

Terms of Reference



I. General Information

Title: Consultant for formulating and writing of Country Programme Document (CPD) 2016-2020

Project Name : CPD 2016-2020

Reports to: Head of Planning, Monitoring and Evaluation Unit (PMEU) – UNDP Country Office

Duty Station: Jakarta

Expected Places of Travel (if applicable): None (Jakarta only)

Duration of Assignment: Approximately 25 days between September 2014 and February 2015

REQUIRED DOCUMENTS FROM HIRING UNIT

☒ TERMS OF REFERENCE

☐ **CATEGORY OF INTERNATIONAL CONSULTANT, please select:**

☐ (1) Junior Specialist

☐ (2) Specialist

☒ (3) Senior Specialist

☐ **CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:**

- ☐ Junior Consultant
- ☐ Support Consultant
- ☐ Support Specialist
- ☐ Senior Specialist
- ☐ Expert/ Advisor

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** (the consultant is required to consult with Country Director, Deputy Country Director, Head of Planning, Monitoring and Evaluation Unit – PMEU. The consultant is also required to meet with relevant UNDP staff and stakeholders for consultations and presentation of findings)

☐ 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:

Signature of the Budget Owner: (... – ...)

II. Background Information

The present Country Programme Document (CPD 2011-2015) will end in December 2015, and the new CPD 2016-2020 should be developed following the new CPD template endorsed by the UNDP Executive Board Decision 2014/7 of 31 Jan 2014 (Annex 1). The new CPD should be prepared by means of a series of consultations with key development partners. It will be designed to fully align with: the strategy articulated in the United Nations Partnership Development Framework (UNPDF) for Indonesia 2016-2020, UNDP Strategic Plan 2014-2017, and the National Mid Term Development Plan (RPJMN) 2015-2019. The theory of change (TOC) will be adopted in the formulation and design of the new CPD. In addition to data and information from UNDP Strategic Plan 2014-2017, UNPDF 2016-2020 (draft) and RPJMN 2015-2019 (draft) the CPD should also be developed based on analysis and synthesis data collected from documents such as : 1) Mid-Term Evaluation of RPJMN 2010-2014; 2) Post 2015 outcome documents; 3) Country Programme Action Plan (CPAP 2011-2015) Mid Term evaluation, and 3) Other key documents on national capacity by World Bank, ADB, etc.

Structure of the CPD

1. **Programme Rationale** (based on past performance, lessons learned and theory of change). Content: a) what are the 3-4 critical development issues; b) What were the 2-3 major outcome-level results/changes to which UNDP made a significant contribution; c) Taking your lead from (a) and (b), explain the opportunities open to UNDP to effect development change at scale to achieve the vision and outcome of the new SP.
2. **Programme Priorities and Partnership**: Content: a) What are the 3-4 programme priorities that UNDP will focus on; b) Set out briefly and clearly the key components of UNDP's proposed programme; c) how do these priorities align with, or mutually complement, regional and global efforts by UNDP to support national priorities; d) What are the main partnership : SSTC; UN Agencies; Private Sector; CSO; (explain who we want to work with, on what and what end)
3. **Programme and Risk Management**: content: a) indicate that national execution will be the default; b) How will local, national and international partners participate to ensure mutual accountability; c) A short analysis of the most significant risk and how programme and project design and management will ensure these risks are avoided and /or mitigated and managed; d) what early warning and risk management arrangement are in place to anticipate any significant change in circumstances (eg. Grievance mechanism); e) Steps to ensure programme and project quality, effectiveness and efficiency is improved since the last cycle;
4. **Monitoring and Evaluation**: a) What globally available and/or nationally owned sources of data, analysis and evidence will be used to track UNDP contributions to national results? (measured through national M&E/Statistical system), b) If there are issues with globally available or national data (availability, quality, periodicity of update, reliability), how will this be addressed? (including through national capacity development for monitoring, assurance and evaluation); c) What traditional and innovative methods will be used to make monitoring and assurance more inclusive, and to obtain data at useful intervals? d) How will the cost of data collection, monitoring and assurance be met? E) what will be the role of SSTC in advancing UNDP's thought and leadership?
5. **ANNEX A: Result Resources Framework (RRF)**
6. **ANNEX B: Fully-costed Evaluation Plan**
7. Attachment 1: Resource Mobilization Target (RMT)

Starting from August 2014, the CPD formulation process enters the First Step: Preparations stage, with the main objective to familiarise UNDP staff with the CPD formulation process process and methodology, to assign responsibilities for data collection and commence data gathering and synthesis. The second step, Diagnostic, aims to formulate a Theory of Change for selected thematic issues for new the CPD and Country Office (CO) portfolio and includes problem analysis and outcome mapping; The third step; Implementation, aims to drafting the CPD, and finalise its alignment with the corporate Strategic Plan.

III. Objectives of Assignment

The key tasks for which the Consultant will be responsible are as follows:

1. Participate in workshops and consultations to discuss and analyse the key thematic issues and practices for the new CPD, including sessions to conduct problem analysis and formulate Theory of Change etc.
2. Prepare a first draft of the CPD in line with the stipulated corporate guidance and template, ensuring alignment with the UNPDF and Corporate Strategic Plan. The draft will also draw on the outcomes of the problem analysis and the background documents gathered during the data collection and synthesis stage of the CPD preparation
3. Finalize the CPD draft after consultation and validation with key stakeholders after receiving final comments from programme units and UNDP management.

IV. Scope of work/Deliverables and Time line

The expected outputs from the consultation, are:

- Draft CPD with the following contents:
 - Programme Rationale
 - Programme Priorities and Partnership
 - Programme and Risk Management
 - Results and Resources Framework (RRF)
 - Fully-costed evaluation plan
- Second draft including RRF (2 pages text and 4 pages RRF)
- Final draft of the CPD based on inputs from GoI and UNDP

Timeline:

1. Observe and participate in preparatory analytical process (problem analysis, TOC, etc.) of the new CPD (second week of October)
2. Drafting CPD (Second week November to First Week December)
3. Submission of first draft of CPD Fourth week of December 2014
4. Revision of CPD draft based on inputs from validation workshop in January –February 2015
5. Submission of final draft of CPD in the second or third week February 2015

Milestones	Payment	Due Date
Submission and acceptance of the 1 st draft of CPD	30%	Day 6 (Fourth week, Oct 2014)
Submission and acceptance of the second draft of CPD (incorporating validation results) and approval by the Deputy Country Director Programme	30%	Day 15 (Fourth week Dec, 2014)
Endorsement of the final documents by the Senior Management	40%	Day 25 (Third week Feb 2015)

V. Requirements

An experienced international social or development expert with substantive knowledge of development issues in Indonesia particularly issues related to UNDP practice areas: Democratic Governance, Energy and Environment, poverty reduction and MDG attainment, Crisis Prevention and Recovery and cross-cutting issues

(HIV/AIDS, gender mainstreaming and capacity development). Advanced degree in social science or related field, proven drafting skills and leadership skills. Familiarity with UNDP or UN operations will be advantageous. Must be able to work collaboratively in a multi-country team. Commitment to respecting deadlines and the delivery of outputs within the agreed time-frame.

VI. Recruitment Qualifications

- **Advanced university degree** (Master Degree or above) in social sciences, or other relevant disciplines, with proven track record in **programme development** and **advanced social research and analysis**
- At least **10 years** of relevant professional experience and solid experience in programme **programme development** and implementation related to UNDP Indonesia practice areas
- Prior experience drafting a UNDAF or UNDP country programme or UN Agency country programme document would be an asset.
- Proven **drafting skills** (with sample of writing report) and **substantive knowledge of development issues** in Indonesia particularly issues related to UNDP practice areas: Democratic Governance, Energy and Environment, Poverty Reduction and MDG attainment, Crisis Prevention and Recovery, and cross-cutting issues (gender mainstreaming and capacity development).
- Proficient in English language, spoken and written. Knowledge and understanding of Indonesian language is an advantage.
- Ability to write reports, make presentation.

VII. Other selection criteria

Familiarity with UNDP or UN operations will be advantageous.
Must be able to work collaboratively in a multi-country team.
Commitment to respecting deadlines and the delivery of outputs within the agreed time-frame.