

## Terms of Reference



Empowered lives.  
Resilient nations.

### GENERAL INFORMATION

**Title:** Senior Policy Coordination Advisor Papua Platform

**Project Name:** Papua Platform for the Acceleration of Sustainable Dev

**Reports to:** Head of Democratic Governance and Poverty Reduction Unit (DGPRU)

**Duty Station:** Jakarta, Indonesia

**Expected Places of Travel (if applicable):** Refers to UNDP rules and regulations if there are unforeseen travels

**Duration of Assignment:** 75 working days within 5 months period

### REQUIRED DOCUMENT FROM HIRING UNIT

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

### REQUIRED DOCUMENTATION FROM CONSULTANT

X	P11
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal (if applicable)

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

☒ partial

☐ intermittent (explain)

☐ full time/office based

### 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:

Head of Democratic Governance and Poverty Reduction Unit (DGPRU), Mr. Siprianus Bate Soro.

Name: Siprianus Bate Soro

Title: Head of DGPRU

Signature: \_\_\_\_\_

## I. BACKGROUND

In the last decades Hundreds of trillions of developments budget has been allocated to Papua Island, one of the richest natural resources islands in Indonesia, such as special autonomy funds, general allocation funds, special allocation funds and village funds. Although there are some progresses but compare to other provinces in Indonesia, Papua and West Papua Provinces scores in various development indicators such as Human Development Index and Gender Development Index are far below its counterparts and the national average score. Some of the key factors contribute to the low performances of the two provinces are ineffectiveness and inefficiency of programme planning, budgeting, implementation, as well as lack of monitoring and evaluation. Often, the programmes being developed and implemented are not relevant to the needs of the people as well as the island. Others such as low capacity of public officials and lack of coordination and synchronization between central and provincial governments also hinder the achievement of development targets.

Over the past few years, the government of Indonesia (Gol) has showed a greater commitment to accelerate the development in Papua and West Papua provinces by formulating a comprehensive development acceleration strategy for both provinces using a Presidential Instruction (Inpres) Number 9 of 2017 on the Acceleration of Welfare Development in Papua and West Papua Provinces. The Instruction is focused on:

1. Health and Education sector;
2. Local Economy and Development;
3. Basic Infrastructure;
4. Connectivity

To ensure effective implementation of the Inpres No. 9/2017, President Joko Widodo has instructed the Minister of National Development Planning (PPN) / Head of the National Development Planning Agency (BAPPENAS) through the Papua Desk to coordinate, synergize the drafting, establish an Annual Action Plan for the Welfare Development Acceleration Program in Papua and West Papua Provinces, and to coordinate the support of international development partners, communities, community organizations, the private sector and other stakeholders.

UNDP has worked together with the Gol to establish Papua Platform. The Papua Platform seats under the Papua desk in BAPPENAS, and with support from the United Kingdom Climate Change Unit (UKCCU), is expected to facilitate coordination and communication among the development actors and programmes in Papua and West Papua. The Papua Platform was agreed for the sustainable strategy across ministries and agencies. The primary objective of the Papua Platform is to ensure a single and aligned sustainable development strategy across ministries and agencies that can accurately advocate the needs of Papua and West Papua in a coordinated fashion from the national to the local level. This platform has prioritized a few strategic development areas including environment and climate action to ensure local policies and programmes work to conserve the biodiversity of the two provinces.

UNDP in Indonesia, with support from the United Kingdom Climate Change Unit (UKCCU), is working with government and non-government partners to strengthen existing measures and find new solutions for sustainable development in Papua and West Papua. This support would focus on one aspect of the overall outcome of this project. The objective of this assignment is to find suitable models to strengthen the capacity and skill of Papuan and West Papuan conservation leaders by providing quality learning opportunities to address the provinces' most compelling development issues. Training and leadership development will focus on applied skill building and finding direct and enduring solutions to regional development challenges, and to identify appropriate, sustained institutional arrangements to support this work.

The provincial governments have already set forth bold visions. In Papua, the government has introduced the Papua 2100 Agenda, where they have identified ambitious targets to be met by the year 2100. In West Papua, the government introduced the 'Conservation Province' policy, which is an opportunity to set a sustainable development pathway that aims to seize opportunities and mitigate risks in building a province that looks to conserve and protect the region's biodiversity. However, in order to ensure the success of the provincial governments, the international community must also support both provinces by complementing ongoing efforts to develop green and sustainable economies.

UNDP is working with national and international partners to shape creative and innovative solutions through the International Conference on Biodiversity, Ecotourism, and Creative Economy (ICBE 2018) in Manokwari, West Papua last October 2018. ICBE works to garner international and national support and exchange best practices that can be a promising proposition to Papua's and West Papua's biodiversity management agenda. The theme for the ICBE 2018 has a strong focus on the sustainable development solutions to become a conservation province – and the Papua desk in BAPPENAS can use this opportunity to showcase clear reform priorities for the provinces, within each subtheme on conservation, and participation in economic development in the province. The conference was attended by more than 1,000 people from various background both locally and nationally. It has also garnered valuable inputs for both provinces to develop the agenda. As a follow up to ICBE results, nine thematic discussions will be held this year focusing on green economy roadmap, business plan on strategic commodities in Tanah Papua, low carbon and ecological fiscal transfer.

In view of the above, building a coherent policy from the national and the local level is critical to ensure that environment and climate aspects are considered in defining the development agenda and priorities for Tanah Papua. This will be attempted through the TA package that will be implemented by UNDP with the funding from UKCCU, and in close collaboration with relevant development partners. In meeting this objective, UNDP is searching for Senior Coordinator Advisor who has strong leadership, local expertise and knowledge on public policy, capacity building, as well as advocacy. He/she will organize technical assistance and coordination support to Papua Desk in developing national and provincial policies and programmes as mandated by the Presidential Instruction no 9/2017, and to develop strategies and activities plan of Papua Platform.

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

### Scope of Work

Under the overall supervision of the Head of Democratic Governance and Poverty Reduction Unit, the individual consultant (IC) will work with UNDP units and external stakeholders to:

- integrate and synchronize existing programmes and policies between the Papua Desk at Bappenas and development partners and non-government organizations working in Papua and West Papua;
- liaise with government and non-government stakeholders to identify policy solutions to economic and environmental challenges in Papua and West Papua;
- provide technical advisory support to the Head of the Papua Desk;
- supporting the Papua Desk Secretariat to ensure effective and efficient coordination and consultations among relevant stakeholders through the regular Papua Platform meetings, technical working groups, various studies and advocacy initiative;
- integrate the activities of two senior specialists delivering results on climate change mitigation action and local sustainable economic development for Papua and West Papua;
- producing a final report including recommendations to the Papua Desk that proposes a strategy on climate change mitigation action and local sustainable economic development.

### Expected Outputs and deliverables

The specific outputs/deliverables expected from the Senior Consultant for Papua Platform are the following:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Submission of scoping report on Roadmap of green economy in Papua and West Papua developed by respective provincial governments.	15	15 March 2019	Head of Democratic Governance and Poverty Reduction Unit

Submission of report on Papua Platform Meeting to engage development partners supports to Papua and West Papua.	15	15 April 2019	Head of Democratic Governance and Poverty Reduction Unit
Submission of scoping report on the adoption of green economy and sustainable development in Papua and West Papua within the RPJMN 2020-2024 initial draft.	15	30 April 2019	Head of Democratic Governance and Poverty Reduction Unit
Submission of report on Joined policy brief on the area of green economy, strategic economic commodities and climate change to support Papua Desk.	15	31 May 2019	Head of Democratic Governance and Poverty Reduction Unit
Submission of report on Policy briefs and any developed materials to support the work of Papua Desk which published on website, printed media or other platforms.	15	28 June 2019	Head of Democratic Governance and Poverty Reduction Unit

III. WORKING ARRANGEMENTS
<p><b>Institutional Arrangement</b></p> <p>The IC will be reporting to the Head of DGPRU in seeking approval and acceptance of the abovementioned outputs. The IC is expected to be in regular contact with the Team Leader of DGPRU and update and report on his/her progress on a weekly basis.</p> <p><b>Duration of the Work</b></p> <p>Expected duration of work is from 1 February to 29 June 2019. The IC is expected to support the deliverables on a part-time basis.</p> <p><b>Duty Station</b></p> <p>The IC will be based in Papua Desk project at Bappenas, Jakarta.</p> <p><b>Travel Plan</b></p> <p>Travel will be arranged by Hiring Unit which refers to UNDP rules and regulations if Consultant is requested to travel outside Jakarta.</p>

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS
<p><u>Academic Qualifications:</u></p> <ul style="list-style-type: none"> <li>Advanced university degree (master's degree or equivalent) with expertise in public policy, economy, and/or environment</li> </ul> <p><u>Years of experience:</u></p>

- 10 years of experience at national and/or sub-national levels, in the areas of policy making, democracy, economics, development, coordination, and community engagement;
- Knowledge of Inpres 9/2017 on the Acceleration of the Welfare Development in Papua and West Papua Provinces;
- Experience working at UNDP on project development and management and an understanding of UNDP's standard operating procedures;
- Proven track record in coordination and working with ministries to align priorities with the national planning document;
- Maturity and confidence in dealing with senior and high-ranking members of national and local institutions, government and non-government;
- Cultural sensitivity to work in multicultural, multi-ethnic environment;
- Experience working with the Papua Desk Bappenas;
- Experience working with the United Kingdom Climate Change Unit;
- Experience in producing high quality reports.

Language Requirements:

- Fluency in English with excellent written communication skills, and strong experience writing reports is required;
- Excellent written and spoken skills in Indonesian.

Competencies and special skills requirement:

- Strong leadership and good communication skills;
- Strong analytical, reporting and writing skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Good presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	100%	100
Criteria A: Qualification Requirements as per TOR:	70%	70

1. Criteria 1: 10 years of experience at national and/or sub-national levels, in the areas of policy making, democracy, economics, development, coordination, and community engagement;		20	
2. Criteria 2: Knowledge of Inpres 9/2017 on the Acceleration of the Welfare Development in Papua and West Papua Provinces		20	
3. Criteria 3: Experience working with Papua Desk Bappenas;		15	
4. Criteria 4: Experience working with the United Kingdom Climate Change Unit (UKCCCU);		5	
5. Criteria 5: Experience working at UNDP on project development and management and an understanding of UNDP's standard operating procedures;		5	
6. Criteria 6: Experience in producing high quality reports.		5	
<i>Criteria B: Brief Description of Approach to Assignment:</i>	30%	30	
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		10	
2. Important aspects of the task addressed clearly and in sufficient detail		10	
3. Logical, realistic planning for efficient project implementation		10	