



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 May 2012

---

**Country: Serbia**

**Description of the assignment: Expert for the Study on Gender and Disaster Risk Reduction in the Republic of Serbia**

**Project name: UNDP/SEESAC**

**Period of assignment/services (if applicable): 01 June 2012 – 01 September 2012**

Proposal should be submitted via UNDP Web site [www.undp.org.rs](http://www.undp.org.rs) under Work with us/Vacancies no later than 24 May 2012 COB.

Any request for clarification must be sent in writing, or by standard electronic communication to the [vacancy.rs@undp.org](mailto:vacancy.rs@undp.org). The procuring UNDP entity 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 transformation of the disaster risk reduction and recovery capacity in Serbia is one of the most challenging areas for reform. The legal framework needs to be further streamlined and modernized to reflect new approaches to disaster risk reduction and management, including increased focus on prevention, risk management and adaptation. At the same time, the Government of Serbia has expressed a strong commitment to improving its disaster preparedness, response and recovery capabilities as well as an ambition to be a sub-regional leader in the Western Balkans.

In the past, the lack of an overarching legal framework, together with the lack of national strategy on disaster risk reduction, has led to poor levels of planning and coordination. According to the Ministry of Interior, each Ministry made its own plans and projects in the area of disaster risk reduction. Response coordination remained poor at all levels, while prevention was largely ignored. Serbia is behind on its commitments in implementing the Hyogo Framework for Action (HFA) 2005-2015: Building the resilience of nations and communities to disaster.<sup>1</sup>

---

<sup>1</sup> The Hyogo Framework for Action is a 10-year plan to make the world safer from natural hazards adopted by 168 Member States of the United Nations in 2005 at the World Disaster Reduction Conference.

The realization that there was a dire need to improve the coordination of planning, prevention and response led, on 28 December 2009, to the adoption, after several unsuccessful attempts, of the Law on Emergency Management. Among the key changes is the designation of the Ministry of Interior (Mol), and in particular of its Sector for Emergency Management (SEM), as the coordinating body for disaster management and DRR. In order to strengthen the SEM, the law envisages the incorporation of the Ministry of Defence Sector for Civil Defence as well as some personnel from the Ministry for Environmental Protection into the SEM in order to strengthen its coordination capabilities and increase its manpower, while clearly sending the signal that coordination of disaster risk reduction and emergency response is now a Mol responsibility. In particular, the designation of the Sector for Emergency Management (SEM) of the Ministry of Interior as the coordinating body will go a long way towards clarifying the lines of command and responsibility in terms of disaster management.

In November 2011 the National Parliament has adopted the National Strategy for Protection and Rescue in Emergency Situations. The National Strategy defines five 'Strategic Areas' that form the framework for disaster management and disaster risk reduction in Serbia and are consistent with the five priorities of the Hyogo Framework for Action. In addition, the National Parliament adopted the amendments to the Law on Emergency Management thus paving the way for the establishment of the Republican Emergency Management Headquarters as the National Platform for DRR in Serbia.<sup>2</sup>

The adoption of the new Law, National Strategy and the amendments to the Law are important steps forward in the improvement of the disaster risk reduction and disaster management system in Serbia. The current situation presents a unique opportunity for UNDP together with other UN agencies and other partners to support Serbian authorities in their efforts to strengthen disaster risk reduction and response. The disaster management system is being comprehensively re-built and Serbia authorities need support in order to ensure that the new structures and systems are set-up and operationalized in an efficient manner while ensuring the gender perspectives are taken into account.

UNDP in Serbia is working actively with the Ministry of Interior and the Sector for Emergency Management to strengthen national systems and procedures, to promote inter-ministerial and inter-agency coordination and cooperation at the national level; and to strengthen coordination between the national and local levels.

Under supervision of Team Leader a.i. and in close cooperation with the National Disaster Reduction Advisor the Expert will draft recommendations for enhancing gender responsiveness of disaster risk reduction in Republic of Serbia based on a desk review of key documents and interviews with key stakeholders.

---

<sup>2</sup> National Platform for DRR should serve as a multi-stakeholder national mechanism that serves as an advocate of DRR at different institutional levels. It provides coordination, analysis and advice on areas of priority requiring concerted action.

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

### a. Scope of work

- Collect and review available materials and information (documents, reports, studies, analyses and assessments) on DRR and gender relevant for the assignment;
- Through the desk review of collected materials and information identify the areas and systems' components that need to be developed and/or further enhanced in order to strengthen and enhance capacities and competences for mainstreaming gender in to disaster risk reduction and disaster management at the national, sub-national and local self-government level;
- Identify and liaise with the key national DRR stakeholders, conduct interviews with the aim to assess their capacities, weaknesses and roles in the area of mainstreaming gender in to disaster risk reduction and disaster management ;
- Provide a set of practical recommendations for enhancing gender responsiveness of disaster risk reduction in Republic of Serbia;
- Present final findings and recommendations from the 'Study on Gender and DRR in Serbia' at the Seminar/Round Table organized by the UNDP/SEESAC.

### b. Deliverables and timelines

The Expert is responsible for the following deliverables:

<b>Deliverables</b>	<b>Deadline(s)</b>
Inception report including methodology and work plan prepared and accepted	2 weeks after contract start
Draft findings and recommendations, including the lists of documents reviewed and stakeholders interviewed prepared	15 August 2012
Final Document 'Study on Gender and DRR in Serbia' (max 40 pages) submitted	01 September 2012
Findings and recommendations of the 'Study on Gender and DRR in Serbia' presented	To be determined

Payments for the deliverables will be made in 2 installments, upon billing by the consultant and subject to quality review, clearance and acceptance by the Team Leader a.i.

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

#### **Competencies and skills:**

- Integrity and fairness -- embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age
- Cultural sensitivity and adaptability – communicates effectively with and relates to people of different cultures, demonstrating an ability to see issues from other perspectives
- Strong corporate commitment - works to achieve the goals of UNDP as a whole making significant contributions to corporate priorities or initiatives led by other UNDP offices and bureaus
- Ability to build strong relationships with external actors – cultivate productive relationships with donors, partners and other stakeholders
- Excellent oral and written communication skills
- Ability to anticipate and understand client needs, formulate clear strategic plans, prioritize interventions, and allocate resources according to priorities
- Ability to develop innovative solutions - encourages and contributes creative solutions to address challenging situations

#### **Qualifications:**

- Advanced university degree in social sciences or discipline relevant to disaster reduction or gender equality
- Track record of conducting complex research in social sciences and writing analytical reports as well as in formulating recommendations for strategic policy making
- Demonstrated abilities and contributions to policy formulation and ability to provide inputs for strategic level policy making
- Knowledge of gender and disaster risk reduction in general
- Knowledge of gender and DRR context in Republic of Serbia
- Fluency in English and Serbian required.

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

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

1. Letter of Interest containing the following information:
  - (i) Explaining why the candidate is the most suitable for the work
  - (ii) Provide a brief methodology on the approach to the work and how it will be conducted;
2. Updated and signed P11 (PDF format);
3. Financial offer- lump sum quotation;
4. List e-mail contacts of three referees in P11 (section 26 & 29).

## 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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 must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

Candidates will be evaluated using cumulative analysis method. Contract will be awarded 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 the below defined technical and financial criteria.

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation

Criteria	Total points	Points
<b>Technical Evaluation (70%)</b>	<b>70</b>	
Letter of interest		5
Brief methodology of the study		25
Advanced university degree in social sciences or discipline relevant to disaster reduction or gender equality		10
Track record of conducting complex research in social sciences and writing analytical reports as well as in formulating recommendations for strategic policy making and demonstrated abilities and contributions to policy formulation and ability to provide inputs for strategic level policy making		15
Knowledge of gender and disaster risk reduction in general		5
Knowledge of gender and DRR context in Republic of Serbia		5
Fluency in English and Serbian		5
<b>Financial Evaluation (30%)</b>	<b>30</b>	
<b>TOTAL</b>	<b>100</b>	

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

$$p = 30 (\mu/z)$$

Where:

$p$  = points for the financial proposal being evaluated

$\mu$  = price of the lowest priced proposal

$z$  = price of the proposal being evaluated

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS** which may be found at the following link: <http://www.undp.org.rs/?event=public.jobs>.