

## GENERAL INFORMATION

**Title:** Administrative Support (Parliamentary)

**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):** -

**Duration of Assignment:** 22 September – 24 December (70 days)

## REQUIRED DOCUMENT FROM HIRING UNIT

X	TERMS OF REFERENCE
(3)	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
X	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
	Completed financial proposal
	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:.....

## **I. 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 four components:

1. Parliament that will focus its works on strengthening the role of Women Members and networking between the Women Parliamentarian Caucus members in national and sub-national levels.
2. Civic Education that will focus its works in mainstreaming gender into civic education center curriculum. This component will also responsible to deliver trainings to civil society and the Women Parliamentarian Caucus members.
3. Civil Service that will focus its works on placing women in government as public discourse. This component will have a strong conscious awareness raising and capacity building element. Through this component, UNDP will also facilitate the Ministry for Administrative Reform to engender leadership training curriculum which is an inseparable part for promotion into high ranking echelons.
4. Knowledge Management that will focus on developing database on women in politics and government. This database will provide a foundation for improved data collection and management.

Related to component number 1 (one), SWARGA has conducted series of training for women elected officials for the Indonesia parliaments. As planned SWARGA has delivered the basic trainings across the country, starting with the 9 priority provinces commenced from June 2014, to be followed by advance trainings scheduled to commence later in 2014.

Other than capacity building for Women Member of Parliaments (MPs), SWARGA's main agenda is to promote and strengthen the Women Parliamentary Network (WPN). Numerous activities related to this agenda will be conducted. Hence, SWARGA would need an Administrative Support specially assigned to parliamentary related activities.

Under the supervision of the Parliamentary Technical Officer(s) and the overall guidance of Project Manager, the Administrative Support will be responsible to ensure the activities management and implementation are in compliance with UNDP rules and regulations and with the common accepted practice in working with parliamentarian.

## **II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **Scope of Works:**

- Administrative support to meetings/conferences/workshops/event/talk show or other event type.
- Dealing with procurement concerning the bidding process of venue, interpreter, printing and purchasing any goods;
- Preparing information and communications materials for the event;
- Assist in sending the invitation and material to participants;
- Maintaining and updating lists of invitee and confirmed participants;
- Making physical checks of venue and ensuring necessary equipment is in place;
- Supporting financial and administration issues related to conferences, workshops, trainings, meetings, etc. namely: attendance lists, remuneration and reimbursement, DSA and lump-sum calculation, invoice, quotation, vendor profile form, etc.;
- Prepare and arrange documents for official travel;

- Ensuring all mechanisms and procedures are comply with UNDP rules and regulations;
- Preparing financial reports subsequent to the event;
- Collecting all the receipts, documentations, attendance lists, boarding pass, meeting notes, etc. prior and after each events;
- Assist in keeping a database on materials and ensure that all material is organised
- Collaborating closely with other organizing committees in the same project activities;
- Making and assist arrangements for the logistical requirements in meeting or other events;
- Perform other duties as required.

### III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

Minimum of diploma or bachelor degree.

#### II. Years of experience:

- Minimum of 3 years of relevant experience in experience in managing administration and finance for development projects.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Experience in handling of web-based management systems.
- Previous working experiences within UNDP, preferably on strengthening the legislative body
- Fluency in English and Bahasa Indonesia

#### III. Competencies:

- Experience in compliance issue
- Experience in examining documents, SoPs, common practice, etc., to ensure the compliance is met
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Excellent organisational skills
- Excellent communication and presentation skills.
- Fluency in English and Bahasa Indonesia

### IV. EXPECTED RESULTS

<b>Deliverables/ Outputs</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
<b>Report accomplishment of data sources collection in each women MPs Basic Training implementation in West Nusa Tenggara, Maluku, and North Sumatra.</b>	<b>21 October 2014</b>	<b>Project Manager</b>
<b>Report of accomplishment of data sources collection related to Women Parliamentary Network implemented activities.</b>	<b>20 November 2014</b>	<b>Project Manager</b>
<b>Report accomplishment of data sources collection to establish Women Parliamentary Members data base in 11 Provinces &amp; 2 national level (DPR &amp; DPD)</b>	<b>24 December 2014</b>	<b>Project Manager</b>