

Terms of Reference



Empowered lives.
Resilient nations.

I. Position Information

Title: Monitoring and Reporting Capacity Strengthening and Project Development Consultant

Department/Unit: CPRU and DGPRU

Reports to: Heads of CPRU and DGPRU

Duty Station: Jakarta

Expected Places of Travel (if applicable): Provinces in Indonesia if required

Duration of Assignment: 6 months

Need for presence of IC consultant in office:

☐ partial (explain)

☐ intermittent (explain)

☒ full time/office based (needs justification from the Requesting Unit)

Justification:

Requiring intensive and daily consultation with the two hiring units; CPRU and DGPRU, in view the depth and breadth of the subjects covered.

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:

Signature of the Budget Owner: Head of CPRU and Head of DGPRU

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Kristanto Sinandang

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Nurina Widagdo

II. Background Information

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 177 countries and territories, including Indonesia, working with them on their own solutions to global and national development challenges. Indonesia is also one of the most disaster-prone countries in the world, susceptible to tsunamis, volcanic eruptions, floods, landslides, droughts and forest fires. According to the National Disaster Management Agency (BNPB), 644 disasters occurred in 2010; claiming the lives of 1,711 people, while 1,398,923 people were injured or reported missing. A total of 14,639 houses were irreparably damaged, while 2,839 houses were moderately damaged and 25,030 houses slightly damaged. Effective mitigation of the economic and

II. Background Information

social impacts of disasters remains a challenge. According to the Natural Hazards Risk Atlas (2011), out of 196 countries, Indonesia has the ninth highest economic risk from natural disasters.

As an archipelagic country with more than 17,000 islands and a diverse population of more than 75 ethnic groups, Indonesia faces tremendous challenges in keeping the country united and peaceful. The pattern of communal conflicts in the recent years has shifted from mainly identity conflicts (such as ethnic or religious conflicts) to a more complex pattern, which mainly relates to uneven development and the democratization process the regional proliferation policy has also caused an increasing tendency of violent conflicts in various places of Indonesia. Although there is a notable decline with regards to the frequency of incidents of violent communal conflicts in Indonesia since the 1998-2004, the country remains one of the most conflict-prone countries in the Asia-Pacific region.

In line with Indonesia's national priorities, the Democratic Governance and Poverty Reduction Unit is working to increase people's participation in democratic processes, and to support more pro-poor, equitable, gender responsive, peaceful, and accountable allocation of resources as well as more effective protection of vulnerable groups. With "integrity" as its cross-cutting theme, UNDP's democratic governance programme is focusing its support on three key areas: (i) participation and representation in political processes, (ii) government capacity to deliver public services in a decentralised governance framework and, (iii) equitable access to justice for all Indonesian citizens. As part of its support to decentralized governance, DGPRU aims to strengthen institutional capacity of provincial governance in achieving more accountable, responsive and effective decentralisation. More specifically, the decentralisation and local governance programme offers technical advice to national government on public sector reform initiatives. However, strengthening service delivery at sub-national levels will become the main focus of programme activities in this area. Support will include the provision of (a) policy advice to national and provincial government agencies on the formulation of a legal framework for decentralisation policy implementation; (b) technical assistance to national and regional government agencies in pilot provinces in improving their institutional capacity to deliver better public services; (c) technical assistance to national and provincial government in provinces undertaking civil service reform initiatives; and (d) technical assistance to national and provincial government in pilot provinces in designing and implementing public service delivery monitoring and evaluation mechanisms.).

III. Objectives of Assignment

Under the direct supervision from the Heads of CPR Unit and DGPR Unit and close communication and coordination with relevant Programme Managers/Officers, the M&R Capacity Strengthening and Project Development Consultant is assigned to improve and update the M&R system as well as strengthen the M&R capacity of CPRU and DGPRU including providing critical/proof reading service of documents inter alia progress reports, donor reports, results sheets, and concept notes. The consultant is also expected to produce draft proposals/concept notes for private sector funding/cooperation in the three programme areas of CPR and one area of DGPR within the framework of existing CPR and DGPR projects. The primary focus of the consultancy will be to build the capacity of the staff of the units through direct training and through providing a suite of high quality user friendly documentary resources in the area of M&R.

IV. Scope of work

Reporting to the Heads of CPRU and DGPRU, and also with close communication and coordination with the relevant Programme Managers/Officers, the consultant will carry out the assignments within the following scope of work:

Improving and updating the M&R system

- Review the existing Monitoring & Reporting (M&R) system of the Country Office being implemented by CPRU and DGPRU to identify areas for improvement and update in the system as well as its elements including the guidelines, methodology, business process, and tools;
- Consult with the PMEU and the DCD (P) on areas for improvement and updates;
- Recommend improvements and updates of the system and the general guidelines; and
- Improve the specific methodology, business process and tools for the application of the improved/updated M&R system for CPR and DPGP practice areas.

Strengthening the competence of M&R personnel

- Organise in-house training sessions for CPRU and DGPRU M&R project and programme personnel and their supervisors;
- Conduct clinics for personnel and teams to enhance their M&R knowledge and skills as well as M&R plans; and
- Join monitoring site visits for candid feedback.

Providing quality assurance of reporting and planning documents

- Provide critical and proof reading of SCDRR 2, PTDDA, DR4, and PGSP progress reports such as QMR and IPAR, donor reports, and project independent review/evaluation reports;
- Specifically, support PMEU in the development of ToRs, provide critical review of PGSP final evaluation and SCDRR Phase 2 Mid-term Review; and
- Provide critical review and proof reading of PGSP II Concept Note
- Support programme staff and PMEU in the revision and refinement of UNDP country plans and strategies

Producing draft proposals to avail of Private Sector funding

- Suggest initiatives of cooperation with the Private Sector in the areas of CPR, MDG Acceleration, and Bureaucracy Reform;
- Prepare draft proposals to avail of private sector funding to support the implementation of SCDRR II, DR4, and PTDDA; and
- Submit a brief lessons learned summary out of the experiences and process in preparing the proposals.

V. Expected Results / Deliverables / Final Products Expected

Expected Deliverables	Amount	Due
Improving and updating the M&R system		
Written review of the existing Monitoring & Reporting (M&R) system of the Country Office being implemented by CPRU and DGPRU highlighting areas for improvement and update in the system as well as its elements including the guidelines, methodology, business process, and tools	20% of total contract	Aug 2013
Improved methodology for M&R of CPR and DGPR practice areas in alignment with the suggestions for improvement/ update of M&R system		
Improved business process for M&R of CPR and DGPR practice areas in alignment with the suggestions for improvement/ update of M&R system	20% of total contract	Sept 2013
Improved tools for M&R of CPR and DGPR practice areas in alignment with the suggestions for improvement/update of M&R system		
Strengthening the competence of M&R personnel		
Class-room training sessions for CPRU and DGPRU M&R project and programme personnel and their supervisors	20% of total contract	Oct 2013
Clinics for personnel and teams to enhance their M&R knowledge and skills as well as M&R plans		
Joint-monitoring site visits for candid feedbacks.		
Providing quality assurance of reporting and planning documents		
Written critical review of PGSP final evaluation report.	20% of total contract	Dec 2013
Written critical review of DR4 MTR Report		
Written feedbacks and inputs as a result of critical and proof reading of SCDRR 2, PTDDA, DR4, and PGSP progress reports such as QMR and IPAR and donor reports		
Written review and inputs to the preparation of the development of PGSP Beyond 2013 concept note		
Written feedbacks and inputs resulting from critical review and proof reading of PGSP II Concept Note		
Producing draft proposals to avail of Private Sector funding		
Written suggestions on initiatives of cooperation with the Private Sector	20% of	End of

in the areas of CPR, MDG Acceleration, and BR	total contract	contract
Draft proposals to avail of private sector funding to support the implementation of SCDRR II, DR4, and PTDDA		
A brief lessons learned summary out of the experiences and process in preparing the proposals.		
VI. Requirements		
<ul style="list-style-type: none">Advanced English writing skills for development project/programme development, knowledge of Bahasa Indonesia is an asset.Have good knowledge and experience in writing reports for development programme/project;Ability to work with different cultural/national backgrounds, good interpersonal and communication skills , with strong delivery orientation		
VII. Recruitment Qualifications		
<ul style="list-style-type: none">Education: A Master’s degree in development study, international relations, politic sciences, international development, or other relevant social science.Experience: Minimum 3 years of experience in the areas of monitoring, evaluation, reporting or programme/project development/implementation;Experience in disaster management will be an advantageLanguage: Proficient in English language, spoken and written. Ability to write reports, make presentation, provide discussion		
VIII. Other Selection Criteria		
<ul style="list-style-type: none">Advanced proficiency in operating Microsoft office applicationsExperience in working with government agencies, civil society organizations, international organization		