

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Fintech Challenge Fund Coordinator

**Project Name :** Pulse Lab Jakarta/ UN Global Pulse

**Reports to:** Social Systems Lead

**Duty Station:** Indonesia

**Expected Places of Travel (if applicable):** Bangkok, Thailand (up to three times in duration of assignment)

**Duration of Assignment:** 3 September 2018 – 31 March 2019 (7 months)

## REQUIRED DOCUMENT FROM HIRING UNIT

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

## REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal ( <i>Brief Description of Approach to Assignment</i> )

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

- ☒ partial: the consultant can work remotely or in the office as needed  
☐ 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: N/A

Signature of the Budget Owner: .....

## I. BACKGROUND

### Pulse Lab Jakarta

Global Pulse is a flagship data innovation initiative of the United Nations Secretary-General with a vision for a future in which big data is harnessed safely and responsibly as a public good. Its mission is to accelerate the discovery, development and scaled adoption of big data innovation for sustainable development and humanitarian action. Global Pulse has been implemented through a network of innovation labs in New York, Jakarta and Kampala which provide research products and data tools for governments and development

Pulse Lab Jakarta (PLJ) was established in 2012 as a data innovation lab of the United Nations and the Government of Indonesia. Its work plan is strongly aligned with the priorities of the Government of Indonesia and the 2030 Agenda. PLJ is uniquely positioned in Indonesia, harnessing new digital data sources for development and humanitarian action and experimenting with new methodologies.

PLJ's Banking on Fintech project, funded by the Government of Australia, focuses on the impact of digital financial services on financial inclusion. More specifically, the project aims to establish the effectiveness of data-driven and targeted incentives to extend affordable fintech services to unbanked micro enterprises, thereby realising their financial inclusion.

PLJ's Social Systems team has completed behavioural research among micro-entrepreneurs and early adopters of fintech services, including mapping out incentives for fintech service uptake. We plan to use the insights from this research to prototype the incentives for adoption of financial services by micro-enterprises, through a challenge fund mechanism. The challenge fund will be implemented in collaboration with select UN agencies and private sector stakeholders. We require a consultant to coordinate the implementation of this challenge fund.

#### **Working Relationships**

The Consultant will report to Pulse Lab Jakarta's Social Systems Lead.

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

### **Scope of Work**

The Fintech Challenge Fund Coordinator is expected to:

- Coordinate the implementation of a challenge fund for fintech companies to create prototypes of services for micro entrepreneurs in Indonesia, including coordinating the interests of different parties involved in this mechanism;
- Coordinate communications pertaining to the challenge fund, including call for proposals, implementation progress updates, and impact;
- Develop a report of the challenge fund implementation and expected impact;
- Connect PLJ's fintech research work and the challenge fund with government and private companies involved in the fintech sector.

### **Expected Outputs and deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Oversee and report on selection process for challenge fund	20	28 September 2018	Social Systems Lead
Design and implement challenge fund winner announcement event, in coordination with project stakeholders	20	31 October 2018	Social Systems Lead
Monitoring report of challenge fund progress – Phase 1	16	30 November 2018	Social Systems Lead
Monitoring report of challenge fund progress – Phase 2	16	31 December 2018	Social Systems Lead
Monitoring report of challenge fund progress – Phase 3	16	31 January 2019	Social Systems Lead

Monitoring report of challenge fund progress – Phase 4	16	28 February 2019	Social Systems Lead
Final Report – capturing process and results of the challenge fund	20	29 March 2019	Social Systems Lead

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

The Consultant will report directly to Pulse Lab Jakarta's Social Systems Lead. The Consultant is expected to provide monthly reports on deliverables as outlined in Section II, for the approval of the Social Systems Lead. In carrying out their role, the Consultant is expected to coordinate with Pulse Lab Jakarta's partners for the Banking on Fintech initiative, potentially including UN Capital Development Fund; members of Indonesia's fintech association; private sector partners; and Indonesia's financial services authority.

#### Duration of the Work

The expected duration of the assignment is 7 months, from 3 September 2018 – 31 March 2019.

#### Duty Station

Jakarta, Indonesia - with possible travel to Bangkok, Thailand.

#### Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Bangkok	Estimated to be 3 times during the overall assignment	9 overnight stays in total

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- A graduate degree in a relevant field

#### II. Years of experience:

- At least 2 years of relevant professional experience for holders of a Masters degree, or at least 6 years of relevant professional experience for holders of a Bachelor degree;
- Relevant experience includes:
  - Managing multiple stakeholders (private sector, government, donor, international development partners)
  - Managing or overseeing a challenge fund, or a similar competitive grants mechanism
  - Immersion in Indonesia's financial technology or financial inclusion sector
  - Public relations and communication

#### III. Behavioural Competencies:

- Excellent interpersonal skills, including the ability to work effectively within a multicultural and multidisciplinary team;
- Takes initiative and seeks opportunities to initiate action;
- Contributes effectively to team-based activities, working collaboratively and sharing information openly; works effectively with colleagues as well as with partners and other stakeholders to pursue common goals;
- Remains calm, composed and patient when facing conflict, manages conflict productively, focusing on mutually acceptable solutions;
- Proposes innovative ideas and new solutions to challenges.

#### IV. Technical Competencies:

- Demonstrated ability to manage varying interests across a wide range of stakeholders;
- Demonstrated ability to establish and maintain strategic partnerships, especially with private sector stakeholders;
- Ability to speak and write clearly and convincingly in English and Bahasa Indonesia, adapting style and content to different audiences;
- Strong verbal and visual presentation skills;
- Ability to communicate research insights in a way that motivates stakeholders to act;
- Entrepreneurial, with a track record of delivery and impact in previous roles;
- Comprehensive understanding of Indonesia's financial technology environment is highly desirable.

#### V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following method:

##### Cumulative analysis

The award of the contract will 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: 80%

\* Financial Criteria weight: 20%

Only candidates obtaining a minimum of 75 points would be considered for the Financial Evaluation

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<u>Technical</u>	80%	100
<ul style="list-style-type: none"><li>• <i>Criteria A: qualification requirements as per TOR:</i><ol style="list-style-type: none"><li>1. <i>Relevance of Education/ Degree</i></li><li>2. <i>Years of Relevant Experience</i></li><li>3. <i>Regional Experience</i></li><li>4. <i>Adequacy of Competencies for the Assignment</i></li><li>5. <i>Others / Special Skills, Language, etc.</i></li></ol></li></ul>		20
<ul style="list-style-type: none"><li>• <i>Criteria B: Brief Description of Approach to Assignment</i></li></ul>		40
<ul style="list-style-type: none"><li>• <i>Criteria C: Further Assessment by Interview</i></li></ul>		40

Approved by



Diastika Rahwidiati  
Deputy Head of Office  
Pulse Lab Jakarta