

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** LTA – Event Organizer and Admin (National position, 5 positions)

**Project Name:** Support to the Justice Sector Reform in Indonesia (SUSTAIN)

**Reports to:** SUSTAIN Project Operation Manager

**Duty Station:** Jakarta

**Expected Places of Travel:** TBD

**Duration of Assignment:** 220 working days (From February 2018 to February 2019)

## REQUIRED DOCUMENT FROM HIRING UNIT

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

## REQUIRED DOCUMENTATION FROM CONSULTANT

x	P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

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

- ☐ partial (explain)
- ☒ intermittent (regularly in coordination with SUSTAIN Project)
- ☐ 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:  
SUSTAIN Project Operation Manager

## I. BACKGROUND

Support for Reform of the Justice Sector in Indonesia (SUSTAIN) is a 5 (five) year project with the overall objective of enhancing public trust in the judicial system through support to the Government of Indonesia in strengthening the rule of law. The specific objective is to increase the transparency, integrity and accountability of the judiciary and the quality of justice services delivered to the people. This program accordingly provides technical supports to the Supreme Court with the aim of achieving strategic results that directly linked to the Blueprints for reform of the Supreme Court. More specifically, SUSTAIN focuses on four sectors: (1) internal and external oversight of the judiciary, (2) enhanced skills and knowledge of judges and court staff, (3) improved human resource organization and management policies and (4) enhanced case management system designed to increase transparency, quality of case data and decisions and timeliness of case handling.

SUSTAIN has Project Operation Team established to support the Sectors in implementing their activity, including providing services for organizing and administrating events. Project event is a key component activity in SUSTAIN. Therefore, SUSTAIN will recruit individual event organizers who could support the preparation up to completion of the events.

### **Note on Long Term Agreement (LTA):**

*UNDP Indonesia shall enter into an on-exclusive long-term agreement (LTA) with the selected consultant(s) and shall provide specific deliverables and time frames for each task, as and when required. Prospective individuals are requested to take note of the following:*

- *Long Term Agreement is a mutual arrangement between UNDP and an individual to provide the required services at prescribed prices or provisions over a period of 12-14 months, with potential extension of one year. UNDP reserves the right to rescind the agreement during that period should performance of the consultant not meet its requirements*
- *Under a Long-Term Agreement, UNDP does not warrant that any quantity of services shall be purchased during the term of this agreement. Where a request for services arises, UNDP shall directly contract the consultant based on its need to carry out those activities. A specific Term of Reference (TOR) outlining the outputs for each assignment shall be provided and an Individual Contract (former SSA) would be issued to the consultant, detailing the time frame.*

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

Individual Event Organizer will support the preparation with the events starting from preparing the invitation to completion of the events. The individual will focus to success of the event. He / She will be reports to SUSTAIN Project Operation Manager.

### Scope of Work

- Sending out invitation, checking participants and invitees' confirmation of attendance
- Preparing hotel reservation (accommodation and meeting room) for the event:
  - Preparing supporting documents for bidding process namely Micro Purchase Canvass Form if the LTA Hotel is not available
  - Liaising with UNDP Procurement Unit for Purchase Order (PO) issuance
- Preparing ticket reservation for meeting participants
  - Preparing ITA for all travelers as one of supporting documents for ticket issuance
- Assisting Project team in organizing the event in the location
  - Ensuring the facility for event and /or accommodations are well prepared
  - Administrative support during the event
- Assisting admin assistant for preparation of settlement report after the event is conducted
  - Preparing supporting documents for payment process i.e. boarding pass, tickets, ITA, attendance record, and receipt form of DSA
  - Filling and storing all documents in Project share folder

### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Review and Approvals Required ( <i>Indicate designation of person who will review output and confirm acceptance</i> )
Report on sending out invitation, checking participants and invitees' confirmation of attendance.	Maximum 5 working days (within 220 working days contract duration)	Payment will be made upon approval of each deliverable by SUSTAIN Project Operation Manager
Report on preparing hotel reservation (accommodation and meeting room) for the event and preparing ticket reservation for meeting participants.	Maximum 5 working days (within 220 working days contract duration)	
Report on assisting project team in organizing the event in the location.	Maximum 7 working days (within 220 working days contract duration)	

Report on assisting admin assistant for preparation of settlement report after the event is conducted.	Maximum 5 working days (within 220 working days contract duration)	
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### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The consultant will work closely with SUSTAIN Project Operation Manager and other project team member.

The Consultant is expected to liaise/interact/collaborate/meet with other UNDP operation unit.

#### **Duration of the Work**

220 Days (From February 2018 to February 2019)

#### **Duty Station**

Jakarta. Several travels might be required.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Minimum Diploma degree or Bachelor degree in any major.

#### Years of experience:

Minimum 3 years relevant experience in finance and administration area

Experiences in organizing event (i.e. training, workshops, meetings) and administrating its paperwork

#### III. Competencies and special skills requirement:

Experiences in liaison with government and or international organization

Familiar with UNDP rules and regulation

Good communication skill in English

### V. EVALUATION METHOD AND CRITERIA

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.

Criteria	Weight	Maximum Point
<u>Technical</u>	70%	
• Criteria A: qualification requirements as per TOR:		
Minimum Diploma degree or Bachelor degree in any major.		20
Minimum 3 years relevant experience in finance and administration area and experiences in organizing event (i.e. training, workshops, meetings) and administrating its paperwork		35
Experiences in liaison with government and international organization		20
• Criteria B: Brief Description of Approach to Assignment (elaborated in technical proposal)		25