

Terms of reference



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GENERAL INFORMATION

Title : Consultant for Disaster Information System (DIS) Analyst and Programmer for Mt. Sinabung Eruption Disaster Recovery
Project Name : Sinabung Recovery Project (SIRPO)
Reports to : SIRPO Project Coordinator
Duty Station : Kabanjahe, North Sumatera
Expected Places of Travel (if applicable) : Jakarta and Medan
Duration of Assignment : 60 working days within four months

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
X	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
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
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)

The consultant will work in line with SIRPO and Karo BPBD, and its respective time frame will be consulted with SIRPO. The time frame might not sequential and often dynamic following the characteristic of recovery works thus the consultant need to harmonize his/her service with the emerging and relevant priorities.

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: SIRPO

I. BACKGROUND

Mount Sinabung, with an altitude of 2,460 m above sea level, lies in Karo District of North Sumatra. It is an active volcano of a strato type. After being dormant for over 400 years since its last eruption in 1600s, its volcanic nature became active again in 1975-1976 through small effusive eruptions in 1975-1976. The last major eruptions happened on 29 August 2010 that the status of the volcano was raised to Alert Level 4. The 2010 eruptions caused displacement of 12,000 people. Since then volcanic activities of Mt. Sinabung gradually decreased until September 2013 when its status was raised again to Alert Level 3, with more than 15,000 people displaced. After another period of decreasing volcanic activities that by the end of September 2013 the status was further lowered to Alert Level 2, it was getting increasingly active again in the next month until its status was raised again to Alert Level 3 on 3 November 2013. In response to the crisis, Local Government then called for a state of emergency. Noting that the volcano was more active, its status was raised to Alert Level 4 on 24 November, and the corresponding state of emergency was extended until 7 December 2013.

The Disaster Risk Reduction based Rehabilitation and Reconstruction (DR4) project is designed to support the GOI establish rehabilitation and reconstruction planning and implementation processes that are guided by a disaster risk reduction principles and in line with the GOI adopted HFA-DRR. As one of its sub-project, Sinabung Recovery Support (SIRPO) is the extension of DR4 support to GOI in recovering Mt. Sinabung Eruption. The overall development objective is “to recover communities affected by the 2013-2014 Mt Sinabung eruption with sustainable livelihoods and enhanced resilience”. The project aim is to support the GOI in its efforts to ensure that rehabilitation and reconstruction planning take place in a way that better considers the needs of any given disaster affected community. This will be attempted through establishment of adequate community’s early recovery identification, needs analysis, planning and implementation as well as pre-established agency relationships.

It will also support the identification of the underlying causes of a given disaster so that these causes are considered and accounted for as a part of rehabilitation and reconstruction programme design so that affected communities and local governments make disaster risk reduction a normal part of their development planning and governance processes. The project objective and aim will be attained through three project outputs:

- Output 1: The capacities of national and local authorities to coordinate post-disaster early recovery and recovery measures are strengthened.
- Output 2: The capacity of local authorities to plan and to implement post-disaster recovery activities is strengthened.
- Output 3: Rapid restoration of livelihoods and development of economic opportunities
- Output 4: Risk-reduction principles incorporated in recovery measures

Previous DR4’s sub-project has begun its initiation phase in strengthening capacities of GoI key-actors for Early Recovery Needs Assessment (ERNA), Post-Disaster Needs Assessment (PDNA), and Rehabilitation and Reconstruction Action Plan (RENAKSI). As follow-ups, SIRPO planned to keep pace of Rehabilitation and Reconstruction (RR) momentum by implementing series of capacity building workshops to strengthen local authorities in implementing recovery measures for the succession of Rehabilitation and Reconstruction phase. It is in this context, SIRPO, Karo District Disaster Agency (BPBD Karo) and North Sumatera Province Disaster Agency (BPBD Provsu) and has committed to further provide support specifically on the development of Data Information System (DIS) in Karo District.

In view of the above, SIRPO intends to employ a consultant to facilitate the establishment of DIS that will effectively support the BPBDs in the integration process of disaster information at district level.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Consultant will deliver the output through an extensive consultation with local government (Provincial and District agency for Disaster Management and SKPDs) and work closely with the village government and the communities in Sinabung effected districts.

The consultant will have the following responsibilities:

- Formulate Data Information System (DIS) implementation strategy, steps, targeted villages and planned activities;
- Conduct capacity assessment of the village governments, district government and community based organization for DIS implementation;
- Liaise with relevant Karo district's government agencies (i.e. Citizenship and Civil Registration Department, Bureau Statistic Agency, Communication and Information Department, etc)
- Facilitate the capacity building activities, included but not limited to initial training, data collection, data inputs, database management and utilization training, for DIS implementation in the selected villages and district under the coordination of district BPBDs;
- Facilitate formulation of DIS utilization procedures in the selected villages and sub-districts;
- Formulate standard Operation Procedures (SOP) on DIS utilization for public services, population database and early warning system at village and districts level;
- Provide technical assistance, included but not limited to DIS installation, LAN installation, DIS trouble shooting for the targeted villages and districts;
- Formulate the sustainability strategy, included but not limited to the exit strategy, replication strategy and knowledge management for DIS implementation in the targeted villages and district;
- Any other duties as may be requested by the SIRPO Project Coordinator.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Report on output of: <ul style="list-style-type: none"> • Capacity Assessment of the village government, district governments and other relevant stakeholders (i.e. community forums, organization, etc) IT infrastructure and modality. • Needs Analysis of targeted DIS Implementation and strategy 	15 working days	November 2015	SIRPO Project Coordinator
Report on output of: <ul style="list-style-type: none"> • Establishment of Capacity building activities • DIS implementation in the selected villages and district 	15 working days	December 2015	SIRPO Project Coordinator
Report on output of: <ul style="list-style-type: none"> • Development of Village Information System integration strategy into district IT infrastructure 	15 working days	January 2016	SIRPO Project Coordinator

<ul style="list-style-type: none"> Development of Standard Operation Procedures (SOP) for DIS utilization for public services. 			
Report on output of: <ul style="list-style-type: none"> Technical Assistance, included but not limited to DIS Installation, LAN installation, DIS trouble shooting Documents of sustainability and exit strategy 	15 working days	February 2016	SIRPO Project Coordinator

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of SIRPO Project Coordinator and will coordinate closely with with Karo District Disaster Management Agency (BPBD) and other relevant stakeholder (i.e. targeted disaster-affected villages' officials).
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverables could be proposed by the incumbent or SIRPO Project Coordinator and shall be agreed jointly.

Duration of the Work

The consultant will perform his/her assignment with the following timeline:

- He/she will have 60 total of working days from November 2015 to February 2016 and on February 29th 2016 he/she should be completed of assignment.
- The estimate effective working date would be November 2015.
- He/she should submit the deliverables 2 weeks before the deadlines specified in contract to enable the SIRPO Project Coordinator undertaking proper review within maximum 2 weeks or 14 working days.
- Delay on submitting report will impact on the completion of works and release of payment.

Duty Station

The consultant will be based at SIRPO Office at Kabanjahe, Karo district, North Sumatera. The determination of how many days of work in SIRPO office will be determined later in consultation with SIRPO.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Medan	4	12
2	Jakarta	1	2

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor degree majoring in Information Technology (IT), Information Management and Communication Technology.

II. Years of experience:

- A minimum of 4 (four) years of experience in facilitating village government and community related to Data Information System (DIS), community media and Disaster Management especially community based disaster risk management

III. Competencies and special skills requirement:

- Experience in assisting and actively involved in developing of DIS for Disaster Management in village or rural area
- Experience on DIS installation, web based DIS Management and maintaining function of DIS included population data bases, public services, disaster preparedness, EWS and village promotion
- Experience on DIS installation, web based DIS Management and maintaining function of DIS included population data bases, public services, disaster preparedness, EWS and village promotion
- Experience on information system and database management including installation of the internet, access point and server, competencies in computer programming (i.e. php, oracle, etc.) and excellent report-writing skill using Microsoft Office (word, excel and PowerPoint).

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical(70%)</u>		
<ul style="list-style-type: none"> • <i>Criteria A: qualification requirements as per TOR:</i> <ol style="list-style-type: none"> 1. Bachelor degree majoring in Information Technology (IT), Information Management and Communication Technology or other relevant field) ; the equivalent combination of education and the extensive relevant professional experience in a related area 	40	5

<p>2. A minimum of 4 (four) years of experience in the facilitating village government and community related to Data Information System (DIS), community media and Disaster Management especially community based disaster risk management</p> <p>3. Experience in assisting and actively involved in developing of DIS for Disaster Management in village or rural area</p> <p>4. Experience on DIS installation, web based DIS Management and maintaining function of DIS included population data bases, public services, disaster preparedness, EWS and village promotion</p> <p>5. Experience on information system and database management including installation of the internet, access point and server, competencies in computer programming (i.e. php, oracle, etc.) and excellent report-writing skill using Microsoft Office (word, excel and PowerPoint)</p>		<p>10</p> <p>5</p> <p>10</p> <p>10</p>
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment</i> 	30	
<p><u>Financial Criteria (30%)</u></p>		