

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	M&E Specialist for KZN Disaster Response
Project/Program Title:	Emergency Support to Crisis in KZN
Post Title:	National Consultant
	Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)
Consultant Level:	Level B (Specialist)
Duty Station:	KZN, South Africa
Expected Places of Travel:	N/A
Duration:	5 months
Expected Start Date:	Expected contract start date: 30 June 2022

I. BACKGROUND / PROJECT DESCRIPTION

The UNDP Strategic Plan (2018-2021) recognizes the complex, changing development landscape, the evolving needs of its partners and the need for pragmatic responses. It describes how UNDP will respond and support countries to achieve the 2030 Agenda and the Sustainable Development Goals (SDGs) and related agreements. Considering this, UNDP should be agile, flexible, adaptive and responsive to the complex development challenges and uncertainties. This requires working in partnership with governments, civil societies and the private sector. The Strategic Plan describes how UNDP can better adapt to a range of country contexts through a series of signature solutions that define UNDP's core work, its platforms and layout business models that underpin its efforts.

The National Disaster Management Centre was established in terms of Section 8 of the Disaster Management Act, 2002 (Act No 57 of 2002) (DMA). The National Centre functions as an institution within the public service and forms part of, and functions within, a department of state (DCOG) for which the Minister is responsible. The objective of the National Centre is to promote an integrated and co-ordinated system of disaster management, with special emphasis on prevention and mitigation, by national, provincial and municipal organs of state, statutory functionaries, other role-players involved in disaster management and communities. The National Centre is also responsible for the administration of the Fire Brigade Services Act, 1987 (Act No 99 of 1987) (FBSA). Within the South African environment, disaster management is a shared responsibility which must be fostered through partnerships between the various stakeholders and co-operative relationships between the different spheres of government, the private sector and civil society.

The assignment is part of UN's ongoing efforts to support the strengthening of the state's capabilities, specifically strengthening the capacity of the KwaZulu-Natal provincial and municipal disaster management centres to respond effectively to the National State of Disaster in response to catastrophic floods experienced between 08-13 April 2022. According to reported and logged incidents, the worst affected municipalities are

EThekweni, Ugu, King Cetshwayo, ILembe, and uMgungundlovu. It is estimated that more than 40 000 people have been displaced, 434 people lost their lives and 54 people are missing.

II. SCOPE OF THE WORK

In line with the government's disaster response approach, the service provider will provide technical support for the following three phases:

Phase 1: Support immediate humanitarian relief efforts within selected districts by providing operational and logistical support to ensure that all affected persons are safe and that their basic needs are met.

Phase 2: Provide technical expertise to contribute to stabilization and recovery, rehousing people who have lost homes and restoring provision of services.

Phase 3: Provide technical expertise to contribute to Rehabilitation & Reconstruction.

Within the delegated authority and under the supervision of the Head of the Provincial disaster management centre or his/her designated mandated representative(s) as well as UNDP, the service provider will:

- Identify key data gaps for informed disaster risk management crisis
- Propose a strategy and implementation plan for capturing, storing and managing the required primary and secondary data
- Develop a process for and understand primary and secondary data gathering
- Support effective documentation of response and recovery efforts
- Support the development and/or set-up of a database in which all highly confidential information relevant to the investigation will be stored
- Contribute to the design of protocols, which define what and when data are to be collected
- Assist in standardizing data management procedures such as documentation and report producing as per established standards
- Review, analyze, and validate data to ensure consistency, integrity and accuracy based on project specific guidelines
- Produce regular reports as requested and ensure validation of data
- Ensure the organization and development of relevant databases/repositories and the classification system of all substantive data
- Provide guidance to staff on managing databases and repositories
- Ensure the professional and safe handling of data, including development of ad-hoc data, use of encryption systems and other safety devices
- Produce and update information products such as maps, charts, and infographics by turning data into graphical products to convey messages, as well as support strategic and operational decision-making
- Ensure data security and integrity
- Provide technical expertise for presenting disaster risk management information, risk profiles and early warning more effectively by using visual representations (charts, graphs, tables and diagrams)
- Provide technical assistance in translating data and other information into easy visual representations, in accordance with data visualization best practices
- Consolidate operational information on a regular schedule to support analysis and design and implement sustainable information management and dissemination systems for data collections where required.
- Performs other related duties, as required.

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Monthly Progress Report	1 month	UNDP Programme Manager: Governance

			and Head of KZN Provincial Disaster Management Centre
2	Bi-Monthly Progress Report	2 month	"
3	Bi-Monthly Progress Report and Final Report	2 month	"

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. The service provider will be working under direct supervision of the Head of KZN Provincial Disaster Management Centre in Pietermaritzburg, and will also contribute and provide technical support to the provincial joint coordination committee. .
- b. The service provider will be reporting to and seeking approval on monthly progress report and final report from UNDP Programme Manager: Governance.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC (if any)

The service provider will be responsible for arranging his/her own housing and other living essentials.

VI. DURATION OF THE WORK¹

The duration of the work is five (5) months, and be completed no later than 31 December 2022.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

Required Education Level: Bachelor's degree in Monitoring and evaluation and/or social sciences and/or environmental science and/or statistics in a relevant technical field.

b. Experience:

- At least 5 years of professional work experience at the local, provincial and national and/or international levels in assessment, planning, monitoring, reporting or evaluation; experience in emergency settings (preparedness and response) is an asset, as is experience working in the UN or other international development organization;
- Exposure to ensuring that gender is reflected and incorporated into data collection and analysis is required.
- Relevant experience in in the areas of assessment, planning, monitoring, reporting or evaluation is required.

c. Language:

- Fluency in spoken and written English is required;
- Working Knowledge of IsiZulu

d. Functional Competencies:

- Proven strong analytical skills; planning and organizing skills; networking and relating skills; communication skills especially writing and drive for results.
- Strong excel skills and competence with digital data collection and data visualization software
- Ability to work under pressure
- Negotiation skills and good judgement

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Desirable: valid national driver's license

e. Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
- b) offering the lowest price/cost

"responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Criteria a. Bachelor's degree in Monitoring and evaluation and/or social sciences and/or environmental science and/or statistics in a relevant technical field comprehensiveness of the methodology/approach; and organization & completeness of the proposal	30%	30 pts*
▪ Criteria b. At least 5 years of professional work experience at the local, provincial and national and/or international levels in assessment, planning, monitoring, reporting or evaluation	20%	20 pts*
▪ Criteria c. Exposure to ensuring that gender is reflected and incorporated into data collection and analysis	10%	10 pts

▪ Criteria d. Relevant experience in in the areas of assessment, planning, monitoring, reporting or evaluation	10%	10 pts
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*** It is mandatory criteria and shall have a minimum of 50%**

IX. PAYMENT MILESTONES AND AUTHORITY

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1st Installment	Monthly Progress Report	UNDP Programme Manager: Governance and Head of KZN Provincial Disaster Management Centre	20%
2nd Installment	Bi-Monthly Progress Report	"	40%
3rd Installment	Bi-Monthly Progress Report and Final Report	"	40%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.