

Terms of reference



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GENERAL INFORMATION

Title: *National Consultant - Coordinator for Government Financing in Papua Barat Province*

Project Name: SSTC-GF / DAS

Reports to: Senior Advisor SSTC-GF

Duty Station: Home based

Expected Places of Travel: Papua Barat Province (to Manokwari and districts in Papua Barat)

Duration of Assignment: From: 3 March 2017 to 31 July 2017 (80 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	CONFIRMATION OF CATEGORY OF NATIONAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT, please select: (6) Junior Specialist (7) Specialist (8) Senior Specialist
V	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

V	Completed CV or P11 with at least 3 referees
V	Copy of education certificate
V	Completed financial proposal
V	Completed technical proposal

Need for presence of IC consultant in office:

X partial: consultant will be requested to come to the office for initial briefing and final briefing, and other meeting as requested by the supervisor

Provision of Support Services:

Office space: ☐ Yes **X No**
 Equipment (laptop etc): ☐ Yes **X No**
 Secretarial Services: ☐ Yes **X No**

I. BACKGROUND

In 2012 UNDP signed a Partnership Framework Agreement (PFA) with Indonesia. The PFA sets the tone for a new relationship between UNDP and the Government, one characterised by partnership rather than donor-recipient relations. Within this context, UNDP is seen less as a donor and contributor of financial resources and more as a facilitator of global and national knowledge sharing and provider of cutting edge expertise. The PFA also envisages new funding arrangements, including government cost-sharing of UNDP-GOI programmes similar to the model applied in other PFA countries such as India.

In light of the changing ODA landscape and the new partnership framework agreement, UNDP is seeking

to explore opportunities for government cost-sharing with the Government of Indonesia.

Government cost sharing refers to government resources (including resources received from a loan facility and channeled through government budget) contributed to a UNDP project or programme within the country. These arrangements are common in many countries where UNDP supports governments to develop and implement programmes to achieve their national objectives. A government cost sharing arrangement can exist between a UNDP Country Office and any branch of central, state or local government. A signed project document and schedule of payments with budget reflecting cost sharing elements constitutes the legal agreement between UNDP and the government.

Resources received through government cost sharing are fully integrated into UNDP's budget and are used in accordance with UNDP's administrative rules and regulations. These resources are received locally and are considered a part of non-core resources of UNDP. Government cost sharing arrangements are subject to cost recovery for costs incurred by UNDP in providing General Management Support (GMS) and Implementation Support Services (ISS). Government cost sharing does not normally include Government Local Office Contributions (GLOC) or other in-kind support provided by programme country governments.

In 2016, UNDP Indonesia has been intensively communicating with government partners at central and sub-national level to identify the needs from the government side to partnering with UNDP to assist them implementing their program to achieve their human development goals. At the sub-national level, districts in two provinces, Papua and Papua Barat, have shown their interest to use UNDP expertise financed by district government budget. By the end of 2016, MoHA, Papua and Papua Barat Provincial Government and five (5) district government agreed to materialised the partnership through the signing of MOU and agreement among related partners.

It is crucial that in the first quarter of 2017, MOUs between UNDP with MOHA, Provincial governments and districts government are signed to provide umbrella for the technical agreement between the district government and a selected association (with full support from UNDP) to be signed to implement the agreed workplan on Local Economic Development Programme in three districts in Papua Barat and two districts in Papua.

Therefore, UNDP requires a national consultant for each province (Papua and Papua Barat), to work closely with the district government counterparts to move the process forward and hopefully conclude agreement for GCS.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Works:

The national consultant-coordinator for government financing in Papua Barat Province will undertake the following activities to deliver the expected results:

- Assist the Districts Government in Papua Barat Province to ensure budget for the Local Economic Development program is incorporated and approved in the 2017 District's Annual Budget
- Assist the Papua Barat Province and district government in Papua Barat Province who already allocated LED budget in their APBD in consultation process for the MOU formulation and finalization
- Facilitate consultation process for District-Perkumpulan swakelola agreement finalization
- Identify and follow-up needs from other districts in Papua Barat Province to implement LED program and potential for mid-year engagement through District's Annual Budget revision process
- Assist the provincial and new district government in consultation process for the MOU formulation and finalization
- Facilitate consultation process for New District-Perkumpulan swakelola agreement finalization

Expected Outputs and Deliverables

The consultant is expected to deliver the following products on the schedule outlined.

Note:

- the schedule may be adjusted based on the pace at which the engagement with the government proceeds.
- The consultant may be required to work in weekend to respond any communication may occur from the provincial and district government

Milestones and Deliverables will be as follows:

Deliverables/ Outputs	Estimated Working days	Completion Deadline	Review and Approvals
<ul style="list-style-type: none"> • Report on status and detail of approved budget allocation for LED program in 2017 Districts' Annual Budget 	2 days	8 March 2017	Senior Advisor SSTC-GF
<ul style="list-style-type: none"> • MOU between MOHA-UNDP- Papua Barat Province Government signed • MOU between UNDP-District Government signed 	11 days	22 March 2017	Senior Advisor SSTC-GF
<ul style="list-style-type: none"> • Agreement on swakelola between District Government – Perkumpulan signed • Report on meeting, consultation process and result of MOU finalization and signing 	11 days	6 April 2017	Senior Advisor SSTC-GF
<ul style="list-style-type: none"> • Draft KAK for additional Districts to be submitted for Local Budget Revision (APBD-P) 	16 days	21 May 2017	Senior Advisor SSTC-GF
<ul style="list-style-type: none"> • MOU between UNDP- new District Government signed 	15 days	15 June 2017	Senior Advisor SSTC-GF
<ul style="list-style-type: none"> • Swakelola Agreement between District Government – Perkumpulan signed • 	15 days	15 July 2017	Senior Advisor SSTC-GF
<ul style="list-style-type: none"> • Final Report of the assignment and proposed recommendation for UNDP 	10 days	31 July 2017	Senior Advisor SSTC-GF
TOTAL	80 days		

III. WORKING ARRANGEMENTS

Institutional Arrangement

The National Consultant will report to Senior Advisor for SSTC-GF and through direct supervision of Senior Technical Advisor for SSTC and GF.

It is expected that the national consultant will provide services to key counterparts including Provincial Governments and District Governments in Papua Barat. In keeping up with GF activities, documentations of processes and results must be well kept and reported on a monthly basis to GF team for approval.

Duration of the Work

The national consultant is expected to work a total of 80 working days from March – July 2017

Duty Station

This is a home-based assignment with travel required

Travel Plan

The national consultant may be required to travel accordingly to government's agenda and to Papua Barat Province which will be determined after the submission of first deliverable. With travel plans unforeseeable, proposal shall exclude travel component and any travels should be upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location.

No	Destination	Frequency	Duration/days
1	Manokwari and Districts in Papua Barat	To be decided	-

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Bachelor degree (S1) in management, international relations, economics, administration, or other relevant subjects in social sciences

Years of experience:

- Minimum 4 years of relevant experience working in a project financed by the Government of Indonesia or Donors
- Demonstrated experience in assisting government and international organization funded project
- Familiarity with the project's key government partner (MoHA, Bappenas, Papua/Papua Barat Provincial Government)

III. Competencies and special skills requirement:

- Demonstrated strong familiarity with development projects

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

1. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 point in technical criteria would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		100
Criteria A: qualification requirements as per TOR:	50%	
1. Bachelor degree (S1) in management, international relations, economics, administration, or other relevant subjects in social sciences		10
2. Minimum 4 years of relevant experience working in a project financed by the Government of Indonesia or Donors		10
3. Demonstrated experience in assisting government and international organization funded project		10
4. Familiarity with the project's key government partner (MoHA, Bappenas, Papua/Papua Barat Provincial Government)		10
5. Demonstrated strong familiarity with development projects		10
Criteria B: Brief Description of Approach to Assignment	50%	50
• Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		20
• Important aspects of the task addressed clearly and in sufficient detail		15
• Logical, realistic planning for efficient project implementation		15