

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title UNICEF Indonesia Disaster Risk Management Partnerships and Capacity Development Road Map for 2023 - 2025		Type of engagement: <input checked="" type="checkbox"/> Consultant (ZCON) <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Jakarta, Indonesia
Purpose of Activity/Assignment: Development of the UNICEF Indonesia Disaster Risk Management Partnerships and Capacity Development Road Map for 2023 - 2025			
<p>Background</p> <p>Indonesia's location along the Pacific "Ring of Fire" and its climate, exposes it to a wide range of geological and hydro-meteorological hazards across the country including earthquakes and tsunamis, volcanic eruptions, landslides, floods, droughts, and fires. Environmental degradation and climate change both interact with and exacerbate the occurrence and impact of natural hazard events. According to Indonesia's disaster management agency, around 150 million people live in earthquake-prone areas; 60 million in flood-prone areas; 40 million in landslide-prone areas; 4 million in tsunami-prone areas; and 1.1 million in volcanic eruption-prone areas.</p> <p>In 2021, Indonesia recorded three thousand disaster events that affected or displaced 8 million people, including an estimated 2.3 million children. Children and young people are hit hardest by disasters and climate change impact, which threaten food security, increase water scarcity, force families from their homes, and increase the risk of conflict and public health emergencies. They face loss of livelihoods, disruption of education and limited access to safe water, sanitation and hygiene, health and nutrition, and child protection services. There is also a greater risk of exploitation, abuse, and violence and family separation.</p> <p>Moreover, environmental degradation and climate change exacerbate the occurrence and impact of natural hazards. Indonesia ranks 46th out of 163 countries on the UNICEF 2021 Children's Climate Risk Index, indicating a 'high climate risk' for children. Children in Indonesia are highly exposed to vector-borne diseases, air pollution, and coastal floods. According to the Index for Risk Management (INFORM)¹ assessment, Indonesia is classified as a medium-risk country, ranking 57th on the global scale. Indonesia is highly prone to natural hazards, specifically, tsunamis (9,7 out of 10), earthquakes (8,9) and floods (8,1) are among the top three followed by epidemics, cyclones, and droughts. In addition, Indonesia scored relatively high (3,2) on vulnerability, which poses a greater threat to children and their families considering a high risk of hazards. However, this is mitigated by a relatively good score (4,5) for national capacity.</p> <p>The Government of Indonesia has established a coordination structure covering national and sub-national disaster management, which is articulated in the National Disaster Response Framework (NDRF) and consists of National Command, Support Posts, and seven Disaster Response Task Forces supported by Provincial Command. As Indonesia is a decentralized country, regional autonomy laws place regional governments in charge of preparedness and response to small-to-medium scale disasters, with national agencies and ministries tasked with a supporting function. However, given different levels of capacities across the regions and provinces, past disaster response operations have highlighted a need for increased national-level support to the regional response.</p> <p>At the same time, Law 24/2007 on Emergency Preparedness and BNPB's (National Disaster Management Agency) Regulation No 11 of 2014 on the National Cluster system regulate respective UN Agencies and NGOs to support the national cluster system.</p> <p>This places UNICEF in a unique position to support the children in both achieving their development and full potential in a safe and clean environment, covering both development and humanitarian aspects that are stipulated in the Country Programme Document and Country Programme Action Plan signed between the Government of Indonesia and UNICEF for 2021- 2025.</p> <p>Specifically, as a cross-cutting priority for 2021-2025, the Country Programme Document/ Country Programme Action Plan (CPD/CPAP) focuses on emergency preparedness and the capacity to move quickly to augment national and sub-national capacities. This is being driven within the broader risk-informed UNICEF programming framework, including the whole</p>			

¹ [INFORM Assessment, Indonesia Risk Profile, 2022](#)

spectrum of climate change adaptation, disaster risk reduction (DRR), and emergency preparedness and response (EPR). With the increased focus on improved institutional emergency response and preparedness capacity both at national and subnational levels, and strengthened risk-informed programming, efforts are being made to limit disaster-related disruptions to child-centred social services and to strengthen strategic multi-stakeholder partnerships for disaster and environmental risk management.

UNICEF's presence in Indonesia, with a country office in Jakarta and seven field offices (FOs) in Aceh, Surabaya, Makassar, Kupang, Jayapura Field Offices, and Manokwari and Ambon sub-offices, contributes to achieving planned results at subnational and national level in the eight target provinces: Papua, West Papua, East and West Nusa Tenggara, South Sulawesi, East and Central Java and Aceh. Results will be realized by supporting capacity building of local actors, including first responders, civil society partners in risk-informed programming and improving operational capacity for effective child-centred humanitarian action, including through strengthening child-centred contingency planning (CCCP) both as cross-sectoral general contingency planning and sector-specific (i.e. Nutrition, WASH) at local level. UNICEF, through its office in Jakarta and field offices, continues to provide technical support to BNPB, key line ministry partners, and related regional and national authorities and technical assistance partners, with a focus on working through the humanitarian 'cluster' system, where UNICEF is a provider of last resort.

Scope of Work:

Given Indonesia is extremely disaster prone, UNICEF is strongly committed to effective and efficient humanitarian action for children and child-centered disaster risk management for resilience. In realizing the commitment, it is highly important to identify the existing needs and gaps in expanding humanitarian partnership and disaster risk management capacity development at national and sub-national levels. UNICEF Indonesia, thus, is seeking to engage a national consultant to support the development of a Disaster Risk Management Partnerships and Capacity Development Road Map for 2023 – 2025.

The overall objective of a Road Map is to reduce the vulnerability of children, adolescents and their families to disaster, and climate risks by strengthening capacity and cooperation with national and local governments, and humanitarian and development partners in civil society and the private sector.

Specific objectives include:

1. Identify capacity development and cooperation priorities and actions with national and local governments in urban and rural settings.
2. Develop resourcing and partnership framework to mobilise and leverage contributions of government and partners at national and local levels.
3. Provide UNICEF Indonesia with the disaster risk reduction and emergency preparedness and response DRR vision and implementation of the Road Map across sectoral and cross-sectoral workplans.

It is expected, that following the development of the Road Map and its implementation, several key outputs will be achieved by the UNICEF Indonesia CO:

1. Coordination of DRR and EPR, including integration of contingency planning guidelines and processes through a multi-sectoral approach, in CPAP implementation among programme sections, FOs and Planning/Emergency strengthened to increase synergy and complementarity.
2. Integrated capacity development and partnerships mechanism, including institutional entry points, for all outcome areas and cross-sectoral components to harmonise and scale-up coverage in Focus Provinces.
3. Subnational coordination/ leadership for child-centered DRR and EPR strengthened.
4. DRR and EPR capacity development, planning and tools development for local governments/partners between FOs and programme and planning sections integrated and strengthened, links between DRR, EPR and climate agendas identified.

The following key components should be reflected in the Road Map:

Disaster Risk Management:

Disaster Risk Reduction: understand disaster and climate risks and vulnerabilities, identify sectoral and cross-sectoral actions, including (gender, disability, accountability to the affected population, prevention of sexual exploitation and abuse for systems strengthening, children, youth, and community engagement, identify internal and external capacity development needs at national and local levels;

Emergency Preparedness for Response (Disaster Management): Identify internal and external gaps in capacity and coordination and develop specific sectoral and cross-sectoral actions.

Coverage:

Urban and rural in Focused Provinces, with differentiated analysis and recommendations for resilient cities/urban programming and rural-based interventions.

Costed Action Plan for 2023 – 2025:

Sectoral, cross-sectoral – integration to the AWP's following discussions with respective government partners at national and local levels.

Resourcing and partnership:

UNICEF resource mobilisation

Leveraging from national and subnational budgets

Key deliverables:

- ICO Disaster Risk Management and Capacity Development Road Map for 2023-2025.
- Costed Action Plan for 2023- 2025.
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A national consultant will work with an international consultant throughout the duration of the assignment, under the direct supervision of the Emergency/DRR Specialist and in close consultation with the Chief of Planning, Chief of Field Operations, Jakarta-based and Field Offices programme sections, emergency focal points, and other cross-cutting areas advisors as required.

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures; and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

*) Ref CF.AI.2013-001 Amend 2, work assignment should be: specific, measurable, attainable, results-based and time-bound (“SMART”) and include:

- (a) tangible and measurable outputs, objectives and targets of the work assignment, as well as specific activities to achieve these;
- (b) specific delivery dates and details as to how the work must be delivered (e.g. electronic submission, hard copy), subdivided into “milestones” where appropriate;
- (c) indicators for evaluation of outputs (including timeliness, achievement of goals, and quality of work)

Supervisor: Emergency /DRR Specialist	Start Date: August 2022	End Date: March 2023	Number of Days (working) 30
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*Work Assignment Overview (SMART)			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment Schedule
Inception Report containing methodology, workplan and timeline (with inputs from national consultant)	Inception report of approximately 15 pages, excluding annexes.	Two weeks after contract signed	20%
Review of preliminary mapping/ analysis report of relevant national and subnational policy documents, strategies, programme, regulations done by a national consultant. Jointly with the national consultant to review the UNICEF policy documents, standards on EPR and DRR, related progress updates, materials, and data provided by UNICEF.	Report on preliminary mapping and analysis of existing policies, implementation and funding status, and gaps of approximately 10 pages, excluding annexes.	Five weeks after contract signed	
Structured mapping of capacity development needs and systems strengthening entry points against priority disaster and climate risk and reduction actions at sectoral and cross-sectoral levels, including on (gender, disability, accountability to affected population, prevention of sexual exploitation and abuse, children, youth, and community engagement, identify internal and external at national and local levels; Identify internal and external gaps in capacity and coordination and develop specific sectoral and cross-sectoral actions.	Report on methodology and list of questions for the key informant interviews of approximately 15 pages, excluding annexes.	Seven weeks after contract signed	30%
Jointly with a national consultant conduct interviews with UNICEF programmes in Jakarta and field offices. Key informant interviews, FGDs with national and sub-national government stakeholders, humanitarian/development partners, adolescent, and youth networks, the implementing partners will be done by a national consultant, notes shared prior to the interviews with UNICEF programmes.	Progress report, containing a summary key issues , expanding understanding of issues mapped in the desk review to feed to the development of the Road Map and costed Action Plan.	13 weeks after contract signed	30%
Draft Road Map and costed Action Plan developed and submitted for review	Draft Road Map and Action Plan of approximately 20 pages, excluding annexes	16 weeks after contract signed	20%
Draft should incorporate comments received from UNICEF			
Final Road Map and costed Action Plan submitted	UNICEF Indonesia Disaster Risk Management Partnerships and Capacity Development Road Map for 2023 – 2025 , of approximately 20 pages, excluding annexes.	20 weeks after the contract signed	

Minimum Qualifications required:

Bachelors Masters PhD Other
Enter Disciplines : Public Policy, Public Administration,
Public management, International Development,
Disaster Risk Management, Humanitarian Action

Knowledge/Expertise/Skills required:

Master's degree in public/social policy, humanitarian action, disaster risk management, policy analysis and strategy, action plan formulation and implementation.

- A minimum of seven years of relevant experience in one or more of the areas outlined above
- Strong writing and communication skills, and a demonstrated track record of working on multi-sectoral and research-oriented studies and initiatives
- Have experience working with UNICEF or other UN agencies
- Have experience working in Low- and Middle-Income Countries (ideally, in Asia-Pacific)
- Fluent English (spoken and written)