

# Terms of Reference



## I. GENERAL INFORMATION

**Title:** Knowledge Management Specialist  
**Project Name:** SDGs Localization  
**Reports to:** SDGs Technical Advisor  
**Duty Station:** Jakarta, Indonesia  
**Expected Places of Travel (if applicable):**  
**Duration of Assignment:** 52 days during period of 3 months

### REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant <b>(3) Support Specialist</b> (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

### REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV (with clear description of work history that demonstrate the above competence and qualifications)
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal (if applicable)
<input type="checkbox"/>	

### Need for presence of IC consultant in office:

partial (explain): the consultant will be home-based during his/her consultancy. No requirement to attend daily to the office, however to be available for any meeting requested by the supervisor.

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: -

## 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 nation.

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.

### **SDGs in Indonesia**

The 2030 Agenda for Sustainable Development and the corresponding 17 goals that comprise the Sustainable Development Goals (SDGs) is a promissory note, negotiated and signed by 193 governments, written to people and the planet. Agenda 2030 seeks to eradicate poverty in all its forms and dimensions, including extreme poverty, whilst strengthening universal peace and freedom, and improving the environmental outlook of the planet.

SDGs are universal in nature and have a wider scope than its predecessor, the Millennium Development Goals (MDGs). Indonesia played an important role in shaping the post-2015 development agenda and the current list of SDGs. Moreover, the proposed goals and targets align well with the growth and development priorities of the Government of Indonesia (GoI) stated on the 2015-2019 RPJMN. The GoI is committed to pursue the implementation of the SDGs both at national and sub-national level. In July 2017, the GoI enacted the Presidential Decree No. 59 Year 2017 on the Implementation of the SDGs in Indonesia.

### **SDGs Localization in Riau province**

UNDP partners with Riau provincial and district governments to implement the initiative of 'SDGs Localization in Riau province', with supports from Tanoto Foundation. The objective of the initiative is to increase the coordination, coherence, efficiency, and effectiveness of the support for SDGs localization by all stakeholders, including state and non-state actors i.e., sub-national government, private sector, philanthropy, academics, civil society organizations, media/press, youth, and other relevant stakeholders.

The initiative commenced in 2016, and the first phase concluded in early 2018. The succeeding second phase of the initiative runs for two years (2018-2020), during which UNDP provides technical assistance to Riau government, mainly through supporting Provincial and District Development Planning Agencies (*Bappeda Provinsi & Bappeda Kabupaten*).

With supports from UNDP, Riau is the first province in Indonesia that established the inclusive SDGs Coordination Team that involved non-state actors, as mandated by the Presidential Decree No. 59/2017. Riau is ready to launch the Sub-national Action Plan on SDGs (*Rencana Aksi Daerah/RAD SDGs*) in July 2018, and potentially will be the first province to do so. Through technical assistance from UNDP, Riau is steps ahead than other provinces in terms of integrating the SDGs agenda into local development planning, where it has successfully become the *center of excellence* for SDGs localization in Indonesia. Ministry of National Development Planning (Bappeda) has promoted Riau as good example for SDGs localization and recommended other provinces and districts to study from Riau on how the provincial level establishing an inclusive structure of SDGs governance, developing SDGs indicator and preparing SDGs action plan. During the first phase of the initiative, at least seven provinces (Central Java, West Java, Lampung, South Sumatra, Banten, Gorontalo and Central Kalimantan), one city (Batam) and one ministry which is the Ministry of Culture and Human Development which visited and studied about SDGs in Riau province.

### **SDGs Localization in Riau province – 2<sup>nd</sup> Phase (2018-2020)**

The second phase of the initiative focuses on five areas, as shown below:

1. Policy Development and Institutional Strengthening
2. Effective Planning and Budgeting for the SDGs Achievement
3. Action – SDG Pilot Village(s): accelerators and SDGs principles
4. Data ecosystem: Monitor and tracking the achievement
5. Advocacy, capacity building and knowledge sharing

### **SDGs Academy Initiative**

Achieving the SDGs required transformative and multidimensional approach. Given the limited resources and many targets, decision makers ought to prioritize their focus on development. It was crucial to base the prioritization on evidence and analysis. On similar note, reliable data was essential to monitor, track, evaluate, and report progress on SDGs. All SDGs have targets directly related to the responsibilities of local and regional governments. Local stakeholders need to be empowered to address SDGs issues especially the ones that are most relevant to the local context. Indeed, the weakest links in Indonesia's effort in implementing SDGs are the roles of local administrations and the roles of communities (Alisjahbana, 2016). To address this need, UNDP Indonesia establishes SDGs Academy. The SDGs Academy is a capacity building program, aiming at increasing Indonesia's state and non-state actors capacities in localizing the SDGs, covering the areas of: governance and policy, innovative solution, and monitoring and reporting, but also their leadership and managerial skills needed to solve local SDGs issues.

This position as Knowledge Management Specialist is located primarily in large and complex project under overall guidance Advisor of SDGs position. S/he supervises and leads the support staff of the Project Management Unit. The incumbent will coordinate with various units to support the large and highly complex project on finance, procurement, HR, security, communication, monitoring, reporting and project administration. S/he will assist the

Technical Advisor SDGs in managing the Localizing SDGs Programme in targeted areas, namely Riau, and Gorontalo; supporting the preparation of SDGs Academy; maintaining partnerships between UNDP Indonesia and local government, private sector, academicians, civil society organizations, the media/press, and other stakeholders; developing communication and knowledge products and provides policy advocacy to disseminate the progress and results of the Localizing SDGs Programme and SDGs Academy.

## II. DUTIES AND RESPONSIBILITIES

Support SDGs Riau implementation in providing strategic inputs for the design and implementation of programme/project, focusing on the achievement of the following results:

- Provision of technical assistance in the implementation of the project, including but not limited to:
- Supporting the inclusive governance platform (i.e. SDGs Coordination Team) established to contribute to the SDGs implementation in Riau province
- Liaising with Provincial & District Development Agencies in the implementation of planned activities.
- Providing technical assistance in the day-to-day implementation of the 'SDGs Localization in Two Districts in Riau province'
- Facilitation on coordination, dialogue, and learning among actors (bureaucrats and practitioners) in each key sector
- Provision of technical support to multi-stakeholders' mechanisms, especially in regard to the project's coordination and government civil society partnership building activities, especially in the governance of the SDGs
- Maintaining partnerships with relevant stakeholders at provincial level, including but not limited to: local government, private sector, philanthropy, academics, experts, media/press, and youth groups
- Coordinating any activity and/or event related to the 'SDGs Localization in Riau province' initiative, including but not limited to: advocacy, capacity building, and knowledge sharing
- Coordinating activities and events at district level to ensure the program delivery, such as arranging meetings/workshops/focus group discussions and facilitating consultants to conduct analysis
- Effective planning, budgeting, implementation, and monitoring of project performance, and the preparation of high quality, timely, and results oriented progress reports
- Effective recruitment and supervision of project support team, to ensure coherence and establishment of clear roles and responsibilities among team members
- Updated progress and result regularly to supervisors and the project board

2. Support to SDGs Academy in preparing its creation, focusing on the following, but not limited to:

- Provision of effective strategic support for the development of SDGs work in integrating to the SDGs Academy mobile learning
- Working closely with *Bappeda Kabupaten*, and *SDGs Team* to produce results and/or deliverables as indicated in this TOR related SDGs Academy, within the specified time and cost
- Liaising closely with the SDGs Team of UNDP Indonesia, SDGs Center of Indonesian Universities, and any UNDP Indonesia partner that relates to the implementation of the initiative of SDGs Academy

3. Support to SDGs Riau implementation in creating strategic partnerships, and in the implementation of a resource mobilization strategy related to specific high-priority project, focusing on the achievement of the following results:

- Establishment and maintained good working relationships with the relevant public and development partners, civil societies, and private sector who are potential to contribute to the achievement of project
- Strengthen reputation by effective quality design, reliable delivery as well as integrity and accountability
- Identification of key partners/stakeholders to ensure synergies with other projects/initiatives and to avoid duplication of activities among actors

4. Support to the management of the programme/project, including ensuring effective quality assurance and oversight, and application of Result Based Management across the portfolio, focusing on the achievement of the following results:

- Identification of potential ideas for new project development by promoting innovative intervention and technologies
- Identification of opportunities for mobilizing resources for the project, and prepares substantive briefs on possible areas of cooperation
- Expansion and exploration of new resources to support project and its scale up from government cost-sharing, bilateral-multilateral donors, private sector, and philanthropists

5. Support production and dissemination of lessons learned across the portfolio and ensuring effective cross-project and cross-unit knowledge fertilization, focusing on the achievement of the following results:

- Effective support on knowledge generation and knowledge sharing based on programme/project experiences, and, when appropriate, make contributions to knowledge networks and communities of practice

- Compilation of key sources of information and best practices for projects and thematic issues within the portfolio and facilitate access to this information by programme and project staff and other relevant counterparts
- Maintain knowledge and advocacy networks which are linked to thematic issues or projects within the portfolio
- Timely preparation on briefs, talking points, and other documents
- Timely production of key programme and project results data and promotional material to showcase the progress, achievements, and impacts of UNDP's work
- Leads in generating knowledge products, such as best practices and lessons learned for knowledge sharing; ensure dissemination and utilization of knowledge products.
- Support of individual consultant(s)/institution(s) hired by UNDP to implement SDGs-related activities in Riau province but not limited to:
- Facilitating the SDGs Center Universitas Padjadjaran to conduct analysis of SDGs indicators & to run dashboard development process in pilot districts of Riau province (LOGOD Dashboard), Capacity Building consultant, Gender Consultant, and other as necessary.

6. Supports knowledge building and knowledge sharing focusing on achievement of the following results:

- Organization of trainings for the operations/ projects staff.
- Synthesis of lessons learned and best practices in project support management
- Contributions to knowledge networks and communities of practice.
- Effective contribution to learning and knowledge sharing in gender analysis and gender mainstreaming

7. The incumbent of the position should avoid any kind of discriminatory behaviour including gender discrimination and ensure that

- Human rights and gender equality are prioritized as an ethical principle within all actions;
- Activities are designed and implemented in accordance with "Social and Environmental Standards of UNDP";
- Any kind of diversities based on ethnicity, age, sexual orientation, disability, religion, class, gender are respected within all implementations including data production;
- Differentiated needs of women and men are considered;
- Inclusive approach is reflected within all actions and implementations, in that sense an enabling and accessible setup in various senses such as disability gender language barrier is created;

Necessary arrangements to provide gender parity within all committees, meetings, trainings etc. introduced.

### III. COMPETENCIES

#### **Core Competencies:**

- Demonstrating/safeguarding ethics and integrity
- Self-development, initiative-taking
- Building staff competence, creating an environment of creativity and innovation
- Creating and promoting enabling environment for open communication
- Creating an emotionally intelligent organization
- Learning and sharing knowledge across the organization and building a culture of knowledge sharing and learning.
- Fair and transparent decision making; calculated risk-taking
- Demonstrate corporate knowledge and sound judgment
- Acting as a team player and facilitating team work in a team of multi-diversity background;
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control, managing conflict
- Informed and transparent decision making

#### **Functional Competencies:**

#### **Advocacy/Advancing a Policy-Oriented Agenda**

##### ***Support the preparation of information for advocacy***

- Identifies and communicates relevant information for a variety of audiences for advocating UNDP's mandate
- Contributes to the elaboration of advocacy strategies by identifying and prioritizing audiences and communication means
- Uses the opportunity to bring forward and disseminate materials for advocacy work

#### **Results-Based Programme Development and Management**

***Contributes into results through provision of information***

- Provides information and documentation on specific stages of projects/programme implementation
- Researches linkages across programme activities to identify critical points of integration
- Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly

**Building Strategic Partnerships**

***Maintaining information and databases***

- Analyses general information and selects materials in support of partnership building initiatives
- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues

**Innovation and Marketing New Approaches**

***Implementing processes and uses products***

- Documents and tracks innovative strategies/best practices/new approaches

**Resource Mobilization (Field Duty Stations)**

***Providing information for resource mobilization strategies***

- Maintains information/databases on potential and actual donors
- Maintains database of project files
- Provides data and information needed for preparation of project documents

**Promoting Organizational Learning and Knowledge Sharing**

***Basic research and analysis***

- Researches best practices and proposes new, more effective ways of doing things

**Job Knowledge/Technical Expertise**

***Fundamental knowledge of processes, methods and procedures***

- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

**Global Leadership and Advocacy for UNDP's Goals**

***Research and analysis***

- Identifies relevant information for advocacy for UNDP's goals for a variety of audiences

**Client Orientation**

***Maintains effective client relationships***

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

**IV. REQUIRED SKILLS AND EXPERTISE**

**Recruitment Qualifications**

Education:

Bachelor degree in Public Administration, Economics, Political Sciences, Social Sciences, Engineering or other relevant fields of study.

Experience:

- Six (6) years of working experience in field of development, particularly supporting subnational government of Indonesia in data and knowledge management.

Language Requirements:

- Fluency in written and spoken Bahasa Indonesia is required.
- Good in written and spoken English;

**Other Requirements:**

- Experience in data management and data analysis
- Experience in providing assistance in innovation development, research, and/or innovation system field.
- Experience in doing collaborated research with other research centers.
- Experience in implementing development programme/project at sub-national level (provincial and/or district level) as well as in liaising with sub-national government of Indonesia. Ability to work in multidisciplinary teams.

V. DELIVERABLES		
Deliverables/ Outputs	Estimated number of working days	Completed deadline
1. Report on SDGs Workshop with University of Lampung and Report on SDGs Dashboard for Riau Province and 12 districts (in line with One Data SDGs)	20 working days	01 October 2019
2. Interlinkages analysis for Riau & Gorontalo provinces (using IGES concept)	15 working days	25 October 2019
3. Visually-designed book on SDGs Study results for Riau province and 4 pilot districts (Pekanbaru, Rokan Hulu, Kuantan Singingi, and Indragiri Hulu)	17 working days	29 November 2019

VI. 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		
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		100

<p>Criteria A: Qualification requirement as per TOR:</p> <ol style="list-style-type: none"> <li>1. Bachelor degree in Public Administration, Economics, Political Sciences, Social Sciences, Engineering or other relevant fields of study.</li> <li>2. Minimum six (6) years of working experience in field of development, particularly supporting subnational government of Indonesia</li> <li>3. Good in written and spoken English;</li> </ol>	<b>40%</b>	<p style="text-align: center;">20</p> <p style="text-align: center;">15</p> <p style="text-align: center;">5</p>
<p>Criteria B: Brief Description of Approach to Assignment</p> <ol style="list-style-type: none"> <li>1. Experience in data management and data analysis.</li> <li>2. Experience in providing assistance in innovation development, research, and/or innovation system field.</li> <li>3. Experience in doing collaborated research with other research centers.</li> <li>4. Experience in implementing development programme/project at sub-national level (provincial and/or district level) as well as in liaising with sub-national government of Indonesia</li> <li>5. Ability to work in multidisciplinary teams.</li> </ol>	<b>60%</b>	<p style="text-align: center;">20</p> <p style="text-align: center;">15</p> <p style="text-align: center;">15</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p>
<p>Criteria C: Further Assessment by interview (if any)</p>	N/A	