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TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

(1) Assignment Information

Assignment Title:	National Specialist on Public Investment Planning
UNDP Practice Area:	UNDP
Cluster/Project:	Programme and Result Cluster
Post Level:	Junior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	Travel to key line Ministries and provinces
Contract Duration:	132 working days (in total) from 1 November 2016 to 31 July 2017

(2) General Background

Natural hazards continue to cause significant loss of life and property in Southeast Asia. However, investments to strengthen disaster resilience remain a low priority. This is partly because of limited understanding of the socioeconomic ramifications of disasters, as the damage and losses caused by historical disasters are often not fully recorded; and limited understanding of the opportunities available to reduce disaster risk by integrating measures into development investments. Given the intricate linkages between disasters and development, the Outcome 5 of UNDP’s Strategic Plan (2014-17) ¹ emphasizes on reducing the risks from natural disasters and climate change². The UNDP Strategic Plan asks for supporting policies and long-term planning and investment frameworks that are risk sensitive to minimize adverse development impacts.

The Sixth Asian Ministerial Conference on Disaster Risk Reduction (AMCDRR) in 2014 called for improved public investments in disaster risk management (DRM) by strengthening the capacity of institutions to develop, analyze, and use risk information in development planning and implementation. UNDP in partnership with the World Bank and the USAID organized a technical session on ‘Improving Public Investments for Disaster and Climate Risk Management to Protect and Sustain Development Gains’ which emphasized a) all development plans at all levels to include risk-sensitive investments measured for accountability, b) development of capacities of key institutions to analyze and incorporate institutions in development planning processes, c) mitigation of financial impacts of disasters by incorporating the benefits of financial protection strategies into budget decisions, and d) prioritization of resilient public investments in the area of current and future risks. Several countries in the Southeast Asian region have been undertaking disaster risk assessments, which vary in terms of scale, attributes, and purpose. However, few of these assessments have been

¹ UNDP Strategic Plan (2014-17), available online at <http://goo.gl/H3DRpz>

² Outcome 5 of the UNDP Strategic Plan - “Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change”.

used to inform public investment decisions. While the quality and availability of data remains an issue, the use of disaster risk information in decision making processes faces additional challenges: (i) limited understanding of the development processes that underlie and drive the generation of disaster risk, (ii) lack of a policy and regulatory mandate to consider disaster risk for investment planning, and (iii) limited DRM capacity within line agencies. Considerable capacity building is required to address these issues.

UNDP BRH is implementing an ADB (Asian Development Bank) Regional Capacity Development Technical Assistance project on 'Enhanced Use of Disaster Risk Information for Decision Making in Southeast Asia'. Output 2 of this project aims to take stock of existing disaster risk information, and provide guidance on how such information can be used for the public investment planning processes in each of the three project countries, viz. Cambodia, Lao PDR, and Myanmar. This Output 2 is expected to provide the scope and recommendations for integration of disaster risk information in public investment planning processes and will include sharing of experiences across the countries.

(3) Objectives of the Assignment

The main objective of the assignment is to review the existing public investment planning processes in the country and identify opportunities for the integration of disaster risk information in these processes. Specifically, the assignment will:

1. Undertake review of existing public investment planning processes in consultation with the international expert on Public Investment Planning and Disaster Risk Management,
2. Consult with relevant officials and agencies in the country to review the public investment planning processes and existing institutional arrangements for the investment planning,
3. Develop a country report based on the review of the public investment planning processes at national and sub-national levels and assessment of the extent to which disaster considerations can be factored into existing processes, and
4. Provide inputs to the international expert on Public Investment Planning and Disaster Risk Management on the Final report of the Output 2.

(4) Scope of Work

As a public investment planning specialist, the scope of the work for the assignment includes:

- a) Support the engagement of national agencies involved in public investment planning to initiate dialogue on risk-sensitive investment planning,
- b) Develop a work-plan for the implementation of the Output 2 in the country including consultations with relevant agencies, review of the existing investment planning processes and institutional capacities,
- c) Organize consultations with relevant agencies to seek information on public investment planning processes, associated challenges, gaps for integrating disaster risk information in these processes,
- d) Work closely under the technical guidance of the international expert on Public Investment Planning and Disaster Risk Management to systematically engage key stakeholders, undertake review and assessment, and make recommendations on policy, regulations, tools, and guidelines used for public investment planning to integrate disaster risk considerations,
- e) Coordinate with international expert on Disaster Risks and support necessary information collection and coordination with relevant agencies as required by the Output 2.

- f) Develop a country report reviewing the public investment planning process and identify scope for integrating disaster risk considerations. The consultant will produce a report of about 50 pages as per agreed outline with the International Public Investment Planning Specialist.
- g) Organize national dissemination workshop to share the findings and recommendations of the analysis.

(5) Expected Outputs and Deliverables

No.	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required (<i>Indicate designation of person who will review outputs and confirm acceptance</i>)
1	Inception reports including methodology, work-plan (including work plan for the Output 2), and initial findings.	(25%)	15 December 2016	Programme Specialist (Global) Disaster Risk Information and Application, UNDP Bangkok Regional Hub, Thailand
2	Progress reports, including the summary from the consultation meetings with key stakeholders	(35%)	31 March 2017	Programme Specialist (Global) Disaster Risk Information and Application, UNDP Bangkok Regional Hub, Thailand
3	Final report, including executive summary, institutional and policy findings on recommendations on opportunities for integrating disaster and climate risk information in public investment planning processes.	(30%)	31 May 2017	Programme Specialist (Global) Disaster Risk Information and Application, UNDP Bangkok Regional Hub, Thailand
4	National dissemination workshop in the country to disseminate findings to key stakeholders including government and development partners,	(10%)	5 July 2017	Programme Specialist (Global) Disaster Risk Information and Application, UNDP Bangkok Regional Hub, Thailand
Total # of Days:		132 working days		

(6) Institutional Arrangement

The expert will work as a member of the DRR team at UNDP Cambodia, and will report directly to UNDP Bangkok Regional Hub with coordination support by UNDP National Disaster Information Management Coordinator. He/she will also be accountable to the DRR team in UNDP Cambodia.

(7) Duration of Assignment, Duty Station and Expected Places of Travel

The consultant will be based in Phnom Penh and will work with relevant national and sub-national agencies. The consultant would need 10 days of travelling to provinces. The assignment is expected to take 6 person-months, over a period of 9 months. Transportation and DSA to the provinces will be arranged and paid by the project following UN DSA standard rate.

(8) Duty Station

The contractor's duty station for the contract duration will be Phnom Penh, and required 50% of partially intermittent based at UNDP office.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the *Basic Security in the Field (BSIF) training*

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>)

prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.ⁱ

(9) Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • At least Master Degree in public investment planning, disaster risk management, social sciences or relevant field is preferable.
Experience:	<ul style="list-style-type: none"> • At least <u>5 years</u> of relevant professional experience of experience in <ul style="list-style-type: none"> ○ public investment planning processes in the country; ○ related DRM policy analysis and the provision of advisory support for senior government stakeholders; and ○ knowledge of the DRM policy landscape, institutional setup, and implementation practice in the country; • Demonstrated experience in formulation and implementation of policies and programmes related to disaster risk management and mainstreaming disaster risk management in development processes. • Demonstrated experience of working with the government agencies and other key stakeholders in the country. • Ability to write clearly and compellingly in English.
Competencies:	<ul style="list-style-type: none"> • Excellent analytical, writing and communication skills in English and Khmer, including the ability to articulate ideas in a clear and concise manner; • Good interpersonal skills with ability to work well in a team whilst also having the capacity to work independently; previous exposure to disaster management, disaster loss and damage on multi-sector is an advantage
Language Requirement:	Fluency in Khmer and English
Other Requirements (if any):	n/a

(10) Review Time Required & Payment Schedule

The required review time is between two to four weeks after submission of the final product.

This is a fixed out-put based contract price regardless of extension of the herein specific duration. The consultant will be paid on a lump sum basis under the following installments.

- Submission of inception reports and work-plan (25%)
- Submission of progress reports including the summary from dissemination workshop (35%)
- Submission of final report and completion of National dissemination workshop (40%)

(11) Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master degree in public investment planning, disaster risk management, social sciences or relevant field is preferable.	10
Proved <u>5 years of relevant professional experience</u> of experience in <ul style="list-style-type: none">○ public investment planning processes in the country;○ related DRM policy analysis and the provision of advisory support for senior government stakeholders; and○ knowledge of the DRM policy landscape, institutional setup, and implementation practice in the country;	40
<ul style="list-style-type: none">• Demonstrated experience in formulation and implementation of policies and programmes related to disaster risk management and mainstreaming disaster risk management in development processes.• Demonstrated experience of working with the government agencies and other key stakeholders in the country.	40
<ul style="list-style-type: none">• Ability to write clearly and compellingly in English.	10
Total Obtainable Score	100

ⁱ POPP: <https://intranet.undp.org/global/popp/cap/Pages/administration-of-travel-of-ic.aspx>