

Contract announcement for consultant for Japan International Cooperation Agency (JICA)

**Title:** Technical Consultant, JICA-NADMA Survey Project (DRRM Capacities of Local Governments)

**Duration of Contract:** Initial contract shall extend for a period of three (3) months (December 2020 until March 2021: Phase 1) and is assigned to work for 3MM during this contract period. Contract may be extended to Phase 2 if JICA is satisfied with the performance of the consultant and availability of project funds.

**1<sup>st</sup> Phase:** 21 December, 2020 - 20 March, 2021 (3MM) (this contract)

**2<sup>nd</sup> Phase:** 1 April, 2021 - 31 July, 2022 (4MM)

*\*Both parties shall discuss on the 2<sup>nd</sup> Phase contract and its conditions, a month before the expiration date of the Contract.*

**Location:** Malaysia – Japan International Institute of Technology (MJIT), University Teknologi Malaysia (UTM), Jalan Sultan Yahya Petra, 54100 Kuala Lumpur  
*(or on online basis, depending on Malaysian Government's MCO policy)*

**Application Deadline:** 5:00 PM (Malaysia time), 18 December 2020

**Type of Contract:** Individual Contract with Japan International Cooperation Agency (JICA)

*\*Please note that the local consultant will sign a contract with JICA, not with MJIT/UTM or NADMA*

**Languages Required:** English, Bahasa Melayu

**Starting Date:** 21 December 2020

**Remuneration range and payment:** Maximum RM3,000 per man month (MM) depending on the consultant's experience and capability. No EPF/SOCSO/Health Insurance or any other benefits will be covered. The tax will be paid by the consultant. The remuneration will be paid upon completion of deliverables mentioned below.

**Background:**

Disaster Risk Reduction and Management (DRRM) is primarily the responsibility of local governments and communities. While national government and other stakeholders may provide support to plan and implement DRRM measures, it is important first to understand the DRRM capacity of the locality and the level of risks they are facing.

In this light, the National Disaster Management Agency (NADMA) Malaysia and JICA Malaysia Office held a series of discussions and agreed to jointly conduct a survey of all 13 states in Malaysia on DRRM capacities of local governments in Malaysia.

This survey will also investigate how local governments, organizations and communities are coping with COVID-19 pandemic since the enforcement of the Movement Control Order (MCO) in March 2020. The lesson learnt, best practices and local recommendation will be compiled and used to support NADMA and state-related agencies to formulate and national- and local DRR and resilience strategies, as required by the Global Target E, Sendai Framework for Disaster Risk Reduction 2015-2030.

**Expected deliverables:**

The Technical Consultant is expected to conduct the following Terms of Reference as described as below.

**1. Plan and acquire information for the survey**

- Work together with the Lead Consultant to plan and acquire required information for the survey, including those listed in the project concept paper.
- Coordinate and communicate with relevant agencies and departments of local governments as well as research institutes and experts as required by the survey.
- Find whereabouts of data required for the survey and arrange purchase as necessary.
- Organize meetings to present the Inception Report, Progress Report #1 and Progress Report #2 with the Project Team (DPPC, NADMA, JICA) to seek for technical and administrative advice for the survey.

**2. Conduct interview sessions, site visits and workshops**

- Plan and implement interview sessions, site visits and workshops (online, if necessary) with local and federal government departments and experts as required by the survey.
- Arrange any paperwork and/or communication to get special permission by PDRM/MOH to conduct the survey as necessary.
- Provide logistic support to the Project Team to join the activities above.

**3. Reporting**

- Produce (1) Inception Report (2<sup>nd</sup> month), (2) Progress Report #1 (March 2021), (3) Progress Report #2 (June 2021) and Final Report (July 2021).
- Final report should include the findings from the survey as well as a policy and technical recommendations to further strengthen DRRM capacities of local government and communities.
- Together with the Final Report, submit any reports, maps, data sets and other collected materials during the survey to the Project Team.

*\*Expected deliverables may be revised or added upon discussion and agreement between the consultants and the Project Team.*

**Required Skills and Experience:**

1. Education: University degree in related fields
2. Experience: At least 4 years of relevant professional experience or post-graduate degree in DRRM and/or drafting technical recommendation papers for the government.
3. Languages: Excellent knowledge of written and spoken English and Bahasa Melayu

**Application:**

Interested applicants are requested to submit their applications by 5:00pm on 18 December 2020 by email. [mjiit.jica2@gmail.com](mailto:mjiit.jica2@gmail.com)

Please submit a 1 page cover letter describing why you should be chosen for this contract and your detailed CV. Only document screening will be conducted for selecting the consultant. There will be no interview screening.

The result of selection will be finalized, latest by 18 December and will be notified immediately to the selected candidate.