

# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16/05/2012

## **Description of the assignment:**

Consultancy on understanding existing methodologies for allocating and tracking DRR resources in 6 countries in the Americas : Colombia, Costa Rica, Guatemala, Mexico, Panama and Peru

## **Period of assignment/services : 20 June -20 August 2012**

Proposal should be submitted by email to [vacantes@eird.org](mailto:vacantes@eird.org) no later than 8 of June 2012 . Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNISDR will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants..

## **1. BACKGROUND**

The International Strategy for Disaster Reduction (ISDR) is a multi-disciplinary and multi-stakeholder platform to enable societies to increase their resilience to natural, technological and environmental disasters and to reduce associated environmental, human, economic and social losses. A range of United Nations organizations and international partners participate in cooperation with Governments and civil society organizations. In adopting ISDR, the United Nations General Assembly (Res/54/219) also endorsed the establishment of the ISDR secretariat (UNISDR).

Having the Hyogo Framework for Action (HFA) as its main orienting tool, the vision of UNISDR is a world where the economic and political imperatives for reducing Disaster Risks Reduction are recognized and acted upon. For achieving this vision, UNISDR work with and convene governments and partners to advocate for evidence based disaster risk reduction and to effectively communicate with and mobilize decision and opinion makers , to strengthen the resilience of nations and communities from disasters.

In keeping with the mandate of the UN/ISDR secretariat, the Regional Unit for the Americas, strives to provide support to actors throughout the region, including North America, Latin America and the Caribbean, in fostering a culture of disaster prevention and contributing to build disaster resilient nations and communities. Our office is located in Panama City, Panama.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

For detailed information, please refer to Annex 1 – Terms of Reference

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

For detailed information, please refer to Annex 1 – Terms of Reference

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications :

1. Proposal:
  - a. Indicate why is a suitable candidate (one page)
  - b. Summary of the proposed plan and strategy to develop the consultancy (max 3 pages).
2. Personal CV including past experience in similar projects.
3. Financial proposal.
  - a. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal should include a breakdown of the proposed lump sum amount (including travel, per diems, and number of anticipated working days).

### **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative). Payments are based upon output, i.e. upon delivery of the services specified in the TOR (see Annex 1) . In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

### **Travel**

All envisaged travel costs according to the TOR's (See Annex 1), must be included in the financial proposal, UNISDR should not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using their own resources.

## 5. EVALUATION

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) 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 50 point would be considered for the Financial Evaluation :

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
Technical		
Educational background relevant Postgraduate Degree in Social Science, Economics, International Studies or equivalent experience in Research Analysis	10	10
Relevant experience	30	30
Language (fluent written and spoken English and Spanish required)	15	15
Experience related to International Organizations	15	15
Financial proposal	30	30

**Annex 1**  
**Terms of Reference for consultancy on understanding existing methodologies for allocating and tracking DRR resources in 6 countries in the Americas**  
*Colombia, Costa Rica, Guatemala, Mexico, Panama and Peru*

Duration: 45 Days

Start Date: 15 June 2012

**BACKGROUND AND JUSTIFICATION**

The World Conference on Disaster Reduction (WCDR, 18-22 January 2005, Kobe, Hyogo, Japan) represented a landmark in worldwide understanding and commitment to implement a disaster risk reduction agenda. This commitment was captured in the Hyogo Declaration and the Hyogo Framework for Action 2005-2015: *Building the Resilience of Nations and Communities to Disasters*. This was a systematic, strategic blueprint to guide national and international efforts to reduce vulnerabilities and risks induced by naturally occurring hazards and human made processes.

The Hyogo Framework states that its implementation “will be appropriately reviewed” and requests the UNISDR to “prepare periodic reviews on progress towards achieving [its] objectives and priorities...and provide reports and summaries to the [General] Assembly and other United Nations bodies...based on information from national platforms, regional and international organisations and other stakeholders...”. This is supported by the tool the HFA Monitor, which is employed by governments to facilitate a multi-stakeholder review process at national and regional level. At the midpoint of the HFA, the Mid-Term Review (MTR) was produced for consideration at the Third Session of the Global Platform for Disaster Risk Reduction in 2011. It found that progress has been made in reducing disaster risk, especially from an institutional point of view, but that this progress is uneven, with a prevailing need to develop and improve synergies to ensure coordinated and coherent action on disaster risk reduction across different sectors of national government. It finds that a senior, over-arching authority is required, where responsibility, and with it accountability, rests for setting policies, driving processes, and ensuring budget allocations for all the different aspects of disaster risk reduction.

In the context of the review of efforts by Governments and other stakeholders to implement the Hyogo Framework, the spending on measures to reduce risk, by national and local Governments, remains insufficiently understood, both in scale and in effectiveness. In the Report of the Secretary General to the General Assembly (A/62/320) para 79, ‘the Secretary-General encourages Governments, donors and funding institutions to increase substantially their investment in disaster risk reduction, as an integral component of all programmes for humanitarian action, economic and social development, and environmental protection, *as well as to improve the coordination and tracking of these investments*. Governments should also consider setting targets for public spending on multi-year disaster risk reduction programmes at national and local levels.’

The Global Assessment Report 2011 identifies that whereas DRM has conventionally been delivered through stand-alone projects and programmes, a number of governments are now adapting development mechanisms and instruments designed to reduce risks and strengthen resilience, including through public investment planning. Stand alone disaster reducing investments related to early warning systems and preparedness measures have benefitted from some initial work, including the findings captured in the UN/WB Study, ‘Natural Hazards UnNatural Disasters’ (World Bank, 2010). Identifying risk-reducing measures embedded in infrastructure and development sectors like transport, health, education and agriculture remains a challenge, both with regard to the investments required to reduce existing risk in these sectors and related infrastructure, as well as defining the minimum costs required to avoid new sectoral development and infrastructure from increasing risk further.

Other relevant processes and initiatives include.

Reports commissioned by UNISDR in cooperation with the Asian Development Bank and national governments (2012) and forthcoming ADB meeting (June 2012):

- Indonesia: Disaster Risk Reduction Investment Tracking
- Philippines: Understanding existing methodologies for allocating and tracking DRR resources
- India: Understanding existing methodologies for allocating and tracking DRR resources

The Global Assessment Report and background papers, including:

- Study of Implementation of Strategies for Incorporating Risk Management Criteria for Public Investment in Latin America (Campos García / Narváez Marulanda – 2010)
- GTZ (GIZ) Study of Climate Risk Reduction and Adaptation to Climate Change through Public Investment in Peru.

General Manual for Identification, Preparation and Social Evaluation of Public Investment Projects (2003) - Direction General for the Budget of the Ministry for Economy and Finances of Peru and the methodological standards for incorporating risk assessment in public investment projects (2007).

Manual for the Economic Evaluation of Variable Risk of Disasters in Public Investment - CEPREDENAC.

General Methodological Manual for the Identification, Preparation and Evaluation of Public Investment Projects – Costa Rica.

A special session on Increasing investment in DRR organized by ADB & ISDR at the Incheon Ministerial event, October 2010

A component of the Mid-Term Review focusing on 'Effective Financial Mechanisms for Disaster Risk Reduction, including commissioned external studies:

- Financial Mechanisms to Support Disaster Risk Reduction Activities from National To Local Governments

The Hyogo Framework monitoring section on national investments in DRR

The outcomes of the Expert Group discussion on Effective Investment in DRR, held in Brussels in November 2010.

Outcomes of the Thematic Debate of the UN General Assembly. 9 February 2011.

Disaster Aid Tracking (DAT) - a global system for tracking aid investments in disaster risk reduction, post-disaster recovery and reconstruction, hosted by the GFDRR (World Bank).

HFA Mid-Term Review report.

Workshop on Tracking of Disaster Risk Reduction and Recovery Investments in International Aid, 13-14 April 2011, Helsinki, Finland (in preparation of the Third Session of the Global Platform for Disaster Risk Reduction).

National DRR Action Plans for Colombia, Costa Rica, Guatemala, Mexico, Panama and Peru and accompanying DRM law and other policy documents

World Bank & UN Report – Natural hazards and Un-natural disasters

## **TASKS AND RESPONSIBILITIES**

The consultant will work under the overall guidance of UNISDR in cooperation with the relevant Ministries of Finance and Planning in, Colombia, Costa Rica, Guatemala, Mexico, Panama and Peru, and in cooperation with the World Bank and the Inter-American Development Bank (IADB).

### **Objective:**

Recognising that national public investment accounts for the majority of investment in disaster risk reduction, this consultancy will deliver the following:

#### A. Classify, measure and account for current investments:

Document existing financial mechanisms in, Colombia, Costa Rica, Guatemala, Mexico, Panama and Peru at the national, local and community levels, for the following:

- allocating & tracking investments on DRR with regard to stand-alone (explicit) DRR investments (for example - early warning, preparedness, risk assessments and within reconstruction and recovery projects, etc)
- mainstreamed (implicit/embedded) investment in risk reducing measures integrated within infrastructure programmes, and development sectors (e.g. transport, health, education, agriculture and within reconstruction and recovery projects).

Identify lessons learned/good practices regarding the processes required to develop budgetary mechanisms for DRR and what constitutes effective financing of disaster risk reduction at national level - current status and gaps in knowledge.

#### B. Facilitate consultation, peer review and consensus building:

Together with UNISDR, World Bank and IADB, organise and facilitate:

- national consultation on documenting and identifying how investment is currently being made, tracked and accounted for in public accounts in, Colombia, Costa Rica, Guatemala, Mexico, Panama and Peru.
- regional consultation and peer review of national budgetary investment practices for DRR and accounting methodologies.
- inter-regional consultation and exchange between Asia and Americas.

#### C. Recommend and develop for future:

Propose indicators and guidelines adaptable to Planning and Finance ministries to facilitate budgetary allocation for effective DRR investments at national level

Recommend a framework for allocating & tracking both types of DRR investment (stand alone & integrated).

Propose an acceptable accounting methodology and budgetary definitions for DRR investments from national public accounts

Identify initial links to international aid and explore complementarities with work being undertaken by OECD/DAC.

**Travel:**

The consultant would need to travel to:

Panama: *twice*  
Colombia, Costa Rica, Guatemala, Mexico, Panama and Peru: *once each*

Costs to be covered by the project/UNISDR.

**Remuneration:**

Payment would be made in 3 instalments:

- a. 30% upon signing of the contract
- b. 30% upon delivering the draft report
- c. 40% upon submitting the final report

**Proposed timeframe:**

20 June 2012	-	consultancy begins
June – July 2012	-	national consultation exercises
01 August 2012	-	first draft report for consultation (UNISDR, Colombia, Costa Rica, Guatemala, Mexico, Panama and Peru, IDB, GIZ, OECD)
20 August 2012	-	final report
28-29 August 2012	-	Regional consultation of national case studies (hosted by Mexico), including inter-regional component (Asia/Americas exchange)

**Qualifications:***Education:*

Postgraduate degree in one of the following areas: Social Science, Economics, International Studies or equivalent experience in Research Analysis

*Experience:*

At least 10 years experience at the national and international levels in the field of disaster preparedness, economics, national account and public investment systems, risk reduction, research and early warning with specific experience in issues related to mainstreaming of disaster risk reduction in national and local development.

Prior working knowledge of the United Nations System and its specialized agencies funds and programmes, national accounting system would be desirable.

Demonstrated analytical, communication and report writing skills

*Language:*

Fluency in written and spoken English and Spanish is mandatory.