Terms of reference

UNDP

Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: National Expert to Prepare Draft Manual for Goal 16 SDG's Targets and Indicators Operational Definition
Project Name : Support to the Acceleration of MDG Achievement in Indonesia
Reports to: Lany Harijanti, Programme Manager Poverty Reduction and MDG – DGPRU
Duty Station: Home Based
Expected Places of Travel (if applicable): Bogor/Bandung for workshop
Duration of Assignment: From 1 September to 30 November 2015 (30 Days)

REQUIRED DOCUMENT FROM HIRING UNIT

X	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :

	(1)	Junior Consultant
	(2)	Support Consultant
	(3)	Support Specialist
	(4)	Senior Specialist
5	**(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
	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:
☐ partial :
✗ intermittent : for result presentation and finalisation
☐ 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:………………………………….

Lany Harijanti, Program Manager Poverty Reduction & MDGs

I. BACKGROUND

Between the period of July 2014 - July 2015, UNDP, BAPPENAS and BPS (the Directorate of Social Resilience) have initiated the adaptation process of goal 16 of the Sustainable Development Goals into Indonesia context. One of the result is data mapping on availability at national and sub-national level (Jogja and Aceh Provinces) to be able to measure targets and indicators.

As a result BPS has identified a set of 40 potential indicators for all the targets of G16. The first technical and operational aspects of each indicator, as determined by G16 technical working groups, has matched the interpreted definitions of G16's targets. These definitions try to match with the needs for the G16 targets elaboration with the available definitions embedded within the indicators. However, third, as the first and the second steps of process above are inter-correlated the reverse process is also done, i.e., by envisaging "ideal" definitions then scrutinizing the indicators.
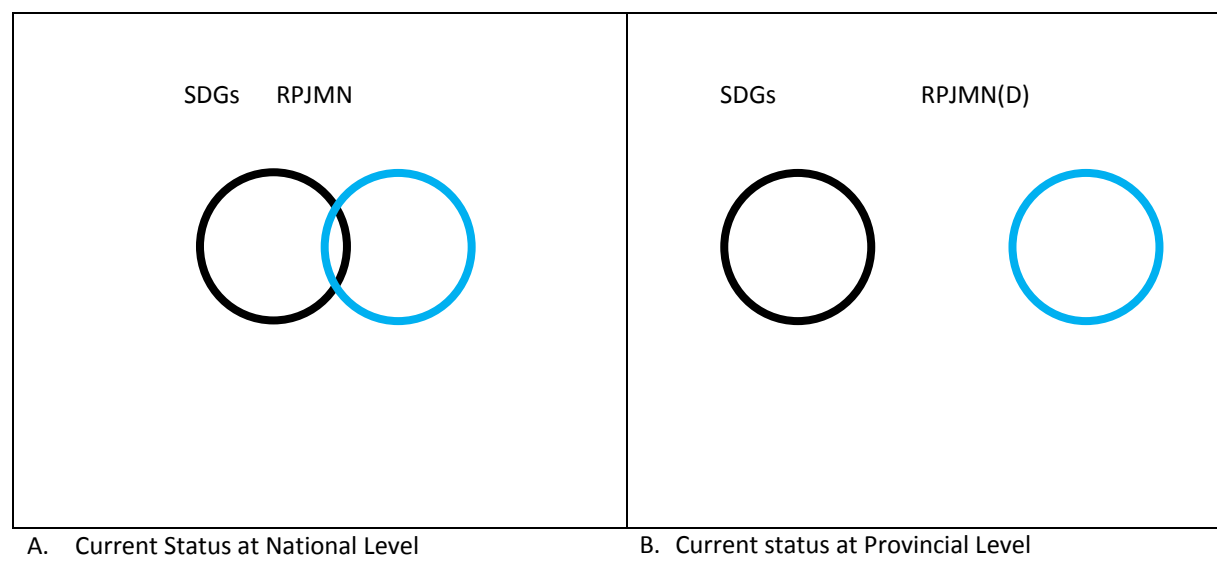
Data Manufacturing : data-gap analysis, data collection, and data utilization.
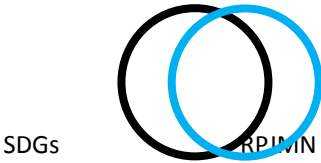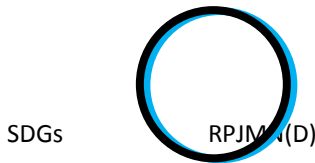
The phase II of G16 pilot project implementation is planned for a four months period from September to December 2015 with a focus on data readiness. Continuing phase 1, the country team will need to map out available data to measure G 16 targets and proposed list of indicators. Some data, mostly the administrative ones, need to be compiled from the raw format before they are converted into readable indicators. Sometimes a combination of different data sources is necessary for generating desired indicators. At times data collection is not carried out with expected frequency, say annual series, or in some cases data is not available in a disaggregated format —say at sub-national level— thus a cross-jurisdiction comparison often is not possible. Further investment in data provision and in data gap analysis will be needed to measure and generate G16's indicators.

Figure 2 illustrates the status of G16 indicators and their relation to the country's RPJMN and province's RPJMDs. Panel A shows a match between some indicators of G16 and of RPJMN. Panel B displays no concurrence between indicators of G16 and RPJMDs. By 2030 a complete match between the two groups of indicators, i.e., those of the global and the domestic, is expected to occur. This is illustrated in Panels C and D.

To make this match happen, phase II of G16 pilot implementation needs to initiate three activities. First, an analysis on the availability of G16 indicators at the national and sub-national level and a comparison with the indicators of RPJMN(D). This analysis will attempt to examine both the readiness of G16 indicators and the capacity of stakeholders to provide the corresponding data on a regular basis. At the same this analysis will study the gap between those at the national and sub-national levels. Ultimately this analysis aims to find ways to advise the TWG on the opportunity to incorporate the available data into planning-budgeting documents.

Figure 2. Alignment of SDG targets and indicators against Mid Term Development Plan targets and indicators (National and Sub-National)

SDGs RPJMN	SDGs RPJMN(D)
A. Current Status at National Level	B. Current status at Provincial Level

| C. Expected status in short-medium term (by 2020) | D. Expected status in medium-long terms (by 2025) |

Second, once the indicators are developed, the next step is to collect and examine the corresponding data. The working groups are tasked, among other things, to link the stakeholders to data sources. Data collection has to be done on a larger scale and provide narratives to quantitative data in order to clarify the depth of the situation and root causes. NGOs and academia could contribute significantly to this process. By December 2015, we hope to have the preliminary baseline data for Goal 16 and a set of recommendations on how to fill in the gap.

Therefore, UNDP will assign one individual consultant – a national expert – to support the national technical working group, especially BPS, to prepare the draft of Manual for Goal 16 SDG's Targets and Indicators Operational Definition. The manual should also document gap analyses on data provision capacity, recommend strategies to narrow the identified gaps at both national and sub-national levels.

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

Scope of Work

The IC will look into the current progress from the national TWG in data availability mapping for SDG 16. Working closely with BPS and BAPPENAS, the IC will assist data gap analysis and provide recommendation on strategy to narrow data gap both at national and sub-national levels.

In consultation with BPS, BAPPENAS and other TWG members, the IC will prepare draft Manual for Goal 16 SDG's Targets and Indicators Operational Definition. The manual should also document gap analyses on data provision capacity, recommend strategies to narrow the identified gaps at both national and sub-national levels. To get optimum result, the IC will facilitate 2 national technical working group working sessions - to discuss the draft; and facilitate a four days working session out of Jakarta for national TWG with participation of Jogja and Aceh province representatives on the last 2 days.

In brief, the scope of works are:
1. Assess the current progress of data mapping of G16 SDG.
2. Prepare Draft Manual for Goal 16 SDG's Targets and Indicators Operational Definition for the TWG at national and sub-national level.
3. Facilitate 2 national TWG working sessions to discuss the draft
4. Facilitate 4 days working session with sub-national SDG 16 working groups and the participation of Jogja and Aceh Province

Expected Results/Final Deliverables :
1. Draft Manual for Goal 16 SDG's Targets and Indicators Operational Definition
2. TOR and Summary of discussion of 2 national consultations and the 4 days working session

	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.	First Draft Data Manual and TOR for 3 consultations,	12	20 September 2015	**PM PRU & MDG**
2.	Second Draft Manual and Minutes of Meeting of the 3 consultations sessions.	8	30 September 2015	**PM PRU & MDG**
3.	Third Draft Manual	5	10 November 2015	**PM PRU & MDG**
4.	Final Draft	5	20 November	**PM PRU & MDG**

III. WORKING ARRANGEMENTS

Institutional Arrangement
1. The consultant will work in consultation with BPS.
2. The consultant will also facilitate discussion at national level, prepare TOR, pointers for discussion and minutes meeting.

Duration of the Work
30 Days within 2 Months (1 September to 30 November 2015)
Duty Station: Home Based

Travel Plan:
Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Outside of Jakarta (Bandung/Bogor/Depok/Bekasi)	1x	4 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. <u>Academic Qualifications:</u> Master degree in Public Policy or related to social issues.

II. <u>Years of experience:</u>
- At least ten years of relevant work experience in governance related issues,
- Proven experience in project management and managing a working group. .
- Extensively experience in working with government, development agencies, and/or International NGOs in health (is desirable).
- Fluency in English with excellent written communication skills, and strong experience writing reports.

III. <u>Competencies:</u>
Capable in analytical skills, communications abilities, willing to work in teamwork

	V. **EVELUATION 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

Criteria	*Weight*	*Maximum Point*
Technical	*70 %*	*70*
Criteria A: qualification requirements as per TOR: 1. Master degree in Public Policy or related to social sciences. 2. At least ten years of relevant work experience in governance related issues. 3. Proven experience in project management and managing a working group. 4. Extensively experience in working with government, development agencies, and/or International NGOs in health (is desirable). 5. Fluency in English with excellent written communication skills, and strong experience writing reports. 6. Capable in analytical skills, communications abilities, willing to work in teamwork	*15* *15* *10* *10* *10* *10*	
• *Criteria B: Brief Description of Approach to Assignment*	*30*	*30*
• *Criteria C: Further Assessment by Interview (if any)*	*N/A*	