



Post-Disaster Needs Assessment (PDNA) in Palawan on the Effects of Typhoon “Odette”

TERMS OF REFERENCE

BACKGROUND

- Republic Act No. 10121, otherwise known as an Act strengthening the Philippine Disaster Risk Reduction and Management System, providing for the National Disaster Risk Reduction and Management Framework and institutionalizing National Disaster Risk Reduction and Management Plan, Appropriating Funds thereof and for other purposes has strengthen the DRRM system of the Philippines. Section 9 on the said law states the function to conduct early recovery and post disaster needs assessment institutionalizing gender analysis as part of it.
- NDRRMC Memorandum No. 153,s.2021 dated 28 December 2021 to all concerned National Government Agencies, Constitutional Office, State Universities and Colleges, Government-owned or controlled Corporations; The Local Disaster Risk Reduction and Management Councils, Civil Society Organizations, and Non-Government organizations RDRRMCs of MIMAROPA, Western Visayas, Central Visayas, Eastern Visayas, Northern Mindanao and Caraga with the Subject: Conduct of Post-Disaster Needs Assessment (PDNA) relative to the onslaught of Typhoon Odette with international Name Rai

OBJECTIVES

1. To provide guidance to all DRRMCs and other agencies concerned from the government and private sectors on the creation of Regional/Provincial PDNA Team.
2. To ensure an efficient, effective, and well-organized post disaster rehabilitation and recovery after a major disaster, the government begins with conducting an aggregate but detailed sectoral assessment of the disaster damages, losses, and impacts leading to the identification of critical needs of the affected sectors

THE REGIONAL/PROVINCIAL PDNA TEAM

1. Creation and Composition of Regional/Provincial team is composed of trained PDNA representatives of all selected member-agencies of the MIMAROPA Regional



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Disaster Risk Reduction and Management Council and selected members of the Palawan Provincial Disaster Risk Reduction and Management Council. An executive committee shall coordinate and spearhead the work of PDNA and shall be composed of representative from the following:

Chair: Office of Civil Defense MIMAROPA

Regional DRRMCs Members : Department of Public Works and Highways (DPWH)
Department of Social Welfare and Development (DSWD)
Department Interior and Local Government (DILG)
Department of Agriculture (DA)
National Economic and Development Authority (NEDA)
National Housing Authority (NHA)
Department of Human Settlements and Urban Development (DHSUD)
Department of Information and Communications (DICT)
National Irrigation Administration (NIA)
Bureau of Fisheries and Aquatic Resources (BFAR)
National Electrification Administration (NEA)
Department of Social Welfare and Development (DSWD)
Department of Health (DOH)
Department of Trade and Industry (DTI)
Department of Tourism (DOT)
Department of Education (DepEd)
Mines and Geosciences Bureau (MGB)
Department of Science and Technology (DOST)
Department of Environment and Natural Resources (DENR)
Department of Labor and Employment (DOLE)
Commission on Higher Education (CHED)
National Commission on Indigenous Peoples (NCIP)
Mines and Geosciences Bureau (MGB)
Department of Science and Technology (DOST)
Department of Labor and Employment (DOLE)
Commission on Higher Education (CHED)
Department of Environment and Natural Resources (DENR)
National Commission on Indigenous Peoples (NCIP)
Department of Communication and Transportation (DOTR)
Department of Information, Communication and Technology (DICT)
National Telecom Commission (NTC)
National Electrification Commission (NEA)

Palawan PDRRMC

Provincial Agricultural Office (PAO)
DPWH Provincial District Office
Provincial Planning and Development Office
Provincial DSWD
Provincial Engineering Office
Provincial ENRO
Provincial DILG
Provincial Engineering Office



Republic of the Philippines
Regional Disaster Risk Reduction and Management Council
MIMAROPA

DepEd District Office
Provincial DOH
Provincial NHA
Provincial CHED
Provincial ENRO
Provincial DTI
Provincial Vet
Provincial NCIP
Palawan Electric Cooperative(PALECO)
Provincial DOLE
Provincial Tourism

CDRRMC, Puerto Princesa City

City Agricultural Office
City Vet
City Engineering Office
City DILG
City SWDO
NCIP
Puerto Princesa City Water District
DepEd
TESDA
Ched
CENRO

The Regional PDNA Team may call upon any department, bureau, office, agency or instrumentality of the government, including Civil Society Organizations (CSOs) and non-government organizations (NGOs) for assistance as circumstances and exigencies may require.

2. Policy Guidelines

General principles in conducting PDNA and the following shall be strictly observed;

- a) The PDNA shall follow a human development approach, which is a people-centered approach. The concept of human development guides the human recovery dimension to restore people's abilities to reach their full potential to lead productive, secure, and peaceful lives in accordance with their needs and interests.
- b) Ensure the mainstreaming of gender-responsive, culture-appropriate conflict-sensitive, and peace and security-promoting approaches in the conduct of PDNA at all levels, at all times
- c) The PDNA shall maintain sensitivity and relevance to the lives of individuals, human development and human rights, and the development processes of their communities and the society at large.
- d) Information gathered from the field shall be considered confidential until the final report is approved



3. Tasks and Responsibilities of the PDNA Teams:

The following are generally the tasks of the PDNA Teams:

- a) Gather and consolidate baseline information from LGUs, particularly at the local offices and barangay level.
- b) Work closely with relevant National and Regional agencies.
- c) Undertake field visits in disaster-affected areas to collect information on damages and losses.
- d) Write assessment reports on damages and losses, needs and impacts.
- e) Identify strategies for recovery and reconstruction phase to institutionalize the "Build Forward Better" principle.
- f) Facilitate consultation and validation of the Assessment Report to Broad sectors and sub-sector groups.
- g) Finalize the Report based on the inputs received from broader consultation. The final PDNA report and the RRP will be presented to the RDRRMC, Regional Development Council, TMG of NDRRMC, and the Chairperson, NDRRMC

4. Sectors and Organization

The PDNA shall assess various sectors, and the final report shall have the following four (4) broad Sectors with sub-sectors. The Regional, Provincial, City Offices/ Agencies responsible for the assessment are as follows:

- 4.1 **Productive Sector** shall be in charge of all livelihood damage, loss and needs of four major sectors- *agriculture, mining, trade and industry and tourism*. The composition of the Cluster shall be as follows:

Chair: Department of Agriculture (DA)
(to include Bureau of Fisheries and Aquatic Resources (BFAR) and Bureau of Agricultural Statistics (BAS))

Members: Department of Trade and Industry (DTI)
Mines and Geosciences Bureau- Department of Environment and Natural Resources (MGB-DENR)
Department of Tourism (DOT)



Republic of the Philippines
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MIMAROPA

Sectors	Agencies	Assessment of Damages and Losses
Agriculture	DA	Damages to high value crops and Agricultural Infrastructure
Fisheries	BFAR	Fisheries(boat, fishcages, seaweeds, etc.)
Irrigation facilities	National Irrigation Administration	Irrigation facilities Production and opportunity losses
Trade and Industry	DTI	Damages to assets of traders and manufacturers Income and opportunity losses
Tourism	DOT	Damages to tourism-related assets Income and opportunity losses
Mining	MGB-DENR	Damages to equipment and assets Income and opportunity losses

4.2 Social Sector shall be in charge of damage, losses and needs of health, education, nutrition and housing sectors (to include land acquisition, housing construction and land development segments. The composition of the Cluster shall be as follows:

Chair: Department of Social Welfare and Development (DSWD)

Members: Department of Health (DOH)
Department of Human Settlements and Urban Development (DHSUD)
Department of Education (DepEd)
Commission on Higher Education (CHED)
Technical Education and Skills Development Authority (TESDA)
Department of Public Works and Highways (DPWH)
National Commission on Indigenous Peoples (NCIP)
National Housing Authority (NHA)
Philippine Red Cross (PRC)
Armed Forces of the Philippines (AFP)

Sectors	Agencies	Assessment of Damages and Losses
Housing	DSHUD/NHA	Damages to Housing Units Income and Opportunity losses
Education	DepEd/Ched/Tesda	Damages to school and other educational Assets



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Regional Disaster Risk Reduction and Management Council
MIMAROPA

		Income and opportunity losses
Health and Nutrition	DOH/DSWD	Damages to health facilities and other assets Income and opportunity losses
Culture	NCIP	Damages to cultural assets and heritage sites Income and opportunity losses

4.2 **Infrastructure Sector** shall be in charge of damage, loss and needs in roads, bridges, Telecommunication, water and all infrastructure related damages. The composition of the Cluster shall be as follows:

Chair: Department of Public Works and Highways (DPWH)

Members: Department of Information and Communications (DICT)
National Water Resources Board (NWRB)
National Electrification Administration (NEA)
Local Water Utilities Administration
Department of Energy (DOE)
Electric Cooperatives

Sectors	Agencies	Assessment of Damages and Losses
Transportation	DPWH/DOTR	Damages to roads, bridges, equipment, vehicles and other assets Income and opportunity losses
Telecommunications	DICT/NTC	Damages to Telecommunications Infrastructure Income and opportunity losses from related business
Water and sanitation	NWRB/NIA/LWUA/Water Service Providers	Damages to water supply assets Income and opportunity losses
Power	DOE/NEA	Damages to power generation and supply assets Income and opportunity losses
Other Infrastructure	Concerned agency	Damages to buildings, equipment, etc of individual agencies

4.3 **Cross-Sectoral Cluster** shall be in charge for the macroeconomic assessment, social impact assessment, and government infrastructure.

The composition of the Cluster shall be as follows:

Chair: Department of Interior and Local Government (DILG)



Republic of the Philippines
Regional Disaster Risk Reduction and Management Council
MIMAROPA

Members: Department of Social Welfare and Development
(DSWD) Office of Civil Defense (OCD)
Department of Environment and Natural Resources
(DENR)
National Economic and Development Authority (NEDA)
Department of Labor and Employment

Sectors	Agencies	Assessment of Damages and Losses
Governance	DILG	Impacts on the overall delivery of public services, public order, and safety , among others
Employment and Livelihoods	DOLE	Impacts on overall employment and sources of income
Environment	DENR	Damage to the Environment Potential losses due to damages to the environment
Disaster Risk Reduction	OCD	Impact analysis of the event to the DRR efforts of the country
Macroeconomy	NEDA	Impacts on the local and National economic indicators

- 4.4 Support Cluster is a sub-cluster under cross sectoral cluster. The sub-cluster shall be in charge in providing for technical and financial advice to the National PDNA team. The composition of the Cluster shall be as follows:

Chair: Department of Budget and Management (DBM)

Members: Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
Department of Finance (DOF)
Government Service Insurance Service (GSIS)
Central Bank of the Philippines
Social Security System (SSS) Department of Foreign Affairs (DFA)
PAGIBIG

5. Role of the Office of Civil Defense

1. The Office of Civil Defense (OCD) shall ensure that the LGUs, through the Local Disaster Risk Reduction and Management Office (LDRRMOs), are properly informed about the PDNA.
2. Shall coordinate and recommend participants coming from the Regional Agencies and LGUs, ensure availability of needed basic supplies and



Republic of the Philippines
Regional Disaster Risk Reduction and Management Council
MIMAROPA

- logistics, and conduct a proper briefing for the safety and security of PDNA team, as necessary.
3. Before deployment OCD shall ensure the availability of needed basic supplies and logistics
 4. OCD Regional Directors shall supervise the personnel in the deployment site under their area of responsibility
 5. Coordinate with the LGUs for the participation of their Local PDNA teams in undertaking the PDNA in their geographical coverage area.
 6. Debriefing shall be held at the Emergency Operation Center (EOC) in the deployment site before the demobilization of the PDNA teams
 7. OCD shall prepare and secure accommodation, food, and transportation arrangements for the PDNA Team to the deployment site from port/airport/seaports/terminal upon arrival in Palawan and throughout the assessment period.
 8. OCD shall, in coordination with DOH, ensure that appropriate vaccinations and medical kits are provided to the PDNA team members before field assessment.

Role of Department of Interior and Local Government

The Department of Interior and Local Government (DILG), as a member of RDRRMC, shall direct local government officials to allow the access of PDNA Team to available data, provide focal personnel counterparts to the team/s and ensure the safety and security of the PDNA Teams.

6. Report

The PDNA Report shall be the official basis of the Office of the President for rehabilitation plan.

7. Affected Areas to be assessed

The PDNA Team created will cover the affected municipalities in the Province of Palawan including Puerto Princesa City.

8. Training

Identified PDNA teams from the Regional, Provincial and City will undergo an Orientation that will be provided by the Office of Civil Defense. Orientation is deemed mandatory before conducting PDNA.

9. Secretariat Support

The Office of Civil Defense (OCD) shall serve as the Secretariat of the PDNA Team.



Republic of the Philippines
Regional Disaster Risk Reduction and Management Council
MIMAROPA

10. Funding

Transportation expenses, meals and accommodation in the deployment site are chargeable to Office of Civil Defense except airfare and per diem of the participants subject to the usual government accounting and auditing rules and regulations.

11. DBM Form

The DBM Form shall be used in the field validation in addition to the standard PDNA sectoral forms and in drafting the recommended recovery and reconstruction needs during the workshop.

Rank (1)	Priority Projects/ Activities (2)	Location (3)	Amount (4)		Implementing Agency (5)	Timeline of Implementation period (6)	Remarks (7)
			Reported Damage (4.1)	Recommended For Funding (4.2)			

- 11.1 Rank, level of urgency of the program/project
- 11.2 Priority Projects/Activities.
- 11.3 Title of the Project
- 11.4 Location, Exact Location
- 11.5 Amount
 - 11.5.1 Reported computed damage
 - 11.5.2 Recommended for funding Recovery and Reconstruction needs
- 11.6 Implementing Agency concerned agency
- 11.7 Timeline/ project implementation period
- 11.8 Remarks, other comments

12. PDNA Qualifications, Skills, Expertise and Competencies

- 12.1 Technical expertise in the sector to be assessed.
- 12.2 Previous experience in PDNA or substantial knowledge on DRRM.
- 12.3 Practical skills and flexibility in working under challenging circumstances.
- 12.4 Good communication skills;
- 12.5 Good knowledge on the roles and responsibilities of Regional and LGUs.
- 12.6 Must be a team player with an excellent working attitude, sensitive to the needs of colleagues, gender-, and culture- sensitive.
- 12.7 Physically, emotionally, and psychologically fit.
- 12.8 Preferably must have undergone gender, cultural, and peace-promoting training.



Republic of the Philippines
Regional Disaster Risk Reduction and Management Council
MIMAROPA

13. Timeline


DATE	ACTIVITIES
27 December 2021- 4 January 2022	Activation and Organization of PDNA Teams Compilation of Baseline Data
January 7, 2022	Team RTPCR at DOH Quezon City.
January 9, 2022	Travel Time
January 10, 2022	Orientation on PDNA
January 10-22, 2022	Actual Field Validation, Assessment and Collection of Data in all affected areas
January 24- February 2, 2022	PDNA Write-shop (Analysis of financing options and drafting of the implementation plan for short, medium-, and long- term programs, Preparation of PAPs)
February 3-15, 2022	Preparation of RRP
February 16, 2022	Presentation of the PDNA and RRP Report to the Palawan PDRRMC and MIMAROPA RDRRMC
February 17, 2022	Finalization and Travel Time
February 18, 2022	Presentation of RRP to the NDRRMC

14. Amendment

This Terms of reference may be amended after consultation and agreement by the Executive Committee.

15. Effectivity

This Terms of Reference is effective from January 8, 2022 and will continue until the completion and presentations of PDNA Report and RRP to R/P/C DRRMCs and/or terminated by the Executive Committee.


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Regional Director, Office of Civil Defense