

# Terms of Reference



## GENERAL INFORMATION

**Title:** Urban Expert Advisor (National Consultant)

**Project Name:** Social Mapping of Urban Planning and Projects in Indonesia

**Reports to:** Head of Democratic Governance & Poverty Reduction Unit

**Duty Station:** Jakarta, Indonesia

**Expected Places of Travel:** N/A

**Duration of Assignment:** April –June 2017 (10 Working Days)

## REQUIRED DOCUMENTATION FROM HIRING UNIT

X	Terms of Reference
5	<b>Confirmation of Consultant Category (select one):</b>
	Local Consultant
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert / Advisor
	<b>International Consultant</b>
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
X	Approved e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

x	Completed CV or P11 with at least three (3) referees
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

## Need for Presence of Individual Consultant in Office:

- ☒ Partial (The consultant will have meetings in office based on appointment)
- ☐ Intermittent
- ☐ Full Time / Office-based

**Provision of Support Services:**

Office Space:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Equipment:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Secretarial Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**I. BACKGROUND**

The Democratic Governance and Poverty Reduction Unit (DGPRU) at UNDP Indonesia works with the government and other stakeholders to ensure inclusive and sustainable development across Indonesia. DGPRU provides policy advice and tools to fight exclusion and marginalization in rural and urban areas in an effort to reduce poverty. Moreover, DGPRU works to develop the capacity of local governments to formulate strategies and public policies that promote democratic values, human development, and achieve the Sustainable Development Goals (SDGs).

Given rapid urbanization across Indonesia, DGPRU is looking to enhance engagement in urban areas by using UNDP's comparative advantage and experience to support capacity building and offer technical assistance to city governments. This vision is aligned with the 2030 Agenda as well as poverty reduction and human development efforts that look to improve the livelihoods of the poor and vulnerable groups. Furthermore, the unit is seeking to fulfill this goal by improving the quality of basic services and ensuring better access to public services for urban dwellers.

**Objective**

Under the overall supervision of the Head of DGPRU, the individual consultant will work with another consultant to develop a social mapping of the main urban stakeholders and initiatives in Indonesia which can present UNDP with an entry point to become engaged by addressing existing gaps in the system. To this end the following questions/areas must be addressed by the individual consultant (IC):

1. Identify the biggest actors and stakeholders initiating urban-related projects in Indonesia;
2. Identify the top 10 largest urban-related projects in Indonesia;
3. Identify the top 10 global donors of urban initiatives and specify the thematic areas of the projects;
4. Identify the top 10 donors of urban initiatives in Indonesia and specify the thematic areas of the projects;
5. Identify the top 10 private sector donors for urban-related projects in Indonesia and the thematic areas of their projects; and
6. What are the main gaps in government, private, and non-profit urban initiatives?

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

The consultant is expected to have a comprehensive understanding of the political landscape in Indonesia regarding current urban policies and infrastructures, and be able to pinpoint key opportunities for UNDP to collaborate with relevant stakeholders and partners. To this end, the expected tasks that are to be undertaken by consultant include:

- liaising with the public, private, and non-profit sectors;
- mapping out key experts, partners, and stakeholders that have direct relevance to urban development in Indonesia;
- drafting and editing white paper and several concept notes;
- developing a strategy in response to existing gaps;
- conducting desk research.

### Expected Outputs and Deliverables

The consultant is expected to deliver the following outputs:

Deliverables/Outputs	Number of Working Days	Deadline	Review & Approval Required
White Paper on Urbanization in Indonesia	5	April 28, 2017	Head of DGPRU
Concept Notes (3)	3	May 26, 2017	Head of DGPRU
Report on Resource Mobilization for Urban Projects	2	June 30, 2017	Head of DGPRU

## III. WORKING ARRANGEMENTS

### Institutional Arrangement

The consultant will be reporting to the Head of DGPRU in seeking approval and acceptance of the abovementioned outputs. The consultant is expected to be in regular contact with the Head of DGPRU and update and report on his/her progress on a weekly basis. The consultant will be liaising with relevant government, private, and non-profit stakeholders who are engaged in urban-related initiatives in completing the outputs.

### Duration of Work

April until June 2017 (10 working days)

### Duty Station

Jakarta, Indonesia

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### **Academic Qualifications**

PhD in urban planning, urban development, international development studies, or related field. Specific fields of study on urban planning and development or sustainable urbanization will be an asset.

##### **Years of Experience**

- Minimum fifteen years of experience working on urban issues
- Experience in urban planning and management and other factors affecting sustainable urban development.
- Experience working with international development organizations
- Proven record of qualitative analysis and research experience, particularly on urbanization and urban issues, by providing links or soft copy of any publication work.

##### **Language Requirements**

- Fluency in English with excellent written communication skills, and strong experience writing reports is required;
- Fluency in Indonesian with excellent communication skills is required.

##### **Corporate Competencies**

- Strong analytical, reporting and writing skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- A good understanding of migratory trends, informal economy, urban issues, and the SDGs, especially in the Asia Pacific context
- Proficiency in the use of office IT applications and internet in conducting research;
- Good presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## V. EVALUATION METHOD & CRITERIA

Individual consultants will be evaluated based on the following methodologies:

### 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 percent*

*\* Financial Criteria weight; 30 percent*

***Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation***

Criteria	Weight	Maximum Points
<b>Technical</b>	<b>100%</b>	<b>100</b>
<ul style="list-style-type: none"><li>Criteria A: Qualification Requirements as per TOR:<ol style="list-style-type: none"><li>1. PhD in urban planning, urban development, international development studies, or related field. Specific fields of study on urban planning and development or sustainable urbanization will be an asset</li><li>2. Minimum 15 years of experience working on urban issues</li><li>3. Experience in urban planning and management</li><li>4. Experience working with international development organizations</li><li>5. Proven record of qualitative analysis and research experience, particularly on urbanization and urban issues, by providing links or soft copy of any publication work.</li></ol></li></ul>	<b>70</b>	<b>20</b>  <b>20</b> <b>10</b> <b>10</b> <b>10</b>
<ul style="list-style-type: none"><li>Criteria B: Brief Description of Approach to Assignment:<ol style="list-style-type: none"><li>1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner.</li><li>2. Important aspects of the task addressed clearly and in sufficient detail</li><li>3. Logical, realistic planning for efficient project implementation</li></ol></li></ul>	<b>30</b>	<b>10</b> <b>10</b> <b>10</b>