

Terms of Reference

GENERAL INFORMATION

Title: National Consultant for Country Diagnostic on Inclusive Insurance and Risk Finance for Indonesia

Project Name: Insurance and Risk Finance Facility Program

Reports to: National Project Officer for Insurance and Risk Finance

Duty Station: Home Based

Expected Places of Travel (if applicable): Refers to UNDP rules and regulations if there are unforeseen travels

Duration of Assignment: 40 working days within April – July 2022

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
4	(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	P11 or CV with three referees
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

Need for presence of IC consultant in office:

- ☒ partial, *presence of the consultant needed during consultation with related ministries/agencies*
- ☐ intermittent (explain)
- ☐ full time/office based

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:

Name: Jensi Sartin

Title: National Project Officer for Insurance and Risk Finance

I. BACKGROUND

The United Nations Development Programme (UNDP) is a global organization with 17,000 staff working in approximately 170 offices towards supporting governments in developing strong policies, institutions, and partnerships to achieve the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals.

UNDP's policy work carried out at HQ, Regional and Country Office levels forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy.

To streamline its financial and investment engagement, UNDP launched the Finance Sector Hub, a finance and innovation platform, that draws on a critical mass of UNDP expertise, initiatives, and partnerships to support the mobilization and leveraging of resources for the SDGs and lead the implementation of the new UNDP private sector strategy and other initiatives.

UNDP's Work on Insurance and Risk Financing

The collaboration between the insurance industry and the development sector has grown significantly over the last five years. Key initiatives, such as the Insurance Development Forum, InsuResilience Global Partnership and the Ocean Risk and Resilience Action Alliance, have evolved into significant policy and standard setting partnerships, bringing together countries, the development sector, and the private and mutual/cooperative sectors of industry. Increasingly, these partnerships are moving beyond policy to programming, with a strong focus on not only delivering insurance and risk financing solutions to countries and communities, but also on long-term transformational change of insurance markets.

UNDP's growing work in this space has led to the creation of a flagship initiative on insurance and risk finance, and the creation of a dedicated facility for supporting UNDP Country Offices and country partners worldwide. This work covers a range of critical areas where insurance and risk transfer solutions and collaboration with the industry can add significantly to achieving and delivering on the Sustainable Development Goals (SDGs.) Covering inclusive insurance, sovereign risk financing, insurance investments, natural capital, health, SME development and more, UNDP will work towards developing and delivering insurance solutions together with countries and communities, as well as collaborating with partners to transform insurance markets through enhancing legislation, regulation and institutional capacity.

Diagnostic report for Inclusive Insurance and Risk Finance

As part of the increasing operationalisation of the work of the UNDP Insurance and Risk Finance Facility (IRFF), there is a need to prepare a full diagnostic review of all issues relevant to the inclusive insurance and risk finance environment in Indonesia. This diagnostic will examine supply and demand issues, everything from the legislative and regulatory environment through to community needs, the potential for how insurance and the INFF process can be linked, for inclusive insurance and risk finance, through to insurance investments and natural capital.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

UNDP is looking for a national consultant who will be responsible to lead the development of a diagnostic report by the UNDP Indonesia Country Office for inclusive insurance and risk finance for Indonesia.

The assignment will involve the following:

- a) Develop a list of key insurance stakeholders in country, focusing on providers of inclusive insurance and risk finance

- b) Arrange and facilitate strategic engagement with key stakeholders at different levels to collect information and data along with expert comments and or perceptions of the status of the insurance industry
- c) Arrange and undertake interviews with CO support as required with key stakeholders
- d) Coordinate and collect information and data required from key stakeholders
- e) Complete analysis of information and data
- f) Facilitate an inception workshop (after 3 to 4 weeks from beginning of project and completion of the inception report) with UNDP, and a validation workshop (when report is in draft final version stage) with stakeholders.
- g) Regularly update UNDP institutional advisor and regional IRFF specialist of progress
- h) Prepare full diagnostic report (see below deliverable)

Expected Outputs and deliverables

- a) A **high-level inception report**, detailing work plan, timeline, a list of national government institutions with contacts of key persons, private sector, and other stakeholders to be consulted. Focusing on providers of inclusive insurance and risk finance and initial information and data collected and a scan of the environment for inclusive insurance and risk finance.
- b) An **inception workshop** where the intentions of the diagnostic are introduced to key stakeholders, initial findings from desk review are presented to facilitate discussions among participants that correspond to the research areas of the diagnostic.
- c) A **diagnostic report** that presents and analyses quantitative and qualitative data, guided by the UNDP IRFF diagnostic methodology and report outline (see Annex B for prescribed report outline)
- d) A **final validation workshop** where the findings and recommendations from the diagnostic exercise are presented to solicit feedback from invited stakeholders
- e) **Final country diagnostic report** on inclusive insurance and risk finance for Indonesia, this report will also include full quantitative and qualitative analysis and a baseline of recommendations for future UNDP engagement with different stakeholders on inclusive and risk financing

The suggested activities schedule is

No	Activities	Timeline
1	Submission of a high-level inception report	Within 2 weeks after contract signing or 29 April 2022 at the latest
2	Facilitation and presentation at inception workshop	Within 4 weeks after contract signing or 12 May 2022 at the latest
3	Submission of a diagnostic report for inclusive insurance and risk finance for Indonesia, complete with full quantitative and qualitative analysis	Within 10 weeks after contract signing or 20 June 2022 at the latest
4	Facilitation and presentation at validation workshop	Within 12 weeks after contract signing or 30 June 2022 at the latest
5	Submission of final country diagnostic report that covers the key areas the CO and IRFF team advisor agree are relevant for the country based on the Final validation workshop	15 July 2022 at the latest

The outline of the final country diagnostic report is:

- A. Underlying Risk and Development Information
 - a. Hazard Profile
 - b. Crisis and Disaster History

- c. Political Economy
- d. Development Dynamics
- e. Technology
- f. Data Mapping
- B. Market Conditions for Inclusive Insurance
 - a. Overview of Current Market
 - b. Legislation, Regulation, Institutional Capacity (the enabling environment)
 - c. Market Demand
 - d. Supply, Providers
- C. Market Conditions for Risk Finance
 - a. Existing Assessments of Disaster Risk
 - b. Fiscal Impact
 - c. Existing Legal and Institutional Framework
 - d. Existing Disaster Risk Finance Mechanisms and Instruments
 - e. Funding Gap Analysis
- D. Insurance and Risk Finance and Development Integration
 - a. In Development Frameworks
 - b. In Development Financing
- E. Additional information in the areas of Investment and Natural Capital

Scope of work	Deliverables/ Outputs	Estimated number of working days (wds)	Completion deadline	Review and Approvals Required
1	Deliverable 1 a) A high-level inception report b) Brief report on the facilitation and presentation at inception workshop	5 wds	April 2022	National Project Officer for Insurance and Risk Finance and IRFF Specialists
2	Deliverable 2 A diagnostic report for inclusive insurance and risk finance for Indonesia, complete with full quantitative and qualitative analysis	26 wds	June 2022	National Project Officer for Insurance and Risk Finance and IRFF Specialists
3	Deliverable 3 a) Brief report on the facilitation and presentation at validation workshop b) Final country diagnostic report that covers the key areas the CO and IRFF team advisor agree are relevant for the country based on the Final validation workshop	9 wds	July 2022	National Project Officer for Insurance and Risk Finance and IRFF Specialists

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will be reporting to National Project Officer for Insurance and Risk Finance and IRFF Specialists seeking approval and acceptance of the above-mentioned outputs. The consultant is expected to be in regular contact with UNDP Country Office, including with Resilience and Reconstruction Unit who lead development of study on disaster risk financing, and update and report on his/her progress on a weekly basis.

Duration of the Work

Expected duration of work is from April to July 2022 for 40 working days. The consultant is expected to support the deliverables on a part-time basis.

Duty Station

The consultant will be home based, with regular coordination with UNDP project team in Jakarta and Bangkok

Travel Plan

Travel will be arranged by Hiring Unit which refers to UNDP rules and regulations if Consultant is requested to travel in Jakarta greater area.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University degree (Masters or above) in business administration, finance, economics or other relevant disciplines is required

Minimum experience requirement:

1. Proven track record of minimum 5 years in insurance promotion through public or private sector
2. Excellent understanding of both inclusive insurance and risk financing markets, in Indonesia, with additional knowledge of the broader environmental factors
3. Experience in data collection, research and _ analytical skills
4. Demonstrate understanding of key relevant areas and stakeholders, such as insurance legislation, regulation and institutions, industry capacity and engagement, consumer awareness - is highly desirable
5. Experience in collaborating with international and national experts and institutions is highly desirable
6. Excellent written and verbal English language skill

Competencies and special skills requirement:

- Strong leadership and good communication skills.
- Strong analytical, reporting and writing skills.
- Openness to change and ability to receive/integrate feedback.
- Ability to plan, organize, implement, and report on work.
- Ability to work under pressure and tight deadlines.
- Proficiency in the use of office IT applications and the internet in conducting research.
- Good presentation and facilitation skills.
- Demonstrates integrity and ethical standards.
- Positive, constructive attitude to work.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Strong field work experience and strong communication skills in community and other relevant stakeholders

V. EVALUATION METHOD AND CRITERIA

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 60 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	100
Criteria A: Qualification Requirements as per TOR:		70
1. University degree (Masters or above) in business administration, finance, economics or other relevant disciplines is required		10
2. Proven track record of minimum 5 years in insurance promotion through public or private sector		15
3. Excellent understanding of both inclusive insurance and risk financing markets, in Indonesia, with additional knowledge of the broader environmental factors		12
4. Experience in data collection, research and _ analytical skills		10
5. Demonstrate understanding of key relevant areas and stakeholders, such as insurance legislation, regulation and institutions, industry capacity and engagement, consumer awareness - is highly desirable		12
6. Experience in collaborating with international and national experts and institutions is highly desirable		6
7. Excellent written and verbal English language skill		5
Criteria B: Brief Description of Approach to Assignment:		30
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		14
2. Important aspects of the task addressed clearly and in sufficient detail		12
3. Logical, realistic planning for efficient project implementation		4