

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/ CONTRACTORS



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Type of engagement:	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time
Title of engagement:	Mapping the potential services that could be available from Trinidad & Tobago members of the Energy Chamber in a post disaster situation.
Location: If remote or home-based, indicate. If contractor is not resident in host country, indicate if presence in host country and/or travel is required.	Remote/home based
Duration: Number of working days	25 days over 6 weeks
Start Date:	10/8/2021
End Date:	11/30/2021
Requesting Section:	Programme Effectiveness
Supervisor:	Partnerships Specialist

BACKGROUND

BUSINESS AND COMMUNITY RESILIENCE (BCR)

The Business and Community Resilience is an approach that aims at engaging with business¹ to protect children from shocks and stresses (environmental, social and environmental or climate-related hazards) by using private sector's core expertise, operational capacities and networks to address its impact on children, strengthen the resilience of local communities and markets, and enhance the efficiency of humanitarian actions.

The COVID-19 crisis demonstrates more than ever the need to build resilient systems to reduce the negative impact of such crises on people and the economy. This crisis also highlights the interlinkages which exist between each of the stakeholders contributing in building peaceful, prosperous and resilient societies - including people and businesses; and the need to invest in both community and business resilience to reduce the human costs and economic impact in the short- and long-term.

The private sector is a fundamental component of local communities affected by humanitarian crises, and it has long been engaged in humanitarian preparedness, response and recovery. Private sector actors are present before humanitarian crises occur and as crises unfold, and they are among the first responders to emergencies. When disaster strikes, Small and Medium Enterprises (SMEs) are first hit which in turn affects market stability and community

¹ The business sector includes all companies (small enterprises, community-level entrepreneurs, large global multi-nationals and corporations); multi-stakeholder platforms; business leaders (influencers and philanthropists), corporate and family foundations.

livelihoods. A resilience model established between larger and smaller businesses could also support community resilience.

Private sector actors, whether small or large, operating directly in humanitarian contexts or indirectly through supply chains, can leverage their own expertise, resources, channels and influence to address humanitarian needs and make positive contributions to long-term resilience, peace and sustainable

development. Building community resilience can be done by addressing adverse business impact on children while supporting business and ensuring swift recovery of markets and resumption of community livelihoods.

1.1. The UNICEF BCR PILOT PROJECT IN INDONESIA

The Business and Community Resilience (BCR) pilot project in Indonesia, with implementation starting in August 2018 and successful completion in December 2020, helped operationalize the BCR approach in the country. Implemented in collaboration with the UNICEF Private Fundraising and Partnership Division (PFP), the Office of Emergency Programs (EMOPS) and the Programs Division Humanitarian Support and Transition Support (PD HATIS), the project demonstrated strong interest from the private sector in contributing with their expertise to humanitarian action and to build the resilience of communities in the regions in which they operate. UNICEF took a leadership role and convened its sister UN agencies (UNDP, UN OCHA) and Connecting Business initiative (CBI) to work together as a “One UN system” in engaging with the private sector in the BCR initiative. UNICEF’s role was instrumental in bringing expertise of the agencies with their different mandates, including child safeguarding and child-sensitive humanitarian and development standards and principles, policy development and formulation, coordination for strengthened disaster management action and expertise for private sector capacity development and networking together. Working as a “One UN system” enabled the supporting of the one business engagement process and framework.

The BCR project focused its implementation on two main objectives: 1) Actively engaging with national and international businesses on DRR and preparedness in Indonesia at the national and subnational level, and support of a formal national engagement (National Framework) in disaster resilience, awareness raising and capacity development processes, in collaboration with key national actors; and 2) On the basis of this pilot initiative, to draw lessons learned and strategic recommendations on the evidence-base to develop a “business case” for the key role that the private sector can play in DRR, and internal guidance documents to equip UNICEF Country Offices in engaging with business in DRR.

1.2. The UNICEF BCR PROJECT IN EASTERN CARIBBEAN

Building on the Indonesian experience, the BCR Multi-Country Project aims to replicate the Business and Community Resilience approach in other countries of similar context in Latin America and the Caribbean.

UNICEF has identified **the Eastern Caribbean area** (comprising Anguilla, Antigua and Barbuda, Barbados, British Virgin Islands, Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands) as a country for the BCR Multi-Country Project.

The overall **strategic objectives** of the BCR Multi-Country Project are:

- **Engaging private sector on risk reduction and preparedness, response and recovery** (within the business operation, for children and the community).
- **Protecting Employees and communities** where the company operates
- **Create an enabling environment** promoting responsible child-friendly business practices
- **Contribute with core business expertise to** humanitarian action and resilience
- **Building awareness of business on the direct and indirect impact of their operations, value chains, and relationships on children and communities** and on actions they can take to address adverse impact.
- **Building understanding of and capacities of the private sector to adopt child-centred strategies** for community resilience, climate adaptation and humanitarian action. Providing advisory guidance on community resilience, climate adaptation and humanitarian action, in collaboration with national authorities and key stakeholders.
- **Leveraging private sector’s comparative advantage and resources to increase community resilience,**

- **Strengthen the** efficiency of climate-related adaptation and humanitarian action, which ultimately protects children rights.
- **Putting children's rights at the core of Public-Private Partnerships (PPPs)** and Shared Value Partnerships (SVPs) on resilience, climate-related activities and humanitarian action.
- **Engaging with influential private sector actors and "Champions"** on advocacy and mobilizing new businesses to catalyze action.
- **Promoting innovation** through the active children's participation and the use of technologies for risk reduction and preparedness.

As part of the Phase 1 the UNICEF BCR strategies a Landscape Analysis is currently being conducted with the objective to analyze the country context of private sector engagement in humanitarian action and resilience, identify gaps and priorities for action. It is expected the LSA to be informed also with the result of the this current ToR.

UNICEF ECA is supporting Trinidad & Tobago to map the resources, services and equipment available among the members of the Energy Chamber of Commerce which could be available in disaster preparedness and response. It is understood that this initiative has the potential for deeper engagement with the Energy Chamber of Commerce in the forms of an MoU to pre-arrange services provided by their members in disaster preparedness, response and resilience. The mapping will be used to better understand the scope and depth of the partnership to be established within the Guiding Principles for UNICEF's Engagement with Businesses.

PURPOSE/SCOPE OF ACTIVITY/ASSIGNMENT

Goal and Objective: This ToR identifies a specific need for Trinidad & Tobago to map the resources, services and equipment available among the members of the Energy Chamber which could be available in disaster response. It is understood that this initiative has the potential for deeper engagement with the Energy Chamber in the forms of an MoU to pre-arrange services provided by their members in disaster preparedness, response and resilience. The mapping will be used to better understand the scope and depth of the partnership to be established within the Guiding Principles for UNICEF's Engagement with Businesses.

The comprehensive analysis for Trinidad & Tobago will include the following (but is not limited to):

1. *An analysis of equipment, services, skills and in general resources available among the members of the Energy Chambers that could be available in a post disaster situation;*
2. *The analysis will include availability, time lapse for deployment, necessary technical guidance, staff requirements to operate machinery etc.*

Activities and Tasks:

Proposed elements of the **mapping**:

- An overview of the economic outlook for Trinidad & Tobago and economic sector structure.
- A short overview of the energy sector in the country.
- Listing of companies with resources, equipment, skills and services available in case of emergency preparedness and crisis response.
- Identify priority areas to focus through engagement with the Energy chamber.
- Suggest an engagement plan to support future Business and Community Resilience actions.
- Develop an overview of industry sectors, companies and business associations that are currently investing most in CSR overall; and the focus of CSR activities, noting those that are focused on children
- Create a partner contact list/database.

Outputs/Deliverables:

1. Mapping the potential services that could be available from Trinidad & Tobago members of the Energy Chamber of Commerce in emergency response and preparedness.

The mapping will include will undertake an analysis of the energy sector landscape through an agreed research approach that may include a combination of: literature review, desk research; stakeholder interviews and consultations with members of the Energy chamber, Energy Chamber Board and surveys.

2. Development of a detailed framework will be tailored specifically following a format provided with identification of main areas of research and determined during the inception phase, to ensure use of existing information and knowledge base and avoid duplication of efforts, but will broadly cover the following areas:
 1. Supply-side analysis of macroeconomic landscape.
 2. Opportunities for BCR in promoting partnerships and funding, spaces and gaps for further public/private partnership, shared value opportunities for private sector involvement with recommendations and proposals.

Key Activities/Tasks (*):	Deliverables/Outputs (*):	Duration (Est. days/months):	Due Date
1. Inception Phase: Desk Review and data collection) analysis of key research, surveys, analytical reports, management information systems and national policies. Energy Chamber will provide the list of documents and studies conducted in support of the desk review	Initial Desk Review which will also include design and methodology (data collection approach should include review of existing landscape analysis, Energy Chamber members by areas and detailed workplan of proposed activities). The document will be shared with UNICEF and the Energy Chamber for review and comments within 3 working days .	5 days	10/4/2021
Stakeholder consultations; Conduct and provide technical assistance with selected resource persons to gather adequate evidence in the gaps identified during literature review. Consultations with key stakeholders	Summary of interviews, list of partners, meetings [As an Annex to the Mapping Report).	10 days	10/20/2021

Submission of first draft mapping of the services that could be available from Trinidad in a post disaster situation including modalities of utilization, procedures (insurance, export licence, technical skills etc.)	Preliminary Mapping following the data collection	5 days	10/29/2021
Final draft of mapping providing an overview of current findings in relation to private sector engagement in humanitarian action and resilience, focusing on the private sectors capacities, experience, potential, barriers, and challenges. • Preparation PPT to summarize key findings. • Develop a summary document succinctly summarizing the key findings/recommendations	Final Draft	5 days	11/12/2021

Methodology:

Desk review, interviews with key stakeholders, qualitative data to be collected through in-depth interviews with key business partners and companies. The Consultant is expected to follow a qualitative method of doing landscape assessment—doing both primary data collection and using secondary data, coupled with a systematic mapping of available resources.

The report on the private sector mapping should include the following components:

- Executive summary of the key insights deduced from the mapping study;
- Background & context which includes the project objectives and context,
- A description of the private sector landscape in Trinidad and Tobago as relates to BCR and sustainability initiatives, including companies and business associations, chambers of commerce and other business networks of relevance;
- Key insights from the mapping study of the private sector;
Sectors of the economy mapped according to:
 - Impact of the children's rights in terms of operations, products and services,
 - Risks for children and the community,
 - Possibility of their inclusion into partnerships that create shared value for children and operations (Shared Value Partnership).
- A prioritization of the sectors and companies that have the potential to partner on BCR activities benefiting children.
- Recommendations on viable engagement strategies that UNICEF can employ for each prioritized area.
- Annex summarizing the Stakeholder Consultations.

The mapping should be implemented in consultation and coordination with UNICEF ECA office with the support of the Energy Chamber of Trinidad & Tobago. Technical guidance will be provided by UNICEF Regional Office and HQ, to ensure compliance with UNICEF guidelines.

The methodology used will need to ensure that the information collected is valid, reliable and sufficient to meet the assessment objective and that the analyses are logical, coherent and complete. Triangulation (utilizing multiple sources of data and methods) should be applied in order to validate findings. The proposed methodology should also show collection, use and analysis of gender-disaggregated data where relevant.

In the proposed methodology, the consultant will need to provide the following: 1) what information should be collected; 2) from which sources / or stakeholders it should be collected; 3) for what purpose it should be collected; 4) how the collected data will be analyzed in order to answer the assessment questions; 5) how the collected data will be analyzed and processed to help develop recommendations for regional engagement; and, 6) draft timeline. The consultant is expected to submit this as part of the inception phase.

PAYMENT SCHEDULE

Payment of professional fees will be based on submission of agreed deliverables which receive satisfactory quality review. In general, individual contracts shall not allow for fee advances. However, a maximum of 30 per cent of the total contract value may be authorized by the Approving Authority in cases where advance purchases, for example for supplies or travel, may be necessary.

MINIMUM EXPERIENCE / QUALIFICATIONS (*)	
<p>Education: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Business Administration, International Relations, Economic Development, Development Studies, Social Sciences, or other relevant field is required.</p>	<p>Knowledge/Expertise/Skills required: Experience:</p> <ul style="list-style-type: none"> • Demonstrated experience with research and participatory methods, experience conducting research with extractive and mining sector/and or private sector. • preparedness, response and recovery is desirable; • Experience in carrying out donor mapping, partnership development and management, resource mobilization or fundraising strategies. • Experience in disaster risk reduction, emergency preparedness, response and recovery particularly in the context of the Caribbean is desirable; • In-depth knowledge of extractive and mining sector, due diligence UNICEF guidelines is required. • Strong writing and analytical skills for quality report writing. • Strong coordination skills and ability to adhere to deadlines and work remotely • Good knowledge of the private sector landscape in Trinidad and Tobago.
<p>Years of Experience: • Minimum 5 years of experience in a relevant field, out of which at least 2 years are related to private sector partnerships is required;</p>	

Language(s) needed if any: • Fluency in written and spoken English is required.

CONDITIONS OF SERVICE

Before commencing work, a consultant or individual contractor shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized. Consultants and individual contractors shall assume all costs that may occur in relation to the statement of good health. Consultants and individual contractors are required to certify that they are covered by medical/health insurance.

RECOURSE

UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

TITLE RIGHTS

All materials created by the Contractor which bears a direct relation to, or is made in order to perform, this contract and any intellectual property rights thereof, including but not limited to patents, copyright and trademarks, shall be jointly owned by UNICEF and the Contractor. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights. Any third party usage shall require written permission from both parties.

TRAININGS

Consultants and Individual contractors, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract:

- [Ethics and Integrity at UNICEF](#)
- [Prevention of Sexual Harassment & Abuse of Authority](#)
- [Sexual Exploitation Abuse \(PSEA\)](#)

Consultants and Individual Contractors must complete the following course before commencement of any travel on behalf of UNICEF.

- [BSAFE Security Training](#)

Any consultant or individual contractor who is issued a UNICEF email address must complete the following courses no later than 30 days after signature of contract.

- [UNICEF Information Security Awareness Course](#)
- [Fraud Awareness](#)

HOW TO APPLY

Prospective consultants should apply through UNICEF jobs website using the following link <https://jobs.unicef.org/en-us/job/544779/consultancy-mapping-potential-services-that-could-be-available-from-trinidad-tobago-members-of-the-energy-chamber-in-a-post-disaster-situation> no later than 5 October 2021. The application package should include the following:

- a) A cover letter;
- b) Detailed Curriculum Vitae
- c) A proposal stipulating all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

d) Insert any additional requirements

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

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.