

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: District Facilitator – Riau

Project Name: SDGs Localization in Riau Province

Reports to: Provincial Facilitator – Riau

Duty Station: Kampar and Rokan Hulu districts, Riau Province

Expected Places of Travel (if applicable):

Duration of Assignment: From July 23rd, 2018 to: January 28th, 2019 (120 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

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

REQUIRED DOCUMENTATION FROM CONSULTANT

x	signed 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 (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: Provincial Facilitator of Riau Province

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.

SDGs in Indonesia

The 2030 Agenda for Sustainable Development and the corresponding 17 goals that comprise the Sustainable Development Goals (SDGs) is a promissory note, negotiated and signed by 193 governments, written to people and the planet. Agenda 2030 seeks to eradicate poverty in all its forms and dimensions, including extreme poverty, whilst strengthening universal peace and freedom, and improving the environmental outlook of the planet.

SDGs are universal in nature and have a wider scope than its predecessor, the Millennium Development Goals (MDGs). Indonesia played an important role in shaping the post-2015 development agenda and the current list of SDGs. Moreover, the proposed goals and targets align well with the growth and development priorities of the Government of Indonesia (GoI) stated on the 2015-2019 RPJMN. The GoI is committed to pursue the implementation of the SDGs both at national and sub-national level. In July 2017, the GoI enacted the Presidential Decree No. 59 Year 2017 on the Implementation of the SDGs in Indonesia.

SDGs Localization in Riau province

UNDP partners with Riau provincial and district governments to implement the initiative of 'SDGs Localization in Riau province', with supports from Tanoto Foundation. The objective of the initiative is to increase the coordination, coherence, efficiency, and effectiveness of the support for SDGs localization by all stakeholders, including state and non-state actors i.e., sub-national government, private sector, philanthropy, academics, civil society organizations, media/press, youth, and other relevant stakeholders.

The initiative commenced in 2016, and the first phase concluded in early 2018. The succeeding second phase of the initiative runs for two years (2018-2020), during which UNDP provides technical assistance to Riau government, mainly through supporting Provincial and District Development Planning Agencies (*Bappeda Provinsi & Bappeda Kabupaten*).

With supports from UNDP, Riau is the first province in Indonesia that established the inclusive SDGs Coordination Team that involved non-state actors, as mandated by the Presidential Decree No. 59/2017. Riau is ready to launch the Sub-national Action Plan on SDGs (*Rencana Aksi Daerah/RAD SDGs*) in July 2018, and potentially will be the first province to do so. Through technical assistance from UNDP, Riau is steps ahead than other provinces in terms of integrating the SDGs agenda into local development planning, where it has successfully become the *center of excellence* for SDGs localization in Indonesia. Ministry of National Development Planning (Bappeda) has promoted Riau as good example for SDGs localization and recommended other provinces and districts to study from Riau on how the provincial level establishing an inclusive structure of SDGs governance, developing SDGs indicator and preparing SDGs action plan. During the first phase of the initiative, at least five provinces (Central Java, West Java, Lampung, South Sumatra and Banten), one city (Batam) and one ministry which is the Ministry of Culture and Human Development which visited and studied about SDGs in Riau province.

SDGs Localization in Riau province – 2nd Phase (2018-2020)

The second phase of the initiative focuses on five areas, as shown below:

1. Policy Development and Institutional Strengthening
2. Effective Planning and Budgeting for the SDGs Achievement
3. Action – SDG Pilot Village(s): accelerators and SDGs principles
4. Data ecosystem: Monitor and tracking the achievement
5. Advocacy, capacity building and knowledge sharing

The role of the District Facilitator is to implement the initiative of 'SDGs Localization in Riau province' at district level. As a District Facilitator, s/he will be hold accountable on the implementation at two (2) districts of Riau province. S/he will provide technical support to *Bappeda Kabupaten* and liaise closely with relevant

SDGs stakeholders at district level (which include, but not limited to: local government, private sector, philanthropy, academics, experts, media/press, and youth). Additionally, s/he will liaise with *Bappeda Provinsi* and SDGs Team of UNDP Indonesia. S/he is responsible in assisting the Provincial Facilitator of Riau in day-to-day implementation of the initiative and produce results and/or deliverables specified in the project document to the required standards of quality and within the specified time and cost. The primary reporting responsibility of the District Facilitator is to the Provincial Facilitator of Riau.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Main activities to be conducted including:

1. Providing technical assistance in the day-to-day implementation of the 'SDGs Localization in Riau province' initiative at district level
2. Working closely with *Bappeda Kabupaten*, *Bappeda Provinsi*, and *SDGs Team of Riau* to produce results and/or deliverables as indicated in this TOR, within the specified time and cost
3. Maintaining partnerships with relevant stakeholders at district level, including but not limited to: local government, private sector, philanthropy, academics, experts, media/press, and youth
4. Supporting Provincial Facilitator in any activity and/or event related to the 'SDGs Localization in Riau province' initiative, including but not limited to: advocacy, capacity building, and knowledge sharing
5. Liaising closely with the SDGs Team of UNDP Indonesia, Tanoto Foundation, National SDGs Secretariat, SDGs Center of Universitas Padjadjaran, and any UNDP Indonesia partner that relates to the implementation of the initiative
6. Facilitate individual consultant(s)/institution(s) hired by UNDP to implement SDGs-related activities (e.g. facilitate a UNDP consultant to conduct analysis of SDGs indicators & to run dashboard development process at district level (LOGOD Dashboard), Capacity Building Consultant, Gender Consultant, and other as necessary.
7. Coordinating activities and/or events at district level to ensure the program delivery, such as arranging meetings/workshops/focus group discussions
8. Contributing to the all activities' process and inform the Provincial Facilitator of Riau on any issues that might impact programming

Expected Outputs and deliverables

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>)
Analysis result of alignment between national SDGs indicators and Sub-national Mid-Term Development Planning (RPJMD) at 2 districts	20	August 23 rd , 2018	Provincial Facilitator of Riau
Regent Decrees on the establishment of SDGs Coordination Teams at 2 districts	20	September 24 th , 2018	Provincial Facilitator of Riau
<ul style="list-style-type: none"> • Analysis result of baseline & projection of SDGs indicators at 2 districts • Written recommendation of prioritized program (KLHSRPJMD) at 2 districts 	20	October 24 th , 2018	Provincial Facilitator of Riau

Report on preparation of LOGOD Dashboard development at district level	20	November 26 th , 2018	Provincial Facilitator of Riau
Progress report on “SDGs Localization in Riau Province” initiative at 2 districts	20	December 26 th , 2018	Provincial Facilitator of Riau
Report on capacity building & knowledge sharing activities at 2 districts	20	January 28 th , 2019	Provincial Facilitator of Riau

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) This post will report to Provincial Facilitator of Riau
- b) Deliverable is to be submitted monthly
- c) The IC will liaise with the above-mentioned relevant stakeholders at the ‘Scope of Work’ section
- d) IC will be provided with working space at *Bappeda Kabupaten* office

Duration of the Work

- a) The total assignment for this post is 6 months, with possible extension, subject to the satisfactory of performance evaluation result
- b) Target date for starting is July 23rd, 2018
- c) Submitted deliverable(s) will be reviewed for approval within two weeks, followed by revision and/or correction as necessary before recommendation for payment
- d) In the instance where deliverable is not possible to be produced, due to external factor, Provincial Facilitator of Riau will assign alternative deliverable(s) in discussion with IC.

Duty Station

- a) The IC will work in one of the two *Bappeda Kabupaten* office at Riau province
- b) IC is expected to be in the office for the assigned 20 days within the month

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
n/a	n/a	n/a	n/a

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

A bachelor’s degree in public policy, public administration, development studies, social science, or another relevant field.

Years of experience:

- Minimum of 5 years of working experience in development and/or technical assistance field

- MUST have experience working with government at sub-national level (provincial or districts)
- Experience working with development organizations or NGOs
- Experience working on development program/project/initiative

III. Competencies and special skills requirement:

- Fluent in English and excellent written communication
- Practical experience in organizing meetings/workshops/focus group discussions with multi stakeholders
- Practical experience working with sub national government/stakeholders
- Excellent communication skills (verbal and written)
- Excellent public speaking and presentation skills
- Fluency in English with excellent written communication skills, and strong experience in writing reports

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

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

Criteria	Weight	Maximum Point
<u>Technical</u>		
<ul style="list-style-type: none"> • <i>Criteria A: qualification requirements as per TOR:</i> <ol style="list-style-type: none"> 1. <i>Minimum of 5 years of working experience in development and/or technical assistance field</i> 2. <i>MUST have experience working with government at sub-national level (provincial or districts)</i> 3. <i>Experience working with development organizations or NGOs</i> 4. <i>Experience working on development program/project/initiative</i> 	<p>70</p> <p>20</p> <p>20</p> <p>15</p> <p>15</p>	<p>70</p> <p>20</p> <p>20</p> <p>15</p> <p>15</p>

<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment:</i> 	<i>30</i>	<i>30</i>	
<ol style="list-style-type: none"> 1. <i>Understanding of the assignment</i> 	<i>15</i>	<i>15</i>	
<ol style="list-style-type: none"> 2. <i>Proposed approach and methodology to the assignment</i> 	<i>15</i>	<i>15</i>	