

Terms of reference



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GENERAL INFORMATION

Title: International Consultant for developing the Country Programme Document 2021-2025

Project Name: Country Programme Development 2021-2025, UNDP CO Indonesia

Reports to: Deputy of Resident Representative, Head of QARE Unit

Duty Station: Home-based with 25 days in-country (Indonesia) during two missions

Expected Places of Travel (if applicable): Jakarta, Indonesia

Duration of Assignment: From 20 September 2019 to 31 May 2020 (50 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 / CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

partial (explain), *During the consultant assignment she/he will be at the office to coordinate and discuss with RR Unit*

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: < Enter name

I. BACKGROUND

The present Country Programme Document (CPD 2016-2020) for UNDP Indonesia will end in December 2020 and the Indonesia CO has initiated the process for developing the new Country Programme Document for 2021-2025. Consultations and the write up process of the new CPD is scheduled for September 2019 – May 2020. The new CPD is being designed to fully align with the strategy articulated in the new United Nations Sustainable Development Cooperation Framework – UNSCDF 2021-2025 (previously known as UNDAF/UNPDF) for Indonesia and the UNDP Strategic Plan 2018-2021. The new CPD is to be aligned with SDGs and based on the basis of analysis and recommendations generated from the UNPDF Evaluation, the results of independent evaluation of Country Programme 2016-2020, Government of Indonesia’s National Medium-Term Development Plan (RPJMN) 2020-2024.

The new CPD is to be prepared based on a series of consultations with government, civil society, private sector and other and in-country stakeholders and partners. The theory of change (ToC) and UNDP’s programme quality standards will be adopted in the formulation and design of new CPD. Substantial work will be led and undertaken by UNDP CO Indonesia, with support from consultant, which includes analyses of development situation and priority areas for the country office. The finalization of the CPD should build on the lessons learned and the analytical work carried out thus far. The final CPD should follow the CPD template and its annexes/attachments which is available in UNDP Programme and Operation Policy Procedures (POPP) at the following link: https://popp.undp.org/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Design_CPD%20Template%20and%20Guidance.docx .

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

The overall purpose of the consultancy is to support UNDP Country Office (CO) in Indonesia in formulating new Country Programme Document (CPD) 2021-2025. The Consultant will work closely with UNDP’s Senior Management and staffs of the Country Office and projects.

The scope of work will include to help UNDP CO Indonesia in arranging CPD formulation process and methods, data collection and analysis, analysis of country’s situational context and priority of programmatic areas, facilitating the formulation Theory of Change, and result & resource framework. Consultant will also help UNDP CO Indonesia to ensure new CPD 2021-2025 has strong integration to UNDP Strategic Plan and National Priorities (specifically regarding the thematic focus and targeting) and Integrated Result and Resource Framework. The consultant will work using guidance of the stipulated corporate CPD’s guidance and template, UNSCDF and Corporate Strategic Plan. The corporate quality assurance, monitoring policy and standard should be reflected in the CPD 2021-2025.

The Consultant will support UNDP CO in conducting consultations (i.e. workshops, FGDs, etc.) with in-country stakeholders, and partners to gather ideas and feedback for the development of CPD document. She/he will facilitate the CO in preparing and analyzing meeting notes and extract summary for inputs to the formulation of CPD 2021-2025. In addition, she/he will also support the internal consultation process in the country office.

The key tasks for which the Consultant will be responsible are as follows:

1. Support Country Office by providing and analyzing relevant data and other supporting documents for new CPD development process.
2. Support UNDP CO Indonesia in facilitating internal and external workshops and consultations to discuss and analyze key thematic issues for the new CPD, including a prioritization workshop to conduct problem analysis, formulate the Theory of Change (ToC) and RRF. It also includes triangulation processes of getting feedbacks to the draft CPD document.

3. Support UNDP CO Indonesia in documenting results from consultation/workshop process with using the stipulated CPD's corporate guidance and template, including its required annexes document.
4. Support the CO in ensuring that the final draft document should be at least, containing analysis of country's contextual background, Theory of Change, and Results and Resources Framework, and others that are required in the stipulated corporate guidance and template, alignment with UNSCDF and Corporate Strategic Plan.

Expected Outputs and Deliverables

The consultant is expected to deliver the following outputs:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
1. Completion data collection and analysis of supporting materials for the development of draft CPD 2021-2025 conducted by UNDP Country Office. It should reflect through; <ol style="list-style-type: none"> a. Completed facilitation process on data collection and analysis, including consultation process, to support the development of 1st draft new CPD 2021-2015 b. Submission and acceptance of the first draft CPD 2021-2015 which reflects written inputs and feedbacks during the consultation process. 	25 days	20 November 2019	As approved by Deputy Resident Representative and Head of QARE Unit (20% of payment)
2. Submission and acceptance of the 2nd draft document CPD 2021-2025 which is in line with the stipulated corporate guidance and template, align with UNSCDF, Corporate Strategic Plan, and reflects input and feedbacks from GOI and relevant stakeholders.	15 days	15 February 2020	As approved by Deputy Resident Representative and Head of QARE Unit (30% of payment)
3. Final document CPD 2021-2025 which is in line with the stipulated corporate guidance and template, align with UNSCDF, Corporate Strategic Plan, and reflects input and feedbacks from GOI and relevant stakeholders <i>Final product will be endorsement of the final CPD 2021-2025 with all supporting documents by the senior management/ UNDP Regional Bureau.</i>	10 days	31 May 2020	As approved by Deputy Resident Representative and Head of QARE Unit (50% of payment)

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will work in close collaboration with the Quality Assurance and Results Unit of the Indonesia CO and will report and submit deliverables to the Deputy Resident Representative of UNDP Indonesia.

Duration of the Work

The duration is 50 working days, starting from 20th September 2019 to 31st May 2020

Duty Station

Home-based position, with 25 days in-country (Indonesia) - during two missions (within 50 working days duration)

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	Jakarta	twice during the duration of the assignment, with estimation; <i>1. First travel in the beginning of the process (15 days)</i> <i>2. Second travel In November (11 days)</i>	25 days in total

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Advanced university degree (Master's degree or above) in social sciences, politics, development studies, or other relevant disciplines, with proven track record in programme development and advanced social research.

Years of experience:

Combined 10-15 years of experience in the followings social or development sectors:

1. solid experience in programme development and implementation using analytical-basis of trends on regulation and politic practices in-country, economics and socio-cultural situational contexts.
2. Substantive knowledge in UNDP practice areas required, including Democratic Governance, Energy and Environment, Resilience and Recovery.
3. Research, including literature and policy analysis, in-country's data tracking and policies trend analysis.
4. Experience in conducting baseline, with monitoring & evaluation measurements/tools.
5. Experience in developing problem analysis and theory of change framework with fully consideration to inclusion integration approaches.
6. Prior experience in drafting a UNDAF/UNSCDF or UNDP CPD or UN Agency country programme document would be an asset.

III. Competencies and special skills requirement:

7. Proven drafting skills (with sample of writing report) and substantive knowledge of development issues in UNDP practice areas.
8. Proven ability to deliver quality output including reports writing and making presentation under tight

deadlines.

9. Familiarity and working experience on the development issues and context in the South East Asia and specifically Indonesia would be the asset.
10. Familiarity with UNDP or UN operations will be advantageous.
11. Commitment to respecting deadlines and the delivery of outputs within the agreed time-frame
12. Proficient in English language, spoken and written. Familiarity with Bahasa will be an advantage.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

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
<u>Technical</u>	70%	100
<ul style="list-style-type: none"> • <i>Criteria A: qualification requirements as per TOR:</i> <ol style="list-style-type: none"> 1. Advanced university degree (Master's degree or above) in social sciences, politics, development studies, or other relevant disciplines, with proven track record in programme development and advanced social research. 15 2. Combined 10-15 years of experience in the followings social or development sectors solid experience in programme development and implementation using analytical-basis of trends on regulation and politic practices in-country, economics and socio-cultural situational contexts. 15 3. Research, including literature and policy analysis, in-country's data tracking and policies trend analysis. 10 4. Experience in conducting baseline, with monitoring & evaluation measurements/tools. 15 5. Experience in developing problem analysis and theory of change framework with fully consideration to inclusion integration approaches. 15 6. Prior experience in drafting a UNDAF/UNSCDF or UNDP country programme or UN Agency country programme document would be an asset. 5 	75	
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment</i> <ol style="list-style-type: none"> 1. Understands the task and applies appropriate methodology for the task; 10 2. Proven drafting skills (with sample of writing report) and substantive knowledge of development issues in UNDP practice areas. 15 	25	