TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Location</th>
<th>Home-based</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Post Title</td>
<td>Content Developer for Tsunami Tool-kit</td>
</tr>
<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>26 September – 4 November 2022 (15 working days)</td>
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BACKGROUND

The United Nations Development Programme Bangkok Regional Hub (UNDP BRH) with support from the Government of Japan is implementing a regional project on “Partnerships for Strengthening School Preparedness for Tsunamis in the Asia Pacific Region (Tsunami Project)” since June 2017. The project is currently in its third phase and has covered 23 countries in Asia-Pacific.

The COVID-19 pandemic brought school closures in all countries affecting the delivery of learning. The third phase of the project therefore took into consideration the impact of COVID-19 in the design of its outputs. The three outputs are:

I. School and community preparedness plans reviewed and updated to include multi-hazard preparedness (i.e., tsunami, pandemic, and other hazards).

II. Preparedness Programme Modules developed as part of efforts to institutionalize multi-hazard preparedness at local or national levels; and

III. Public awareness of multi-hazards promoted, and World Tsunami Awareness Day marked through events, digital campaigns and awareness raising initiatives.

In support of Output 2 above, UNDP BRH is seeking to develop a Programme Toolkit. Since a Programme module is difficult to integrate into a fixed school curriculum, the intention behind developing a Toolkit is to provide schools with a flexible resource that aims at enhancing multi-hazard preparedness in an engaging, interactive, innovative and fun way. The toolkit is expected to be designed in a hybrid way for both face to face and virtual learning. It will be developed in a two-step process, the first step is by recruiting a Content Developer to curate and bring the resources for the toolkit together and the second step is by recruiting a Graphic Designer to develop the digital tool. Both consultants will have two overlapping working days to transfer the resources into design.

Working under the overall supervision of the UNDP BRH Disaster Risk Reduction and Building Resilience Team (DRT), the Content Developer will closely work with the relevant Country Office colleagues and other stakeholders in curating the resources for the toolkit. The Toolkit will be launched around World Tsunami Awareness Day in November 2022.

DUTIES AND RESPONSIBILITIES

Scope of Work
The Research and Communications Consultant will be required to undertake the following tasks:
- Conduct desk research on programme toolkits developed by international organisations or academic institutions on tsunami and pandemic preparedness;
- Curate relevant multi-media resources under the UNDP tsunami project to be included in the programme toolkit;
- Development and Presentation of the toolkit structure and content to the UNDP project team to seek inputs and guidance on next steps;
- Suggest user-friendly toolkit design options based on curated resources;
- Present draft toolkit to CO focal points for their feedback and finalize; and
- Brief the graphic designer and confirm design of toolkit.

**Expected Outputs and Deliverables**

<table>
<thead>
<tr>
<th>Expected outputs /deliverables</th>
<th>Number of working days</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>1. Submission of work plan methodology or approach to preparing to develop a Programme Module.</td>
<td>1 day</td>
<td>30 Sep 2022</td>
</tr>
<tr>
<td>2. Presentation of Toolkit Structure and content to UNDP Tsunami Project Team</td>
<td>5 days</td>
<td>10 Oct 2022</td>
</tr>
<tr>
<td>3. Development of draft Toolkit and presentation to CO focal points</td>
<td>7 days</td>
<td>20 Oct 2022</td>
</tr>
<tr>
<td>4. Briefing Graphic Designer</td>
<td>2 days</td>
<td>28 Oct 2022</td>
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</table>

**Institutional Arrangement**

The Consultant will report directly to Programme Specialist, BRH DRT and work in close collaboration with members of Tsunami project team. S/He will also work closely with the focal points in the Tsunami project countries.

On joining the consultant will be briefed by the project team on the expectations from the assignment and provided with materials and support to enable the work.

**Duration of the Work**

The consultant is expected to work for 15 days from 26 September to 4 November 2022.

**Duty Station**

Home based with no travel to any other country.

**COMPETENCIES**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Good understanding of disaster response structure in Asian and Pacific countries
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
REQUIRED SKILLS AND EXPERIENCE

**Educational Qualifications:**
- Minimum bachelor’s degree) in Disaster Management, Health, Communications, Public administration, Social science, Management and related fields

**Experience**
- A minimum of five (5) years of work experience in disaster risk management, development project, social research, pandemic preparedness or related work.
- A minimum of two (2) years of experience working in knowledge management area and communication products .
- A minimum of two (2) years of experience working in or with international organizations and UN agencies on related subject matter.

**Language requirements**
- Fluency of English language is required.

**Price Proposal and Schedule of Payments**
The method of payment is output-based scheme. The payment 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:**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Deliverables/Outputs</th>
<th>Due Dates</th>
</tr>
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<tbody>
<tr>
<td>Lumpsum payment (100%)</td>
<td>Upon completion and approval of all deliverables (1, 2, 3 and 4)</td>
<td>28 October 2022</td>
</tr>
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**Evaluation Method and Criteria**
Individual consultants will be evaluated based on the **Cumulative analysis.**

The award of the contract shall 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 set of weighted technical criteria (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 (Maximum 70 points)**
Criteria 1: Relevance of Education – 10 points
Criteria 2: A minimum of five (5) years of work experience in disaster risk management, development project, social research, pandemic preparedness or related work – 30 points
Criteria 3: A minimum of two (2) years of experience working in knowledge management area and
communication products - 20 points
Criteria 4: A minimum of two (2) years of experience working in or with international organizations and UN agencies on related subject matter - 10 points

Only candidates obtaining a minimum of 49 points (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:
• \( p = y \left( \frac{\mu}{z} \right) \).

Where:
• \( p = \) points for the financial proposal being evaluated;
• \( y = \) maximum number of points for the financial proposal;
• \( \mu = \) 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.