Terms of Reference

GENERAL INFORMATION

Title: Network Consultant for Connecting Business initiative (CBi)
Project Name: Resilience and Reconstruction Unit (RRU)
Reports to: Technical Analyst Resilience and Reconstruction Unit (RRU)
Duty Station: Jakarta
Expected Places of Travel (if applicable):
Duration of Assignment: 40 working days within 4 months (estimated May – August 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) Senior Specialist
  (5) Expert/ Advisor
✓ CATEGORY OF INTERNATIONAL CONSULTANT, please select:
  (6) Junior Specialist
  (7) Specialist
  (8) Senior Specialist
APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓ P11
✓ Copy of education certificate
✓ Completed financial proposal
✓ Completed technical proposal

Need for presence of IC consultant in office:
✓ partial (explain)
☐ intermittent (explain)
☐ 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

The Connecting Business initiative (CBi) project was created by the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) and the United Nations Development Programme (UNDP) in 2016. CBi is dedicated to helping businesses around the world prepare for, respond to, and recover from disasters by effectively engaging with the United Nations and the broader international humanitarian and development systems.

CBi is a network of independent chambers of commerce, trade federations, business associations and private foundations that are ready, willing, and able to lead private sector disaster management in their countries. CBi empowers local businesses to work hand-in-hand with governments, civil society, humanitarian organizations and affected people to alleviate human suffering while building more resilient societies.

CBi is jointly managed by OCHA and UNDP.

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals SDGs. UNDP’s policy work carried out at headquarters, regional hubs and country offices, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy.

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA also ensures there is a framework within which each actor can contribute to the overall response effort. With its partners, OCHA contributes to principled and effective humanitarian response through coordination, advocacy, policy, information management and humanitarian financing tools and services.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

CBi consists of a Secretariat based in Geneva, Switzerland and Istanbul, Turkey, plus thirteen affiliated Member Networks around the world. In Indonesia, the CBi Member Network is the Kamar Dagang dan Industri Indonesia (KADIN). The CBi Member Network Consultant for Indonesia plays a critical role in supporting and building the capacity of KADIN as CBi Indonesia in close collaboration with OCHA and UNDP Indonesia, as well as with other UN agencies and humanitarian and development partners in the country and in the region.

Under the overall supervision of the CBi Network Coordination Specialist, based in Istanbul, Turkey, and the RRU Technical Analyst from UNDP Indonesia and the Humanitarian Affairs Analyst from OCHA Indonesia, the CBi Member Network Consultant is responsible for:

Partnership-building and supporting the engagement of KADIN as CBi Indonesia with government, UN agencies, and other private sector stakeholders.

1. In close coordination with KADIN, the CBi Network Coordination Specialist, UNDP Indonesian RRU Technical Analyst, and OCHA Indonesia Humanitarian Affairs Officer, the CBi Member Network Consultant for Indonesia will lead the planning and preparation for the network launch and planning workshop in May;
2. Support CBi, UNICEF, OCHA and UNDP Indonesia when it comes to advocating for the National Framework on Business Engagement in Disaster Resilience;
3. Support KADIN to work with other actors in identifying opportunities for private sector engagement in disaster risk management in Indonesia;
4. Support KADIN’s crisis coordination capability by providing technical and operational support to KADIN during emergencies; and,
5. Performs other related duties as may be assigned by the CBI’s Network Coordination Specialist, UNDP RRU Technical Analyst and OCHA Humanitarian Affairs Analyst.

6. **Conduct of KADIN’s network launch event and planning workshop**
   - Develop the concept note KADIN’s launch event and planning workshop;
   - Organize and support KADIN in conducting the network launch event and planning workshop. *Estimated duration to complete: 3rd week of May;*
   - Produce an activity report capturing key agreements and workshop outputs.

7. **Conduct of focus group discussions on the draft National Framework for Business Engagement in Disaster Resilience**
   - Develop the concept note for the focus group discussion on private sector’s support to the draft National Framework for Business Engagement in Disaster Resilience;
   - Organize at least one focus group discussion with private sector, relevant ministries, and UN agencies; and,
   - Produce an activity report capturing key agreements and recommendations to finalize the draft framework.

8. **Conduct consultation sessions on private sector voluntary commitments**
   - Develop the concept note for a consultation session to gather inputs from KADIN and other private sector networks on voluntary commitments on disaster risk reduction, disaster risk management, and humanitarian action;
   - Organize at least two consultation sessions; and,
   - Produce an activity report capturing key agreements and discussions

### Expected Outputs and deliverables

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated number of working days</th>
<th>Completion deadline</th>
<th>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1</td>
<td>20 days</td>
<td>June 2022</td>
<td>Jointly reviewed and approved by Technical Analyst RRU of UNDP, Humanitarian Affairs Officer of OCHA, and the CBI Network Coordination Specialist</td>
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<tr>
<td>• Concept note KADIN’s launch event and planning workshop;</td>
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<tr>
<td>• Report on network launch event and planning workshop.</td>
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<tr>
<td>• Report capturing key agreements and workshop outputs other than the launch event</td>
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<tr>
<td>Deliverable 2</td>
<td>10 days</td>
<td>July 2022</td>
<td>Jointly reviewed and approved by Technical Analyst RRU of UNDP, Humanitarian Affairs Officer of OCHA, and the CBI Network Coordination Specialist</td>
</tr>
<tr>
<td>• Concept note for the focus group discussion on private sector’s support to the draft National Framework for Business Engagement in Disaster Resilience;</td>
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<tr>
<td>• Report of the focus group discussion (FGD) with private</td>
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</table>
sector, relevant ministries, and UN agencies; and,
- Report capturing key agreements and recommendations to finalize the draft framework

<table>
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<tr>
<th>Deliverable 3</th>
<th>10 days</th>
<th>Aug 2022</th>
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<tbody>
<tr>
<td>• Concept note for a consultation session to gather inputs from KADIN and other private sector networks on voluntary commitments on disaster risk reduction, disaster risk management, and humanitarian action;</td>
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<tr>
<td>• Report of the consultation sessions; and,</td>
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<tr>
<td>• Report capturing key agreements and discussions other than the consultation sessions</td>
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</tbody>
</table>

Jointly reviewed and approved by Technical Analyst RRU of UNDP, Humanitarian Affairs Officer of OCHA, and the CBi Network Coordination Specialist

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement
- The Consultant shall report to the CBi Network Coordination Specialist based in Istanbul, Turkey, to the RRU Technical Analyst from UNDP Indonesia and to the Humanitarian Affairs Officer from OCHA Indonesia.
- The Consultant shall be ready to undertake domestic travel on behalf of the CBi Secretariat during the assignment period if required and the travel expenses will be covered following UNDP rules and procedures.

#### Duration of the Work
40 working days within 4 months, estimated May – August 2022

#### Duty Station
Homebased

#### Travel Plan
Currently, travel is not applicable. However, should there be needs, travel can be made upon receiving approval from the CBi Network Coordination Specialist based in Istanbul. Travel costs and daily allowance cost in the provinces will be provided separately by UNDP

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:
- Master degree or higher qualification in economics, business administration, disaster management, urban planning, water resource management or other related fields.

#### Years of experience:
• 5 years working experience in Indonesia’s disaster management system including international organization and INGOs is an advantage.
• Experience working with the private sector, business associations, business forums, chambers of commerce, and/or with international organisations, government organisations, relevant ministries in DRR for the private sector.
• Proven research or assessment experience in identifying the needs of corporations and SMEs for DRR, their roles and contributions to disaster management.

III. Competencies and special skills requirement:

• Strong understanding of national legislations, policies, and programme for disaster management, private sector development, business / enterprises operations.
• English proficient writing skills.
• Proven research or assessment experience in identifying the needs of corporation and SMEs for DRR, their roles and contributions to disaster management.

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%]

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Maximum Point</th>
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</thead>
<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td></td>
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<tr>
<td>Criteria A: qualification requirements as per TOR</td>
<td>70</td>
<td>10</td>
</tr>
<tr>
<td>1. Master degree or higher qualification in economics, business administration, disaster management, urban planning, water resources management or other related fields.</td>
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<td>2. Strong understanding of national legislations, policies and programs for disaster management, private sector development, business / enterprise operations.</td>
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<tr>
<td>3. 5 years working experience in Indonesia’s disaster management system including international organization and INGOs is an advantage. Experience working with the private sector, business associations, business forums, chambers of commerce, and/or with international organisations,</td>
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</table>
government organisations, relevant ministries in DRR for the private sector.
4. Proven research or assessment experience in identifying the needs of corporations and SMEs for DRR, their roles and contributions to disaster management.

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<thead>
<tr>
<th>Criteria B: Brief Description of Approach to Assignment</th>
<th>30</th>
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<tbody>
<tr>
<td>1. English proficient writing skill</td>
<td>10</td>
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<tr>
<td>2. Strong understanding and clear approach methodology in addressing important aspects of the tasks related to legislation, policies and programme for disaster management, private sector development, business / enterprises operations</td>
<td>20</td>
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</tbody>
</table>

Financial (30%)  
30%