

Terms of Reference



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GENERAL INFORMATION

Title: Consultant to set up maximum reasonable rent levels

Project Name: Common Services

Reports to: Chair, HR Working Group/Chair, Operations Management Team (OMT)

Duty Station: Jakarta

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 25 working days (October 2019 to November 2019)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/> 4	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"/>	P11 or CV with three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (explain) – *during meetings and upon making a presentation to the Operations Management Team (OMT)*

☐ 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:

I. BACKGROUND

In 2019 Indonesia has 5 duty station which currently under hardship classification those are: **Jakarta, Medan, Kupang, Banda Aceh and Makasar**. Indonesia has not determined maximum reasonable

rent which ideally should be collected from a sufficiently large pool of reputable real estate agencies (5 to 10 agencies) in the duty station in the area of neighbourhoods where United Nations (UN) International Professional staff normally live. Therefore, UN Indonesia is seeking a consultant to collect data in structured manner and propose recommendation to UN Operations Management team Indonesia.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Consultant will need to collect information remotely on typical household (Housing and Apartment) profile for each of 5 duty stations (Jakarta, Medang, Kupang, Band Aceh and Makassar) as mentioned above, based on the following format:

Housing

Family size	Number of bedrooms	Maximum rent amount
Staff Member alone	1	
Staff member with spouse	2	
Staff member with 1 child	2	
Staff member with 2 children	3	
Staff member with 3 children	4	
Staff member with four or more children	More than 5 bedrooms	

Apartment

Family size	Number of bedrooms	Maximum rent amount
Staff Member alone	1	
Staff member with spouse	2	
Staff member with 1 child	2	
Staff member with 2 children	3	
Staff member with 3 children or more children	4	

1. Review should consider security aspect of the residence. At minimum residence should include window bars, locks and grills (this include all floors where access is vulnerable), door locks, power supply, security guards. Should there be additional cost for these items, consultant should identify and incorporate in the cost analysis.
2. Rental cost should be “pure rental cost only “that is rents should not be inclusive of utilities or other amenities even though these elements might be included in the least contracts and are considered typical at the duty station
3. Based on data collection for each household profiles in each duty station, rent levels from real estate agency should be sorted from the lowest to highest value using three

percentiles: 75th, 80th and 85th percentile. This information should be made available in excel format and it will be discussed with representatives from UN Operations Management team who may decide percentile to be opted for Indonesia

4. Presentation of final report to be made in structured manner and using visual graph for non-technical audience to understand result of data collection

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>)
Data collection for rental cost	10	October 2019	Chair, Operations Management Team (OMT)
Data analysis	5	November 2019	Chair, Operations Management Team (OMT)
Presentation, draft report and discussions with UN Operations Management team	5	November 2019	Chair, Operations Management Team (OMT)
Final revision of report and submission	5	November 2019	Chair, Operations Management Team (OMT)

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will work closely with the UN Operations Management Team. Presentation of the exercise will be made to the Operations Management Team.

Duration of the Work

Maximum of 25 working days of work in October and November 2019

Duty Station

Jakarta and home-based

Travel Plan

N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master's or Bachelor degree in any field

Years of experience:

- *Two years of working experience for master's degree or bachelor's degree with 6 years of relevant working experience in analysing data*
- *Experience in data collection remotely or in any mode of data collection*
- *Experience in using any method or tools in analysing data*

III. Competencies and special skills requirement:

1. *Candidate with similar experience in collecting data for survey in the area of administrative, housing, cost of living or similar areas of work would be preferred.*
2. *Good analytical and experience in generating survey report*
3. *Easily cope in with any kind of mode or tools in analysing data*

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Lowest price and technically compliant offer:

The award of a contract will be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

Criteria	Weight	Maximum Point
<u>Technical</u>	100	
Criteria A: qualification requirements as per TOR		
1. Master's or bachelor's degree in any relevant field		20
2. Two years of working experience for master's degree or bachelor's degree with 6 years of relevant working experience in analysing data		20
3. Experience in data collection remotely or in any mode of data collection		30
4. Experience in using any method or tools in analysing data		30