

Terms of reference



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GENERAL INFORMATION

Title: Junior Urban Specialist (International Consultant)

Project Name: Innovative Planning and Urban Development (iPUD)

Reports to: Deputy Country Director and Team Leader Democratic Governance and Poverty Reduction Unit (DGPRU)

Duty Station: Jakarta, Indonesia

Expected Places of Travel: As required

Duration of Assignment: 120 working days (July – December 2017)(tbc)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
(6)	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
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	Completed CV or P11 with at least three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal (if applicable)

Need for presence of consultant consultant in office:

☐ partial (IC Consultant would present the progress report regularly with UNDP in office)

☐ intermittent (explain)

☒ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☒ Yes ☐ No

Equipment (laptop etc.): ☒ Yes ☐ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services:

Mr. Siprianus Bate Soro

I. BACKGROUND

The United Nations Development Programme (UNDP) in Jakarta works with the government and other stakeholders to ensure inclusive and sustainable development across Indonesia. UNDP Indonesia has been developing its urban portfolio through increased engagement and collaboration with city governments. The country office (CO) provides policy advice and tools to fight exclusion and marginalization in urban areas in an effort to reduce poverty. Moreover, the urban portfolio is designed to develop the capacity of city governments to formulate strategies and public policies that promote democratic values, human development, and achieving the Sustainable Development Goals (SDGs).

Given rapid urbanization rates across Indonesia, UNDP Indonesia is looking to build on its current efforts in urban areas by using UNDP's comparative advantage and experience to support capacity building and offer technical assistance to cities. UNDP seeks to achieve this goal by enhanced engagement with city governments to improve the quality of basic services and ensure better access to public services for urban dwellers. This vision is aligned with the 2030 UN Agenda as well as poverty reduction and human development efforts that look to improve livelihoods in urban areas.

Objective

Under the overall supervision of the Deputy Country Director & Team Leader DGPRU, the individual consultant (IC) will work on project development and management of urban initiatives to enhance CO's engagement with cities and other relevant stakeholders in Indonesia.

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 can 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:

- developing projects that are aligned with the CO's urban strategy;
- increasing city engagements and initiatives under iPUD (Innovative Planning on Urban Development), United Nations Development Operations Coordination Office (UN DOCO)'s funded project
- developing concept notes, project proposals, and project documents;
- managing ongoing pilot projects under iPUD;
- liaising with the public, private, and non-profit sectors to increase engagement with UNDP's urban portfolio;
- resource mobilization efforts to secure restricted funding for urban initiatives;
- submitting proposals and applications for funding;
- mapping out key experts, partners, and stakeholders that have direct relevance to urban development in Indonesia;
- supporting the SDGs Team with the development of CO's SDGs localization strategy
- supporting the SDGs Team with the organization of several upcoming events; and
- conducting desk research as required.

Expected Outputs and Deliverables

The consultant is expected to deliver the following outputs:

1. Management of iPUD, UNCT initiative funded by United Nations Development Group (UNDG) / UN DOCO
2. Coordinating UNDP's Side event at Inovasi Indonesia Forum & Expo
3. Responding to query regarding for Inovasi Indonesia Forum & Expo Innovation Stage
4. A note on portfolio development for urban-management centered initiatives and mapping of potential pilot areas
5. Project document
6. Concept note on waste management
7. Concept note on transit oriented development

Deliverables/Outputs	Expected Number of Working Days	Deadline	Review & Approval Required
Term of Reference for UNDP's side event at the Inovasi Indonesia Forum & Expo	4 days	End of July 2017	DCD & team leader DGPRU
Report upon completion of the Inovasi Indonesia Forum & Expo	2 days	End of July 2017	DCD & team leader DGPRU
Mayors' Focus Group Discussion	18 days	August 2017	DCD & team leader DGPRU
A note on portfolio development for urban-management centered initiatives and mapping of potential pilot areas	10 days	September 2017	DCD & team leader DGPRU
Project document	20 days	October 2017	DCD & team leader DGPRU
Concept note on Waste Management	11 days	November 2017	DCD & team leader DGPRU
Concept note on Transit oriented development	11 days	December 2017	DCD & team leader DGPRU
Management of iPUD UNCT initiative funded by UNDG	66 days	December 2017	DCD & team leader DGPRU

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will be reporting to the Deputy Country Director/Team Leader DGPRU in seeking approval and acceptance of the abovementioned outputs. The consultant is expected to be in regular contact with the Deputy Country Director 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 the Work

120 working days (July to December 2017)(tbc)

Duty Station

Jakarta, Indonesia

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**I. Academic Qualifications:**

Master's degree in public policy, urban governance and development, or a related field.

II. Years of experience:

- 1.5 years of relevant professional working experience at the national and/or international level;
- Experience in urban development and public policy;
- Experience in project development and management; and
- Experience in producing reports and publications.

III. Competencies and special skills requirement:

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

Core 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, 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 AND 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 Point
<u>Technical</u>		100
<i>Criteria A: qualification requirements as per TOR:</i>	70	

1. <i>Master's degree in public policy, urban governance and development, or a related field.</i>		20
2. <i>1.5 years of relevant professional working experience at the national and/or international level;</i>		20
3. <i>Experience in urban development and public policy;</i>		10
4. <i>Experience in project development and management; and</i>		10
5. <i>Experience in producing reports and publications.</i>		10
• <i>Criteria B: Brief Description of Approach to Assignment:</i>	30	
1. <i>Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner</i>		10
2. <i>Important aspects of the task addressed clearly and in sufficient detail</i>		10
3. <i>Logical, realistic planning for efficient project implementation</i>		10