

## TERMS OF REFERENCE Individual Contractor

### 1. Assignment Information:

<b>Assignment Title:</b>	Disaster Financing Specialist (International Consultant) support to the development financial preparedness planning and post-disaster budget execution capabilities
<b>Cluster/Project:</b>	ADB-UNDP administrative arrangement for the implementation of Output 3 "Resilient Recovery Capacity Enhanced"
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Home based (with a possible mission, 10 days to Phnom Penh, Cambodia)
<b>Expected Place of Travel:</b>	Travel to meet key line Ministries
<b>Contract Duration:</b>	35 days over a course of 5-month period from February 2022 to June 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 3 will strengthen capacity in Armenia, Cambodia, Fiji and Sri Lanka, to ensure that appropriate disaster-resilient measures are defined and can be applied into pre and post-disaster planning for recovery efforts. The activities under this project will concentrate on supporting post-disaster needs assessment (PDNA)<sup>1</sup> 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.

For the implementation of Output 3 UNDP will undertake the following tasks:

- Develop 4 comprehensive country-specific post-disaster recovery plans, based on detailed consultations and needs assessment to ensure that support builds on existing efforts and is well coordinated;
- Design and delivery of capacity building workshops (including related materials) for government officials and other stakeholders in disaster recovery planning, including country specific PDNA Guidelines, with focus on relevant road infrastructure-related sectors, in each of the 4 DMCs.
- **Provide technical inputs to the governments on developing their financial preparedness planning and post-disaster budget execution capabilities**, in close collaboration with relevant ministries and private sector organizations; and
- Design and publish country specific PDNA and DRF Guidelines with focus on relevant infrastructure-related sectors, in the context of Asia and the Pacific.

The project officially started in January 2021 and will be implemented over a period of about two years by the

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<sup>1</sup> 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.

UNDP Country Offices in coordination with the ADB resident missions and national relevant stakeholders in each country.

In the context of the implementation of the tasks described above, the purpose of this assignment is to **provide technical inputs to the Governments of Cambodia on developing their financial preparedness planning and post-disaster budget execution capabilities**. This assignment will complement actions undertaken to formulate a sector-specific disaster recovery plan in each country.

The development of this assignment will require the engagement of relevant national institutions, such as the Ministry of Economy and Finance, but also the participation of the financial departments of the Ministry of Public Works and Transport and Ministry of Rural Development involved in this initiative. The engagement of these actors in the development of a Disaster Recovery Framework will be key to the formulation of practical and feasible recommendations to address the challenges involved in the design and application of the financial mechanisms to strengthen pre-disaster preparation for recovery and post-disaster recovery capacities.

### **3. Objective:**

The objective of this consultancy is to provide technical inputs to the Government of Cambodia on developing their financial preparedness planning and post-disaster budget execution capabilities.

The consultant should analyse existing disaster risk financing policies and instruments (ex-ante and ex-post) and discuss with the project task force recommendations for strengthening the financial preparedness planning including the development of specific financial instruments.

In this sense, the Financial Preparedness Plan should include legal and institutional arrangements for disaster risk financing, funding gap analysis, and proposals of introducing one (or more) financial measure/instrument to the country (including roles of institutions, costs, timeline, etc.).

### **4. Scope of the Work:**

For the development of this assignment the consultant will:

- Develop an inception report outlining the scope of work, objectives, methodology and deliverables for Cambodia based on the technical discussions held with the relevant stakeholders.
- Identify and describe existing financing policies for recovery in Cambodia, with emphasis on the selected road sector-specific.
- Mapping existing capacities for mobilizing internal and external financial resources for pre and post disaster recovery interventions in Cambodia, with emphasis on the selected road sector-specific, including:
  - Existing legal and institutional frameworks for disaster risk financing including mechanisms/procedures to develop and approve budgets for recovery and administrative arrangements/capacities to disburse funds; existence of a transparent accountability framework to track, monitor and report on expenditures incurred for recovery.
  - Existing funding sources/financial instruments (ex-ante – ex-post);
  - Domestic insurance market overview
  - Funding Gap estimates based on individual past disasters
- Design and conduct technical sessions with relevant stakeholders to present and discuss recommendations/options for strengthening the financial preparedness planning and post-disaster budget execution capabilities. The methodology for the delivery of the technical sessions will be designed in coordination with relevant stakeholders in Cambodia.
- Provide inputs for the development of the country and sector specific Disaster Recovery Plan in Cambodia on road sector.

- Prepare a report describing main findings and recommendations for strengthening the financial preparedness planning and post-disaster budget execution capabilities in Cambodia.
- Facilitation of technical sessions to present and discuss recommendations for strengthening the financial preparedness planning and post-disaster budget execution capabilities in the country.

## 5. Expected Outputs and Deliverables

The main deliverables of this consultancy are:

N	Deliverables/Outputs	Estimated Duration to Complete	Target Dates	Due	Review and Approvals Required <i>(Indicate designation of person who will review outputs and confirm acceptance)</i>
1	Develop an inception report outlining the scope of work, objectives, methodology and deliverables for Cambodia based on the technical discussions held with the relevant stakeholders.	3 days	31 March 2022		Programme and Result Cluster (UNDP Cambodia), Disaster Risk Reduction and Recovery Team for Building Resilience, Crisis Bureau (UNDP HQ)
2	Facilitation of technical sessions to present and discuss recommendations for strengthening the financial preparedness planning and post-disaster budget execution capabilities in Cambodia.	7 days	30 April 2022		
3	Develop a Disaster Financial Preparedness Analysis Report including technical recommendations for strengthening the financial preparedness planning and post-disaster budget execution capabilities in Cambodia.	25 days	15 June 2022		

## 6. Management Arrangements:

Under the overall supervision of the Global Recovery Advisor, the Consultant will work in close coordination with the National Recovery Coordinator in implementing the activities and delivery of the outputs mentioned above.. 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.

## 7. Duration of the Work and Duty Station

The consultant will work for 35 working days a course of 5 months period from February 2022 to 30 June 2022. The duty station for this assignment is homebased and in Phnom Penh if the Covid pandemic situation allows. The consultant is expected to travel to Phnom Penh, Cambodia for 10 days. All related travel costs to Phnom Penh should cover by consultant.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the *Basic Security in the Field (BSIF) training* (<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.<sup>i</sup>

## 8. Qualification of the Individual Successful Consultant:

<b>Education</b>	<ul style="list-style-type: none"> <li>• Postgraduate degree in economics and/or finance Master'. In lieu of an advanced degree, a Bachelor university degree with 5 additional years of experience in post-disaster financing activities may be considered</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least seven (5) years of experience in undertaking post-disaster financing related activities in developing countries</li> <li>• Proven experience in working in similar projects in Asia and the Pacific is required.</li> <li>• Understanding of disaster financing approach in developing countries</li> <li>• Excellent writing skills, with analytic capacity and ability to synthesize inputs and relevant findings</li> <li>• Knowledge and understanding of post disaster recovery context and role of multilaterals and bilateral in supporting national governments.</li> <li>• Strong experience in leading and coordinating discussions and consultations with a range of stakeholders, both national governments, multi-lateral and bilateral agencies; including experience in drafting reports for UN agencies, European Union or World Bank.</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Strong analytical and quantitative skills, alongside strong synthesis and strategic thinking skills;</li> <li>• Ability to interact with senior government officials and a wide range of stakeholders (including private sector) and to facilitate discovery and planning processes;</li> <li>• Team leadership experience with strong communication skills; and</li> <li>• Excellent written and oral communication skills.</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>• Excellent command of English (both spoken and written)</li> </ul>

## 9. Criteria for Evaluation

Please find below for transparency and information purposes the general criteria, which will be used in evaluating the acceptability and level of technical compliance of the candidates, as well as their corresponding weight.

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
At least seven (5) years of experience in undertaking post-disaster financing related activities in developing countries	30 points
Understanding of disaster financing approach in developing countries	20 points

Strong experience in leading and coordinating discussions and consultations with a range of stakeholders, both national governments, multi-lateral and bilateral agencies; including experience in drafting reports for UN agencies, European Union or World Bank.	30 points
Proven experience in working in similar projects in Asia and the Pacific is required	20 points
<b>Total Obtainable Score:</b>	<b>100</b>

## 10. Payment Modality

Payments will be made upon submission of completed deliverables and a report describing the activities approved by the consultant's supervisor as per the timeline indicated above. The payment schedule is presented as below:

	<b>Schedule of payment</b>	<b>Percentage</b>
1	Upon submission of inception report detailing scope of work, objectives, methodology for completing the assignment	30%
3	Upon presentation of the report with technical recommendations for strengthening the financial preparedness planning and post-disaster budget execution capabilities in each country	40%
4	Upon submission of final assignment reports	30%

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<sup>i</sup> POPP: <https://intranet.undp.org/global/popp/cap/Pages/administration-of-travel-of-ic.aspx>