TERMS OF REFERENCE
National Consultant

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>National Consultant for Developing Guidelines for Flood and Drought Recovery in Lao PDR</th>
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</thead>
<tbody>
<tr>
<td>Project</td>
<td>Building Capacities for Resilient Recovery – Phase 2</td>
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<tr>
<td>Type of Contract</td>
<td>Individual Contract (Two National Consultants)</td>
</tr>
<tr>
<td>Contract Period</td>
<td>Three (3) Months January – March 2020 (75 working days)</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Team Leader, NRM and Climate Change/DRR and UXO</td>
</tr>
<tr>
<td>Location</td>
<td>Vientiane Capital</td>
</tr>
<tr>
<td>Country</td>
<td>Lao PDR</td>
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A. Project context and Background
Lao PDR is exposed to a range of disasters as a result from natural and manmade actions such as typhoons, floods, landslides, droughts, strong winds, disease outbreaks, as well as earthquakes in the northern parts of the country. The country is seeing an increased frequency and intensity of extreme weather events resulting in droughts and floods during increasingly unusual periods throughout the year. The majority of floods occur in the central and southern parts of the country along the Mekong plain in 2018 and 2019.

In late August 2019, a tropical storm and low pressure over Lao PDR caused flooding in six provinces: Khammouan, Savannakhet, Champasak, Saravan, Sekong and Attapeu. As per available estimates from the National Disaster Management Organisation on 8 September 2019, almost 400,000 people are affected, 14 people lost their lives and there’s significant damage to agriculture, houses and infrastructure. Estimated capital exposure is about US$ 753.4 million. According to preliminary assessment from UNITAR-UNOSAT, within 60,000 sq.km. of Southern Lao PDR, about 1,000 sq.km. appears to be flooded where over 1.6 million people live.

In 2018, floods affected all 18 provinces in Lao PDR resulting in loss and damage equivalent to 9.6 percent of the Government budget in that year. The Government led Post Disaster Needs Assessment provided the recommendations to develop a National Disaster Recovery Framework, incorporating measures to reduce risks and into the country’s 8th and 9th National Socio-economic Development Plans.
The Project Building Capacities for Resilient Recovery-Phase 2 seeks to strengthen policy, institutional and financial frameworks to plan and implement sustainable recovery processes; enhanced capacities in recovery planning and implementation; conduct post-disaster needs assessments and developing comprehensive recovery frameworks; enhance capacities for implementing sustainable recovery at community – level; and build a systematized body of knowledge and technology innovation for recovery management.

UNDP has committed to supporting Government and people of Lao PDR in the response and recovery processes with continuous contribution to disaster risk management programming and climate change adaptation.

The Project output

UNDP in Lao PDR in partnership with Ministry of Labour and Social Welfare is implementing the project: Building Capacities for Resilient Recovery – Phase 2 (BCRRRII). The project seeks to support the National Disaster Management Organization (NDMO) and the Ministry of Labour and Social Welfare (MoLSW) in the recovery efforts and long-term disaster risk reduction.

In this context, UNDP is focusing on Output 4.2: Develop Guidelines for Floods and Droughts Recovery. This will support the development of a set of recovery guidelines for floods and droughts considering:

- The drought guidelines would include information on monitoring drought, water management for drinking, for livestock and for irrigation, land and natural resources management and sustainable agricultural practices.
- The guidelines would define roles of national government and community level recovery.
- The flood recovery guidelines will include aspects of repair and reconstruction of community infrastructure, individual households, replacement of livelihoods, replacement of livelihoods assets and floods preparedness at community level.

UNDP Disaster risk Reduction & Climate Change Adaptation work is hinged on the framework as contained in the Sendai Framework as well as the draft Lao PDR National Disaster Management Law /Policy, 2019.

B. Scope of Work

Under the supervision of the Disaster Risk Management Specialist and with the whole oversight of the Team Leader, Natural Resource Management, Climate Change and Disaster Risk Reduction/UXO for UNDP Country Office: the two national consultants will work as a team to support UNDP and MLSW in development of guidelines for flood and drought recovery for Lao PDR.

The guidelines for flood and drought recovery aim to strengthen recovery efforts and risk reduction measures:

- The process will involve regular consultations through which the heads of disaster management, early warning, and meteorological unit and water authorities from national
and local levels meet with the NDMO/MoLSW/NDPCC and technical counterparts in order to monitor progress and address impediments to reduce drought and flood-related disasters.

- Facilitate, and participate in, the technical working group meetings to oversee the consolidation of the guidelines for flood and drought recovery.
- Facilitate coordination and dialogue among different involved stakeholders, including development partners and private sector.
- Work closely with other UNDP staff and support in organizing one to one consultation with key involved staff from different departments at national and local levels for finalizing the guidelines.
- Prepare summaries, minutes and reports of the technical working group discussion and other meetings.
- Support the revision of the translation from English to Pasa Laos of the final Draft, in close collaboration with UNDP Disaster Management team.
- Follow up with government counterparts in the process of endorsement of the Guidelines.
- Participate in dissemination process and integration of the approved National Disaster Management Law where applicable in the guideline.
- Ensure that considerations related to gender equality and inclusion are mainstreamed within the overall process for developing, and the content of, the Recovery Guideline, including assuring a balanced representation in the consultation process.
- Support the dissemination, including contributing to a dissemination strategy once the Guidelines will be finalized.

The guideline will be implemented over a five-year period with the strategy focusing on preparedness and contingency planning, early warning and vulnerability information systems, mitigation measures, response activities and recovery strategies.

- Be a user-friendly practical tool for the government to be used in pre-disaster and post-disaster recovery phases;
- Be aligned with international and regional standards, principles and good practices adapted to the national context for different disasters;
- Reflect (or refer to) local processes and practices on disaster recovery as experienced or demonstrated by local communities in Lao PDR;
- Include ways and means to translate the gains of resilient recovery into longer-term risk reduction and resilient development;
- Integrate issues to avoid recovery interventions exacerbating local tensions, mechanisms, including participatory methods, should be considered;
- Integrate considerations related to gender equality and inclusion of vulnerable groups or communities. Those consideration should be an integral part of the Guidelines as well as in the process of formulation, including e.g. assuring a balanced representation in the consultation process;
• Include elements of innovation (applicable to the Lao PDR context);

In developing guidelines for flood and drought recovery for Lao PDR, the consultants will have to coordinate with UNDP and NDMO/MLSW with aligned workplans and timelines between the two institution.

C. Expected Outputs and Deliverables
1. Formulate guidelines for flood and drought recovery to address and strengthen the local capacities of national meteorological and hydrological services for early warning and disaster preparedness - BBB
2. Develop guideline in line with the new national DRM and Recovery Strategy already in progress and set in place a multi-sectoral disaster management/recovery strategy for the floods and droughts
3. Make reference on the desk review already undertaken, identifying good practices from other countries that can be relevant and applied in the Lao PDR context.
4. Review roles and responsibilities of relevant working committees of the National Disaster Prevention and Control Committee and other stakeholders, involved in recovery functions
5. Review and analyze tools developed till date on rehabilitation and reconstruction including the DM Law
6. Conduct multi-stakeholder's consultations, through formal and non-formal mechanisms
7. Organize meeting with technical working groups representatives to collect inputs as well as to validate collected information
8. Collect inputs from other activities, under the same project (e.g. trainings and community-based recovery interventions)
9. Set up partnerships in place including private sector partnerships for timely and availability of data for disaster preparedness.

D. Duration of Work

The expected duration of work is estimated to be full time starting on 20 January 2020 until 31 March 2020.

E. Management and Implementation Arrangements:
• The consultant will report to the DRR Specialist, Disaster Risk Management Specialist, under the overall supervision of the Team Leader, NRM and Climate Change/DRR from UNDP Lao PDR Country Office, and support by Ministry of Labour and Social Welfare, the National consultants will be responsible for Developing Guidelines for Flood and Drought Recovery in Lao PDR
• The consultant is also required to comply with the UN security directives set forth under http://dss.un.org
• The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
• The consultant is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection
• Payments will be made upon submission of deliverable, detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor

F. Duty Station

The Consultants will be home based with expected field missions in Vientiane and the two provinces (Bolikhambay and Saravane) within Lao PDR based on agreement with UNDP Lao PDR.

G. Expertise and Qualifications Required

The successful applicant should have the following expertise and qualifications:

**Education:**
• Bachelor or post graduate degree in Disaster Risk Management, Development Studies, Political Science or any related Social Science

**Experience:**
• At least 4 years of relevant work experience in Lao PDR, in Disaster Risk Reduction and recovery
• Proved understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation.
• Experience in coordination with different range of stakeholders and mostly government counterparts.
• Experience working with government agencies, UNDP, INGOs, UN agencies and civil society.
• Good command of both written and oral Pasa Lao and English Language.
• Proof of previous experiences in oral and written translation of technical materials in Pasa Lao and English languages will be an asset.
• Must be a Lao national
• Experience of working with Government or international agency is desirable,
• International experience is an asset;
• Proven ability to deliver quality output working under tight deadlines,
• Ability to communicate effectively and to facilitate discussions at the senior level with government officials

**H. PAYMENT SCHEDULE**

Interested persons are requested to submit their financial proposals quoting their **daily fees** noting the following conditions:
a) Payments will be made upon submission of the following deliverable, certification of payment form, and acceptance and confirmation by the supervisor.

<table>
<thead>
<tr>
<th>Deliverable No.</th>
<th>Description of deliverables</th>
<th>Timeline</th>
<th>Indicative n. days inputs</th>
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<tbody>
<tr>
<td>Deliverable 1</td>
<td>Inception report</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; January 2020</td>
<td>10 working days</td>
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<tr>
<td>Deliverable 2</td>
<td>Consultation workshop report</td>
<td>14&lt;sup&gt;th&lt;/sup&gt; February 2020</td>
<td>10 working days</td>
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<tr>
<td>Deliverable 3</td>
<td>Draft Guidelines for flood Recovery</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; March 2020</td>
<td>20 working days</td>
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<tr>
<td>Deliverable 4</td>
<td>Draft Guidelines for Drought Recovery</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; March 2020</td>
<td>20 working days</td>
</tr>
<tr>
<td>Deliverable 5</td>
<td>Final Guidelines for Flood and Drought Recovery</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; March 2020</td>
<td>15 working days</td>
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I. RECOMMENDED PRESENTATION OF OFFER

Interested persons are requested to submit the following documents as part of their application:

1) **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the ‘Resume and Motivation’ section of the electronic application.

2) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.

3) **P11 Form** indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP.

4) **Financial Proposal** that indicates the daily fees as per the template provided by UNDP.

J. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

**Combined Scoring Method:**
- Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%
Technical Evaluation of Proposals:

- All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

<table>
<thead>
<tr>
<th>Technical Evaluation</th>
<th>Points (70)</th>
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<tbody>
<tr>
<td>1 Educational background:</td>
<td>10</td>
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<tr>
<td>o Masters’ Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field</td>
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<tr>
<td>2 Relevant Experience: 55 points</td>
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<tr>
<td>o Proven understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation.</td>
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<tr>
<td>o At least 10 years of relevant work experience in Disaster Risk Reduction, with a focus on recovery (20 points)</td>
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<td>o Experience in coordination with different range of stakeholders and mostly government counterparts (10 points)</td>
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<td>o Experience in drafting guidelines, strategies, toolkits, etc. (10 points)</td>
<td>10</td>
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<tr>
<td>o Experience in conducting similar assignment will be considered a strong asset (5 points)</td>
<td>5</td>
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<td>o Previous experience in the region and in Lao PDR, will be considered an asset</td>
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<td>3 English language skills: 5 points</td>
<td>5</td>
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<tr>
<td>o Excellent command of written and spoken English</td>
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<td>o Knowledge of Lao PDR language will be considered an asset</td>
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<tr>
<td>4 Total</td>
<td>70</td>
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Financial Evaluation of Proposals:

- The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. [30 Points] x [USD lowest] / [USD other] = points for other proposer’s fees

The contract shall be awarded to the applicant who receives the highest cumulative score.

A. APPROVAL
This TOR is approved by: Justin shone, Team Leader, Natural Resources Management, Climate Change and Disaster Risk Management

Signature: ____________________________

Date: 03 December 2019