are their priority needs and aspirations?
- What have been their coping capacities?
- What are the main channels for accessing information and for communicating? What devices are they using and what are they using the devices for (social media, entertainment, e-commerce, digital wallet, education, etc.)?
- What are the barriers they face in access to and use of digital technologies (affordability, poor-quality connectivity, lack of awareness, lack of literacy and digital skills, lack of relevant content, privacy and security issues, socio-cultural constraints)?
- What solutions (digital and non-digital) for crisis response and resilience building exist or are being designed for vulnerable groups? Which solutions are most effective? What are the lessons learned?
- What are the barriers (physical, informational, attitudinal, legal, etc.) they face in participating in the co-design of DRR/CCA solutions, governance and decision-making?
- What mechanisms or opportunities are in place that enable them to participate in the co-design of DRR/CCA solutions, governance and decision-making?
- For countries where there is ongoing or recent disaster recovery programmes, what measures are in place to ensure inclusion of vulnerable groups in decision-making and in accessing the assistance from the programmes?

Final Product:

The consultant will deliver the following final products, as relevant and agreed to prior to commencement of any task as below details:

Expected deliverables

Deliverables/Outputs	Target Due Dates	No. of days
A) An inception report with methodology for mapping and analysis including strategy to engage vulnerable group during the assessment, and outline of the report and BSAFE certificate submission.	1 st week of the contract	2 days
B) A consultation with relevant organizations to seek inputs for mapping and analysis.	2 nd week of the contract	3 days
C) A field staff briefing on engaging vulnerable group strategy and implementation monitoring during the data collection process.	4 th week of the contract	3 days

D) Detailed vulnerability mapping in the pilot areas of micro-level risk assessment.	5 th and 6 th week of the contract	12 days
E) A workshop with relevant organizations to share findings from mapping and analysis.	7 th week of the contract	5 days
F) A report on mapping and analysis of vulnerable groups and recommendations on the development of digital solutions for these groups.	8 th week of the contract	5 days

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will report to National Project Coordinator DIRECT in the UNDP Country Office and will liaise closely with the BRH DRR team in delivering the outputs of this consultancy.

Duration of the Work

30 days (in total) from April to June 2021 (2 months)

Duty Station

Home-based with no travel.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
	N/A	N/A	N/A

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on lump sum fee. Consultant shall quote an all-inclusive lump sum fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed at actual documented cost.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates.

Schedule of Payment

The payment shall be made in three installments based on deliverables. All deliverables must be approved and based on satisfactory by BRH DRR team.

Schedule	Milestones
First payment of 30%	Upon completion and approval of Deliverable A and B
Second payment 40%	Upon completion and approval of Deliverable C and D
Third payment 30 %	Upon completion and approval of Deliverable E and F

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master's degree in a discipline relevant to development studies, gender studies, international relations, political science, social science, disaster risk reduction, risk management, information and communications technology (ICT) for development, or other related fields.

Experience:

- Minimum five years of professional work experience in international development with focus on increasing access to risk information for vulnerable groups
- Demonstrated experience and understanding of gender-sensitive methodologies for conducting mapping, assessments and/or analyses of vulnerable groups. Experience with analyzing ICT access and use among vulnerable groups an added advantage
- Documented experience of using a mixed-methods approach for research, including analysis of quantitative, qualitative and geo-referenced datasets
- Previous experience working with agencies implementing disaster risk reduction preferred
- Previous experience engaging with digital innovations for sustainable development preferred

III. Competencies and special skills requirement:

Competencies

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Displays integrity and fairness - embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age
- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines
- Ability to work under minimum supervision
- Highly motivated with a positive attitude and problem-solving approach
- Good interpersonal and networking skills, supports and encourages open communication.

Language requirements

- Excellent English and Indonesian communications skills and writing skills.

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%

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Only candidates obtaining a minimum of 49 point of the total technical points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical (Maximum 100 points)</u>		
<i>Criteria A: qualification requirements as per TOR:</i>	70%	
<ul style="list-style-type: none">Criteria 1: Relevance of Education : Master's degree in a discipline relevant to development studies, gender studies, international relations, political science, social science, disaster risk reduction, risk management, information and communications technology (ICT) for development, or other related fields		10
<ul style="list-style-type: none">Criteria 2: Minimum five years of professional work experience in international development with focus on increasing access to risk information for vulnerable group		15
<ul style="list-style-type: none">Criteria 3: Demonstrated experience and understanding of gender-sensitive methodologies for conducting mapping, assessments and analyses of vulnerable groups. Experience with analyzing ICT access and use among vulnerable groups an added advantage		15
<ul style="list-style-type: none">Criteria 4: Documented experience of using a mixed-methods approach for research, including analysis of quantitative, qualitative and geo-referenced datasets		10
<ul style="list-style-type: none">Criteria 5: Experience working with agencies implementing disaster risk reduction		10
<ul style="list-style-type: none">Criteria 6: Experience engaging with digital innovations for sustainable development		10

Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none"> • Understands the task and applies a methodology appropriate for the task • Important aspects of the task addressed clearly and in sufficient detail • Logical, realistic planning for efficient project implementation. 	30%	10 10 10
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Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or [P11](#)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

Annexes

- I - [Individual IC General Terms and Conditions](#)
- II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template