

TERMS OF REFERENCE

UNDP Bangkok Regional Hub

Position Title:	International Consultant for Building Resilience
Type of Contract	International Individual Contractor
Project:	Disaster Risk Reduction and Recovery
Languages Required:	English
Duration of Initial Contract:	3 January – 30 April 2022
Locations	Home-based

BACKGROUND

UNDP's disaster risk reduction (DRR) efforts aim to 'risk-inform' development in line with the goals and targets of the Sustainable Development Goals (SDGs) and the Sendai Framework for Disaster Risk Reduction. 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. Since 2005, UNDP has invested US\$2.1 billion in disaster risk reduction and recovery. UNDP has worked with UN System agencies and partners to increase political commitment to integrating disaster risk reduction into economic and social planning processes.

The Disaster Risk Reduction and Building Resilience Team (DRT) at the Bangkok Regional Hub provides strategic policy and technical support to UNDP Country Offices in the Asia Pacific region to strengthen capacities of governments and communities in crisis response, preparedness, risk reduction and recovery. From positioning UNDP as a key partner in this area of work to augmenting on the ground capacities for crisis response and recovery in the event of large-scale disasters, the DRT works closely with UN agencies, regional associations and partners in helping countries achieve global, regional and national development goals. The DRT has also helped Country Offices mobilize resources by implementing global, regional or multi-country projects and collaborate more closely with the Global Policy Network within UNDP for cross-practice and integrated work on crisis response and recovery, urban resilience and risk-informed development.

OBJECTIVES, DUTIES AND RESPONSIBILITIES

In alignment with UNDP's next Strategic Plan, the global DRT is aiming to move UNDP support to risk-informed development to the next level. It recognizes that there is risk to development i.e. the current trajectory of conflict, disasters and fragility is challenging the achievement of the SDGs by 2030, there is risk from development i.e. the development process itself can be a major driver of risk and that there are changing risk attributes i.e. risk has become increasingly systemic and multi-dimensional. This shift is reflected in UNDP BRH's Regional Project Document which emphasizes resilience as an outcome that is based on the integration of multiple risks particularly emerging from conflict, natural hazards and climate change, and migration and displacement.

Under the supervision of the Regional Team Leader, DRT, UNDP Bangkok Regional Hub, the International Consultant will be responsible for developing BRH's integrated approach to Building Resilience. The consultant will be responsible for three distinct yet inter-related knowledge products that aim to inform the regional DRT within the regional GPN integrated approaches in support of these countries.

The first knowledge product is a position paper on Building Resilience in fragile states, focused on Afghanistan, Myanmar and the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM). The consultant will be expected to undertake research, consult with Country Offices, the Global Policy Network at BRH and other stakeholders and develop and disseminate a succinct position paper.

The second knowledge product is a position paper on UNDP's Prevention Offer focused on the Maldives, the Pacific Countries and Sri Lanka where there are potential triggers towards fragility. The consultant will follow a

similar process to the first position paper and work closely with the Peacebuilding Advisor based in the Philippines.

The third knowledge product is a short paper on policy recommendations for UNDP's Human Security approach, emerging from the DRT's ongoing collaboration with the Japan International Cooperation Agency (JICA) on this theme.

Given the inter-related nature of the deliverables, the consultant is expected to work on all three knowledge products simultaneously rather than sequentially. In order to establish a smooth working process, the consultant is expected to draft an inception report with a clear work plan.

EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/Outputs	Due Dates	No. of days
1. Inception Report/ Work Plan: <ul style="list-style-type: none">- Methodology- Timeline- Annotated outline for all 3 knowledge products	28 January 2022	20
2. Position paper on Building Resilience in fragile states	25 February 2022	20
3. Position paper on UNDP's Prevention Offer	25 March 2022	20
4. Policy recommendations for UNDP's Human Security approach	25 April 2022	20

INSTITUTIONAL ARRANGEMENT

The Consultant will report directly to the Team Leader, BRH DRT and work in close collaboration with relevant Country Offices, GPN focal points and other stakeholders. Since the IC will be home-based, virtual meetings will be held regularly with the Team Leader and the focal points.

DURATION OF THE WORK

This assignment will start on 3 January 2022 and complete on 30 April 2022, for 80 working days.

DUTY STATION

Home-based

REQUIRED SKILLS AND EXPERIENCE

I. Academic Qualifications:

Advanced or Masters' Degree in International Relations, Disaster Management, Political Science, Development Studies, Social Sciences, Environmental Science or other relevant discipline.

II. Years of experience:

- Minimum five years of experience in conflict/ crisis/ disaster response, disaster management, risk reduction and resilience building
- Minimum two years of experience working in an international organization, multi-cultural environment and/or UN agencies
- Minimum two years of experience working in the Asia and Pacific region

III. Language:

Fluency in spoken and written English.

COMPETENCIES

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Advocates and promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Ability to conceptualize issues and analyze data;
- Ability to work under pressure and meet deadlines;
- Advocates effectively;
- Communicates sensitively and effectively;
- Demonstrates strong IT skills.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The method of payment is output-based scheme. The payments shall be released upon satisfactory submission of the required deliverables by or before the due dates, or as otherwise agreed with the Disaster Risk Reduction and Recovery Team. The required review time is between two to four weeks after submission of the deliverables.

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.

Schedule of payments:

Schedule	Milestones	Due Dates
First payment of 50%	Upon completion and approval of Deliverable 1, 2	25 February 2022
Second and final payment of 50%	Upon completion and approval of Deliverable 3, 4	25 April 2022

EVALUATION OF CANDIDATES:

Individual consultants will be evaluated based on the following methodology:

Cumulative Analysis: The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, 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 set of weighted combine technical evaluation of desk review and interview (70%), and financial criteria (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.

Technical Criteria for Evaluation – 70% (Maximum 70 points)

- Criteria 1: Advanced or Masters' Degree in International Relations, Disaster Management, Political Science, Development Studies, Social Sciences, Environmental Science or other relevant discipline – **(Max 10 points)**
- Criteria 2: Minimum five years of experience in conflict/ crisis/ disaster response, disaster management, risk reduction and resilience building – **(Max 30 points)**
- Criteria 3: Minimum two years of experience working in an international organization, multi-cultural environment and/or UN agencies – **(Max 15 points)**
- Criteria 4: Minimum two years of experience working in the Asia and Pacific region – **(Max 15 points)**

****Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.**

Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$.

Where:

- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

Application Procedure / Recommended presentation of offer

Instructions to Applicants: Click on the "**Apply now**" button. Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. Upon completion of the first page, please hit "submit application" tab at the end of the page then the uploading option for the required document will be available.

Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

1. **Letter of Confirmation of Interest and Availability with Financial Proposal** (in USD) using the template provided as **Annex III**

[Financial proposal: Consultant shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided for the entire assignment. 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 proposed fee submitted in the proposal]

If an Offeror is employed by an organization/ company/ institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

2. **P11 / Personal CV**, 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.

****Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification**

****Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

The short-listed candidates may be contacted, and the successful candidate will be notified.

Approved by Sanny Jegillos, Senior Advisor, DRR team



10 November 2021