

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Editor for Provincial Human Development Report of East Nusa Tenggara – Bahasa Indonesia

Project Name: PGSP

Reports to: PGSP Project Manager

Duty Station: Home Desk Work

Expected Places of Travel (if applicable): NA

Duration of Assignment: Mid August – 31 September 2014

REQUIRED DOCUMENT FROM HIRING UNIT

☒	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
☒	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

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

Need for presence of IC consultant in office:

- ☒ partial (explain)
☐ 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: <
Enter name >

Signature of the Budget Owner:.....

I. BACKGROUND

Since 1990, the Human Development Report has been UNDP's flagship document, monitoring and assessing the development situation from a human-centred perspective. It has contributed to shifting the focus of development towards people's lives. In addition to the annual global report, more than 620 national and sub-national Human Development Reports have been produced by 143 countries, as well as 34 Regional Human Development Reports (RHDR).

For Indonesia in this decentralized era, PHDR is very important and beneficial for planning, budgeting and monitoring of development in sub-national level (the provinces) and at the national level. It provides analytical information, trends and situation on selected themes and policy recommendations for better Human Development at both the local and national level. Several PHDRs been produced with various theme related to provincial context and development priorities such as PHDR Gorontalo, Aceh, Papua, and Papua Barat. PHDR Aceh and Gorontalo have been published, while PHDR Papua and Papua Barat is on the final phase for publication.

UNDP through Provincial Governance Strengthening Programme (PGSP Project) aims to supports the Government of Indonesia to address some of the challenges associated with decentralization policies and in particular to the efforts in strengthening provincial government to attain good governance. One of the expected output of PGSP is to produce Provincial Human Development Report (PHDR) in two pilot provinces (Bangka Belitung and East Nusa Tenggara-NTT).

PHDR of NTT is written within the theme of "Human Development of East Nusa Tenggara through Village Economic Empowerment to Increase Competitiveness and Welfare." The report describes human development situation in NTT and analysis to link human development condition with the competitiveness of NTT. The report recommends to empower villages in NTT, utilize NTT's attractiveness to foreign investment in order to improve human development condition in NTT.

The report consists of introduction, current status of Human Development Index (HDI), Village Economic Empowerment, Welfare of the people with focus on Health and Education sectors, Improving NTT competitiveness and people well-being through Village Economic Empowerment, and recommendations.

Under the supervision of the Project Manager of PGSP, the Editor provides technical services to coordinate synthesize PHDR background material and drafted contributions into a coherent narrative of the HDR.

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

I. Summary of Scope of Work:

The objectives of the PHDR Editor are as follows:

1. Review, organize, edit, and consolidate material for the Report for clarity and continuity of the argument; as well as clarity of structure and core themes; Identify critical knowledge gaps which may remain; Liaise with UNDP-PGSP focal point

2. Oversee technical editing and copy-editing of the Report for readability and consistency; 3. Proof-reading of layout files of the Report and Summary. The editor will oversee the implementation of the UNDP corporate editorial guidelines (<i>UNDP Editorial Manual</i>)
1. Reviewing, organizing and editing - The editor will be responsible for editing the Report's chapters and narrative sections with a view to ensure: clarity and continuity of the argument and political focus of the Report; clarity of structure and core themes of the Report; internal consistency, both analytical and stylistic; general readability and accessibility to a broad readership (worldwide). - At the beginning of the assignment the editor may be requested to discuss with the PHDR team <i>at PGSP-UNDP</i>.
2. Technical editing and copy-editing - In the later phase of the Report's preparation, the editor will do the technical editing and copy-editing of the Report and statistical tables in close consultation with the PHDR Team. - Special attention will be paid to the role of boxes, graphics and tables, the objective being to bring the different components of the draft together seamlessly into a single Report; the editor shall also suggest catchy and concise titles for those elements. - The technical editing and copy-editing will concentrate on flow and clarity of argument, sequencing, consistency, especially between text and tables and figures and integration of text and boxes, content errors, style and punctuation, spelling and grammar. - Lastly the editor shall ensure that the statistical data used and referenced in the text are consistent with the data in the respective tables, figures, charts and maps, as well as with the indicator tables.
3. Proofreading Once the Report has been copy-edited and laid out, the editor will perform one or more rounds of proofreading, checking spelling, country and city names as well as acronyms and other abbreviations (making sure that they follow official U.N. terminology and conventions), style consistency, callouts, layout problems, references, etc.
II. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS
<u>I. Academic Qualifications:</u> Recognized degree (preferably Masters level) in journalism, social sciences/economic fields. <u>II. Years of experience:</u> - At least 7 years of relevant experience as an Editor - Proven experience in editing and writing - Familiarity with UNDP style and understanding of publication requirements desirable - Familiarity with Human Interest Issues - The editor has experience in working with statistical data and statistical indicators, and be familiar with the logic and structure of complex statistical tables and concepts. <u>III. Competencies:</u> ☐ Demonstrates leadership, team working and coordinating skills ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability ☐ Shares knowledge and experience

- ❑ Provides helpful feedback and advice
- ❑ Strong analytical skills
- ❑ Plans and produces quality results to meet established goals
- ❑ Generates innovative, practical solutions to challenging situations
- ❑ Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate
- ❑ Demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence
- ❑ Demonstrates strong written communication skills
- ❑ Demonstrates openness to change and ability to manage complexities
- ❑ Responds positively to critical feedback and differing points of view
- ❑ **Willing to provide max 2 pages (sample) of editing work, included in this ToR**

III. EXPECTED RESULTS				
	Deliverables/ Outputs	Target Due	Review and Approvals Required	Payment
	Draft of Edited PHDR	22 August 2014	Approval from PMU PGSP and UNDP Indonesia	30%
	Final Edited PHDR	22 September 2014	Approval from PMU PGSP and UNDP Indonesia	70%

Sample of documents

4.2.1 Komponen Daya Saing NTT 2010 Versi ACI

Masing-masing lingkungan atau komponen daya saing provinsi berdasar penghitungan ACI memberikan skor yang rendah untuk Provinsi NTT. Tanda negatif di setiap skor lingkungan menunjukkan bahwa daya saing NTT untuk setiap lingkungan yang diamati masih relatif lebih rendah dibandingkan rata-rata provinsi secara keseluruhan. Dari semua lingkungan daya saing yang diamati, peringkat stabilitas ekonomi makro NTT merupakan yang terbaik dibandingkan dengan peringkat lingkungan daya saing lainnya. Dengan demikian, lingkungan stabilitas ekonomi makro dapat dijadikan sebagai pendorong untuk memperbaiki daya saing NTT. Sesuai dengan sub-lingkungan pembentuknya, perbaikan dalam hal ini mencakup pembangunan untuk mendorong semangat ekonomi, keterbukaan dalam perdagangan dan jasa, serta daya tarik terhadap investor asing.

Tabel 4.2 Skor dan Peringkat Lingkungan Daya Saing NTT 2010 (ACI)

Lingkungan Daya Saing	Skor	Peringkat
Stabilitas ekonomi makro	-0.4298	29
Pemerintahan dan kelembagaan	-0.6917	32
Kondisi keuangan, bisnis dan tenaga kerja	-0.538	33
Kualitas hidup dan pengembangan infrastruktur	-0.746	32

Sumber: Giap dkk. (2013)

Dibandingkan dengan provinsi lain, skor lingkungan daya saing NTT untuk kondisi keuangan, bisnis dan tenaga kerja merupakan yang terendah. Skor NTT untuk lingkungan ini hanya sebesar -0,538 dan berada pada peringkat 33. Perbaikan daya saing NTT untuk lingkungan kondisi keuangan, bisnis dan tenaga kerja mencakup perbaikan di sub-sub lingkungan kedalaman finansial dan efisiensi bisnis, fleksibilitas pasar kerja, serta kinerja produktivitas.

Kondisi pemerintahan dan kelembagaan di Provinsi NTT tampaknya juga masih belum mampu mendukung peningkatan daya saing NTT. Skor untuk lingkungan pemerintah dan kelembagaan di NTT hanya sebesar -0.6917 dan berada pada peringkat 32. Perbaikan daya saing untuk lingkungan pengaturan pemerintahan dan kelembagaan antara lain mencakup sub-lingkungan kebijakan pemerintah dan keberlanjutan fiskal, kelembagaan, tata kelola dan kepemimpinan, serta peraturan standar dan aturan main tentang kompetisi.

Daya saing lingkungan kualitas hidup dan infrastruktur di Provinsi NTT juga relatif rendah dibandingkan dengan provinsi lain, dengan catatan skor sebesar -0.746 atau berada pada peringkat 32. Hal ini menunjukkan bahwa kondisi infrastruktur fisik, infrastruktur teknologi, serta stabilitas kehidupan standar, pendidikan dan sosial di Provinsi NTT memang masih relatif kurang baik dibandingkan dengan provinsi lainnya.

4.2.2 Komponen Indeks Daya Saing NTT 2011 Versi Kemenakertrans

Hasil perhitungan indeks daya saing provinsi yang dilakukan oleh Kemenakertrans menunjukkan walaupun peringkat daya saing NTT relatif rendah dibandingkan dengan provinsi lainnya, kelompok pilar dasar dan efisiensi disinyair memiliki daya saing yang sedikit lebih baik dibandingkan kelompok pilar kecanggihan berusaha dan inovasi (Tabel 4.3). Pada kelompok pilar dasar, pilar kesehatan dan pendidikan memiliki skor indeks yang paling tinggi, yaitu sebesar 2.35. Akan tetapi karena rata-rata skor indeks dari seluruh provinsi untuk pilar ini juga cukup tinggi, maka peringkat pilar ini hanya berada pada posisi 31. Sementara walaupun skor indeks untuk pilar makroekonomi dan infrastruktur relatif rendah tetapi justru memiliki peringkat yang lebih baik, yaitu masing-masing pada peringkat 29 dan 28. Dengan demikian untuk meningkatkan daya saing pada pilar dasar, selain harus terus mempertahankan atau memperbaiki pilar kesehatan dan pendidikan dasar perlu dilakukan akselerasi untuk memperbaiki kondisi makroekonomi dan infrastruktur.

Tabel 4.3 Nilai Indeks dan Peringkat Kelompok Pilar Daya Saing NTT 2011 (Kemenakertrans)

Kelompok Pilar/Pilar	Indeks	Peringkat
Dasar	1.60031	31
- Makroekonomi	1.19795	29
- Infrastruktur	1.24813	28
- Kesehatan dan Pendidikan Dasar	2.35485	31
Efisiensi	1.95527	31
- Pendidikan Tinggi dan Pelatihan	1.59233	31
- Efisiensi Pasar Barang, Pasar Uang, dan Pasar Tenaga Kerja	1.50449	32
- Ukuran Pasar	2.53302	30
- Kesiapan Teknologi	2.19126	24
Kecanggihan Berusaha dan Inovasi	1.19225	32
- Kecanggihan Berusaha	1.19225	32

Sumber: Kemenakertrans (2012)

Dari semua pilar pembentuk kelompok pilar efisiensi, NTT hanya relatif unggul untuk pilar kesiapan teknologi. Skor indeks daya saing untuk kesiapan teknologi adalah sebesar 2.19 atau berada pada posisi 24. Skor pilar-pilar yang lain untuk kelompok pilar ini masih relatif rendah dan peringkatnya berada pada posisi 30 sampai 32. Sementara kelompok pilar kecanggihan berusaha dan inovasi di Provinsi NTT tampaknya memang masih relatif rendah dibandingkan dengan provinsi lain di Indonesia.

Penelusuran lebih lanjut tentang variabel pembentuk indeks daya saing dapat mengidentifikasi kelompok variabel pembentuk daya saing terkuat dan terlemah di NTT

(Tabel 4.4). Identifikasi ini dapat digunakan untuk memberi gambaran tentang variabel mana saja yang dapat berfungsi sebagai pendorong peningkatan daya saing NTT, maupun sebaliknya yaitu sebagai penghambat peningkatan daya saing NTT.