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Resilient nations.

Terms of reference

GENERAL INFORMATION

Title: Academic Paper Writer – Support to the Justice Sector Reform in Indonesia (national position)

Project Name Support to the Justice Sector Reform in Indonesia - SUSTAIN

Reports to: Human Resource Reform and Organizational Development Sector Coordinator

Duty Station: Jakarta, Indonesia

Expected Places of Travel (if applicable): 8 (Eight)

Duration of Assignment: 60 (sixty) working days

REQUIRED DOCUMENT FROM HIRING UNIT

V	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
V	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

V	CV
V	Copy of education certificate
V	Completed financial proposal
	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

- ☒ partial: on request to present the deliverable to internal UNDP
☐ 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:

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.

UNDP has been working on democratic governance issues in Indonesia for many years, and has contributed significantly to consolidating democracy through provision of policy advice and technical assistance, and by promoting and brokering dialogue and engaging in knowledge networking. In the justice sector, UNDP has been involved in providing support to ensuring access to justice and is currently implementing a Strengthening Access to Justice in Indonesia (SAJI) project which was developed based on experiences and lessons learned from two previous projects: Aceh Justice Programme (AJP) and the Legal Empowerment and Assistance for the Disadvantaged (LEAD) Project.

With funding support from the European Union, and in partnership with the Government of Indonesia, UNDP is initiating a project aimed at supporting the Supreme Court (SC) to strengthen the rule of law and enhance public trust in the judicial system by increasing the transparency, integrity and accountability of the judiciary and the quality of justice services provided to the people. The Support to the Justice Sector Reform in Indonesia (SUSTAIN) project will support the Supreme Court in the implementation of its Blueprint for Judicial Reform 2010-2035 through the achievement of four results: (1) enhanced internal and external oversight mechanisms of the judiciary; (2) enhanced knowledge and skills of judges & court staff and strengthened capacity of the Supreme Court Training Centre and of some of the country's Special Courts and Administrative Tribunals; (3) enhanced Human Resource and Organisation Management via integrated Human Resources and performance management databases, an effective implementation of advanced Human Resources policies, and a strengthened Judicial Reform Team Office; and (4) enhanced Case Management System and procedures of the judiciary to improve transparency, quality of case data and decisions and timeliness of case handling.

In the framework for achievement of the project output (3) enhanced human resources and organization management via integrated human resources performance management databases and an effective implementation of advanced human resources policy and a strengthened Judicial Reform Team Office, The SUSTAIN project supports the Supreme Court in establishing and developing "Career Path for Court Staff Functional Position". In order to ensure quality result of these activities, the SUSTAIN Project identified the need of Senior Specialist Consultant. The Consultant will do the following activities:

- Identifying the judiciary activities within four court jurisdictions covering first instance court, appellate court and Supreme Court. This can be done by developing questionnaire and library research.*
- Developing the content of academic paper and finishing the academic paper writing.*
- With regard to developing the content of academic paper, conducting consultation regularly with the Head of Division for Functional Position, Personnel Bureau, Supreme Court; SUSTAIN Case Management Advisor, SUSTAIN Sector Coordinator HRM Reform and Organizational Development, and SUSTAIN Sector Coordinator Case Management.*

- Attending any discussion, FGD (Focused Group Discussion) with Supreme Court and MenPAN and Bureaucracy Reform and take any notes related to the revision of academic paper writing.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

The Consultant will do the following tasks:

Phase 1 – Internal Discussion with Supreme Court RI

- Attending FGD 1 with the Functional Division, Personnel Bureau, Supreme Court to have the mutual perception on “Court Staff Functional Position”.
- Assessing the existing draft on Academic Paper and conducting “desk review” to the following documents:
 - Blueprint Supreme Court 2010-2035
 - Buku 2, on Case Management
 - Interview with related parties (if necessary)
- *Initial Draft*: revising the existing Academic Paper to be presented in the 2nd FGD.
- *Draft Revision 2 of Academic Paper*: validating the Initial Draft of revised Academic Paper through distribution of questionnaire and interview with the related parties:
 - Developing questionnaire
 - Interview with the related parties
 - Synchronization Questionnaire with the Draft Revision.
- Attending Internal Expose 1 with the leadership of Supreme Court to have the correction and feedback.
- Improving the Draft Revision 2 of Academic Paper based on the correction and feedback from the result of Internal Expose 1.
- Attending Internal Expose 2 with the leadership of Supreme Court to present the result of improvement of Draft Revision 2.
- Finalizing the Draft Revision 2 of Academic Paper based on correction and feedback from the result of Internal Expose 2.
- *FINAL* Academic Paper to be submitted to MenPAN & Bureaucracy Reform.

Phase 2 – Discussion with MenPAN & Bureaucracy Reform and Agency for State Personnel (BKN)

- Attending FGD 1 – Discussion the Academic Paper with MenPAN & Bureaucracy Reform.
- Revising the Academic Paper based on correction and feedback from FGD 1.
- Attending FGD 2 – Discussion the Academic Paper with MenPAN & Bureaucracy Reform.
- Revising the Academic Paper based on correction and feedback from FGD 2.
- Factual Verification (*Uji Petik*) of Academic Paper to the 4 court jurisdictions by taking 5 samples randomly.
- FGD 3 – Discussion the Academic Paper with MenPAN & Bureaucracy Reform based on the result of factual verification (*uji petik*).
- Finalization of Academic Paper to obtain approval from MenPAN & Bureaucracy Reform based on correction and feedback from FGD 3.
- Approval Academic Paper by MenPAN & Bureaucracy Reform.

Deliverables/expected result:

Under the day-to-day reporting to the Training Sector Coordinator and HRM reform and OD Sector Coordinator, the Consultant is expected to produce the following outputs:

<i>Deliverables/ Outputs</i>	<i>Estimate number of working days</i>	<i>Completion Deadline</i>	<i>Review and Approvals Required</i>
<u>Phase 1</u>			
<i>Deliverable 1: Initial Draft</i>	<i>12 days</i>	<i>30 October 2015</i>	Reviewed by SC HRM reform and OD; Approved by Chief Technical Adviser
<i>Deliverable 2: Revision 2 of Academic Paper</i>	<i>15 days</i>	<i>15 November 2015</i>	Reviewed by SC HRM reform and OD; Approved by Chief Technical Adviser
<i>Deliverable 3: FINAL Academic Paper for submission to MenPAN & Bureaucracy Reform</i>	<i>13 days</i>	<i>15 December 2015</i>	Reviewed by SC HRM reform and OD; Approved by Chief Technical Adviser
<u>Phase 2</u>			
<i>Deliverable 4: Revision of Academic Paper based on correction and feedback from FGD 1 and FGD 2.</i>	<i>8 days</i>	<i>10 February 2016</i>	Reviewed by SC HRM reform and OD; Approved by Chief Technical Adviser
<i>Deliverable 5: Finalization and Approval of Academic Paper by MenPAN & Bureaucracy Reform.</i>	<i>12 days</i>	<i>15 March 2016</i>	Reviewed by SC HRM reform and OD; Approved by Chief Technical Adviser

Subject to prior approvals from the Project Manager/CTA, payment for Consultant services will be paid upon SUSTAIN receiving an invoice for services which contain SUSTAIN satisfied advisory reports. A schedule of reporting, as stated above shall be adhered to. The consultant expected to be present at the project office as needed during the contract period.

III. WORKING ARRANGEMENT

Institutional Arrangements

The position is under supervision of the Human Resources Reform and OD Sector Coordinator; The National Project Manager and UNDP, with overall guidance from National Project Director (The Supreme Court).

Duration of Work

The Consultant is expected to accomplish the task in 60 days work days starting **15 October 2015 to end of April 2016**.

Duty station

The consultant is located primary in The SUSTAIN project office in Jakarta, with possibility of travel across 8 pilot districts among 8 provinces; DKI Jakarta, West Java, East Java, NTT, North Sulawesi, West Kalimantan, Maluku and Papua.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The consultant will be required to

travel to the indicated destinations and include the relevant costs to the proposal. There are may 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.	Eight pilot districts among 17 piloting courts/districts (if applicable).	One time per pilot district during the whole assignment	14 overnight stays in total.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Masters' degree in law, business management, public administration, public policy, communication or related field. PhD degree is an advantage.

II. Years of experience:

Minimum with **15** years of experience in the field of legal / social/ judicial related research and writings, gained especially through nationally/internationally.

Competencies:

❖ Knowledge Management and Learning:

- Shares knowledge and experience.
- Ability to develop "academic paper writing".
- Ability to provide a strong analysis, policy advice, recommendations and strategy.

❖ Management and Leadership:

- Demonstrates ability to work in a team.
- Demonstrates ability to accept critics and constructive inputs/opinions.
- Have strong leadership to manage conflicting interests of varied stakeholders
- Demonstrates strong analytical skills.
- Good time management to meet deadlines with quality outputs.
- Highly creative attitude and self-starter mind set.
- Consistently approaches work with energy and positive/constructive attitude.

V. EVALUATION METHOD AND CRITERIA

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:

- responsive/compliant/acceptable, and
- 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
<u>Technical Criteria</u>	70%	
Masters' Degree in law, business management, public administration, public policy, communication or related field.		20
A minimum of 15 years professional working experience as lecturer, writer, researcher or such related profession.		20
Prior experience in developing academic paper writing		20
Having understanding about governance and judicial system of Government of Indonesia		10
<u>Financial Criteria</u>	30%	
<i>Financial Criteria consists of professional fee and all associated costs related to the assignments.</i>		