

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Local Economic Development Assistant (Finance & Admin)

**Project Name :** People Centred Development Programme

**Reports to:** Ferdinand Leohansen Simatupang

**Duty Station:** Jayapura

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

**Duration of Assignment:** October – 31 December 2014

## 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
X	Completed financial proposal
	Completed technical proposal ( if applicable )

### Need for presence of IC consultant in office:

- ☐ partial (explain)  
☐ intermittent (explain)  
☒ full time/office based

### Provision of Support Services:

- Office space: X Yes ☐ No  
 Equipment (laptop etc): X Yes ☐ No  
 Secretarial Services X Yes ☐ No

If yes has been checked, indicate here who will be responsible for providing the support services: Ferdinand Leohansen Simatupang

Signature of the Budget Owner:

## I. BACKGROUND

“UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.”

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We

aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.”

Tanah Papua, which comprises Papua and West Papua Provinces, is the Indonesia’s largest but most sparsely populated region with 3.6 million inhabitants, consisting of more than 250 tribes and ethnic group (2010 BPS census) with at least 73% of the indigenous Papuans living in the rural areas. Despite the fact that the region is blessed with enormous natural resources, its poverty rate is more than double the national average and the highest of the country at 34.88% for West Papua and 36.80% for Papua. Papua and West Papua also lag behind other provinces on key non-income indicators of the Millennium Development Goals (MDGs). Papuans’ Net Enrolment Rate in Primary Education is around 90% for West Papua and 76.09% for Papua (national rate is at 95.23%). Gender inequality is particularly strong in traditional patriarchal communities in terms of (a) women limited access to resources, decision making as well as (b) gender division of labour. This situation translates into a restricted access of Papuan indigenous youth and women to a decent livelihood. In order to accelerate the human development process in Papua, the Government of Indonesia granted a special autonomy status to the provinces (OTSUS). Its full implementation has been delayed due to limited civil society participation and lack of capacity and coordination between national provincial and district level institutions, which has lead to the absence of an inclusive framework for developing sustainable economy.

Since 2006 the People-Centred Development Programme (PCDP) has been supporting local government institutions, civil society organizations and communities in the Papua Region in their efforts to improve human development and to achieve the Millennium Development Goals (MDGs). The second phase of the programme will continue to provide technical assistance to the local government and civil society to formulate, coordinate and implement appropriate, specific local development programmes in the targeted districts of Papua Province and West Papua Province. In addition, during the second phase, the Programme will put more emphasis on improving the economic welfare of communities, in particular indigenous Papuans, starting with a few concrete pilots to ensure that the results of programme interventions make an impact on the lives of communities and government’s efforts to reduce poverty that is covered under Output 3 of PCDP, which has intended to Improve community welfare in particular of indigenous Papuans through the functioning of local government and civil society basic systems and processes for sustainable livelihood development in Papua region

The second phase of the programme continues to provide technical assistance to the local government and civil society to formulate, coordinate and implement appropriate, specific local development programmes in the targeted districts of Papua and West Papua Provinces. In addition, during the second phase, the programme emphasises at improving the economic welfare of communities, in particular indigenous Papuans. Starting with a few concrete pilots to ensure that the results of programme interventions make an impact on the lives of communities and government's efforts to reduce poverty that is covered under Output 3 of PCDP through the functioning of local government and civil society basic systems and processes for sustainable livelihood development in Papua region.

One of the programme interventions is aimed to make an impact on the lives of the indigenous communities through livelihood training combined with strengthening the government's capacity by building a territory-based economic development institution or Local Economic Development Agencies (LEDA). By institutionalizing sustainable livelihoods for Papuan communities, the programme expects to facilitate income generation among the rural Papuans, and to create value added of any potential business or agriculture commodities produced in the pilot areas.

In the last year of its implementation, PCDP intensifies the efforts to ensuring sustainability of the project results. Among others, the project prioritizes to strengthen production mechanism, marketing and also community organization. This is considered as in the top of priority for its sustainability. The project will construct production capacity, production target and production mechanism. The project will also undertake business survey for each project, develop marketing plan and strategy and strengthen marketing networks. Capacity of community will be strengthened with skills training, financial education including saving and credit, group working mechanism and so on that enable each people benefited from the project. To support the activity, PCDP needs LED assistant to handling financial and administration of the project.

Under the overall guidance of National Project Manager and direct supervision of the Project Associate, the LED Assistant (Finance and Admin) ensures effective implementation of PCDP activity related to finance and administration matters. The LED Assistant promotes a collaborative, client-focused, quality and results-oriented approach in the project. The LED Assistant works in close collaboration with the project teams in Jakarta as well staff in country office to successfully deliver implementation of PCDP activity.

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

Under the overall guidance and direct supervision from the National Project Manager, the Consultant's expected to:

- a) Submit monthly and Q4 financial project reports in line with the monitoring and reporting guidelines for Direct Cash Transfer Bappeda and BPMKK Papua 2013;
- b) Support to the preparation of project board meetings, audit, spot check, operational and other financial matters of the project
- c) Assist for asset transfer process
- d) Maintain Filling system for both administrative and financial records (hard and soft file)
- e) Support for delivery of procurement process in Bappeda and BPMKK Papua

## III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- Secondary Education with specialized training in procurement. University Degree in Business or Public Administration would be desirable, but it is not a requirement.

### II. Years of experience:

- 3 to 5 years of relevant administrative experience are required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of automated procurement systems, experience in handling of web based management systems.

### III. Competencies:

- Fluency in the UN and national language of the duty station.
- Excellent written and verbal communications skills
- Ability of usage of computers and office software packages (MS word, excel, etc)
- Ability to work efficiently and responsively within a multicultural environment, while demonstrating strong initiative and high degree of personal motivation
- Ability to meet tight delivery schedules without compromising quality of results.
- Strong personal commitment to gender equality, human rights, and respect for diversity

### Language:

Fluency in written and spoken Indonesian and intermediary level of English.

## IV. EXPECTED RESULTS

The Consultant will ensure the following results are delivered by the indicated timeline:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required ( <i>Indicate designation of person who will review output and confirm acceptance</i> )
Submission of monthly and Q4 financial project reports in line with the monitoring and reporting guidelines for Direct Cash Transfer Bappeda and BPMKK	20 Nov 2014	Project Associate & NPM

	<p><b>Papua 2013;</b></p> <p><b>Report preparation of project board meetings, audit, spot check, operational and other financial matters of the project</b></p> <p><b>Report of asset transfer process</b></p>			
	<p><b>Detail report of filling system for both administrative and financial records (hard and soft file)</b></p> <p><b>Report for delivery of procurement process in Bappeda and BPMKK Papua</b></p>	<b>20 Dec 2014</b>	<b>Project Associate &amp; NPM</b>	