

Terms of reference



Empowered lives.
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GENERAL INFORMATION

Title: Consultant for Post -2015 Partnership Platform for Philanthropy

Project Name : Post -2015 Partnership Platform for Philanthropy

Reports to: Rina Narasimhan and Ade Mulyo

Duty Station: Jakarta

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

Duration of Assignment: 60 days within three months period

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

x	CV
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

X partial The Consult will engage closely with key stakeholders so much of the time outside of the office

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: x ☐ Yes ☐ No

Equipment (laptop etc): ☐ Yes ☐ xNo

Secretarial Services ☐ Yes ☐ xNo

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

Over the past decade, the Millennium Development Goals, or MDGs, have been critical in mobilizing resources and driving real progress on some of the world's most pressing problems. With the MDGs' deadline of 2015 fast approaching, discussion over what should succeed these goals — known as the "Post-2015 development agenda"— is an important collective undertaking for anyone concerned with international cooperation. As this agenda, also referred to as the Sustainable Development Goals (SDGs), is being negotiated, there has been a push to utilize international funding for development more effectively through enabling innovative models of collaboration by a wider group of partners and stakeholders.

Indonesia together with Cambodia, Kenya, Ghana, and Colombia has been chosen as one of the pilot countries for the "Post -2015 Partnership Platform for Philanthropy" (The Platform). The platform focuses on gathering the inputs of philanthropic organisations to inform the Post 2015 agenda, and at the same time helping philanthropic institutions better understand the opportunities for engaging in the global development goal processes. Philanthropic organisations can play a greater role by leveraging their "neutral" position to bring other non-governmental stakeholders into the process. The objective is to help bring a collective voice for philanthropy in the global discussions/negotiations on the Post – 2015 agenda, something welcomed by many governments. The project will at the same time assist governments and the UN system in comprehending the added value of directly engaging with philanthropic organisations'.

The platform has three implementing partners - UNDP, Foundation Center, and Rockefeller Philanthropy Advisors collaborating through a multi-stakeholder Collaboration Committee, with each organization having fiduciary and management responsibilities for the activities within its respective component.

UNDP is seeking a consultant that will work on supporting development of the Platform activities in Indonesia

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

In close cooperation with the relevant staff in the Country Office, the consultant is expected to:

1) Partnership and operational Support for the Platform

- Engage and sensitize all major stakeholders while establishing and maintaining close relationships with foundations, CSOs and UN agencies.
- Maintain a good relationship with foundations and gain their support for the Platform
- Provide continuous support to alliances which follow from the Platform brokering in terms of facilitation and provision of needed knowledge and administrative support.
- Carrying out a complete update of the existing database of relevant stakeholders from Government, civil society, foundations and the donor community.
- Explore synergies between the Platform initiative and other relevant multi stakeholder initiatives in Indonesia, including work by the Government, CS and private sector the UN agencies and bilateral donors – this will include cataloguing all materials and uploading on the SDGfunders.org
- Invite foundations and CSOs to relevant UN initiated policy discussions (on-line, sectorial, annual development summits, etc.) and identify entry points with foundations interests
- Monitor collaborative activities that emerge as a result of connections made by the Platform and foundations.

2) Support CO efforts around the Platform

- Support the RC and UNDP CD in efforts of relationship building with foundations for the Platform.

3) Conduct mapping of development stakeholder. This will include:

- Familiarizing him/herself with the overall development and philanthropic context in Indonesia, including local as well as international foundations and their networks of grantees.
- UNDP will map stakeholders and available development knowledge, including the Human Development Index, data related to the MDGs/SDGs, and national development plans.
- Prioritizing foundations that might have interest in development and the UN and engaging in a conversation about possible common goals; this will include deeper research about the foundations and customizing of materials for key meetings.
- Provide support in organizing of the inception workshop that will bring together philanthropy, civil society organizations, government and the UN to discuss how they can work together in pursue of common goals.
- Follow up, monitoring, and supplementary research and other actions required to pursue negotiations and connect foundations and CSOs into the Platform activities.
- Collect data on philanthropies in country, especially a) identify the good sources of local data b) collect the data and c) upload to SDGfunders.org. In this task, the coordinator will be supported by the Foundation Centre.

4) Reporting and Communications

- Regularly liaise with the global HQ project manager, UNDP, UN teams as well as other countries involved in the platform in order to share lessons, progress and resolve common challenges – it is expected that the consultant will contribute to the intellectual development of the Platform with new ideas/suggestions based on field experience.
- Report on a regular basis on progress vis-à-vis a clear outline of duties and expected results on annual basis as well as work plans to the Resident Representative, the global project manager, and other relevant staff.
- Preparation of various communication initiatives, including inputs to the Platform website.
- Provide inputs into country reports that synthesize the results of policy discussions and lessons from the Platform activities.

5) Provide support in organizing of the inception workshop

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Educational Background:

Master or Bachelor degree in social sciences, international development or international relations, economics with strong academic performance. Extensive experience working with Foundations/Government

Experience:

- Excellent research, analytic skills, communication and relationship management skills
- Ability to reach out and convene relations between foundations, civil society government and development partners.
- Sound understanding of development situation in Indonesia
- Minimum 3 years for Master and 6 years for Bachelor in the relevant experience in research institute, think tanks, foundations, CSO or international organization experience preferably gained in emerging markets.
- The following would be strong assets: distinctive experience in working in the philanthropic or civil society sectors

- Fluency in written and spoken English and Bahasa is required.

IV. EXPECTED RESULTS

- List down the outputs and specific deliverables in sequence, corresponding to the work and their corresponding target delivery dates.
- If the specific dates are contingent on too many variables and cannot yet be defined, the span of time from the commencement of the work could be indicated (e.g., 2nd week from contract signing, within 2-3 months from contract signing, etc.).
- If there are multiple reviewers/certifying authorities for each output/deliverable, they shall be properly identified and indicated in this section.
- A table similar to the one below is desired in order to clearly summarize the above details:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
Carrying out a complete update of the existing database of relevant stakeholders from Government, civil society, foundations and the donor community	15 working days	Ade Mulyo
Finalized Agenda with speakers confirmation	15 working days	Ade Mulyo
Collect data on philanthropies in country, especially a) identify the good sources of local data b) collect the data and c) upload to SDGfunders.org. In this task, the coordinator will be supported by the Foundation Centre.	30 working days	Ade Mulyo
Finalize end of event report and follow up action	60 working days	Ade Mulyo