



GENERAL INFORMATION

Title: Disaster Information Management for Connecting Business Initiative

Project Name: Resilience and Reconstruction Unit (RRU)

Reports to: Technical Analyst RRU

Duty Station: Jakarta

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

Duration of Assignment: May – December 2022 (8 months) for 86 working days

REQUIRED DOCUMENT FROM HIRING UNIT

V	TERMS OF REFERENCE
3	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	
V	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (explain)

☒ Intermittent (explain)

However, the working arrangement will follow UNDP's current prevail policy on COVID-19

☐ 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:
n/a

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 DELIVERABLE

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 Disaster Information Management Consultant for Indonesia is responsible for:

Supporting KADIN in facilitating the development of disaster preparedness and crisis coordination mechanisms for its humanitarian coordination platform. Specifically:

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 Disaster Information Management Consultant for Indonesia will support the development of IM products for KADIN and other private sector partners.

2. Support KADIN to work with OCHA and other partners when it comes to developing IM products and information sharing mechanisms.
3. Support KADIN's crisis coordination capability by providing technical and operational support to establish KADIN's humanitarian coordination platform.
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. **Assess current crisis coordination mechanisms and disaster information sharing protocols of KADIN**
 - Conduct an initial assessment and scoping of current crisis coordination mechanisms and disaster information protocols of KADIN;
 - Working closely with CBI, OCHA and UNDP Indonesia, organize one consultation session on current crisis coordination mechanisms and information management needs of KADIN;
7. **Develop a mapping of disaster information operational requirements from the private sector**
 - Conduct interviews and research to identify KADIN's disaster information needs from the government, the UN, and other partners, and vice-versa;
8. **Develop basic disaster information management products for KADIN**
 - Based on consultations with KADIN and OCHA Indonesia, produce a set of templates for basic information management products to be used for crisis coordination such as contact lists, 3W reporting, and situation report.
9. **Facilitate engagement with partners**
 - Support KADIN in organizing meetings and learning sessions with relevant partners to facilitate engagement and potential partnerships; and,
 - With support from CBI, OCHA and UNDP Indonesia, identify partnership opportunities for KADIN and its members on enhancing crisis coordination protocols.
10. **Identify recommendations for KADIN's humanitarian coordination platform**
 - Develop a final report with recommendations on setting up KADIN's humanitarian coordination platform.

All deliverables are submitted to and reviewed by Humanitarian Affairs Analyst, UNOCHA and Technical Analyst UNDP, and approved for payments by CBI's Local Network Coordination Specialist.

Deliverables	Estimated number of working days and Payment	Due date	Review and Approvals Required
Deliverable No.1: Assessment report of KADIN's disaster management functionalities and capacities.	20 working days	July 2022	Jointly reviewed and approved by Technical Analyst RRU of UNDP,
Deliverable No. 2: • Reports in development of a set of templates for basic information management products to be used for crisis coordination such as contact lists, 3W reporting,	30 working days	September 2022	

<p>and situation report which will use widely by KADIN.</p> <ul style="list-style-type: none"> • Reports related to activities with KADIN, which include identify operational needs, disaster information and monitoring tools, and how to integrate with the humanitarian coordination platform that KADIN has been developed. 			Humanitarian Affairs Officer of OCHA, and the CBi Network Coordination Specialist	
<p>Deliverable No. 3:</p> <ul style="list-style-type: none"> • Reports on the optimalization of the humanitarian coordination platform that KADIN has developed and the recommendations for the existing disaster platforms can be accessed by KADIN members and the public easily and timely manner. • Reports on mapping partnership opportunities for KADIN and existing companies at the national, provincial, and district levels for the development of protocols in the event of a disaster. 	36 working days	December 2022		

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

The consultant will perform his/her assignment with the following timeline: estimated May – December 2022 (8 months) for 86 working days.

Duty Station

Jakarta

Travel Plan

Travel is applicable for events that will conduct in Bali and Jogya.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

I. Academic Qualifications:

Bachelor's degree or higher qualification in economics, business administration, disaster management, urban planning, water resource management or other related fields

II. Years of experience:

- Minimum of 3 (three) years in information management related areas
- Familiar
- Experience in working with private sector.
- Experience in working with less supervision.

III. Competencies and special skills requirement:

- Familiar with governance system, coordination, policies, and procedures in disaster management.
- Familiar with disaster related projects or programmes.

Corporate Competencies

- Commitment to UNDP and OCHA mission, vision and values.
- Sensitivity to cultural, gender, religion, race, nationality, and age differences.

Functional Competencies

- Strong communication skills.
- Leadership skills to catalyse knowledge capture and sharing within the broader team rather than producing alone.
- Strong analytical skills, including ability to produce high quality reports and knowledge products with a focus on in disaster risk reduction, emergency preparedness, response and recovery.
- Good project management skills to lead on strategy development and implementation.
- Strategic sense for understanding multiple audiences.
- Sensitivity to different perspectives and variety of cultures.
- Experience in private sector programs and partnerships in development and humanitarian situations.
- Familiarity and experience of UN Agencies.
- Ability to function in a diverse, multicultural team environment.
- Flexibility and entrepreneurial spirit to deliver outputs under sometimes tight deadlines.

Behavioural Competencies

- Productive and efficient worker, highly motivated.
- Excellent organizational skills and ability to prioritize tasks.
- Ability to seize the moment and capture emerging opportunities.
- Strong initiative and confidence to pro-actively reach out to new and existing internal and external partners.
- Performance-oriented and focused on results.
- Persistence and willingness to follow through.

- Strong interpersonal skills and flexibility.
- Ability to take instructions and to learn on the job.
- Curiosity and desire to work a complex, international environment

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:
Cumulative analysis

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 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

Criteria	Weight	Maximum Point
<u>Technical (70%)</u>		
Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none"> • Minimum of 3 (three) years in information management related areas • Familiar with disaster related projects or programmes • Experience in working with private sector • Familiar with coordination mechanism 	70	15 20 20 15
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 such as coordination between private sector and CBI including UNDP-OCHA, etc. • Logical, realistic planning for efficient project implementation. 	30	10 10 10
<u>Financial Criteria (30%)</u>	<i>N/A</i>	