

Terms of reference



GENERAL INFORMATION

Title: Tsunami Preparedness Consultant
Project Name: Resilience and Reconstruction Unit (RRU)
Reports to: Technical Analyst RRU
Duty Station: Home based
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 90 working days within 6 months

REQUIRED DOCUMENT FROM HIRING UNIT

V	TERMS OF REFERENCE
4	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

With the support of the Government of Japan, the United Nations Development Programme Bangkok Regional Hub (UNDP BRH) implemented the first phase of “Partnership for Strengthening School Preparedness for Tsunamis in the Asia Pacific Region (Tsunami Project)’ from June 2017 to November 2018 to mitigate the impact of tsunamis by strengthening school preparedness in 18 disaster prone countries in Asia and the Pacific. The second phase, built on the impact and lessons learnt from the first phase, was launched in December 2018 (for another 18 months), engaging five new countries. The project has since put greater emphasis on scaling-up the scope of work and institutionalising the preparedness and awareness programme to ensure sustainability of the project result. Since August 2021, the third phase kicked in until March 2023. The project will aim to engage 16 tsunamis prone countries in Asia and the Pacific over the next 18 Months with following outputs:

1. School and community preparedness plans reviewed and updated to include multi-hazard preparedness (i.e. tsunami, pandemic and other hazards);
2. Preparedness programme modules developed as part of efforts to institutionalise multi-hazard preparedness at local or national levels; and
3. Public awareness of multi-hazards promoted, and World Tsunami Awareness Day marked through events, digital campaigns and awareness raising initiatives.

Under this regional project “Partnership for Strengthening School Preparedness for Tsunamis in the Asia Pacific Region”, UNDP has been conducting school tsunami drills since 2017 in Badung district, Bali until the last one during the 7th Global Platform for Disaster Risk Reduction (GPDRR7) in Bali where the school tsunami drill was selected as one of the fieldtrip program.

Since early 2022, in addition to Tanjung Benoa village in Badung District, Serangan village in Denpasar City has been added as a new location under this project. Both villages are categorised high risk in tsunami according to BNPB’s InaRISK system. While hotels serve as a temporary evacuation shelter in Tanjung Benoa, in Serangan Village, students and local people use the Temporary Evacuation Shelter (TES) built by the central government as the evacuation shelter. Despite the decrease of pandemic risk, the hazards on the ground persist and disaster preparedness still must be improved including schools and other village’s components.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLE

Under the supervision of Technical Analyst RRU and under overall leadership of the local government, particularly in close coordination with BPBD Bali Province and BPBD District as well as DRR Forum, the consultant is to ensure the tsunami preparedness activities are well conducted. The consultant will be conducting but not limited to the following tasks:

- Develop a work plan for the period of January until end of 2022 including DRR month and World Tsunami Awareness Day.
- Establish regular communication and coordination with relevant key stakeholders
- Establish strategic coordination with high level officials at province and district level
- Facilitate meetings, workshops, trainings as planned.
- Coordinate with UNDP and local stakeholders in Province and District disaster Management Agencies (BPBD) on the agreed work plan.

All deliverables are submitted to and reviewed by Technical Analyst RRU:

Deliverables	Estimated number of working days and Payment	Completion deadline	Review and Approvals Required
1. Report on Tsunami drill in Serangan Village for UNDP	30 working days	15 Aug 2022	Reviewed and approved by Technical

Administrator visit			Analyst RRU
2. Report on tsunami preparedness capacity building program			
Report on DRR month engagement regarding tsunami preparedness	30 working days	31 Oct 2022	Reviewed and approved by Technical Analyst RRU
Report on World Tsunami Awareness Day	30 working days	31 Dec 2022	Reviewed and approved by Technical Analyst RRU

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The Consultant shall report to the RRU Technical Analyst from UNDP Indonesia.
- The Consultant shall be ready to undertake domestic travel on behalf of the STEP-A Project during the assignment period if required and the travel expenses will be covered following UNDP rules and procedures.

Duration of the Work

90 working days within 6 months

Duty Station

Homebased

Travel Plan

Currently, travel is not applicable. However, should there be needs, travel can be made upon receiving approval from the Resilience and Reconstruction Unit in CO. Travel costs and daily allowance cost in the provinces will be provided separately by UNDP

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

I. Academic Qualifications:

Bachelor or Master degree or higher qualification in disaster management, urban planning, International Development or other related fields.

II. Years of experience:

- Minimum of 4 (four) years for Bachelor Degree or 3 (three) years for Master Degree in Disaster Risk Management related areas
- Experience in working with Government both at National or Provincial level.
- Experience in working with stakeholders in Disaster Risk Management areas in Bali.

III. Competencies and special skills requirement:

Corporate Competencies

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

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 methodology:

Cumulative analysis

The award of the contract will 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

Criteria	Weight	Maximum Point
<u>Technical (70%)</u>		
<i>Criteria A: qualification requirements as per TOR:</i>	70	
<ul style="list-style-type: none"> • Bachelor or master's degree or higher qualification in disaster management, urban planning, International Development or other related fields. 		5
<ul style="list-style-type: none"> • Minimum of 4 (four) years for bachelor's degree or 3 (three) years for master's degree in Disaster Risk Management related areas. 		5
<ul style="list-style-type: none"> • Experience in working with Government both at 		

	National or Local level.		20	
	<ul style="list-style-type: none"> Experience working with relevant stakeholders in Disaster Risk Management areas in Bali. 		40	
	Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none"> Having sufficient writing skill with broad analysis Ensuring smooth coordination between UNDP and relevant stakeholders in Bali Province (Badung District) Facilitating information management related activities in supporting STEP-A activities 	30	10	
			10	
			10	
	<u>Financial Criteria (30%)</u>	N/A		