



UN Women Indonesia Strategic Note International Consultant

Location :	Home based with travel to Jakarta, Indonesia
Application Deadline :	21 March 2018
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	02 April 2018
Duration of Initial Contract :	02 April 2018 – 31 July 2018

Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, the UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

Objective of the Assignment

The UN Women Indonesia Country Office in Indonesia is embarking on the process of developing its first Strategic Note (SN) for the period of 2018-2021, defining key development results and management/operational results for the next four years. The Strategic Note will be based on the global UN Women Strategic Plan which focuses on five thematic priorities: (1) comprehensive and dynamic set of global norms, policies and standards on gender equality and the empowerment of all women and girls is strengthened; (2) Women lead, participate in and benefit equally from governance systems; (3) Women have income security, decent work and economic autonomy; (4) All women and girls live a life free from violence; (5) Women and girls contribute to building sustainable peace and resilience, and benefit equally from crisis prevention and humanitarian action. In addition, the new SN will be aligned to the Indonesia national priorities.

As a necessary part of the process of developing the new Strategic Note, the UN Women Country Office in Indonesia needs to develop a document that:

- Takes into account the national context and political developments in Indonesia;

- Is based on current and emerging trends related to GEWE;
- Reflects UN Women's mandate towards achieving goals and objectives of the SDGs and the 2030 development agenda gender equality commitments, CEDAW and relevant normative frameworks;
- Presents an overview of the work of other UN agencies and international partners in Indonesia in the area of gender equality and women's empowerment and key opportunities and gaps that could be addressed through strengthened coordination;
- Summarizes key lessons learned from relevant evaluations and reviews of UN Women's programmes in the country over the past few years and provide recommendations on how to build on the experience gained.

To this end, the UN Women Country Office in Indonesia would like to bring on board a short-term international consultant to review relevant documentation (both internal and external), conduct internal and external consultations in order to develop a Strategic Note for Indonesia that is in line with UN Women HQ guidelines for developing country strategies. The consultant should employ a consultative and participatory approach throughout the development and drafting of the Strategic Note by involving UN Women staff, other UN agencies operating in the country, strategic partners and key donors and stakeholders in the process.

Scope of Consultancy Assignment:

The international consultant will report to the UN Women Office in Jakarta. The consultant will be home based but expected to travel to Jakarta at the beginning and end of the assignment for 10 working days each mission.

Duties and Responsibilities

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Under the direct supervision of UN Women Representative in Indonesia, the Consultant will be responsible for the following specific tasks:

1. Conduct a desk review of the current UN Women programme in Indonesia, with practical and substantial recommendations for improved programme cohesion and coherence;
2. Facilitate initial internal and external consultations with key stakeholders to validate the preliminary findings of the desk review, obtain additional insights on key GEWE gaps, challenges and opportunities, etc;
3. Support the development of the Draft Strategy 2018-2021 office in line with the outcomes and programmatic areas of UN Women's Global Strategic Plan.
4. Conduct final consultation in Indonesia
5. Develop final the Strategic Plan for the UN Women office in Indonesia.

To fulfill these requirements, the Consultant is expected to fulfill the tasks/activities stated in the table below:

General Activities/Tasks and Deliverables.

<p>Conduct an inception conversation with UN Women Indonesia management team (via teleconference).</p> <p><u>Deliverables:</u></p> <p>Minutes of the Inception conversation with UN Women Indonesia management team</p>	April 2018
<p>Conduct a critical review of UN Women's current programme, desk review of key relevant documents (including available national and international reports, UN and development partner programme, government initiatives and general status of women's rights in Indonesia).</p> <p><u>Deliverables:</u></p> <p>Review and analysis of the key relevant documents from UN Women and other relevant references that will be part of the Draft Strategic Note</p>	April 2018
<p>Conduct an inception workshop in Indonesia with UN Women on the objective, methodology and expected results of the assignment.</p> <p><u>Deliverables:</u></p> <p>Finalized inception consultation with UN Women and partners in Indonesia and endorsement of methodology of the assignment from UN Women.</p>	April/May
<p>Conduct consultation with Indonesian government, national and development partners.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> a. TOR of the Consultation together with list of partners that are consulted b. Report of the Consultation including Briefing with UN Women Indonesia 	April/May
<p>Use UN Women HQ guidance notes and templates to develop draft Strategic Note based on desk review and consultation recommendation.</p> <p><u>Deliverables:</u></p> <p>Timely submission of Draft Strategic Note</p>	May
<p>Prepare presentation and conduct validation consultation in Indonesia with government, national and development partners</p> <p><u>Deliverables:</u></p> <p>Finalized validation meeting with UN Women and partners in Indonesia.</p>	June/July
<p>Incorporate recommendations from UN Women (Indonesia, HQ and RO) and partners and develop and submit the final Strategic Note.</p> <p><u>Deliverables:</u></p> <p>Finalized and UN Women approved Strategic Note</p>	June/July

Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

Functional Competencies

- Programme formulation, implementation, monitoring and evaluation skills
- Knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings
- Good knowledge of technical area
- Good organizational skills and ability to pay close attention to detail

Required Skills and Experience

Education

Master's degree or equivalent in social sciences, gender studies, public administration, international relations, international law, public policy, or a related field.

Skills and Experience

- At least 7 years of experience in the international development field. Experience working with UN Women is highly desirable.
- Demonstrated experience in results-based and strategic planning processes
- Demonstrated experience in project management, conducting research and writing strategic documents, and proposals preferably within the UN system
- Advanced knowledge of gender analysis preferably within the UN system

- Advanced knowledge of results-based planning, including planning of monitoring & evaluation work
- Capacity to analyze needs and formulate recommendations for appropriate responses
- Familiarity with human rights concepts and approaches
- Strong analytical and presentation skills

Language

- Fluency in English (written and oral)

Application procedure

The following documents should be submitted as part of the application:

- **Cover letter** to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position.
- **Financial Proposal** based on the deliverables breaking down into a daily fee and proposed airfare from the consultant's place of origin to Jakarta Daily Subsistence Allowance and Terminal Cost will be financially covered by UN Women.
- **P11** including past experience in similar assignments; can be downloaded at <http://www.unwomen.org/about-us/employment>

Payment schedule

The Consultant shall be paid upon successful completion of the deliverables. The payment shall be effected only if the deliverables in this TOR are submitted to UN Women Representative in Indonesia within the timeframes stipulated in the TOR and they are approved by UN Women Representative. Without submission and approval of the deliverables, the Consultant shall not receive any payment even if he/she invests time for this assignment.

Deliverables	Payment dates	Payment amount (Monthly)
Deliverable 1: Finalized induction consultation with UN Women and partners in Indonesia.	15 May 2018	20 % of total contract amount
Deliverable 2: Submission of Draft Strategic Note	15 June 2018	30% of total contract amount
Deliverable 3: Finalized validation meeting with UN Women and partners in Indonesia.	30 June 2018	20% of total contract amount
Deliverable 4: Finalized and UN Women approved Strategic Note	30 July 2018	30% of of total contract amount

Evaluation of applicants

Candidates will be evaluated using a cumulative analysis method taking into consideration the combination of the applicants' qualifications and financial proposal. Contract will be awarded to the

individual consultant whose offer receives the highest score out of below defined technical and financial criteria. Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for financial evaluation.

Criteria	Total points	Max. Points
Technical Evaluation (70%)	70	
Relevant education		10
Experience in areas related to the tasks as described in this TOR		40
Knowledge of relevant standards and context		20
Financial Evaluation (30%)	30	
TOTAL	100	

The maximum number of points assigned to the financial proposal is allocated to the **lowest price** proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

$$p = 30 (\mu/z)$$

Using the following values:

p = points for the financial proposal being evaluated

μ = price of the lowest priced proposal

z = price of the proposal being evaluated