

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: International Consultant for Strategic Advisor for UNPDF 2021-2025

Project Name: n/a

Reports to: UN Resident Coordinator, UNPDF Steering Group, Coordination Specialist

Duty Station: home-based

Expected Places of Travel (if applicable): Jakarta

Duration of Assignment: From June – December 2019 (10 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	8 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
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV/P11 with three referees
<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* (10 days within May - Dec 2019)

☐ *intermittent*

☐ *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:

Romi Mardian

I. BACKGROUND

The Government of Indonesia and the United Nations system are committed to building a nation that is prosperous, democratic and just, where development benefits all people in the country, and where the rights of future generations are protected. The current UN Partnership for Development Framework (2016–2020) reflects Indonesia's growing development success and therefore the UN's transition from a donor to a strategic partner.

Central to the partnership on sustainable development between the Republic of Indonesia and the UN is the role of the UN in the working modalities of **policy advice, capacity building and knowledge sharing** and a joint commitment to strengthen partnerships through **innovation, South-South and Triangular cooperation** and innovative financing mechanisms including **government financing**.

The Indonesia - UN Partnership for Development Framework supports **national development priorities** as reflected in the National Medium Term Development Plan (RPJMN) and Indonesia's commitment to the Sustainable Development Goals.

1.1. The United Nations Partnership for Development Framework (2016-2020)

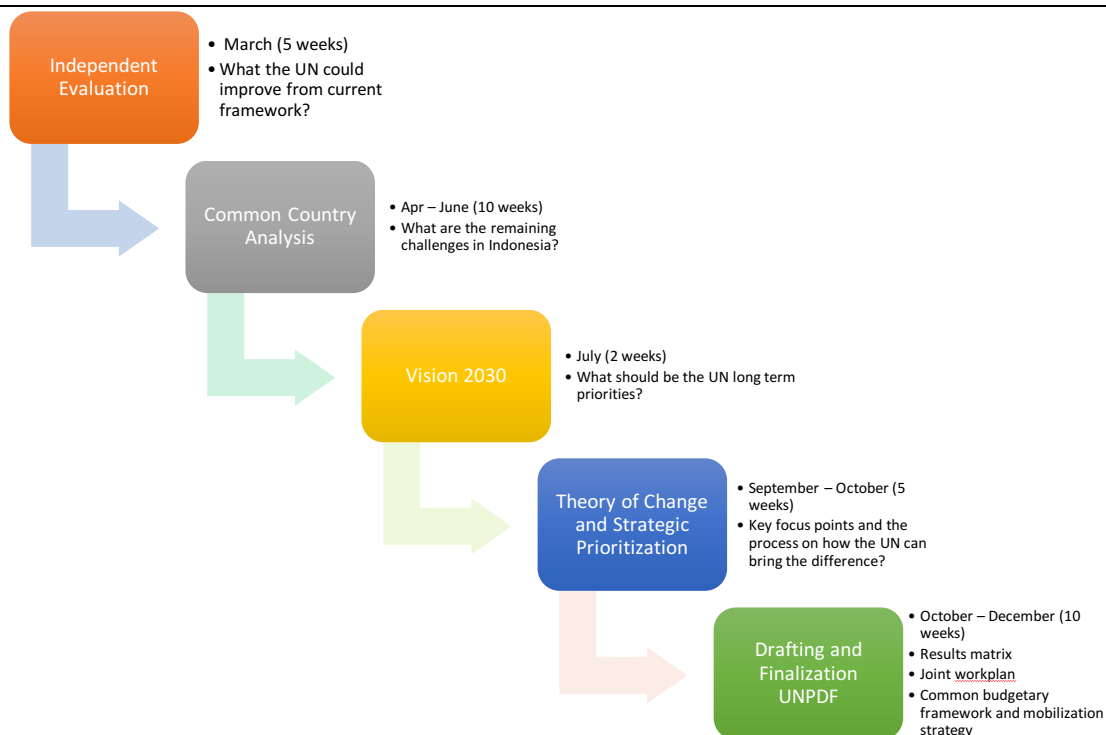
The UN Partnership for Development Framework (UNPDF) 2016-2020 has four outcomes:

- Outcome 1** : Poverty Reduction, Equitable Sustainable Development, Livelihoods and Decent Work
- Outcome 2** : Equitable Access to Social Services and Social Protection
- Outcome 3** : Environmental Sustainability and Enhanced Resilience to Shocks
- Outcome 4** : Improved Governance and Equitable Access to Justice for All

UNPDF also focused on 5 cross-cutting areas: **Young People, Gender Equality, Human Rights, HIV/AIDS** and **Statistics & Data management**.

Young people, gender, Human Rights, HIV/AIDS and statistics and data management are central to the UNPDF and have been mainstreamed into the four outcomes, as much as possible. The UNPDF Results report covering the years of 2016, 2017 and 2018 have been compiled.

Following the UNPDF 2016-2020, the third UNPDF 2021-2025 will be developed in accordance to the Government's National Medium Term Development Plan (RPJMN) 2020-2024. This process consists of 5 phases:



At least the following 18 funds, programmes and agencies will be part of the UNPDF 2021-2025: FAO, ILO, IOM, UNAIDS, UNDP, UNEP, UNESCO, UNFPA, UN-HABITAT, UNHCR, UNICEF, UNIDO, UNOCHA, UNODC, UNOPS, UNWOMEN, WFP, WHO.

Guiding principles for the new 5-year strategic plan:

- The UNPDF needs to highlight the **equal partnership** between the Government of Indonesia and the UN in Indonesia
- The **RPJMN 2020-2024** (National Medium Term Development Plan) as guiding document. The timeline of the UNPDF roll-out will follow the timeline of the RPJMN roll-out.
- The UNPDF needs to be strategic, flexible and agile. It needs to focus on the **higher-level perspective**, not including everything all UN agencies do.
- The UNPDF needs to highlight where the UN has added value and **comparative advantage**.
- The UNPDF will be an **outcome-only** framework (no outputs).
- The UNPDF roll-out needs to be an **open and inclusive process**.
- The roll-out needs to be light: not only focusing on planning, but **focusing on implementation**.

The roll-out of the UNPDF will be supported by 2 consultants: 1 international consultant from April to December 2019 to support the 4 phases which includes: Common Country Assessment, Vision 2030, Theory of Change and Strategic Prioritization, as well writing the final UNPDF, including Results Matrix, Joint Workplan, Common Budgetary Framework and Resource Mobilization Strategy; and 1 national consultant to work along with the international consultant on the CCA process. The responsibility of the national consultant includes the support for substantive materials, as well as organizing key stakeholders.

The consultants will be based in the Office of the UN Resident Coordinator (RC office), and will be working closely with the UNPDF Results Group and the UNPDF Steering Group. The consultant will report (either verbally or in writing) on a weekly basis to the UN Resident Coordinator (RC) and the

UNPDF Steering Group (USG). The USG has been established by the UN Country Team to oversee the operational preparation of the UNPDF 2021-2025, and consists of senior representatives of the UN agencies in Indonesia (at the Deputy or Senior Programme Officer level). The consultant should use the different UNPDF 2016-2020 Working Groups as well as the M&E group (that will be revitalized), as sources of information for the evaluation and country analysis aspect.

The work of the **International Consultant for UNPDF Common Country Analysis, Vision 2030, Document Finalization** will focus on 4 phases of the UNPDF 2021-2025 roll-out, with objectives as follows:

Common Country Assessment

- The CCA serves as a basis for the prioritization exercise, the definition of outcomes, the preparation of the UN Vision 2030 and subsequent development of the overall UNPDF theory of change.
- Considering that Indonesia is a Middle Income Country and we are increasingly making use of government mechanisms, processes and institutions, the purpose of the CCA is to identify immediate, underlying and structural development challenges at the national level (including: gaps in Government priorities, SDG gaps, gaps in work of previous UNPDF).
- Basic guiding documents for the CCA are the National Mid-Term Development Planning (RPJMN) 2020-2024 (technocratic draft and/or background studies) and several flagship documents (such as SDGs reports, HDR reports, Labor & Social Trends, National Environment Summaries). These documents will be collected by the RC Office with the support of the UN agencies.
- The formulation for CCA defines the national context which includes cross-cutting themes, and derives from following aspects: (1) Data and Evidence Base; (2) Risk Profile; (3) National Policy and Institutional Frameworks; (4) Gender Assessment; (5) Financing Landscape.

Vision 2030

- The UN Vision 2030 summarizes the visioning exercise results, reflecting a shared picture of the country's sustainable development challenges and objectives. It lays out how the CCA and the contributions of successive UNPDF represent logical steps in the longer term results area that define the UN primary contributions to support national attainment of the 2030 Agenda.
- It is based on the set of criteria that includes equity, comparative advantage and feasibility.
- The formulation of vision 2030 includes: (1) The UN system's internal and external working assumptions, considering Indonesia's plausible long-term development trajectories until 2030; (2) The envisaged strategic UN positioning and role in the country through 2030; (3) How the five-year UNPDF fits into the 2030 Agenda.

Theory of Change/Strategic Prioritization

- The theory of change shows how it is assumed that UNPDF strategy support achievement of national priorities and the SDGs.
- The theory of change is based on analysis and data provide in the CCA; articulated in the high-level change the UNCT intends to contribute to in the context of the 2030 Agenda; understanding why the lower level results could result in the higher level results; laying out the risks and assumptions that define the relationships among different results; developed through a consultative process and understanding of all relevant stakeholders; supported continuous learning and improvement from programme design to closure.
- Strategic prioritization is drawn from the CCA and UN Vision 2030, envisaged to generate the greatest impacts in contributing to the achievement of the SDGs, in line with Indonesia priorities and needs.

Final UNPDF Document which consists of:

1. Results Matrix

The results matrix shows the high-level, strategic and costed UNPDF outcomes are targeted towards supporting the achievement of National Development Goals and National SDGs targets. This purposes to make the division of labour clear within the UN system by identifying roles and responsibilities.

2. Joint Work plan

After the outcomes are formulated, the UNPDF Results Groups produce Joint Work Plan which includes: (1) outputs to be generated to achieve UNPDF outcomes; (2) the role of the UN and National Partners in achieving these outputs and the resources to achieve them.

3. Common Budgetary Framework and Resource Mobilization Strategy

- Identification of resources that are available to the country as a whole and the resources that the UNCT can bring to the table. As far as possible, the analysis of financing flows should be linked to national efforts to develop an Integrated National Financing Framework.
- Common budgetary framework is a matrix that displays the overall contribution required by the UN as well as the UN financing gap per outcome for the implementation of the UNPDF.
- Formulation of a joint resource mobilization strategy.

II. SCOPE OF WORK AND DELIVERABLES

SCOPE OF WORK

Common Country Analysis

- Provide strategic guidance to the Resident Coordinator/UNCT on the overall process of UNPDF 2021-2025 in line with the new UNDAF guidance;
- Provide strategic guidance on the direction of UNPDF 2021-2025 narrative;
- Working with the Consultant of UNPDF to facilitate the Strategic Prioritization Retreat and extract the theory of change and strategic prioritization from the CCA and UN Vision 2030
- Provide strategic inputs to the draft, including Outcome Statements, Joint Work Plan, Common Budgetary Framework and Joint Resource Mobilisation Plan.

DELIVERABLES

Deliverables	number of Working Days	Percentage	Due Date	Review and Approvals Required
Inception Report.	2	20%	8 Jul 2019	RC and Head of RCO
Facilitation Plan for Strategic Framework and Aide memoire from Strategic Prioritization Retreat.	5	50%	30 Sep 2019	RC and Head of RCO
Final activity report on the overall work.	3	30%	13 Dec 2019	RC and Head of RCO

Note: due date of each deliverable should be the final version

III. WORKING ARRANGEMENTS

QUALITY ASSURANCE

With a view to ensure the whole process, these following approaches will be deployed:

- In the first week, the consultant will prepare a brief inception note outlining the methodology and approach to the assignment, for approval by the Resident Coordinator
- The consultant will work on a daily basis with the international consultant, Resident Coordinator Office and Resident Coordinator.
- The consultant will participate in a debriefing session with the RC at the end of his/her consultant.

Duration of the Work

Timeframe: 10 working days between June – December 2019

Deliverables	Estimated number of Working Days	Completion Deadline
Inception Report	2 days	8 Jul 2019
Facilitation Plan for Strategic Framework and Aide memoire from Strategic Prioritization Retreat	5 days	30 Sep 2019
Final activity report on the overall work	3 days	13 Dec 2019

Duty Station

Home based

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
1	Jakarta, Indonesia	1	5 days (September 2019)

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Advanced university degree (Master's degree or equivalent) in, international relations, international economics, law, public or business administration, social sciences or other related area.

II. Years of experience:

- 15 years of relevant professional experience (for master's degree) or 8 years of experience (for PhD) at the national/international level.
- Experience in senior levels of programme management

- Experience in the management of complex national level M&E framework
- Experience in strategic plans involving multiple stakeholders

III. Competencies and special skills requirement:

Functional Competencies:

- Ability to compile qualitative data and to carry out analysis within a logical framework.
- Process management skills, such as facilitation skills and ability to negotiate with a wide range of stakeholders.
- Very good understanding of development operations coordination issues, tools and challenges, especially in programmatic areas.
- Excellent report writing skills as well as communication and interviewing skills.
- Knowledge of the UN system and UN common country programming processes.
- Knowledge of the application of the five UNDAF programming principles: Human Rights Based Approach, Gender Equality, Environmental Sustainability, Results Based Management and Capacity Development.
- Demonstrated ability to create and build networks, partnerships and alliances.
- Ability to meet goals, work under pressure and meet demanding deadlines.
- Excellent oral and written communication skills.
- Ability to speak and write clearly and convincingly, adapting style and content to different audiences.
- Ability to present information in a clear and concise manner.
- Strong interpersonal skills.
- Ability to contribute effectively in a team-based setting.
- Computer literacy.

Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Advocates and promotes the vision, mission, and strategic goals of the UN
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- Demonstrates and promotes the values of the UN in actions and decisions and acts in accordance with the standard of conduct for international civil servants.
- Shows willingness to work without bias with all persons regardless of gender, nationality, religion or culture
- Contributes effectively to team-based activities, working collaboratively and sharing information openly; works effectively with colleagues inside the UN as well as its partners and other stakeholders to pursue common goals
- Facilitates and encourages open communication in the team, communicating effectively
- Remains calm, composed and patient when facing conflict, manages conflict productively, focusing on mutually acceptable solutions
- Takes initiative and seeks opportunities to initiate action
- Actively produces and disseminates new knowledge; creates/contributes to mechanisms to collect and share knowledge
- Actively seeks learning opportunities; demonstrates commitment to on going professional development
- Proposes innovative ideas and new solutions to work

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
<i>Technical</i>		100
Criteria A: qualification requirement as per TOR	70%	
1. Advanced university degree (Master's degree) in, international relations, international economics, law, public or business administration, social sciences or other related area		10
2. 15 years of relevant professional experience (for master's degree) at the national/international level		20
3. Experience in senior levels of programme management		20
4. Experience in the management of complex national level M&E framework		10
5. Experience in strategic plans involving multiple stakeholders		10
Criteria B: Brief Description of Approach to Assignment	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