

Terms of reference



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GENERAL INFORMATION

Title: Expert for the Development of the Regional Partnership Strategy (RPS) of Indonesia's South-South and Triangular Cooperation (SSTC)

Project Name: Partnership Initiative for Institutional Development of Indonesia's SSTC (PIID-ISSTC)

Report to: National Project Manager, PIID-ISSTC

Duty Station: Home-based, with meetings in UNDP Indonesia and MoFA offices in Jakarta

Expected Places of Travel (if applicable):

Duration of Assignment: 40 working days

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
5	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select :
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (requires a number of meetings in office to discuss design, progress, consultation logistics etc.)

☐ 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: < Enter name >

I. BACKGROUND

The “Partnership Initiative for Institutional Development of Indonesia’s South-South and Triangular Cooperation” project is a project implemented by UNDP Indonesia with support from the Royal Norwegian Embassy, under coordination from the Indonesia’s Ministry of Foreign Affairs.

The project will be focusing on the achievement of three main outputs: 1) enhanced Institutional capacity in coordinating and managing Indonesia’s south-south and triangular cooperation; 2) south-south triangular initiative implemented: peacebuilding through cross-border local economic development between Indonesia and Timor Leste; 3) enhanced Indonesia’s role at global SSTC Forum.

The initiatives under the first output seek to support the Ministry of Foreign Affairs (MoFA) in its mandate as leading ministry in the establishment of Indonesia’s international development cooperation agency, including SSTC initiatives. There is a strong need from MoFA to initiate the exercise to develop Country/Regional Partnership Strategy for Indonesia’s SSTC that will serve as the foundation for Indonesia’s SSTC initiatives in the given country/region in the mid-term period (five-years). This document will serve as the guide for Indonesia’s SSTC activities in the country/region which will be executed as soon as the Presidential Regulation that will regulate funding and programmatic mechanisms of Indonesia’s SSTC is signed.

In close consultation with MoFA and other relevant government ministries, UNDP will facilitate the development of the Regional Partnership Strategy (RPS) in the second semester of 2018, which will involve desk review of existing public foreign policy and SSTC documents related to the region, and consultation with relevant units in MoFA and with relevant ministries/agencies involved in priority SSTC activities in the region and with the relevant stakeholders in the region. It is expected that the RPS document will be produced in the fourth quarter of 2018, to be further consulted and reviewed by MoFA and relevant Indonesian stakeholders and eventually adopted as an official document.

Therefore, in response to this need, UNDP Indonesia Country Office will hire an expert to conduct the development of the Regional Partnership Strategy of Indonesia’s SSTC.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Expert will work closely with the UNDP Country Office (CO), NPM and team of PIID-ISSTC Project to support the Ministry of Foreign Affairs, particularly the Directorate of Technical Cooperation, by conducting a study on the future trajectory of Indonesia’s international development cooperation. The expert is expected to produce the following deliverables:

1. The inception plan that includes:
 - 1.1. Proposed approach for the RPS development
 - 1.2. The documents that will be reviewed
 - 1.3. The stakeholders that will be consulted
 - 1.4. An annotated outline of the RPS that includes information of the content of each of the parts
2. RPS of Indonesia’s SSTC, which covers:
 - 2.1. The review of Indonesia’s SSTC activities
 - 2.2. The review of Indonesia’s foreign policy objectives in the selected region
 - 2.3. The approach of Indonesia’s SSTC
 - 2.4. The approach of Indonesia’s SSTC in the selected region
 - 2.5. The substantive focus areas of Indonesia’s SSTC
 - 2.6. The substantive focus areas of Indonesia’s SSTC in the selected region
 - 2.7. The demand and need of the stakeholders in the region
 - 2.8. The capacity of the Indonesian stakeholders in providing supply of technical assistance in the region
 - 2.9. Methodological notes
3. Presentation of the study to MoFA, relevant government ministries/agencies and UNDP in a half-day seminar organised by UNDP and MoFA.

Expected Outputs and Deliverables

The assignment will be delivered with no more than 40 working days, which includes necessary meetings. Schedule of payment will be in accordance with the timetable noted below:

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>
1 st payment will be made upon submission and approval by UNDP of the following output: Presentation of the inception report, incl. proposed approach and workplan for the study, list of informants, timeline, report's outline	8	15 January 2019	PIID-ISSTC NPM, and Director of Technical Cooperation, MoFA
2 nd payment will be made upon submission and approval by UNDP of the following output: 1 st Draft Report of the Regional Partnership Strategy and Presentation of the Report in a half-day seminar or FGD	20	20 March 2019	
3 rd payment will be made upon submission and approval by UNDP of: Final Report	12	15 May 2019	

III. WORKING ARRANGEMENTS

The incumbent will report to the PIID-ISSTC National Project Manager. S/he will also obtain guidance from the Directorate of Technical Cooperation, MoFA.

The work is home based, but may require number of meetings at UNDP Indonesia, MoFA and other government offices in Jakarta. The work outlined in this TOR is expected to be carried out on a desk review and interview basis with any additional information gained through electronic means. However, in the event that travel is necessary, all necessary costs will be borne by the project.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONSAcademic Qualifications:

Master degree or higher in law, development studies, social science, international relations or other related fields.

Years of experience:

- A minimum 8 (eight) years' experience in international development cooperation programme;
- Demonstrated expertise in conducting regulatory studies/research, particularly in policy related issues
- Demonstrated strong network with Indonesian government ministries, particularly Ministry of Foreign Affairs, Ministry of Finance, Bappenas and/or State Secretariat.
- Proven research and drafting skills

Competencies and special skills requirement:

- Have good interpersonal and communications skills;
- Ability to work independently and in a team;
- Fluency in English and Bahasa Indonesia and good written communication skills.
- Advanced computer skills in Microsoft Word, PowerPoint and Excel.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

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 (70%)</u>		
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ol style="list-style-type: none"> 1. Master degree or higher in law, development studies, social science, international relations or other related fields. 2. A minimum 8 (eight) years' experience in international development cooperation programme; 3. Demonstrated strong network with Indonesian government ministries, particularly Ministry of Foreign Affairs, Ministry of Finance, Bappenas and/or State Secretariat. 4. Proven research and report drafting skills 	50%	<p>50</p> <p>10</p> <p>10</p> <p>15</p> <p>15</p>
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment</i> <ol style="list-style-type: none"> 1. Understands the task and applies an appropriate methodology for the task 2. Addressing Important aspects of the tasks (clear and sufficient details) 3. Logical and realistic planning with detail timeline to deliver the expected outputs 	50%	<p>50</p> <p>20</p> <p>20</p> <p>10</p>