

# TERMS OF REFERENCE FOR INSTITUTIONAL CONTRACT

## 1. Title of the assignment: Strengthening child-centered contingency planning at local level for timely and effective humanitarian action for children.

### 2. Background and Justification

Indonesia is a vast and complex country, precariously located on the Pacific 'ring of fire', which exposes the population of its numerous islands to various natural hazards. According to the Index for Risk Management (INFORM<sup>1</sup>) 2021, Indonesia is ranked as medium risk country, with highest risk of earthquakes, floods and tsunamis. Human development indicators underline concerns regarding persistent vulnerability of the general population to frequent shocks and stresses of disasters. While the Government of Indonesia has developed and resourced its national disaster preparedness and response function, this capacity is, as yet, matched with varying degrees of capacity at the sub-national level. Regional autonomy laws place regional governments in charge of preparedness and response to small-to-medium scale disasters with national agencies tasked with a supporting function.

Under the Government of Indonesia-UNICEF Country Programme 2016-2020, the theory of change of cooperation was centred on supporting pilots, modelling and documentation of contextually adapted solutions to issues facing children, including in emergency preparedness for response and disaster risk reduction. The Country Programme for 2021-2025 is designed to support replication and scale-up of the generated evidence-based solutions. The present assignment is designed to assess a child-centered contingency planning process supported by UNICEF in 2019-2020 in view of informing policies and programmatic interventions to strengthen child-centred contingency planning at local level for timely and effective humanitarian action for children.

#### Merapi Volcano Contingency Plan

Working under the global mandate to support realization of the rights of every child, especially the most disadvantaged, to drive progress towards the achievement of the 2030 Sustainable Development Goals, including towards reducing disaster and climate risk and vulnerabilities, promote and strengthen humanitarian action for children as specified in the UNICEF Strategic Plan 2018-2021, and UNICEF Core Commitments for Children in Humanitarian Action (CCCs). UNICEF Indonesia has strong commitment to strengthen child-centered programming including in emergency preparedness planning, such as integrating systematic inclusion and standards in humanitarian action, which serve to ensure a wider resource network of advocates for children in emergencies.

In support of the child-centered emergency preparedness at local level, UNICEF Indonesia and RedR Indonesia have established a partnership agreement for the period of 1 June 2019 – 30 October 2020 to support the local government of Sleman District, Central Java Province, in revising and strengthening the existing contingency plan developed back in 2012.

Through this cooperation, UNICEF and RedR, jointly with Badan Penanggulangan Bencana Daerah (BPBD) of Sleman District, Forum Pengurangan Risiko Bencana (DRR Forum/FPRB) of Special Region of Yogyakarta (DIY), facilitated the participatory process of the contingency planning review in close consultation with the relevant sub-national government stakeholders and humanitarian partners, ensuring active involvement of communities in the seven villages, including children. Specific revisions of the evacuation plans and sites establishment to address the needs of children and other vulnerable people were introduced to the CP. In addition, to facilitate evacuation of affected people, a SOP was developed in support of the Merapi CP. UNICEF with the support of the partner played an important role in enabling contingency planning efforts with the aim of ensuring that preparedness and disaster management at local level is in line with Core Humanitarian Standards, including CCCs.

<sup>1</sup> <https://drmkc.jrc.ec.europa.eu/inform-index/INFORM-Risk/Country-Profile/moduleId/1767/id/419/controller/Admin/action/CountryProfile>

The process of updating Merapi Contingency Plan of Sleman District, Daerah Istimewa Yogyakarta along with seven Village Contingency Plans has been successfully completed and signed by the Head of Sleman District and the Heads of Villages of seven villages namely Glagaharjo, Kepuharjo, Umbulharjo, Hargobinangun, Purwobinangun, Girikerto, and Wonokerto on 9 March 2020. Right at the time of finalization of the updated Contingency Plans, the global pandemic of Covid-19 hit Indonesia across many provinces and districts, including the Sleman district.

In response to the COVID-19 pandemic, the Government of Indonesia issued the Presidential Decree No 12/2020 as of March 2020, defining Covid-19 as a National Non-Natural Disaster. At subnational level, it was followed by the Decision of the DIY Governor No. 65/Kep/2020, declaring Covid-19 a provincial disaster and the Instruction of the DIY Governor No. 2/2020 concerning increased alert towards Covid-19 risk spreading. It was supported by the Decision of the Head of Sleman District, No. 23/Kep.KDH/2020, declaring Covid-19 a district level disaster and directing all the government and the community elements to strictly adhere to the safety protocols issued to protect lives and the wellbeing of people. Any existing policies and plans that affect activities at the community level should have been then revisited to adopt COVID-19 protocols and ensure prevention of further spreading of COVID-19.

Following these decrees and in response to the COVID-19 pandemic, UNICEF and RedR Indonesia supported the next revision of the district and village Contingency Plans for Mt. Merapi volcano eruption, ensuring the interests and needs of children, disabilities, elderly, women and men are at the center of the anticipated response actions by the sub-national government and humanitarian partners and COVID-19 infection prevention and control protocol embedded in the CP. Active involvement and participation of the community, including vulnerable groups and Children Forums in a series of focus group discussions in seven villages had ensured the ownership of the updated contingency plan by the community and local government at the village and district level. The updated Sleman District Contingency Plan for Merapi Volcano Eruption was finally signed by the Head of Sleman District on December 27, 2020.

The updated Contingency Plan was activated in response to the Mt. Merapi volcano eruption, affecting the children and communities living in the Glagaharjo Village (and other six villages) in the Sleman district in November 2020. Thanks to the child-centered CP in place, the local government, with the support of humanitarian partners, was able to establish the child friendly spaces, Complaint and Service Post for community, separate sanitation and hand-washing facilities for children and people with disabilities in the evacuation site. The COVID-19 protocols were also put in place as part of the infection prevention and control measures in the evacuation sites, however challenges of the evacuated people not wearing masks properly and not keeping physical distance were observed.

The Merapi Contingency plan revision process was conducted through different methods than those usually utilized, and it offers several useful lessons for stakeholders at subnational and national levels. The CP was revised following the national documents such as:

- Contingency Plan Development Guideline issued by the National Disaster Management Agency (BNPB) in 2019
- Minimum Service Standards (MSS) Guideline issued by the Ministry of Home Affairs which particularly regulates 'public order and community protection' as part of the attempt to cover the basic needs of the community in disaster management,
- Utilization of Village Fund Guideline from the Ministry of Villages, Development of Disadvantaged Regions, and Transmigration (Kemendesa),

Based on the latest webinar on Merapi contingency plan lessons learned organized by RedR on 22 October 2020, there are several issues identified that should be the focus of and reported to the relevant ministries/agencies to help strengthen the existing policies and guidelines/methodologies. The key takeaways from the lessons learned is the importance of stakeholder participation, including of children and adolescents, village communities, and other relevant groups to induce a strong sense of ownership amongst the community members, and ensure their needs and vulnerabilities are well reflected in the contingency plan, enabling timely and effective humanitarian action for

children and communities . Other critical takeaways are the need for a strong coordination that accommodates complaints and feedback mechanism, provision of psychosocial support and having child-sensitive evacuation signs, routes and other IDPs' camp infrastructure that align with SPHERE standards and CCCs.

A formative/programme-informing assessment focusing on child participation is proposed to capture the lessons learned and identify challenges and gaps during the contingency planning process in relation to addressing children's needs and vulnerabilities, with active child and community participation. A rigorous, systematic and objective process should be ensured in the design, data collection, analysis and interpretation of information to answer specific questions, which will be developed by the selected institution in consultation with UNICEF. The assessment will provide a wider picture of what has worked effectively and why, existing gaps, intended and non-intended results and provide strategic lessons to guide decision-makers and inform stakeholders in order to capitalize local experience for national replication/expansion. The assessment outcomes will inform the guidance on child-centered contingency planning at local level that will be developed as part of the assignment.

### 3. Objectives

To generate substantive evidence, lessons learned and recommendations through rigorous assessment of the contingency planning process and its outcomes and develop a guidance on child-centered contingency planning for replication by the subnational governments. Results of the assessment will also be programme-informing for UNICEF in supporting and promoting child-centered disaster risk reduction and preparedness at the subnational level. Specific objectives of the assignment are as follows:

1. To conduct an assessment of the Mt. Merapi contingency plan to:
  - a. Identify challenges and gaps in child-centered contingency planning process and plan, identify limitations and areas for improvement.
  - b. Document lesson learned, recommendations on child-centered local contingency planning
2. Based on consolidated review, lessons learned, recommendations, develop a guidance for child-centered contingency planning at sub-national level, aligned to CCCs that is age, gender, disability responsive and highlights the importance of engagement of young people in disaster management.

### 4. Scope of Work & Reporting

The assessment of the Mt. Merapi CP updated in December 2020 will be covering two provinces of Special Region of Yogyakarta/DIY (Sleman District and Yogyakarta City) and Central Java Province (Klaten, Boyolali and Magelang districts).

Based on the assessment report with lessons learned, recommendations, a guidance for child-centered contingency planning at sub-national/local level will be developed. It is anticipated that the assignment will take up to 9 months, starting from June 2021 and will be finalized by the end of February 2022, as per the tentative schedule as follows:

Tasks	Key Deliverables	Deadline	PIC
<b>Assessment of the Mt. Merapi Contingency Plan:</b>			
Develop an inception report, in consultations with UNICEF on the methodology, outline and implementation plan/timeframe.	<b>Inception Report</b> on the methodology and implementation plan English and Bahasa Indonesia	By mid-June 2021	Consultancy team

Obtaining an ethical clearance for the assessment methodology/questionnaires.	<b>Mt. Merapi Contingency Plan Assessment Report</b> in English and Bahasa Indonesia	By mid-July 2021	Consultancy team
Field work/Data collection: interviews, FGDs with local communities, children group, key stakeholders in 7 villages of the Sleman District		By mid-August 2021	Consultancy team
Submit initial findings (report in English with a summary in Bahasa Indonesia) for review by UNICEF		By end of August 2021	Consultancy team
Submit the 1 <sup>st</sup> draft of the assessment report in English with summary in Bahasa for review		By mid-September 2021	Consultancy team
Validation workshop on the assessment findings		By end of September 2021	Consultancy team
Final revision and submission of the assessment report to UNICEF (in English and Bahasa Indonesia)		By mid-October 2021	Consultancy team
Report dissemination to national stakeholders		October – November 2021	Consultancy team
<b>Guidance on child-centered contingency planning at local level</b>			
<b>Tasks</b>		<b>Timeframe/duration</b>	<b>PIC</b>
Data collection, desk review of the existing CPs (multi-risk/ risk specific) and interviews with the key government stakeholders at national and local level, humanitarian partners (GIZ, OCHA, UNDP, PMI, WVI, Plan International, others), youth forums/initiative groups.	<b>Guidance for Child-Centered Local Contingency Planning</b> in English and Bahasa Indonesia	Mid-August 2021	Consultancy team
Development of Guidance for Child-Sensitive Local Contingency Plan (3 month)		September - November 2021	Consultancy team
Review of draft Guidance by UNICEF		By mid-December 2021	UNICEF
Validation workshop to review the draft guidance with government, humanitarian partners and young people		By mid-January 2022	Consultancy team

Final revision and submission to UNICEF (in English and Bahasa Indonesia)		By end of January 2022	Consultancy team
Presentation and dissemination to national stakeholders		By end of February 2022	Consultancy team

## Methodology

The following key assessment areas on child-centered approaches and standards and methods for data collection should be factored in while developing a methodology for the Mt. Merapi Contingency Plan assessment to be reflected as part of the application/submission:

### Assessment areas:

- CP development/revision process: risk and vulnerability assessment, consultation process among the local government, humanitarian actors, community engagement, including adolescent, youth, and other vulnerable groups.
- Programme/sectors (Health, WASH, Child Protection, Education, Nutrition, Social Protection/Humanitarian cash transfers) needs assessment, response plans/interventions, including the cross-cutting issues such as gender/GBViE, disability, early childhood development, adolescent and youth engagement, accountability to affected population, prevention of sexual exploitation and abuse.
- Operational framework: management and coordination, supply and logistics, human resources, information management and reporting, resource mobilization, transition to early recovery and rehabilitation.

### Methods for data collection:

- Desk review of Mt. Merapi CP, Disaster Management Law, emergency preparedness and response guiding documents for local level planning vis-a-vis CCCs, humanitarian standards and principles.
- Interviews with the key government stakeholders at local and national level.
- Focus Group Discussions (FGDs) with relevant stakeholders such as NGOs, academia, community members, including women, adolescent and youth, and people with disability. FGD should be organized based on ethical and safety considerations, adhering to the COVID-19 safety measures and protocols to enable meaningful participation and create a safe environment for some specific groups.

Given the ongoing COVID-19 pandemic, depending on the situation, interviews and FGDs will be conducted either online and/or face-to-face.

It is critical to ensure that disaggregated data (by age, gender, disability, location and other context-specific considerations) is collected, analyzed and applied at the planning and implementation stages of the assessment process.

The plan and methodology for selection of respondents should be well reflected in the application/ submission to obtain ethical review clearance.

The assessment will be underpinned by ethical principles enshrined in “UNICEF PROCEDURE FOR ETHICAL STANDARDS IN RESEARCH, EVALUATION, DATA COLLECTION AND ANALYSIS”, April 2015<sup>2</sup>.

<sup>2</sup> <https://www.unicef.org/media/54796/file>

The assessment will also ensure an equitable approach (all key stakeholders with proper gender balance are consulted).

#### 5. Qualifications Required:

The applying institution must provide details of qualification and profiles of the principal consultant and other team members and information as per the minimum requirements:

1. The institution/organization must hold a legal entity registered and working in Indonesia.
2. The institution/organization shall demonstrate proven experience with a minimum of 10 years in conducting participatory, qualitative and quantitative evaluation/assessment, experience related to review, assessment of the Disaster Risk Reduction (DRR) programmes, emergency contingency/preparedness plans.
3. The institution/organization is expected to have expertise in engaging children and adolescents in assessments, programmes development and/or emergency response and risk reduction actions.
4. The institution/organization should include the details on the team's composition, with the required skillset and knowledge on humanitarian principles and standards, sector-specific humanitarian standards, assessment and research, policy, framework/guidance development. Expertise in engaging children and adolescents in assessments, programmes and/or emergency response is a strong asset.
5. Proven experience of working with government and humanitarian partners is required.

It is envisaged that a Core team will be formed with up to 4 members that must have a minimum of the following qualifications:

1. Research and analysis: Advanced education (master's degree) in research, evaluation, social science and related fields, with a minimum of 10 years' relevant experience, including in research assessment/evaluation management, disaster risk reduction, and emergency preparedness and response. Must be fluent in written and spoken Bahasa Indonesia and English.
2. Disaster Risk Reduction (DRR)/Emergency: minimum of 6 years' experience in guidance development at national and sub-national levels in Indonesia. Must be fluent in written and spoken Bahasa Indonesia and English.
6. Sector-specific expertise covering WASH, Child Protection, Education, Health in emergencies: advanced education (masters or equivalent) in the respective fields, social studies, minimum of 6 years of proven experience in the respective fields in an emergency settings, humanitarian policy/guidance/ preparedness and response plans development.
7. At least 5 years of experience in the development of policy frameworks, guidance documents on emergency preparedness and response, disaster risk reduction is required.

#### 6. Evaluation Criteria:

CATEGORY	MAX POINT	MIN PASSING POINT
<b>1. ORGANIZATIONAL CAPACITY</b>	15	N/A
<b>1.1</b> Details of relevant experience and list of clients in the last five years, including contact details (name, email address, and phone numbers that can be used as reference). <b>1.2</b> Financial Statement and Balance Sheet (audited preferably) for the last 3 years.		
<b>2. QUALITY OF THE TECHNICAL PROPOSAL</b>	45	N/A

<p><b>2.1</b> Proposed methodology and approach that are child-sensitive and accommodate adolescent meaningful participation with reference to the objectives specified in the TOR.</p> <p><b>2.2</b> Implementation timeline: identify key tasks and timeline, responsible for each activity/deliverable should be identified.</p> <p><b>2.3</b> Anticipated project risks and mitigation measures as well as quality assurance.</p>		
<p><b>3. KEY PERSONNEL</b></p> <p><b>3.1</b> Names and full CVs of the institution personnel that will be directly involved in the consultancy, including (but not limited to) the designated Team Leader/ Project Manager. The list should include at least one senior staff with good experience on work related with district/province emergency preparedness and response, contingency planning, proven by activity reports or progress reports.</p> <p><b>3.2</b> Adequate and appropriate staff combination in relation to the respective tasks and deliverables (see TOR's qualification requirements); and relevant prior experiences of similar scope and complexity.</p>	<b>20</b>	<b>N/A</b>
<p><b>TOTAL TECHNICAL PROPOSAL</b> *The bidder has to meet this minimum passing point for the Technical Evaluation in order to be considered further for the Financial Evaluation</p>	80	60*
<p><b>PRICE/FINANCIAL PROPOSAL</b> Financial proposals should be all-inclusive, including costs for fees, travel, sub-contracts and other necessary expenses.</p>	20	<b>20</b>
<b>TOTAL MARKS</b>	<b>100</b>	

#### 7. Supervision:

- The selected vendor will be working under the supervision of the Emergency/DRR Specialist, in a day-to-day consultation with the Emergency Specialist Tatiana Ten, Emergency/DRR Specialist (supervisor) and UNICEF programme staff and consultants (as applicable). Overall oversight will be under the Chief of Planning.

#### Annex I

#### A. Reference materials/ documents

Key reference documents are listed below:

No	Merapi Contingency Plan
1	Dokumen Rencana Kontingensi
2	Laporan Webinar: Pembelajaran Renkon Erupsi Gunung Merapi 2020 dan Potensi Aplikasi dan Adaptasinya dalam Konteks Pandemi Covid-19 (22 Oktober 2020)
3	E-book Kontigensi untuk Sinergi: Pembelajaran Rencana Kontingensi Erupsi Gunung Merapi (UNICEF, RedR Indonesia, BPBD & Pemkab Sleman, Forum PRB DIY)
4	BNPB: Panduan Perencanaan Kontinjensi 4.0
5	UNICEF Core Commitments for Children in Humanitarian Action
6	Accountability to Affected Population (AAP) Handbook
7	IASC Guidelines: work for and with young people ( <a href="https://www.unicef.org/indonesia/id/laporan/covid-19-bekerja-dengan-dan-untuk-anak-muda">https://www.unicef.org/indonesia/id/laporan/covid-19-bekerja-dengan-dan-untuk-anak-muda</a> )
8	Pedoman Pelaksanaan Respon Gizi Pada Masa Tanggap Darurat. Kemenkes
9	Guideline for Nutrition: Including Children with Disabilities in Humanitarian Action

10	Pergub DIY no 62 Tahun 2020 Tentang Rencana Kontinjensi Tingkat Provinsi Untuk Ancaman Erupsi Gunung Merapi
11	Compact: working with and for young people

## B. Resource Persons

Main recourse persons and /or institutions that need to be interviewed and include in FGDs, but not limited to:

National		Sub National	
1.	National Agency for Disaster Management (BNPB)	13.	Forum Anak Sleman
2.	Ministry of Women Empowerment and Child Protection (MOWECP/Kemen PP-PA)	14.	Jalin merapi
3.	Ministry of Village, Transmigration, and Disadvantaged Area (MOV)	15.	Radio Merapi
4.	Kemenkes - Pusat Krisis	16.	YAKKUM
5.	PVMBG	17.	Dinas Kesehatan Provinsi/Dinas Kesehatan Kabupaten Sleman
6.	Yayasan RedR Indonesia	18.	Adolescent Network in Boyolali
7.	Pemkab Sleman (including Dinsos, Dinas PP&PA, Disdik)	19.	UN OCHA
8.	BPBD DIY	20.	GIZ
9.	Forum PRB DIY	21.	UNDP
10.	UPN Veteran Yogyakarta	22.	PMI
11.	Local Community in 7 villages of Sleman District	23.	Wahana Visi Indonesia
12.	Yayasan Samin	24.	Plan International