

Terms of reference



Empowered lives.
Resilient nations.

General Information

Title: Consultant for Decentralization and Local Governance

Project Name : Provincial Governance Strengthening Project (PGSP)

Reports to: Siprianus Bate Soro, Programme Manager for Decentralization and Local Governance, DGPRU-UNDP

Duty Station: Jakarta

Expected Places of Travel (if applicable): Depending on the agreed Travel Plan by PM, reimbursement will be made based on actual cost but it should not exceed HACT price list.

Duration of Assignment: 90 days within 8 months

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
X	(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
	Completed financial proposal
X	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☒ partial:

X intermittent: **The incumbent will come intermittently to UNDP Country Office at Menara Thamrin Building- Jakarta – to coordinate with the Programme Manager as required.**

☐ full time/office based :

Provision of Support Services:Office space: ☒ Yes ☐ NoEquipment (laptop etc): ☐ Yes ☒ NoSecretarial Services ☒ Yes ☐ No

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

Signature of the Budget Owner:



(Siprianus Bate Soro, DLG Cluster, DGPRU - UNDP)

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."

In line with Indonesia's national priorities (i.e. Agenda 2 of RPJMN: Building good governance that is clean, effective, democratic, and accountable; and Agenda 3 of RPJMN: Development from the periphery: strengthening the sub-national regions and villages within the framework of the unitary state)), the Democratic Governance and Poverty Reduction Unit is working to increase people's participation in democratic processes, and to support more pro-poor, equitable, gender responsive, and accountable allocation of resources, and to foster more effective protection of vulnerable groups. Building on anti corruption as the cross-cutting theme, UNDP's democratic governance programme focuses on three key areas, namely: (i) participation and representation in political processes, (ii) government capacity to deliver public services in a decentralised governance framework, and (iii) equitable access to justice for all Indonesian citizens. The Decentralisation and Local Governance Programme Cluster within DGPRU manages a range of programmes within the decentralization portfolio with a view to strengthen the government capacity to deliver public services at the sub-national level.

Since 2010 UNDP has supported Government of Indonesia to design strategies to improve the decentralization practices in Indonesia with a focus to strengthen provincial governance. Through the Provincial Governance Strengthening Programme (PGSP), UNDP has provided required technical assistance to the national and sub-national governments to promote effective power-sharing and a balanced approach in administering public service delivery, to implement bureaucracy reform, and to formulate laws on local governance that clarifies functional assignments among different tiers of government. PGSP has three major components, namely:

- (1) Enhanced policy and regulatory framework that further clarifies and strengthens roles and functions of provincial government;
- (2) Strengthened provincial government capacity in economic development planning and budgeting; and,

I. BACKGROUND

(3) Enhanced public service delivery through governance innovations, implementation of minimum service standards and public complaint mechanisms.

In national level PGSP works with the National Development Planning Agency (Badan Perencanaan Pembangunan Nasional/ BAPPENAS), the Ministry of Home Affairs, the Ministry of Finance, and the Ministry of the State Apparatus Empowerment and Bureaucracy Reform. In provincial level, PGSP works with the government in its three pilot provinces: Bangka Belitung, Nusa Tenggara Timur, and Gorontalo. With them, UNDP works in developing mechanisms and instruments which would help the actualization of government's duties and functions in development planning and budgeting that encourage the improvement of human's lives, and coordination, supervision, and monitoring for provincial government for the provision of public service.

The progress of the national agenda on decentralization has evolved over the years, which is marked by the commitment and drive towards improving public service delivery at the sub-national level. The recent passages of the local governance bill, local election bill, and the enactment of the village law, have demonstrated the strong move of the country towards better governance at the sub-national level. These laws maintained the good practice of political decentralization in which local leaders are elected through direct local elections, and also promoted administrative decentralization with more strengthened roles and functions of the second-tier provincial government and further allocation of large amounts of resources to the lowest tier of government at the village level. Complementing the laws on decentralization, the recent law on state apparatus (Law No. 5/2014 on State Apparatus), mandated a professional approach to human resources management and development through competence-based recruitment processes, application of consistent performance evaluation framework, and development of fair compensation linked with individual performance. The presence of these laws provides the solid legal framework to undertake bureaucracy reform and the improvement of public service delivery at the sub-national level.

UNDP in collaboration with Bappenas is hiring a senior technical specialist (consultant) to provide policy analysis on decentralization and local governance in light of the recent legislations and their implications on the public service reform at the local level. The Consultant for Decentralization and Local Governance (STS-DLG) will engage in policy dialogues with relevant stakeholders at the national and sub-national level. The results of the policy analysis will inform UNDP and Bappenas in formulating programmatic support to the Government of Indonesia in the areas of decentralization and local governance.

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

Reporting to the Programme Manager for Decentralization and Local Governance, the STS-DLG Consultant is responsible to conduct a policy analysis on decentralization and relevant legislations on local governance, and to prepare policy advice, recommendations and strategy on the discourses related to decentralization policies in Indonesia. More specifically, the STS-DLG Consultant will work closely with Bappenas to undertake the policy analysis through

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

public dialogues within the following scope of work:

1. Policy advice on decentralization and local governance:
 - Prepare a policy analysis on decentralization for UNDP and Bappenas
2. Policy dialogues on decentralization and local governance:
 - Facilitate policy dialogues with experts on decentralization and local governance, and public service delivery.
 - Facilitate a seminar on decentralization and local governance in view of the new law and legislation.
 - Produce analytical reports from the above dialogues for UNDP and relevant partners.
3. Programme formulation on decentralization and local governance:
 - Develop a programme concept note (PCN) on decentralization and local governance in view of the current regulatory framework and GOI priorities as stipulated in RPJMN 2015-2019 as well as the strategic dialogues with development partners.
4. Review of knowledge products on decentralization and local governance:
 - Review and update papers, research, and other knowledge products on decentralization and local governance for a joint publication between UNDP and GOI.

The consultant will be required to acknowledge and ensure the visibility of UNDP in the publications h/she produces that are related to the above scope of work.

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications :

Post-graduate degree, preferably PhD degree in relevant field, e.g. economics, international relations, political science, public administration.

II Years of experience

- For Masters degree: at least 10 (ten) years experience of undertaking policy research on governance sector in Indonesia, including on decentralization issues and on program management in national and/or international organization setting; For PhD degree: at least 6 (six) years experience of undertaking policy research on governance sector in Indonesia, including on decentralization issues and on program management in national and/or international organization setting;
- Outstanding track record in publishing materials on governance and development sector;

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

- Proven experience in participatory planning approaches;
- Proven leadership and facilitation skills;
- Excellent communication skills including: proven writing skills
- Inter-personal skills, and public speaking in formal settings; and experience using computers and office software packages and knowledge of spreadsheet and database packages
- Excellent command of English and Bahasa Indonesia, both spoken and written.

III Competencies:

Excellent analytical skills, communication abilities and good teamwork.

IV. EXPECTED RESULTS

The policy review and inputs will have an impact on the quality of UNDP technical assistance in responding to the successful implementation of decentralization agenda in Indonesia. The implementation relevant activities have to be in line with the objectives of the project and are in line with UNDP rules, regulations and procedures.

The expected results and their corresponding timelines as stated below:

Scope of Work	Deliverables	Working Days	Timeline ***
(1) Programme formulation on decentralization and local governance: <ul style="list-style-type: none"> ▪ Develop a programme concept note (PCN) on decentralization and local governance in view of the current regulatory framework and GOI priorities as stipulated in RPJMN 2015-2019 as well as the strategic dialogues with development partners. 	Deliverable 1: Programme Concept Note (PCN) on decentralization and local governance;	36	End of Month 5: <ul style="list-style-type: none"> ➤ 40% of total payment
(2) Policy dialogues on decentralization and local governance: <ul style="list-style-type: none"> ▪ Facilitate policy dialogues with experts 	Deliverable 2: <ul style="list-style-type: none"> ➤ Analytical Report on policy dialogues and seminar on decentralization and 	18	End of Month 7: <ul style="list-style-type: none"> ➤ 20% of total payment

<p>on decentralization and local governance, and public service delivery.</p> <ul style="list-style-type: none"> Facilitate a seminar on decentralization and local governance in view of the new law and legislation. Produce analytical reports from the above dialogues for UNDP and relevant partners. 	local governance;		
<p>(3) Policy advice on decentralization and local governance:</p> <ul style="list-style-type: none"> Prepare a policy analysis on decentralization for UNDP and Bappenas 	<p>Deliverable 3:</p> <ul style="list-style-type: none"> Policy analysis on decentralization and local governance submitted to Bappenas; 	9	<p>End of Month 9:</p> <ul style="list-style-type: none"> 10% of total payment
<p>(4) Review of knowledge products on decentralization and local governance:</p> <ul style="list-style-type: none"> Review and update papers, research, and other knowledge products on decentralization and local governance for a joint publication between UNDP and GOI. 	<p>Deliverable 4:</p> <ul style="list-style-type: none"> Review and analysis of DLG knowledge products ready for publication; 	27	<p>End of Month 11:</p> <ul style="list-style-type: none"> 30% of total payment

Notes*: The actual timeline will be agreed when the consultant is onboard.**