

Terms of reference



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GENERAL INFORMATION

Title: Senior Researcher for Designing Training Curriculum and Modules

Project Name : Strengthening Women's Participation and Representation in Governance in Indonesia (SWARGA)

Reports to: Project Manager

Duty Station: Jakarta

Expected Places of Travel (if applicable): Bangka Belitung, Banten, Bali, Gorontalo, Central Kalimantan, Yogyakarta, Central Java

Duration of Assignment: 22 days on the period between April to June, 2014

REQUIRED DOCUMENT FROM HIRING UNIT

X	TERMS OF REFERENCE
(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
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

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

Need for presence of IC consultant in office:

☐ partial (explain) the consultant works on home-based scheme; hence the incumbent will not necessarily sit in the office full time.

☐ 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:

Hosianna Rugun Anggreni

Signature of the Budget Owner: Pheni Chalid

BACKGROUND

While women have made great gains in Indonesia, there still exist numerous barriers to women's participation in public life. UNDP Indonesia developed a project entitled "Women's Participation and Representation in Governance in Indonesia (SWARGA)" has aimed to address the women's problem in politics and bureaucracy through an analysis of the challenges and opportunities and a series of policy recommendations.

Under the Access to Justice, Participation and Representation Programme, the Strengthening Women's Participation and Representation in Governance in Indonesia (SWARGA) builds on previous UNDP efforts to document and analyse the general situation of women's participation in politics and government in Indonesia.

The project which will run from mid-2012 to 2015 has 2 objectives:

1. Help increase women's representation within the parliament
2. Strengthen the capacity of individual women, women caucuses and women parliamentary networks so that women parliamentarians can better serve their constituents, and address the needs of women.

Related to component number 2 (two), SWARGA will conduct training for women parliamentarians on their basic parliamentary roles and advanced training for both first-time women parliamentarians as well as re-elected ones. The basic training will prepare first-time women parliamentarians to assume their roles and functions. It is estimated that four classes for DPR members and two classes for DPD members will be carried out. Each training will occur over the space of three days, and will consist of around 20 to 25 members for each class. The participants will participate in this training based on the recommendation of the women caucus.

Advance training will cover issues like: legislation making, budgeting, government oversight, and constituent relations. About six trainings (4 for DPR and 2 for DPD women members) will be openly available to all women caucus members. (NOTE: All women parliamentarians are automatically registered as caucus members regardless as to whether they are active or not). This activity will involve the following steps:

Undertake a need assessment for trainings of member of parliaments;

1. To identify modules or training subjects based on the interests, needs and expectations of women legislators and women caucus members
2. To produce outline of each module
3. To identify training method and system
4. To identify potential modul writers.

For this purpose SWARGA need to recruit Advance Researcher to lead rapid assessment. Under overall guidance of Project Manager, Researcher will responsible to manage Test for Need Assessment (TNA), interviewing key informants, preparing FGD, designing curriculum and outline modules, mapping experts for modules writing process and reviewing the TNA and FGD result.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Scope of Works:

- Contribute to the implementation of all aspects of training needs assessment
- Develop tools required for the TNA such as questionnaire, interview script, etc.
- Lead the Focus Group Discussions for the TNA
- Lead the round table discussion and/or expert meeting
- Analyse data gathered and review the result of TNA
- Ensure TNA conducted in proper methodology
- Write the result of the need assessment
- Designing outline of each module.
- Keep a database on materials and ensure that all material is organised.
- Assist the Project Manager in coordinating the TNA schedule
- Assist in providing substantive support required for the delivery of the TNA, observe all tiers of the TNA, compile data gathered, and summarize findings
- Liaise with other organizations who also support the project for women parliamentarians to avoid redundancy
- Keep a database on materials and ensure that all material is organised
- Make recommendations on facilitators and experts for module development.
- Perform other duties as required.

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Minimum Master degree in International Relations, Political Science, Economics, Statistic or other relevant fields of study would be desirable, but it is not a requirement.

II. Years of experience:

- Minimum 3 years of professional experience, preferably in the field of development for candidates with Doctoral Degree and 6 years for candidates with Master Degree
- Previous working experiences within UNDP is an advantage

III. Competencies:

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Initiative, tact and maturity
- Excellent organisational skills
- Excellent communication and presentation skills.
- Fluency in English and Bahasa Indonesia.

EXPECTED RESULTS

No.	Activities	Expected Output	Timeline
1.	Report on the overall results of the TNA: FGD and expert meeting result, moduls design, curriculum and outline each module, preffered methods, recommendation of modules writers and facilitators, training timeline, etc.	June 15 th 2014	Project Manager
2.	Make recommendations on facilitators and experts for module development		