

Southeast Asia Disaster Risk Insurance Facility (SEADRIF)

Terms of Reference for Monitoring & Evaluation Consultant

Project: Southeast Asia Disaster Risk Insurance Facility (SEADRIF): Strengthen Financial Resilience in Southeast Asia Project (P170913)

Assignment: Monitoring & Evaluation Consulting Service

Contract Type: Individual Consultant

BACKGROUND

The Southeast Asia Disaster Risk Insurance Facility (SEADRIF)

Southeast Asian countries are exposed to disaster and climate risks, including floods, tropical cyclones, earthquakes, and tsunamis, in addition to droughts and others. These disasters can affect the livelihoods of large populations and often leave governments with a critical need for short-term liquidity to finance response and recovery. To strengthen financial resilience against climate and disaster shocks, the Southeast Asia Disaster Risk Insurance Facility (SEADRIF) has been established as a regional facility for member states of the Association of Southeast Asian Nations (ASEAN) plus Three¹ (ASEAN+3), initially including Cambodia, Indonesia, Lao PDR, Myanmar, and the Philippines (as beneficiary countries) as well as Japan and Singapore (as donor partners).

SEADRIF is a regional facility composed of:

- **SEADRIF Trust:** a legal arrangement for SEADRIF open to all ASEAN+3 countries. The Trust is governed by the Council of Members (“CoM”) composed of one Finance and Central Bank Deputy level representative from each member country. The CoM provides strategic direction to SEADRIF and delegates authorities and responsibilities to any Committee(s) of Sub-Trust(s) governing the respective Sub-Trust(s).
- **SEADRIF Sub-Trust:** an arrangement for sub-groups of SEADRIF member countries and invited donors within and beyond ASEAN+3 to develop and govern specific initiatives. At the onset of the SEADRIF Trust, Sub-Trust A was established to house the SEADRIF Insurance Company and is governed by the Committee of Sub-Trust A (“the Committee”) composed of the Sub-Trust A beneficiary countries (currently Lao PDR and Myanmar) and donors (Japan and an independent individual officially nominated by Singapore).
- **SEADRIF Trustee (the Trustee):** Intertrust (Singapore) Ltd., a trust company licensed in Singapore, has been selected as the Trustee of the SEADRIF Trust and SEADRIF Sub-Trust A. The Trustee reports to the SEADRIF Council of Members and the Committee.
- **SEADRIF Insurance Company (the Company):** a general insurance company housed under SEADRIF Sub-Trust A, incorporated in Singapore by the Trustee as its sole shareholder and licensed by the Monetary Authority of Singapore (MAS) to provide general insurance services, including the proposed catastrophe risk pool as the first product. The Company has received grants from the

¹ China, Japan, and Republic of Korea.

Government of Singapore for capital and operational expenditures. This catastrophe risk pool for Lao PDR and Myanmar is designed to provide parametric insurance (that is, index-based insurance that does not indemnify the actual loss, but make insurance payouts when a pre-defined (insured) natural disaster event exceeds a pre-agreed severity threshold). The insurance payouts are intended to be used by the beneficiary countries to cover goods, services and physical works for short-term emergency response, recovery, and maintenance of essential public services.

The World Bank's Project to Support Capitalization and Operationalization of the Company (the Project)

Under this Project, the Trustee and the Company received an additional grant of US\$12 million from a World Bank (WB) administered trust fund financed by Japan (US\$10 million for capital expenditures and US\$2 million for set up and operational expenditures) to establish a catastrophe risk pool for Lao PDR and Myanmar. The Project is structured around the following components:

Component 1. Capitalization of the Company (US\$10 million)

This component provides grant financing to the Trustee who would then subscribe shares to the Company as the sole shareholder. This financing would enable the Company to (a) satisfy the capital adequacy requirement of the Company under the Insurance (Valuation and Capital) Regulations issued by MAS; and (b) be adequately capitalized to sell its first product as the catastrophe risk pool for Lao PDR and Myanmar in line with the business plan agreed with the WB. The capitalization would also enable the Company to:

- (i) Make an insurance payout within up to 10 business days of the occurrence of an insured event;
- (ii) Be able to retain and manage a portion of the risk while the excess risk is transferred to the reinsurance and/or capital markets; and
- (iii) Be able to earn income on investment of the capital.

Component 2. Set-up and operationalization of the Company (US\$1,200,000)

This Component supports the set-up and operationalization of the Company, including inter alia regulatory fees, risk modeling, (new) product development, communications, system development and other related professional fees/costs necessary for the set-up and operations of the Company.

Component 3. Set-up and operationalization of SEADRIF Trust/Sub-Trust, project preparation, and implementation, monitoring & evaluation (US\$800,000)

This Component supports the Trustee for (a) the set-up and operations of SEADRIF Trust and Sub-Trusts, fulfillment of the Trustee's role as the sole shareholder of the Company and (b) project preparation, implementation and monitoring and evaluation (M&E). M&E activity will focus on: (i) use of grants provided by the WB including Project reporting; and (ii) arrangements for compliance with WB's Environmental and Social Framework for the use of insurance payouts from the Company, including but not limited to monitoring the submission and receiving the beneficiary countries' reports and information on their use of payouts, reviewing these reports and information with support from an environmental & social (E&S) Focal Point and reporting to the Committee, arranging audits of the beneficiary countries' use of payouts upon instruction from the Committee or the request from the WB.

Proposed Assignment

As SEADRIF has received grants from development partners, Intertrust Singapore Ltd. as the SEADRIF Trustee, is therefore requesting the services of a Monitoring and Evaluation consultant to support SEADRIF in monitoring and evaluation (M&E) of performance of the activities under SEADRIF.

The objective of the assignment is to assist SEADRIF in developing an Monitoring and Evaluation (M&E) framework and associated guidelines for implementation of SEADRIF activities and provide direct support in M&E implementation under the Project and beyond.

M&E for SEADRIF will encompass a number of aspects including but not limited to monitoring performance and evaluation of key result indicators under the Project, reporting for Singapore grant and other donors' grant requirements, monitoring the use of grants which involves an external auditor, and monitoring the compliance with the WB's Environmental and Social Framework (E&S) for the use of insurance payouts from the Company which involves an E&S Focal Point.

The consultant is expected to set up a monitoring and evaluation framework that consolidates the various aspects of M&E and support the M&E implementation of SEADRIF activities. The framework should have clear milestones and targets for monitoring key performance indicators on a biannual/annual basis. The key stakeholders include SEADRIF Trustee, SEADRIF Insurance Company, SEADRIF Sub-Trust A Committee and development partners where relevant.

Scope of Work

The M&E consultant will be responsible for the following key activities:

1. Development of an M&E framework for SEADRIF

- Review the results framework and M&E requirements under the Project by the WB and other development partners on a consolidated basis (the Project development objectives, outcome, output, result indicators, fiduciary, E&S monitoring, etc.), tools and indicators (if any) currently used by SEADRIF, identify sources of data already available and flow of information.
- Map the result chain for SEADRIF based on the result framework for the Project as agreed with the World Bank and performance indicators as required by other donors as well as inputs from the World Bank and other development partners.
- Discuss progress and share early drafts of the M&E framework with SEADRIF stakeholders for inputs and comments as well as discuss constraints and opportunities.
- Finalize an M&E framework and associated guidelines for rollout.

2. Support SEADRIF in M&E implementation

- Collect data and information for M&E reporting, in coordination with the E&S Focal Point and SEADRIF stakeholders where relevant, on monitoring (i) the use of the Grant proceeds under the Project to ensure that the Grant proceeds are used for eligible expenditures, (ii) compliance with WB's Environmental and Social Framework for the use of insurance payouts from the Company, including but not limited to monitoring the submission and receiving the beneficiary countries' reports and information on their use of payouts, reviewing these reports and information with support from an environmental & social (E&S) Focal Point and reporting to the Committee, arranging audits of the beneficiary countries' use of payouts upon instruction from the Committee or the request from the WB, (iii) the Project outcomes, impacts and result indicators as agreed with the World Bank and donor partners in accordance with Project Operations Manual and/or other Project documents.

- Prepare Project implementation reports on a biannual and annual basis or upon request.

Deliverables

- M&E framework will define:
 - Results chain with indicators for expected results and for other elements of the results chain with baselines and targets.
 - Methodology for data collection and analysis, reporting frequency, institutional arrangements.
 - M&E guidelines in the form of an operational manual including M&E principles; procedures and templates for data collection and reporting for results indicators; and roles and responsibilities for reporting on the results achieved, including format, content, frequency, source(s) of data.
- Draft reports on the Project implementation progress on a biannual and annual basis or upon request by the Trustee/Company.

Implementation Arrangement

The Consultant will report to the Trustee and the Company's Board of Directors.

Requirements

- Master's Degree or equivalent in economics, political science, or related social sciences.
- 5 years of relevant experience at the national and international level in international development issues.
- Experience in M&E with a background and interest in the analysis of socio-economic issues and related policy matters.
- Experience in results based program development and management.
- Standard computer skills.
- Language requirements: fluency in English with good verbal and written skills.

Duration of Assignment

One year contract with option to renew yearly subject to performance

Expected start date

July 2021

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