|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title**  **Consultant to support** DRR | | **WBS/Funding Reference/Activity/IR**  2040/A0/05/907/001/453  (IR # 3.7) | | | **Type of engagement**  Consultant  Individual Contractor | | | **Workplace of Consultant:**  UNICEF Jaipur | |
| **Grant:** SC 140346 | | | **GL Account:** | | | | **Fund ID:** | | | |
|  | | |  | | | | *OR* | | | |
| **Purpose of Activity/Assignment:**  India was among 187 UN Member countries signing the Sendai framework on disaster risk reduction in March 2015. This Sendai framework (2015-2030) replacing the Hyogo Framework for Action 2005-2015 focuses on attainment of seven global targets over the next 15 years. It calls for a substantial reduction in global disaster mortality; a substantial reduction in number of people affected; a reduction in economic losses in relation to global GDP; substantial reduction in disaster damage to critical infrastructure & disruption of basic services including health & education facilities; an increase in the number of countries with national and local disaster risk reduction strategies by 2020; enhanced international cooperation; increased access to multi-hazard early warning systems; and disaster risk information and assessments. Against this backdrop, priority for all national and state governments is on effective disaster risk reduction & preparedness and the principle of ‘build back better’ is to be embedded into ‘recovery, rehabilitation and reconstruction’. State disaster management plans now need to focus on risk assessments and update their plans to be better prepared to deal with disasters rather than merely responding when such calamities strike. The state of Rajasthan is no exception.  The key objectives of the proposed assignment are to provide technical support for:   1. Development of a District Child Focused Disaster Risk Reduction Framework for incorporation in the District Disaster Management Plans; 2. Integration of ; 3. Development of a framework for mainstreaming DRR in the five priorities of Health, Nutrition, WASH, Education & Child Protection | | | | | | | | | | |
| Budget Year | Requesting Section/Issuing Office: | | | | Key reasons why consultancy cannot be done by staff: | | | | | |
| 2017 | Disaster Risk Reduction, Emergency | | | | Given the nature of the assignment and the proposed activities related to disaster risk reduction there is a need for an expert with specialized skills to carry out the aforementioned key objectives and support the Emergency Officer, UNICEF Rajasthan. | | | | | |
| **Supervisor:** Emergency Officer, UNICEF Rajasthan | | | | **Proposed Start Date:** | | **Proposed End Date:** | | | **Number of Days/Months (working)** | |
|  | | | | *July 3, 2017* | | *December 31, 2017* | | | *6 months* | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Assignment Overview** | | | | |
| **Tasks:** | **Deliverables/Outputs:** | **Date** | **Budget Amount**  **(estimated)** | |
| **Task 1:**   * Technical support for development of District Child Focused Disaster Management Plans | * Framework for District Child Focused Disaster Management Plans | End July 2017 | 20% | |
| * At least 3 updated District Disaster Management Plans including District Child Focused Plan | End September 2017 | 25% | |
| **Task 2:**   * Monitoring implementation of key climate change mitigation & adaptation pilot interventions in project districts | * Assessment reports of implementation activities by selected partners in project districts. Assessment reports should include alternative actions. | Mid October 2017 | 25% | |
| **Task 3:**   * Technical support for mainstreaming DRR in the five priorities of Health, Nutrition, WASH, Education & Child Protection | * Framework for mainstreaming DRR in the five priorities of Health, Nutrition, WASH, Education & Child Protection | End December 2017 | 30% | |
| **Terms of payment**  **Deliverable payment of fees, inclusive of travel allowances, upon completion and submission of reports** | Payment, upon completion of each deliverable according to schedule.  Payment, upon completion of all deliverables at the end of assignment.  Fee advance, percentage (up to 30 % of total fee) | | | |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | | | |
| Bachelors  Masters  PhD  Other  Enter Disciplines  Social Sciences/ Disaster Management/ Development / Environmental Sciences or related technical field | **Work Experience:**   * At least ten years of professional work experience on community based disaster risk reduction & management, child inclusive risk assessments and emergency preparedness projects; * Vast experience in project design, implementation, including data collection and analysis; * Proven ability to advocate effectively with state and district level officers of counterparts and other departments; * Ability to use computer software i.e. Windows XP, MS Office, MS Excel, PowerPoint, GIS and Internet based programmes; * Previous experience working with UN or bilateral agency will be an advantage;   **Languages:** Fluency in English and Hindi.  **Critical Competencies:**  Technical   * Proven ability to conceptualize, innovate, plan and execute ideas and systems. * Ability to express clearly and concisely ideas and concepts convincingly in written and oral form. * Ability to plan, coordinate and manage multi activities and adjust to changing priorities. * Ability to organise, manage and participate within teams. * Ability to organize and implement training aimed to building capacity. * Ability to analyze data, identify bottlenecks to improve systems and provide recommendations * Good interpersonal skills to ensure effective working relationship with partners and colleagues. Sensitivity to partner’s needs and expectations, maintaining open communications. * Innovative, able to take risk and able to lead or participate in change to keep operations working. Practical solution oriented. | | | |
|  | | | |
|  | | | |

**Financial Bid**

**INDIVIDUAL CONSULTANT FOR DRR (2017)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Major Tasks** | **Deliverable (s)** | **UNICEF Estimate** | | **Consultant's Proposal** | |
| **Estimated deadline for completion of deliverable (please mention as days/months)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | **Complete timeframe for deliverable** | **Cost (INR)**  (All inclusive i.e. professional fee, travel, DSA, communication, etc.) |
| **Task 1:**  Technical support for development of District Child Focused Disaster Management Plans | * Framework for District Child Focused Disaster Management Plans * At least 3 updated District Disaster Management Plans including District Child Focused Plan | 2 months | 15 days |  |  |
| **Task 2:**  Monitoring implementation of key climate change mitigation & adaptation pilot interventions in project districts | * Assessment reports of implementation activities by selected partners in project districts. Assessment reports should include alternative actions. | 3 months | 35 days |  |  |
| **Task 3:**  Technical support for mainstreaming DRR in the five priorities of Health, Nutrition, WASH, Education & Child Protection | * Framework for mainstreaming DRR in the five priorities of Health, Nutrition, WASH, Education & Child Protection | 1 month | 10 days |  |  |
| **TOTAL AMOUNT IN RUPEES** | | | | | |

*Shaded area to be filled in by consultant*

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**

**TECHNICAL EVALUATION CRITERIA**

**Consultant DRR**

1 | Educational Qualifications 10 Marks

2 | Relevant Experience 20 marks

3 | Experience in Bilateral/International/UN agencies 10 Marks

4. | Written Test 30 Marks

5. | Interview by UNICEF JFO panel of Experts 30 Marks

* Total Score should be 100.
* Minimum overall qualifying score should be 70.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| P.11 (2-74) - E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INSTRUCTIONS**  Please answer each question clearly and completely. **Type or print in ink.** Read carefully and follow all directions. | | | | | | | | | | | **UNITED**  **NATIONS**  **PERSONAL HISTORY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Do Not Write in This Space** | | | | | | | | | | |
| **1.** Family name | | | | | | | | | | | | | | First name | | | | | | | | | | | | | | | Middle name | | | | | | | | | | | | Maiden name, if any | | | | | | | | | | | | |
| **2.** Date  of  Birth | | Day | | Mo. | | | Yr. | | | **3.** Place of birth | | | | | | | | | | | **4.** Nationality (ies) at birth | | | | | | | | | | | | | | | | **5.** Present nationality (ies) | | | | | | | | | | | | | | | **6.** Sex | |
| **7.** Height | | | **8.** Weight | | | | **9.** Marital status:  Single | | | | | | | | | | Married | | | | | | | Separated | | | | | | | | | | | | Widow(er) | | | | | | | | | | | Divorced | | | | | |
| **10.** | Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? YES  NO If “yes”, please describe. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **11.** Permanent address | | | | | | | | | | | | | | | | | | **12.** Present address (if different) | | | | | | | | | | | | | | | | | | | | **13.** Office Telephone No. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | Office Fax. No  E-mail: | | | | | | | | | | | | | | | |
| Telephone No. | | | | | |  | | | | | | | | | | | | Telephone/Fax No. | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| **15.** Have you any dependents? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | YES NO  If the answer is “yes”, give the following information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME | | | | | | | | | Date of Birth | | | | | | | | Relationship | | | | | | NAME | | | | | | | | | | | | | | | | | Date of Birth | | | | | | | | | | Relationship | | | |
|  | | | | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | |
|  | | | | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | |
|  | | | | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | |
| **16.** Have you taken up legal permanent residence status in any country other than that of your nationality?  If answer is “yes”, which country? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES  NO | | | | | |
| **17.** Have you taken any legal steps towards changing your present nationality?  If answer is “yes”, explain fully: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES  NO | | | | | | | | | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| **18.** Are any of your relatives employed by a public international organization?  If answer is “yes”, give the following information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES NO | | | | | | | | | | | | | | | | | | | | |
| NAME | | | | | | | | | | | | | | | | | | | | Relationship | | | | | | | | | | Name of International Organization | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **19.** What is your preferred field of work? | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **20.** Would you accept employment for less | | | | | | | | | | | | | | | | | | | | | | **21.** Have you previously submitted an application for employment with U.N.? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| than six months | | | | | | | YES  NO | | | | | | | | | | | | | | | if so when? | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **22.** KNOWLEDGE OF LANGUAGES. What is your mother tongue? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | READ | | | | | | | | | | | WRITE | | | | | | | | | | | | | | | SPEAK | | | | | | | | | | | UNDERSTAND | | | | | | | | |
|  | | | | | | | |  | | | | | | | Not | | | |  | | | | | | | Not | | | | | | | |  | | | | | Not | | | | | |  | | | | | | Not | | |
| OTHER LANGUAGES | | | | | | | | Easily | | | | | | | Easily | | | | Easily | | | | | | | Easily | | | | | | | | Easily | | | | | Easily | | | | | | Easily | | | | | | Easily | | |
|  | | | | | | | |  | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | |
|  | | | | | | | |  | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | |
|  | | | | | | | |  | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | |
|  | | | | | | | |  | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | |
| **23.** For clerical grades only  *Indicate speed in words per minute* | | | | | | | | | | | | | | | | | | | | | | | | | | *List any office machines or equipment*  *you can use* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | |  | | | | O t h e r l a n g u a g e s | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | E n g l i s h | | | | | | | F r e n c h | | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Typing | | | | | | | |  | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Shorthand | | | | | | | |  | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **24.** EDUCATIONAL. Give full details - N.B. Please give exact titles of degrees in original language.  A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME, PLACE AND COUNTRY | | | | | | | | | | | | | | | | ATTENDED FROM/TO | | | | | | | | | | | DEGREES and ACADEMIC | | | | | | | | | | | | | | | | | MAIN COURSE OF STUDY | | | | | | | | | |
|  | | | | | | | | | | | | | | | | Mo./Year | | | | | Mo./Year | | | | | | DISTINCTIONS OBTAINED | | | | | | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME, PLACE AND COUNTRY | | | | | | | | | | | | | | | | TYPE | | | | | | | | | | | | ATTEND FROM/TO | | | | | | | | | | | | | | CERTIFICATES OR | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | Mo./Year | | | | | | | Mo./Year | | | | | | | DIPLOMAS OBTAINED | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | | | | |
| **25.** LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **26.** LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (do not attach) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **27.** | EMPLOYMENT RECORD: **Starting with your present post, list in reverse order every employment you have had.** Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.  A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FROM | | | | | TO | | | | | | | SALARIES PER ANNUM | | | | | | | | | | | | | | | | | EXACT TITLE OF YOUR POST: | | | | | | | | | | | | | | | | | | | | | | | | |
| MONTH/YEAR | | | | | MONTH/YEAR | | | | | | | STARTING | | | | | | | | FINAL | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | |  | | | | | | | |  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME OF EMPLOYER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | TYPE OF BUSINESS: | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| ADDRESS OF EMPLOYER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | NAME OF SUPERVISOR: | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | NO. AND KIND OF EMPLOYEES | | | | | | | | | | | | | | | | | REASON FOR LEAVING: | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | SUPERVISED BY YOU: | | | | | | | | | | | | |  | | | |  | | | | | | | |
| DESCRIPTION OF YOUR DUTIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |