

Terms of reference



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GENERAL INFORMATION

Title: Provincial Facilitator – Riau

Project Name: SDGs Localization in Riau Province

Reports to: SDG Advisor – UNDP Indonesia

Duty Station: Pekanbaru, 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
4	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 (The IC will provide technical assistance at provincial level, where s/he has to liaise very closely with Provincial Development Planning Agency of Riau (Bappeda Provinsi Riau). Hence, the IC needs to be present at Bappeda Provinsi Riau office full-time.)

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: SDG Advisor – UNDP Indonesia

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 Provincial Facilitator is to implement the initiative of 'SDGs Localization in Riau province' at provincial level and produce results and/or deliverables specified in the project document to the required standards of quality and within the specified time and cost. As a Provincial Facilitator, s/he will be hold

accountable on the implementation at provincial level and on coordinating the implementation at district level. S/he will provide technical support to *Bappeda Provinsi*, especially with BAPPEDA-SDGs Secretariat of Riau Province, and liaise closely with relevant SDGs stakeholders at provincial level (which include, but not limited to: local government, private sector, philanthropy, academics, experts, media/press, and youth groups).

Additionally, s/he will liaise with *Bappeda Kabupaten*s, especially the 4 target districts in this phase 2 program - and SDGs Team of UNDP Indonesia in Jakarta. The primary reporting responsibility of the Provincial Facilitator is to the SDGs Advisor – UNDP Indonesia.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

1. Support UNDP Indonesia in providing strategic inputs for the design and implementation of programme/project, focusing on the achievement of the following results:

- Provision of technical assistance in the implementation of the project, including but not limited to:
 - Supporting the inclusive governance platform (i.e. SDGs Coordination Team) established to contribute to the SDGs implementation in Riau province
 - Liaising with Provincial & District Development Agencies in the implementation of planned activities.
- Providing technical assistance in the day-to-day implementation of the ‘SDGs Localization in Riau province’
- Provision of effective strategic support for the capacity building of sub-national counterparts
- Facilitation on coordination, dialogue, and learning among actors (bureaucrats and practitioners) in each key sector
- Provision of technical support to multi-stakeholders mechanisms, especially in regard to the project’s coordination and government civil society partnership building activities, especially in the governance of the SDGs
- Maintaining partnerships with relevant stakeholders at provincial level, including but not limited to: local government, private sector, philanthropy, academics, experts, media/press, and youth groups
- Coordinating and supporting District Facilitators 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
- Coordinating activities and events at district level to ensure the program delivery, such as arranging meetings/workshops/focus group discussions and facilitating consultants to conduct analysis
- Effective planning, budgeting, implementation, and monitoring of project performance, and the preparation of high quality, timely, and results oriented progress reports
- Working closely with *Bappeda Provinsi*, *Bappeda Kabupaten*, and *SDGs Team of Riau* to produce results and/or deliverables as indicated in this TOR, within the specified time and cost
- 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
- Effective recruitment and supervision of project support team, to ensure coherence and establishment of clear roles and responsibilities among team members
- Updated progress and result regularly to supervisors and the project board

2. Support to UNDP Indonesia in creating strategic partnerships, and in the implementation of a resource mobilization strategy related to specific high-priority project, focusing on the achievement of the following results:

- Establishment and maintained good working relationships with the relevant public and development partners, civil societies, and private sector who are potential to contribute to the achievement of project
- Strengthen reputation by effective quality design, reliable delivery as well as integrity and accountability
- Identification of key partners/stakeholders to ensure synergies with other projects/initiatives and to avoid duplication of activities among actors

- Strengthen communication of the project in order to communicate results, deepen stakeholders knowledge and buy-in to the project, and to facilitate resource mobilization for the project
 - Mobilized local resources, such as funds from local bank/private sector/philanthropy
3. Support to the management of the programme/project, including ensuring effective quality assurance and oversight, and application of Result Based Management across the portfolio, focusing on the achievement of the following results:
 - Completion of design on the consultation and inception of project document's concept and its components
 - Identification of potential ideas for new project development by promoting innovative intervention and technologies
 - Identification of opportunities for mobilizing resources for the project, and prepares substantive briefs on possible areas of cooperation
 - Expansion and exploration of new resources to support project and its scale up from government cost-sharing, bilateral-multilateral donors, private sector, and philanthropists
 4. Production and dissemination of lessons learned across the portfolio and ensuring effective cross-project and cross-unit knowledge fertilization, focusing on the achievement of the following results:
 - Effective support on knowledge generation and knowledge sharing based on programme/project experiences, and, when appropriate, make contributions to knowledge networks and communities of practice
 - Compilation of key sources of information and best practices for projects and thematic issues within the portfolio and facilitate access to this information by programme and project staff and other relevant counterparts
 - Maintain knowledge and advocacy networks which are linked to thematic issues or projects within the portfolio
 - Timely preparation on briefs, talking points, and other documents
 - Timely production of key programme and project results data and promotional material to showcase the progress, achievements, and impacts of UNDP's work
 - Leads in generating knowledge products, such as best practices and lessons learned for knowledge sharing; ensure dissemination and utilization of knowledge products
 5. Facilitate individual consultant(s)/institution(s) hired by UNDP to implement SDGs-related activities in Riau province (e.g. facilitating the SDGs Center Universitas Padjadjaran to conduct analysis of SDGs indicators & to run dashboard development process in pilot districts of Riau province (LOGOD Dashboard), Capacity Building consultant, Gender Consultant, and other as necessary.

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>)
<ul style="list-style-type: none"> • Analysis result of alignment between national SDGs indicators and Sub-national Mid-Term Development Planning (RPJMD) for Riau Province and 12 Districts • Report on preparation of SDG-RPJMD development for Riau Province and Indragiri Hilir District 	20	August 23 rd , 2018	SDG Advisor

<ul style="list-style-type: none"> • Report on coordinating the issuance of 'Regent Decrees on the establishment of SDGs Coordination Teams' at 4 pilot districts • Report on knowledge sharing events: <ul style="list-style-type: none"> a. ASEAN-China-UNDP Symposium on Localizing the SDGs in Cambodia (August 2018) b. Localizing SDGs event at national level (September 2018) 	20	September 24 th , 2018	SDG Advisor
<ul style="list-style-type: none"> • Analysis result of baseline & projection of SDGs indicators of Riau Province and 4 districts • Written recommendation of prioritized program (KLHS RPJMD) for Riau Province and 4 districts • Report on policy papers development and advocacy workshop in 4 districts • Progress report at provincial level activities 	20	October 24 th , 2018	SDG Advisor
<ul style="list-style-type: none"> • Report on preparation of LOGOD Dashboard development at Riau province • Report on provincial level SDG data system development (including, but not limited to: policy framework and socialization plan) • Written document of SDG awareness raising plan and implementation 	20	November 26 th , 2018	SDG Advisor
Written document of capacity building plan for Riau Province and the implementation	20	December 26 th , 2018	SDG Advisor
6-month progress report	20	January 28 th , 2019	SDG Advisor

6. WORKING ARRANGEMENTS

Institutional Arrangement

- a) This post will report to SDG Advisor – UNDP Indonesia
- 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 Provinsi* 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, IC should discuss alternative deliverable(s) with SDG Advisor

Duty Station

- a) The IC will work in *Bappeda Provinsi* office at Pekanbaru, 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

7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

A Master 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:

- 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

8. 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"> • Criteria A: qualification requirements as per TOR: <ol style="list-style-type: none"> 1. Minimum of 5 years of working experience in development and/or technical assistance field 2. MUST have experience working with government at sub-national level (provincial or districts) 3. Experience working with development organizations or NGOs 4. Experience working on development program/project/initiative 	<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"> • Criteria B: Brief Description of Approach to Assignment: <ol style="list-style-type: none"> 1. Understanding of the assignment 2. Proposed approach and methodology to the assignment 	<p>30</p> <p>15</p> <p>15</p>	<p>30</p> <p>15</p> <p>15</p>