

Terms of Reference



Empowered lives.
Resilient nations.

REVISED VERSION 30May2016

GENERAL INFORMATION

Title: Episode Studies Consultant

Project Name: Pulse Lab Jakarta

Reports to: Head of Office

Duty Station: Home-based

Expected Places of Travel (if applicable): Jakarta, South Halmahera and/or West Kalimantan only if needed

Duration of Assignment: 33 days over 3 months, June 2016 – September 2016

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
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
x	(7) Specialist
	(8) Senior Specialist
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV
x	Copy of education certificate
x	Completed financial proposal (<i>please exclude all travel costs, as these will be funded separately by PLJ on an as-needed basis</i>)
x	Completed technical proposal (<i>Maximum 2 A4 pages. This should address the selection criteria outlined in Section V, Criteria B of this Term of Reference</i>)

Need for presence of IC consultant in office:

☐ partial (explain)

☒ intermittent (the Consultant will be present at the PLJ office as needed to discuss approach and initial findings with the PLJ team)

☐ 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:

I. BACKGROUND

Global Pulse is an innovation initiative in the Executive Office of the United Nations Secretary-General, harnessing today's new world of digital data and real-time analytics to gain a better understanding of changes in human well-being. Global Pulse established a Pulse Lab in Jakarta in 2012 in partnership with the Government of Indonesia. Pulse Lab Jakarta functions as an open innovation space where policy experts together with UN development practitioners and other partners can experiment with new types of data and emerging technologies and evaluate their potential to enhance both public policy decision-making and community resilience. Following the development of useful approaches, Pulse Lab Jakarta will support institutional adoption of these innovations into policy and practice.

Pulse Lab Jakarta, in collaboration with the Knowledge Sector Initiative (KSI), is planning to produce three Episode Studies to document the learning from the development of three data innovation prototypes and their contribution to the way evidence is demanded and used by government actors. The aim is to understand through these case studies how data innovation and analytics have helped policy maker to make decision and whether those the demand for data analytics have is displacing or replacing a demand for more tradition forms of evidence such as social science research.

Episode Studies are an excellent way of investigating the influence of various types of knowledge and evidence on policy processes and policy decision-making. Episode studies start from a policy change (i.e. change in legislation, change in attitude and perception by policy makers, or change in the level of knowledge of policy makers) and track the relative influence that differed types of knowledge has had on decisions taken along the way to achieve the policy change (ODI 2009).

Reporting to the Head of Office, the Consultant will be responsible for developing three Episode Studies based on Pulse Lab Jakarta's data innovation prototypes.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Consultant will develop three separate Episode Studies based on the three following prototypes:

- #1 – The national dashboard to monitor citizen feedback developed by Pulse Lab Jakarta
- #2 – *Lacak Malaria* (Malaria Monitoring) – a prototype of a USSD-based phone application developed the District Government of Halmahera Selatan's Malaria Center in collaboration with Pulse Lab Jakarta
- #3 – UAV-based mapping to capture data on community rice fields, developed by the Swandiri Institute in collaboration with Pulse Lab Jakarta

Episode Studies are usually up to six pages (3000 words) and are written in a non-academic and non-reporting language.

The data collection for the Episode Studies should be done collaboratively with the actors involved in the data innovation prototypes. It should also include approaches that can help to develop the timeline of events as well as to gather evidence of the influence that data generated by the prototypes have contributed to a more systemic change.

Audience for these Episode Studies:

- PLJ and KSI government counterparts: Bappenas and DFAT
- Indonesian policy makers interested in exploring the demand and use of data analytics to inform policy decision making
- Civil servants tasked to develop data analytics processes and systems to contribute to policy-making process
- Practitioners working in the interface between knowledge/data and policy and interested in the debate around demand of data analytics evidence by policy makers and the interaction between traditional research-based evidence and data innovation analytics.

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)
Episode Study #1	10	End of Month 1	Head of Office
Episode Study #2	10	End of	Head of Office

		Month 2	
Episode Study #3	10	End of Month 3	Head of Office
One blog summarising the findings of the Episode Studies	2	End of Month 3	Head of Office
A presentation of the findings during a sharing session for KSI and PLJ stakeholders (can be done remotely if necessary)	1	End of Month 3	Head of Office

III. WORKING ARRANGEMENTS

Institutional Arrangements

The Consultant will report to the PLJ Head of Office and will liaise closely with the rest of the project team. The PLJ Head of Office will approve all outputs under the contract, with a response time on the review of outputs of no more than ten working days.

The assignment involves 33 working days across three months, with completion expected by no later than 30th September 2016. Most of the work will be home-based. However, if in the course of the inputs the need to travel is identified, this will be decided through mutual agreement between the Consultant and the PLJ team, and the field travel will be funded by PLJ separately.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- An advanced university degree (Master's degree or equivalent) in public information, International Relations/Public Affairs, Journalism, Marketing, Sociology, Political Science or other related disciplines. A first level university degree in combination with six additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

II. Experience:

- Minimum 6 (six) years of professional experience, preferably in the field of communications and/or knowledge management with Bachelor Degree and 2 years for candidates with Master Degree;
- Experience of writing and editing, with an excellent command of English, and an ability to convey complex ideas in a creative, clear, and direct style.

III. Competencies:

- Demonstrates creative flair and originality;
- Contributes effectively to team-based activities, working collaboratively and sharing information openly; works effectively with colleagues as well as with partners and other stakeholders to pursue common goals;
- Facilitates and encourages open communication in the team, communicating effectively;
- Remains calm, composed and patient when facing conflict, manages conflict productively, focusing on mutually acceptable solutions;
- Takes initiative and seeks opportunities to initiate action;
- Actively produces and disseminates new knowledge; creates/contributes to mechanisms to collect and share knowledge;
- Proposes innovative ideas and new solutions to challenges.

IV. Functional Competencies:

- Ability to write persuasively in English, adapting style and content to different audiences;
- Creative writing skills that highlight key insights and develop stories that reflect PLJ activities;
- Ability to communicate research insights and technology trends in a way that non-specialists can comprehend;
- A digital native, very comfortable with online collaboration;
- A track record of delivery and impact in previous roles;
- Professional and intellectual interest in development and public sector issues.

IV. 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:

a) responsive/compliant/acceptable, and

* Financial Criteria weight; 30%

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Points</i>
<u><i>Technical</i></u>	70%	100
<ul style="list-style-type: none"> Criteria A: qualification requirements: <ol style="list-style-type: none"> University degree in relevant discipline At least four years of professional experience in communications and/or knowledge management Experience of writing and editing, with an excellent command of English 	40 10 10 20	
<ul style="list-style-type: none"> Criteria B: technical approach: <ol style="list-style-type: none"> Demonstrated ability to convey complex ideas in a creative, clear, and direct style Demonstrated ability to communicate research insights and technology trends in a way that non-specialists can comprehend Appropriate methodological approach for the Scope of Work 	60 20 20 20	
<u><i>Financial</i></u>	30%	