

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Support Specialist for Social and Islamic Finance (National Consultant)

**Project Name:** Social and Islamic Finance

**Reports to:** Technical Adviser for Development Finance

**Duty Station:** Jakarta

**Expected Places of Travel (if applicable):** N/A

**Duration of Assignment:** 220 working days from 1 March 2018 to 31 January 2019

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	<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

<input checked="" type="checkbox"/>	Completed 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

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

☐ partial (explain)

☐ intermittent: The consultant will be spending his or her time mostly liaise with relevant stake holders

☒ 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:  
Technical Advisor for Development Finance (Mohamad Ikhsan Modjo)

## I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nation.

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia.

### **Sustainable Development Goals (SDGs)**

The SDGs can only be realized with a strong commitment to global partnership and cooperation. While official development assistance from developed countries increased by 66 percent between 2000 and 2014, humanitarian crises brought on by conflict or natural disasters continue to demand more financial resources and aid. Many countries also require Official Development Assistance to encourage growth and trade.

The world today is more interconnected than ever before. Improving access to technology and knowledge is an important way to share ideas and foster innovation. Coordinating policies to help developing countries manage their debt, as well as promoting investment for the least developed, is vital to achieve sustainable growth and development.

The goals aim to enhance North-South and South-South cooperation by supporting national plans to achieve all the targets. Promoting international trade, and helping developing countries increase their exports, is all part of achieving a universal rules-based and equitable trading system that is fair and open, and benefits all. Without peace, stability, human rights and effective governance, based on the rule of law - we cannot hope for sustainable development. We are living in a world that is increasingly divided. Some regions enjoy sustained levels of peace, security and prosperity, while others fall into seemingly endless cycles of conflict and violence. This is by no means inevitable and must be addressed.

### **Social and Islamic Financing**

Islamic finance instruments can be a transformative force for unlocking resources to finance the Sustainable Development Goals given the immense needs for financing.

In May 2016, the United Nations Development Programme (UNDP) and the Islamic Development Bank Group (IDBG) signed a Memorandum of Understanding (MoU), to strengthen the collaboration between the two leading development institutions, to support the effective implementation and achievement of the SDGs.

Furthermore, the Global Islamic Finance and Impact Investing Platform was established by the Islamic Development Bank (IDB) and UNDP's Istanbul International Centre for Private Sector in Development (IICPSD). The platform serves as a knowledge hub for promoting peer-learning and experience sharing, as a forum for policy dialogue and advocacy, and as a marketplace for deal sourcing and matchmaking.

Islamic principles support a socially inclusive development process. This contribution is part of our vision to have a bigger impact on Indonesia's development which will benefit the poorest and most disadvantaged people in the country.

Now, considering that achieving the SDGs requires massive financial and technical resources, this project aims to utilize both Islamic and social finance to support social/micro enterprises in

Indonesia to achieve economic growth in impoverished areas with tangible social environmental impacts.

In order to conduct activities related to Social and Islamic Finance for SDGs, the project will need an Individual consultant (IC) / support specialist of which will support the Technical Advisor for Innovative Financing to help with preparations of the workshop, event launch, programming and partnership support and others required task. A consultant will work with the Technical Advisor to succeed all the planned activities. Also, the consultants will support the project to finalize the final project report. He / She will be reporting to the Technical Advisor for Development Finance.

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

Main core activities are as follows:

### Innovative Finance

- To help in establishing the innovative financing lab in Indonesia.
- To liaise with relevant parties, such as Fiscal Policy Agency and Coordinating Ministry of Economic Policy.
- To prepare workshop, seminar and knowledge sharing session including contact, invitation, material, notes, report, term of reference as well as the design and finalization of the best practices of customary justice.

### Social and Islamic Finance

- To organize various projects of Zakat, Waqf and Sukuk for SDGs.
- To organize discussion on Islamic finance and report for international agency and community.
- To organize meetings to finalize the cooperation with stakeholders.
- To support UNDP's partnership and resource mobilization with financial institution particularly the Islamic institutions, such as Bank Indonesia, Indonesia Financial Service Authority, Indonesian Waqf Board, Islamic Development Bank, National Board of Zakat, Ministry of Finance, Ministry of National Planning, etc.

### New Initiative:

- Participate in discussions and development of concept notes for new initiatives within Social and Islamic Finance.

**To conduct other required tasks requested by Technical Advisor for Development Finance.**

Deliverables	Estimated number of working days	Completion deadline	Review and Approvals Required ( <i>Indicate designation of person who will review output and confirm acceptance</i> )
<b>Innovative Financing Lab</b> - Notes of assistance in establishing and liaising with stakeholders on innovative financing lab.	20 days	30 Mar 2018	Approval by: Reviewed and approved by Technical Advisor of Innovative Financing
<b>Innovative Financing Lab</b> - Report on preparation and organization for Social/ Innovative Finance Workshop.	20 days	30 Apr 2018	Approval by: Reviewed and approved by Technical Advisor of Innovative Financing
<b>Zakat for SDGs</b> - Summary of research or joint-publication with Baznas.	20 days	30 May 2018	Approval by: Reviewed and approved by Technical Advisor of Innovative Financing
<b>Zakat for SDGs</b>	20 days	30 Jun 2018	Approval by:

<ul style="list-style-type: none"> <li>- Report on project plan, coordination and implementation and progress report of UNDP cooperation with Baznas, BPD Jambi for micro hydro power plant project in Jambi.</li> </ul>			Reviewed and approved by Technical Advisor of Innovative Financing
<b>Zakat for SDGs</b> <ul style="list-style-type: none"> <li>- Report on project plan, coordination and implementation and progress report of UNDP cooperation with Baznas, BPD Jambi for additional LED project in Jambi.</li> </ul>	20 days	30 Jul 2018	Approval by: Reviewed and approved by Technical Advisor of Innovative Financing
<b>Waqf for SDGs</b> <ul style="list-style-type: none"> <li>- Notes of assistance in drafting concept note for the waqf for SDGs and liaising with stakeholder.</li> </ul>	20 days	30 Aug 2018	Approval by: Reviewed and approved by Technical Advisor of Innovative Financing
<b>Waqf for SDGs</b> <ul style="list-style-type: none"> <li>- Report on support and discussion on waqf for SDGs.</li> </ul>	20 days	30 Sep 2018	Approval by: Reviewed and approved by Technical Advisor of Innovative Financing
<b>Waqf for SDGs</b> <ul style="list-style-type: none"> <li>- Notes of supervision and coordination with the waqf crowdfunding digital platform project.</li> </ul>	20 days	30 Oct 2018	Approval by: Reviewed and approved by Technical Advisor of Innovative Financing
<b>Sukuk for SDGs</b> <ul style="list-style-type: none"> <li>- Notes of assistance in drafting concept note for the green sukuk initiatives and liaising with stakeholder.</li> </ul>	20 days	30 Nov 2018	Approval by: Reviewed and approved by Technical Advisor of Innovative Financing
<b>Sukuk for SDGs</b> <ul style="list-style-type: none"> <li>- Report on green sukuk implementation.</li> </ul>	20 days	30 Dec 2018	Approval by: Reviewed and approved by Technical Advisor of Innovative Financing
<b>Sukuk for SDGs</b> <ul style="list-style-type: none"> <li>- Notes of supervision and coordination with the new potential partnership.</li> </ul>	20 days	30 Jan 2019	Approval by: Reviewed and approved by Technical Advisor of Innovative Financing

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The Support Specialist for Social and Islamic Finance will report to and through direct supervision of Technical Advisor for Development Finance.

It is expected that the Support Specialist for Social and Islamic Finance will provide support assistance to key counterparts including Bank Indonesia, Indonesia Financial Service Authority, Indonesian Waqf Board, Islamic Development Bank, National Board of Zakat, Ministry of Finance, Ministry of National Planning, etc. In keeping up with Innovative Financing activities, documentations of processes and results must be well kept and reported on monthly basis to Innovative Financing team for approval.

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

The Support Specialist for Social and Islamic Finance consultant is expected to work a total of 220 days from 1 March 2018 to 31 January 2019.

#### **Duty Station**

The Support Specialist for Social and Islamic Finance duty station is in Jakarta and will be based at the office to ensure works and coordination are conducted smoothly and effectively.

#### **Travel Plan**

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

No	Destination	Frequency	Duration/days
	N/A		

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Master degree (S2) in Islamic Business/ Economics/ Finance/ Management or related field.

#### Years of experience:

- Minimum 3 years of relevant experience in Islamic Business/ Economics/ Finance/ Management institutions.
- Experience in either public, private, social or community-based project.
- Experience in assisting national (government), regional, and international partners.
- Knowledge on UN systems or any International Organization

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

- Authoritativeness in his/her areas of responsibilities.
- Computer literate and comprehension of MS Office programs such as Word, Excel, Power point etc. are required.
- Demonstrated strong understanding of development projects in Indonesia.

- Excellent communication, event organizing, inter-personal, programming and planning, and time management skills.
- Familiar with government and UNDP procedures.
- Proficiency in written and spoken of English is mandatory.
- Result- and client-oriented leadership.

## V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

### Lowest price and technically compliant offer

*When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:*

*a) responsive/compliant/acceptable, and*

*b) offering the lowest price/cost*

*“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	100%	100
<b>Criteria A: qualification requirements as per TOR:</b> 1. Master degree (S2) in Islamic Business/ Economics/ Finance/ Management or related field. 2. Minimum 3 years of relevant experience in Islamic Business/ Economics/ Finance/ Management institutions. 3. Experience in either public, private, social or community-based project. 4. Experience in assisting national (government), regional, and international partners.	70	20 30 10 10
<b>Criteria B: Brief Description of Approach to Assignment</b> 1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner. 2. Important aspects of the task addressed clearly and in sufficient detail. 3. Logical, realistic planning for efficient project implementation.	30	10 10 10

*Mohamad Ikhsan*

Mohamad Ikhsan Modjo  
Technical Advisor for innovative Financing