

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Provincial Facilitator – Gorontalo

Project Name: SDGs Localization in Gorontalo Province

Reports to: SDG Advisor – UNDP Indonesia

Duty Station: Gorontalo province

Expected Places of Travel (if applicable):

Duration of Assignment: From September 2018 to March 2019 (120 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select :
	(1) Junior Consultant
	(2) Support Consultant
3	(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 latest education certificate
x	Completed financial proposal
	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:

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 Gorontalo province

Gorontalo province embraced the adoption of SDGs agenda into their local development planning by officially institutionalizing SDGs stakeholders' platform through endorsement of the Governor Decree No. 349/28/X/2017 on the Establishment of Inclusive SDGs Coordination Team at provincial level in October 2017; followed by the endorsement of the Governor Decree No. 379/28/XI/2017 on the Establishment of Provincial SDGs Secretariat in November 2017.

Having both teams present at provincial level, Gorontalo geared up for the formulation of the Presidential-Decree-mandated-SDGs Local Action Plan. By July 2018, Gorontalo had successfully had the SDGs Action Plan endorsed by the Governor and will launch the Action Plan soon.

UNDP and Provincial Government of Gorontalo had initiated discussions on the implementation of the 'SDGs Localization in Gorontalo Province' back in May 2017, when several meetings were held between both parties. However, it was mid-2018 when UNDP invited 30+ officials of Local Development Planning Agencies of Gorontalo to Jakarta to kick-off an official dialogue on SDGs Localization.

Subsequently, UNDP facilitated a cross-learning workshop between Gorontalo and Riau Province. Riau Province was UNDP's first technical assistance recipient on the SDGs Localization efforts Indonesia-wide. The workshop was warmly welcomed by all parties and had strengthened partnerships between UNDP and Gorontalo Province. Further, UNDP had several missions to Gorontalo to formally meet with Provincial and District/Municipality Chiefs and to conduct initial assessment of SDGs situation in Gorontalo.

SDGs Localization in Gorontalo Province program will run for a year (2018-2019), where UNDP will be providing technical assistance to Gorontalo government, mainly through supporting Provincial and District Development Planning Agencies (*Bappeda Provinsi & Bappeda Kabupaten*).

UNDP supports will focus on the advocacy of integrating SDGs agenda into local development plans. Strengthening of inclusive SDGs Coordination Teams, evidence-based analysis on planning and budgeting, and implementing SDGs Actions will be the highlight of the efforts. The areas of cooperation are shown below:

1. Strengthening the inclusive SDGs Coordination Teams;
2. Developing SDGs-related policies: evidence-based planning and budgeting;
3. Monitoring and evaluation on the SDGs achievement;
4. Advocacy, capacity building, and knowledge sharing; and
5. Promoting and facilitating SDGs implementation processes.

The role of the Provincial Facilitator is to implement the initiative of 'SDGs Localization in Gorontalo province' at provincial and district 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 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 Gorontalo 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 Kabupatens/Kota* 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 SDGs Coordination Team, to contribute to the SDGs implementation in Gorontalo 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 Gorontalo 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 project assistant, facilitators, and consultants in any activity and/or event related to the 'SDGs Localization in Gorontalo province' initiative, including but not limited to: advocacy, capacity building, and knowledge sharing
- Coordinating activities and events at provincial and 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 Secretariat at provincial and district level 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, National SDGs Secretariat, 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:

- Established 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

- Strengthened reputation by effective quality design, reliable delivery as well as integrity and accountability
 - Identified key partners/stakeholders to ensure synergies with other projects/initiatives and to avoid duplication of activities among actors
 - Strengthened communication of the project 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 Gorontalo province (e.g. facilitating the experts in conducting analysis of SDGs indicators, 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"> • Report: SDGs initial assessment in Gorontalo province • Report: Establishment and strengthening of inclusive SDGs Coordination Team in Gorontalo province 	20	24 October 2018	SDG Advisor

<ul style="list-style-type: none"> • Report: SDGs Local Action Plan (RAD TPB) development in Gorontalo Utara District 			
<ul style="list-style-type: none"> • Report: Alignment of SDGs and RPJMD in Gorontalo City • Report: KLHS RPJMD workshop in Gorontalo province • Report: preparation of 'EmPOWERed Farmers' implementation in Gorontalo 	20	26 November 2018	SDG Advisor
<ul style="list-style-type: none"> • Report: Analysis of SDGs indicators and public finance management in Gorontalo province and pilot district 	20	26 December 2018	SDG Advisor
<ul style="list-style-type: none"> • Report: Policy papers development and advocacy workshop in Gorontalo province • Report: 'EmPOWERed Farmers' implementation in Gorontalo 	20	28 January 2019	SDG Advisor
Concept Note: SDGs Region in Gorontalo (specifics to be further discussed) implementation in Gorontalo	20	28 February 2019	SDG Advisor
<ul style="list-style-type: none"> • Progress Report: 6-months implementation of SDGs Localization in Gorontalo province 	20	28 March 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 September 1st, 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 be stationed in *Bappeda Provinsi* office at Gorontalo province, with regular visits to *Bappeda Kabupaten/Kota*
- 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 bachelor's degree in business administration, public policy, and/or development studies.

Years of experience:

- Minimum of 3 years of working experience in development, technical assistance, and/or academics field
- Must have experience working with government at sub-national level (provincial or districts)
- Must have experience in assisting national/sub-national government(s) in localizing SDGs
- Experience in strengthening inclusive SDGs Coordination Team at provincial and/or district level

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>	70%	
<ul style="list-style-type: none">Criteria A: qualification requirements as per TOR:<ol style="list-style-type: none">Minimum of 1 year of working experience in development, technical assistance, and/or academics fieldMust have experience working with government at sub-national level (provincial or districts)Must have experience in assisting national/sub-national government(s) in localizing SDGsExperience in strengthening inclusive SDGs Coordination Team at provincial and/or district level		100 20 20 30 30