

# Terms of reference



Empowered lives.  
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## GENERAL INFORMATION

**Title:** Consultant to Develop Concept Note and Policy Paper for SWARGA

**Project Name :** Strengthening Women's Participation and Representation in Governance in Indonesia (SWARGA)

**Reports to:** Project Manager & APR Programme Manager DGPRU

**Duty Station:** Jakarta

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

**Duration of Assignment:** 6 July – 16 September 2015 (45 days)

## REQUIRED DOCUMENT FROM HIRING UNIT

X	TERMS OF REFERENCE
8	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
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)  
☒ 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: Isniati Kuswini

Signature of the Budget Owner: .....

## I. BACKGROUND

Strengthening Women's Participation and Representation in Governance in Indonesia (SWARGA) Project aims to strengthen women's representation in the parliament and improve capacity of women parliamentarians and their networks in order to better serve their constituents and voice women's concerns. Implemented by the Ministry of Women's Empowerment and Child Protection (MoWECP), SWARGA builds on previous UNDP efforts to expand women's representation within the parliament.

Currently, SWARGA has three main agendas:

- (a) Improvement of women representation in parliament for the 2014 Legislative Election. This agenda was conducted through improvement of capacity of women parliamentary candidates in effective campaign and in parallel implementing public campaign to mobilize voters to elect women candidates.
- (b) Capacity improvement of elected women MPs. SWARGA provides capacity development to elected women MPs to improve their capacity to perform function as legislators. Newly elected MPs were given the training on basic functions of parliamentarians (budgeting, legislation, and oversight) as well as public speaking skill, gender, and decentralization issues. SWARGA also further strengthen the capacity of women MPs to advance the interests of their constituents, including through follow-up/advanced training.
- (c) Strengthening women parliamentary caucus and network. SWARGA works to provide a platform for women MPs to share and coordinate with their peers and strengthen their knowledge so that women concerns can be well articulated and responded. For this, SWARGA work to strengthen women's parliamentary caucuses and establish a women parliamentary network. The network aims as a vehicle for members of the caucus both at the national and sub-national levels to facilitate their communication across party lines, different parliamentary bodies, and with government and their constituents.

Regardless of tougher regulations to enforce gender quotas in political party candidate lists, the 2014 elections resulted in slightly lower women representation in DPR and DPRD. The figures went down from 18% to 17.3% and from 28% to 26.5% for DPR and DPRD respectively. The result is still far beyond 30% threshold for a minimum level of women representation in parliament. Indonesia should aim at increasing the number of women MPs elected at the national and sub-national level in the next round of legislative elections in 2019 and beyond. This requires a good strategy and plan to achieve, both at the regulatory framework, institutional strengthening, as well as capacity at individual level. Indonesia should take advantage of the four years available prior to the election.

For this purpose, SWARGA plans to develop a policy paper to provide analysis and recommendations that stakeholders may subscribe in order to improve women representation in the next elections. Some preliminary works have been done for this purpose, such as a identification of factors affecting the declining number of women in parliament and map out of stakeholders' interventions prior to the election.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

There are two outputs expected to be produced by the Consultant:

1. A **Policy Paper** that analyses the efforts to promote women in parliaments made during the 2014 legislative elections and until today and recommends a strategy for the future that all key stakeholders could subscribe and agree on a road map and joint action plans.
2. A **Concept Note** of UNDP's future work on women, democracy and parliaments to be used for engagement and discussions with government counterparts and potential donors.

For the Policy Paper, the consultant should come up with answers for the following questions:

- (a) What does Indonesia want to see to happen on women in politics and parliament in 2019 and beyond? What are the rationales for this/these targets?
- (b) What has happened and what Indonesia has had as of today to promote women in politics and parliaments?
- (c) What are the impediments in achieving the targets set up in point (a)?
- (d) What does Indonesia want to have in terms of political parties, electoral system and laws, money politics, the voters, the candidates, etc?
- (e) What needs to be done? How, by whom and when?

The users of the policy paper are key government institutions responsible for women in politics and parliament, political parties, as well as non-government organizations, civil society organizations, think-tanks, and development partners that have concerns on women in politics and parliament in Indonesia.

Meanwhile, for the concept note the consultant should briefly outline current results of SWARGA and other interventions on women in politics and parliaments in the bigger context of deepening democracy in Indonesia, intended future changes, and interventions needed to produce the changes.

In both documents, the consultant should articulate well the rationale, strategy, and results of SWARGA's main agendas (training, caucus, and network), future challenges and strategies

Scope of work of the consultant include:

- Develop suitable research method and plan that serves the needs available timeframe.
- Collect information from relevant stakeholders that include but not limited to MoWECP, Bappenas, MoHA, KPU, MPs, NGOs, political parties, academicians, development partners and their projects, SWARGA donor (the Norwegian Embassy).
- Conduct a small FGD to discuss draft reports
- Conduct exchange (advisory roles) with stakeholders as ideas and thoughts are developed during the process
- Develop draft reports and finalize the reports based on inputs from stakeholders.

**Expected Outputs and deliverables**

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
1. Draft report of Policy Paper on the strategic approach to improve women representation in parliament in the next elections	20 days	31 July 2015	Review: SWARGA Project Manager. Approval: Programme Manager, APR
2. Final report of Policy Paper on the strategic approach to improve women representation in parliament in the next elections	10 days	14 August 2015	Review: SWARGA Project Manager. Approval: Programme Manager, APR
3. Final Concept Note for UNDP next intervention on women, democracy and politics and parliament	15 days	16 September 2015	Review: Programme Manager, APR Approval: Head of DGPRU

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

- The Consultant is supported by 2 Research Assistants and 1 intern in data collection and processing.
- Travel cost needed to perform this task should be included in the proposed budget.

#### Duration of the Work

- The consultant is expected to work for a total of 45 working days in the period of July – mid September 2015
- Award of contract: July 6, 2015
- Entrance meeting: July 6, 2015
- Finalization of methodology and plan: July 10, 2015
- Interviews, exchange of ideas and thoughts with relevant stakeholders, data collection and analysis: July 7 – 24, 2014
- Writing of Policy Paper: July 27 - August 7, 2015
- Writing of Concept Note: August 10 - 14, 2015
- FGD with selected key stakeholders on key findings and proposed roadmap/strategy: second half of August 2015
- Workshop on the policy paper (hosted by GOI): third week of August 2015
- Launch of the Strategy and Roadmap (by GOI): Early September 2015.
- September 16, 2015: End of contract

#### Duty Station

- The consultant's duty station will be in Jakarta

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### Academic Qualifications:

- Ph D in Political Science, Gender Studies and other relevant issues

##### II. Years of experience:

- Minimum 10 years professional experience, half of which is in Indonesia
- Familiarity with how UNDP system and UNDP project work
- A strong knowledge of Indonesian politics, especially on representation, electoral system, political party system, gender, and parliament system.
- Deep understanding of the dynamics of international aid in Indonesia
- Proven record in academic/analytical/research work and writing in English

##### III. Competencies:

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Initiative, tact and maturity
- Excellent organisational skills
- Excellent communication and presentation skills.
- Fluency in English and Bahasa Indonesia.

#### V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

**2. Cumulative analysis**

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>		
<ul style="list-style-type: none"><li>Criteria A: qualification requirements as per TOR:<ol style="list-style-type: none"><li>1. Relevance of Education/ Degree</li><li>2. Years of Relevant Experience</li><li>3. Regional Experience</li><li>4. Adequacy of Competencies for the Assignment</li><li>5. Others / Special Skills, Language (Bahasa), etc.</li></ol></li></ul>	80%	15 20 0 20 25
<ul style="list-style-type: none"><li>Criteria B: Brief Description of Approach to Assignment</li></ul>	20%	
<ul style="list-style-type: none"><li>Criteria C: Further Assessment by Interview (if any)</li></ul>		