

# Terms of reference



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## GENERAL INFORMATION

**Title:** Government Liaison Support Specialist for the PIID-ISSTC

**Project Name:** Partnership Initiative for Institution Development for Indonesia's South-South and Triangular Cooperation (PIID-ISSTC)

**Reports to:** Senior Technical Advisor for Government Financing and SSTC and National Project Manager of PIID-SSTC

**Duty Station:** Jakarta, MoFA office

**Expected Places of Travel (if applicable):** East Nusa Tenggara Province and Oecussi in Timor Leste

**Duration of Assignment:** 198 working days

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select : (1) Junior Consultant (2) Support Consultant (3) <b>Support Specialist</b> (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"/>	P11
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

### Need for presence of IC consultant in office:

☒ partial (requires a number of meetings in office to discuss design, progress, consultation logistics etc.)

☐ intermittent (explain)

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

### Provision of Support Services:

Office space: ☐ Yes X No

Equipment (laptop etc): ☐ Yes X No

Secretarial Services ☐ Yes X No

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

## I. BACKGROUND

The “Partnership Initiative for Institutional Development of Indonesia’s South-South and Triangular Cooperation” project is a project implemented by UNDP Indonesia with support from the Royal Norwegian Embassy, under coordination from the Indonesia’s Ministry of Foreign Affairs (MoFA).

The project will be focusing on the achievement of three main outputs: 1) enhanced Institutional capacity in coordinating and managing Indonesia’s south-south and triangular cooperation; 2) south-south triangular initiative implemented: peacebuilding through cross-border local economic development between Indonesia and Timor Leste; 3) enhanced Indonesia’s role at global SSTC Forum.

The initiatives under all three outputs requires a good relationship and communication with the Ministry of Foreign Affairs as the Senior Beneficiaries of the project. Identification and follow ups to MoFA’s needs and requests, incl. arrangement and documentation of coordination meetings, regular communication with MoFA, travel arrangements, etc. are important in achieving the agreed outputs of the PIID-ISSTC project.

Activities expected to be implemented by PIID-Project are, but not limited to:

- Commissioning a series of studies on the future trajectory of Indonesia’s international development cooperation, incl. regulatory gaps and needs
- Supporting MoFA to enhance capacity to implement SSTC, on: (1) SSTC working mechanism at MOFA and (2) Human resources strategy for MOFA's SSTC governance
- Supporting formulation of Regional Partnership Strategies
- Supporting development of SSTC impact level M&E mechanism and capacity
- Supporting enhancement of MoFA's capacity in analyzing SSTC programme proposals and guiding the line ministries in SSTC programme development is enhanced
- Identification of thematic and geographical area of Indonesia-led SSTC platform

Therefore, an individual consultant for government liaison tasks, which will be working under supervision of the PIID-ISSTC National Project Manager and Senior Technical Advisor of GF-SSTC, will be recruited as part of PIID-ISSTC project team. In coordination with the Admin-Finance Clerk, the Government Liaison consultant will be supporting the NPM in ensuring the project is implemented smoothly with excellent coordination with the MoFA as the senior beneficiaries.

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

### Scope of Work

- Provide reports to the National Project Manager and Senior Technical Advisor of GF-SSTC on:
  - Identification MoFA’s needs in relation to the implementation of the PIID-ISSTC project
  - List of meetings and documentation, incl. invitations, attendance list, minutes of meetings
  - Preparation of UNDP-MoFA coordination meetings/activities
  - Supports provided to Admin-Finance Clerk in the facilitation of meetings, travel and logistical arrangements
- Assist and work for the implementation of PIID-ISSTC project activities as required

**Expected Outputs and deliverables**

- PIID-ISSTC project activities are organized and implemented efficiently
- Relationship with the key ministries are maintained
- Monthly activity reports of on coordination meetings attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, travels and workshops and other events, etc.
- Updated database of partners with contact information (email, office phone, mobile phone, office address)
- Knowledge management of documents, minutes, and other products are well documented and stored

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required ( <i>Indicate designation of person who will review output and confirm acceptance</i> )
<ul style="list-style-type: none"> <li>• February Monthly Report of PIID-ISSTC activities attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, database, travels, workshops and other events, admin and financial transactions, etc.</li> </ul>	14 days	28 Feb 2018	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>• Database of partners arranged, organized and updated</li> <li>• March Monthly Report of PIID-ISSTC activities of the Senior Official Mission and attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, database, travels, workshops and other events.</li> </ul>	19 days	29 Mar 2018	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>• April Monthly Report of PIID-ISSTC activities of MoFA's inter-directorate coordination and attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, database, travels, workshops and other events.</li> </ul>	19 days	30 Apr 2018	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>• May Monthly Report of PIID-ISSTC activities of study on regulatory gap and attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, database, travels, workshops and other events.</li> </ul>	18 days	30 May 2018	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>• June Monthly Report of PIID-ISSTC activities of discussion on SSTC working mechanism and Human resources strategy for MOFA's SSTC governance and attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, database, travels, workshops and other events.</li> </ul>	19 days	29 Jun 2018	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>• Updated list of stakeholders</li> <li>• July Monthly Report of PIID-ISSTC activities of preparation for the regional/country partnership strategy and attaching related supporting documents i.e. meeting minutes and</li> </ul>	19 days	30 Jul 2018	PIID-ISSTC National Project Manager

attendance, calendar of events, database, travels, workshops and other events.			
<ul style="list-style-type: none"> <li>August Monthly Report of PIID-ISSTC activities of discussion on Multi-stakeholders joint steering board for the cross border initiative and attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, database, travels, workshops and other events.</li> </ul>	18 days	30 Aug 2018	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>September Monthly Report of PIID-ISSTC activities of discussion on Indonesia's concept on global and regional SSTC platform and attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, database, travels, workshops and other events.</li> </ul>	19 days	28 Sep 2018	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>October Monthly Report of PIID-ISSTC activities of MoFA's capacity in analyzing SSTC programme proposals and attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, database, travels, workshops and other events.</li> </ul>	19 days	30 Oct 2018	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>November Monthly Report of PIID-ISSTC activities of discussion on the development of SSTC impact level evaluation and attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, database, travels, workshops and other events.</li> </ul>	18 days	30 Nov 2018	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>December Monthly Report and Annual compilation report of PIID-ISSTC activities and attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, database, travels, workshops and other events.</li> </ul>	16 days	22 Dec 2018	PIID-ISSTC National Project Manager
Total	198 days		

III. WORKING ARRANGEMENTS
<p>To smoothly provide his/her supports, the Government Liaison Support Specialist will work at MoFA's office building, reporting to the National Project Manager of PIID-ISSTC and Senior Technical Adviser for GF-SSTC, in a regular basis.</p> <p><b>Duration of the Work</b></p> <p>The Support Specialist and Government Liaison consultant is expected to work a total of 198 days from 9 February 2018 to 31 December 2018.</p> <p><b>Duty Station</b></p> <p>The Support Specialist and Government Liaison duty station is in Jakarta and will be based at the MoFA's office to ensure works and coordination are conducted smoothly and effectively.</p>

### Travel Plan

When required, the consultant will travel accordingly to attend project related activities. With travel plans unforeseeable, proposal shall exclude travel component and any travels will be reimbursed accordingly to UNDP rules and regulation.

## 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 3 years of relevant experience working in a project financed by the Government of Indonesia or International Organization
- Experience in assisting government and any International projects
- Familiarity with the project's key government partner (MoFA)
- Knowledge on UN systems or any International Organization

### Competencies and special skills requirement:

- Demonstrated familiarity with development projects and UNDP programmes in Indonesia
- Proven track records in secretarial jobs such as: filling, inward and outward correspondence, typing, arrange appointments and meetings, etc
- Computer literate and familiarity with MS Office programs such as Word, Excel, Power point etc. are required
- Excellent inter-personal skills
- Familiar with Government and UNDP procedures

## 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%

\* Financial Criteria weight; 30%

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

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<u>Technical</u>	100%	100
<ul style="list-style-type: none"><li>• <i>Criteria A: qualification requirements as per TOR:</i><ol style="list-style-type: none"><li>a. Bachelor degree (S1) in management, international relations, economics, administration, or other relevant subjects in social sciences</li><li>b. Minimum 3 years of relevant experience working in liaising and facilitating role in international Organization/corporation</li><li>c. Experience in assisting government</li></ol></li></ul>		<div>10</div> <div>20</div> <div>20</div> <div>20</div>

d. Familiarity with the project's key government partner (MoFA) e. Knowledge on UN systems or any International Organization		15
• Criteria B: Brief Description of Approach to Assignment to be elaborated in technical proposal		15
<u>Financial</u>	30%	30