

TERMS OF REFERENCE

Individual Contractor

Consultancy Title:	International Consultant - Development of analytical tools to account disaster loss and damage in countries
Project/Programme Title:	RPD 2022-2025 on Disaster Risk Reduction and Recovery
Duration:	01 August 2022 to 28 February 2023 (in total 80 working days maximum)
Duty Station:	Home-based with a possible mission to a case country (Mission travel will be arranged by UNDP as per UNDP Travel policy)

BACKGROUND:

The quantification, capture, reporting of damage and losses has become a premier issue at the nexus of systemic and multidimensional risk. These are important evidence for disaster reduction and recovery, pandemic response, in climate change and sustainable development. UNDP, through Disaster Risk Reduction and Recovery for Building Resilience Team at the Bangkok Regional Hub (BRH DRT) and country offices, has been supporting 30 countries¹ to-date in establishing national disaster loss and damage databases. Loss and damage data sit at the crux of a set of practical applications, research and evidence-based policy and budgeting. All accounting systems are owned and operated by governments in these countries. An excellent example is the Indonesia's [inaRISK](#) Platform which started with the loss and damage database and has multiple uses.

Current and ongoing disaster and risk management applications of loss and damage data include:

- Guiding relief, recovery and reconstruction programmes following disasters: Physical damage and its economic equivalencies provide a basis for identifying recovery and reconstruction financing requirements ([PDNA](#) and [CRNA](#));
- Assessing risks of future losses to disasters: Although past loss and damage is not a complete indicator of future losses, especially in light of climate change, growing societal hazard exposure and changes in patterns of hazard vulnerability – it is nonetheless essential data for generating loss exceedance curves necessary for assessing future loss and damage;
- Evaluating the cost-effectiveness of investments intended to reduce losses, thus become one of the evidence or justification that guide national and local government budget allocation;
- Tracking loss patterns and trends – to monitor progress in achieving expected outcomes of the Sendai Framework for DRR (SFDRR)/Sustainable Development Goals (SDGs) for a substantial reduction of disaster losses and adapting to climate change;
- Performing thematic analysis e.g., gender differences in morbidity and mortality, characteristics of displacement and other LNOB issues; transport and road sector, local investments in infrastructure.

Under the SFDRR and related SDGs, loss and damage is the impact level indicator for disaster risk management. The SFDRR's outcome is the substantial reduction in disaster losses. Loss and damage data, systematically collected and maintained over time, constitutes the end-state indicator as to the extent to which loss and damage is increasing or decreasing over time. There are also ongoing discussions on both economic and non-economic losses under the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM).² The WIM was established during the nineteenth session of the Conference of Parties (COP 19) to address loss and damage associated with impacts of climate change, including extreme events and slow onset events, in developing countries that are particularly vulnerable to the adverse effects of climate change. Countries vulnerable to climate change have sought assistance under the Santiago Network³ on loss and damage.

Building on the work and under the overall framework of UNDP's Regional Programme for 2022-2025 for Asia and the Pacific region, UNDP Disaster Risk Reduction and Recovery for Building Resilience Team at the Bangkok Regional Hub (BRH DRT) continues to help countries establish and strengthen loss and damage accounting systems which can also contribute to monitoring of the SFDRR implementation (Sendai

¹ 17 countries in Asia-Pacific, 9 in Africa, 2 in ECIS, 2 Arab States

² <https://unfccc.int/topics/adaptation-and-resilience/workstreams/loss-and-damage/warsaw-international-mechanism#:~:text=The%20COP%20established%20the%20Warsaw,that%20are%20particularly%20vulnerable%20to>

³ <https://unfccc.int/santiago-network>

Monitoring), aiming at expanding the national loss and damage databases into full-fledged damage and loss accounting systems that span disasters and climate change. They shall inform country specific risk assessments and meet the monitoring needs of internationally agreed frameworks, such as the SFDRR, SDGs, the Paris Climate Agreement, WIM and the Santiago Network. In this context, BRH DRT is seeking for the provision of expert services by International Consultant (the Consultant) to design and test a set of indicators and analytical instruments for disaster loss and damage accounting.

OBJECTIVES:

The overall objective of the assignment is to provide the technical and coordination support to BRH DRT to develop and test an analytical tool/set of indicators which can help countries monitor and report losses and damages caused by natural disasters and climate change impacts. Specifically, the Consultant is expected to:

- Conduct stocktaking of existing tools and instruments for disaster loss and damage accounting through desk reviews and online research and to provide the technical and coordination support to develop a set of draft indicators/analytical tools which can help monitor disaster losses and damages at the country-level; and
- Provide technical and coordination support to test the draft indicators with the local data in a case country (tentatively Sri Lanka).

SCOPE OF WORK AND DESCRIPTION OF THE PROPOSED WORK:

Under the overall supervision of Programme Specialist, UNDP BRH, the Consultant is expected to carry out the following tasks:

Component A:

Stocktaking of existing tools and analytical instruments

- A-1. Conduct desk reviews and online research to take stock of existing tools and analytical instruments which have been used to monitor and report disaster losses and damages at the country level. Consider their applicability and effectiveness for the monitoring and reporting of relevant indicators for the Sendai Framework for Disaster Risk Reduction (SFDRR) and relevance for the ongoing WIM and request from countries under the Santiago Network;
- A-2. Based on the above-mentioned stocktaking, develop a baseline/stocktaking report which summarizes results of stocktaking, including executive summary, methodological framework, results of desk reviews and online research, information analysis, key findings on the current situation, limitations and challenges in current tools, references and any other information relevant;

Provision of the technical and coordination support to form the TAG

- A-3. Draft a TOR for the Technical Advisory Group (TAG) which elaborates its responsibilities and expected modalities of technical reviews; As part of quality assurance measures and seeking wider inputs from practitioners and other relevant stakeholders, BRH DRT will form the TAG with global and regional practitioners and stakeholders related to the disaster loss and damage data. The Consultant will be also requested to suggest candidates to be members of the TAG;
- A-4. Provide the coordination and secretariat support to BRH DRT to organize online/in-person review meeting(s) among the TAG members on the findings of the stocktaking (from A-2 above), proposed draft indicators and pilot implementation in a case country;
- A-5. Draft a TOR for National Consultant(s) who will be supporting the pilot implementation of the methodological framework in a selected country;

Development of draft monitoring tools/instruments

- A-6. Develop and propose a set of draft indicators and other analytical tools/instruments along with a methodological framework which can systematically capture and analyse the relevant data and information, to help countries track and report losses and damages caused by natural disasters and other climate change impacts;
- A-7. Make necessary revisions to reflect feedback provided by the TAG. The draft indicators and tool/instruments and the proposed methodological framework will be reviewed by the TAG before the pilot implementation; and
- A-8. Develop a list of the local data set required to implement the disaster loss and damage monitoring at the country level by applying the proposed draft indicators and analytical tools/instruments.

Component B:Pilot implementation of the draft indicators and analytical tools/instruments in a case country

- B-1. Develop a detailed implementation plan to test the draft indicators with local data available and/or collected in a case country (tentatively Sri Lanka). Selection of a case country will be further discussed and confirmed between BRH DRT and respective UNDP Country Office;
- B-2. In close coordination with BRH DRT and UNDP Country Office, lead the pilot implementation of the proposed draft indicators and analytical tools with local data in a case country;
- B-3. Provide the technical guidance and quality assurance oversight to National Consultant(s) who will be hired by UNDP Country Office in a case country to provide in-country technical and coordination support to the pilot implementation, including additional local data/information collection as required;

Provision of the support to plan and organize the sharing workshop in a case country

- B-4. In close coordination with BRH DRT and UNDP Country Office, plan and provide the required support to organize a final sharing workshop in a case country to share results, key findings and lessons learned with in-country and regional stakeholders. A modality of the final workshop will be determined by BRH DRT later;

Progress updates and final reporting

- B-5. Provide the progress update to the TAG as required;
- B-6. Develop a final report documenting details of the assignment, key findings/results of the pilot implementation, lessons learned and recommendations; and
- B-7. Any other tasks as assigned by BRH DRT to facilitate the smooth and effective pilot implementation in a case country.

EXPECTED OUPUTS AND DELIVERABLES

Deliverables/Outputs	Tentative Due Dates
Component A (45 working days):	
1. An inception report that describes methodology and workplans with timelines and a draft TOR for the TAG, based on the initial discussion with BRH DRT (5 working days);	8 August 2022
2. A baseline and stocktaking report which summarizes results of stocktaking, including executive summary, methodological framework, results of desk reviews and online research, information analysis, key findings on the current situation, limitations and challenges in current tools, references and any other information relevant (10 working days);	31 August 2022
3. Development of a draft TOR for National Consultant(s) (1 working days);	31 August 2022
4. Development of a set of draft indicators/analytical tools and a methodological framework reviewed and confirmed by the TAG (25 days);	31 October 2022
5. Provision of the technical and coordination support to BRH DRT to organize the TAG's review and validation of the draft indicators (4 days);	31 October 2022
Component B (35 working days):	
6. Provision of the technical supervision and coordination support, including quality assurance of outputs by National Consultant(s) to test the draft indicators/analytical tools with local data in a case country (20 days);	15 January 2023
7. Provision of the technical and coordination support to organize a sharing workshop on results of the pilot exercise in a case country, inviting in-country and regional stakeholders (5 days)	31 January 2023
8. A final report documenting details of the assignment, key findings/results of the pilot implementation, lessons learned and recommendations (10 days)	28 February 2023

INSTITUTIONAL ARRANGEMENT:

The Consultant will report directly to Regional Team Leader, BRH Disaster Risk Reduction and Recovery Team (DRT) and work in close collaboration with members of BRH DRT. S/He will also work closely with National Consultant(s) who will be hired in a case country (tentatively Sri Lanka) for the local data gathering for pilot implementation of the draft indicators. Since the IC will be home-based, virtual meetings will be held

regularly with BRH DRT, focal point(s) of UNDP Country Office in a case country, and National Consultant(s).

DURATION OF THE WORK:

The expected working days for this assignment is 80 days maximum, which will spread over the period from 1 August 2022 to 28 February 2023.

DUTY STATION:

Home-based with a possible mission to a case country. Details of mission and selection of a case country will be determined during contract implementation and will be dependent on the travel restrictions at the time of travel.

Mission Travel will be arranged by UNDP as per UNDP Travel policy. Travel cost including tickets, lodging and terminal expenses shall be agreed upon, between the respective business unit and the Individual Consultant, prior to travel, and will be managed by UNDP

EXPERIENCE AND QUALIFICATIONS:

Educational Qualifications

Minimum Masters' Degree in statistics with experience in disaster statistics, disaster risk reduction and management and other relevant subjects of social science

Experience and Skills

- Minimum 10 years of professional experience in disaster risk reduction and climate change adaptation, especially on disaster data and statistics.
- Minimum 3 years of experience working in Asian region in conducting social research on disaster loss and damage data and statistics, preferably in and/or with a developing country
- Minimum 2 years of experience working in the Sendai Framework for Disaster Risk Reduction (SFDRR) implementation and its monitoring, especially related to disaster losses and damages
- Minimum 5 years of experience working for international organizations such as the United Nations.

Language

Fluency in spoken and written English.

Competencies

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Displays integrity and fairness - embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age;
- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
- Ability to work under minimum supervision;
- Highly motivated with a positive attitude and problem-solving approach;
- Good interpersonal and networking skills, supports and encourages open communication.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The method of payment is output-based scheme. The payments shall be released upon satisfactory submission of the required deliverables by the due dates, or as otherwise agreed with the BRH DRT.

The required review time is between one to two weeks after submission of the deliverables. In the event of unforeseeable travel not specified in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed at actual documented cost.

Schedule of payments:

Schedule	Deliverables/Outputs	Tentative Due Dates
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First payment of 60%	Upon completion and approval of all deliverables under Component A (Deliverable 1,2,3,4,5)	31 October 2022
Second and final payment of 40%	Upon completion and approval of all deliverables under Component B (Deliverable 6,7,8)	28 February 2023

EVALUATION OF CANDIDATES:

Individual consultants will be evaluated based on the following methodology:

Cumulative Analysis: The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, 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 set of weighted combine technical evaluation of desk review and interview (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation – 70% (Maximum 70 points)

- Criteria 1: Minimum Masters' Degree in statistics with experience in disaster statistics, disaster risk reduction and management and other relevant subjects of social science – **(Max 10 points)**
- Criteria 2: - Minimum 10 years of professional experience in disaster risk reduction, especially on disaster data and statistics – **(Max 20 points)**
- Criteria 3: Minimum 3 years of experience working in Asian region in conducting social research on disaster loss and damage data and statistics, preferably in and/or with a developing country **(Max 20 points)**
- Criteria 4: Minimum 2 years of experience working in the SFDRR implementation and its monitoring, especially related to disaster losses and damages– **(Max 15 points)**
- Criteria 5: Minimum 5 years of experience working for international organization such as the United Nations – **(Max 5 points)**

**Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.

Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$.

Where:

- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

Application Procedure / Recommended presentation of offer

Instructions to Applicants: Click on the "Apply now" button. Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. Upon completion of the first page, please hit "submit application" tab at the end of the page then the uploading option for the required document will be available.

Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

1. **Letter of Confirmation of Interest and Availability with Financial Proposal** (in USD) using the template provided as **Annex III**

[Financial proposal: Consultant shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided for the entire assignment. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the proposed fee submitted in the proposal]

If an Offeror is employed by an organization/ company/ institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

2. **P11 / Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

****Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification**

****Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

Approved by Rajesh Sharma, Programme Specialist, UNDP BRH DRT



29 June 2022