

Terms of reference



Empowered lives.
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GENERAL INFORMATION

Title: Stakeholder Engagement and Knowledge Management Support Specialist

Project Name: Sulawesi/Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (PETRA)

Reports to: Project Manager

Duty Station: Palu

Expected Places of Travel (if applicable):

Duration of Assignment: 60 working days within October to December 2019

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	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	
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

partial (explain)

Intermittent (explain)

full time/office based (needs justification from the Requesting Unit)

The consultant will be based in UNDP Palu Office within 3 months' period of contract and will work in line with Sulawesi/Lombok Programme for Earthquake and Tsunami Reconstruction Assistance (PETRA) Project time line activities and might not be sequential; also often following dynamic the characteristic of Project and Programme thus the consultant need to harmonize his/her service with the emerging and relevant priorities.

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:

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I. BACKGROUND

“UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in about 170 countries and territories, including Indonesia, working to eradicate poverty while protecting the planet. UNDP supports implementation of the Sustainable Development Goals (SDGs). In Indonesia, UNDP works with the Government to integrate SDGs into national plan and policies.”

In response to the recent Central Sulawesi and NTB earthquakes and tsunami, UNDP has initiated the Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance ('PETRA' in short) to support the Government of Indonesia's Rehabilitation and Reconstruction programmes in the two Provinces.

The ultimate goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post-disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans.

PETRA will deliver two outputs, namely: (a) *Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services;* and (b) *Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods.*

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLE

The Stakeholder Engagement and Knowledge Management Support Specialist will be appointed to support PETRA Project in managing stakeholder's engagement at provincial/district/municipality levels and national level and knowledge collected from the project and related to the project. These are expected scope of works/activities that will be carried by consultant:

STAKEHOLDER ENGAGEMENT MANAGEMENT:

- Support in identifying and mapping stakeholders who are relevant with PETRA Project;
- Support in analyzing the stakeholders and their possible influence and contribution to PETRA Project;
- Support in engaging stakeholders into PETRA Project's coordination framework;
- Support in maintaining effective coordination amongst PETRA Project stakeholders;
- Support in maintaining effective working stakeholder relationship through regular information exchange;
- In close collaboration with other project personnel, liaise with local government to ensure effective implementation of joint activities and tasks
- Continue managing coordination and alignment of humanitarian and early recovery interventions with the rehabilitation and reconstruction process.

KNOWLEDGE MANAGEMENT:

- Support in identifying and mapping of required data, information, tacit and tangible knowledge (including from document, policy, workshop, training, expertise and experience in individuals) internally (UNDP PETRA Project) and externally (government, I/NGOs, CSOs, UN Agencies, beneficiaries, etc);
- Support in capturing, storing data and information and documenting tacit and tangible knowledge from expertise and experiences of individuals by working with Communication Officer and IM Support Specialist;
- Support in managing data, information, tacit and tangible knowledge into documented data and information system, learning points and good practices, and contributing in the process of delivering knowledge products;
- Facilitate knowledge sharing activities at field level;

- Ensure inclusion of cross-cutting issues, i.e. gender, and persons with disabilities, children and elderly people, environmental within knowledge management process.

Expected Outputs and Deliverable

Deliverable/Outputs	Target Due Dates	Review and Approvals	Working Days
1 st deliverable: <ul style="list-style-type: none"> • Reports on identification of stakeholders and on data, information, tacit and tangible knowledge are compiled, mapped out and analyzed 	October 2019	Project Manager	20 working days
2 nd deliverable: <ul style="list-style-type: none"> • Report on analysis and plan to engage stakeholders and report on documentation and management of data, information, tacit and tangible knowledge are submitted 	November 2019	Project Manager	20 working days
3 rd deliverable: <ul style="list-style-type: none"> • Report on executed plans and reviews of stakeholder engagement and report on sharing knowledge products and reviews of knowledge management process are submitted 	December 2019	Project Manager	20 working days

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of Project Manager. In day-to-day, s/he will work closely with PETRA Project Team, primarily the Monitoring, Reporting, Communication, and Publication Officer, Resident Engineer, and Community Mobilization Officer.
- Any other tasks that are not included above but during the assignment period deemed important to ensure the quality of the deliverable could be discussed and agreed jointly by the Consultant and Project Manager.

Duration of the Work

Maximum 60 working days between 1 October to 31 December 2019.

Duty Station

The consultant will be based in UNDP Palu Office.

Travel Plan

Whenever required and as agreed by Project Manager, the Consultant will be required to travel to project locations during the period of this contract. Travel cost and Daily Subsistence Allowances will be covered from the Project.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

I. Academic Qualifications:

Minimum Bachelor degree in the field of social/ humanities/ economic/ communication or other related studies

II. Years of experience:

- Minimum of 5 (five) years experiences in humanitarian and post-disaster recovery context;
- Minimum 2 (two) years of experience in performing coordination with government, I/NGOs, CSOs, and other Development partners;
- Minimum 2 (two) years of experience in liaising with government counterparts in development, humanitarian and post-disaster recovery contexts;
- Minimum 2 (two) years of experience in compiling and synthesizing activity/ project reports.

III. Competencies and special skills requirement:

- Sound knowledge of UNDP values and objectives;
- Sound knowledge of governance system in Indonesia, knowledge of local governance in Central Sulawesi and West Nusa Tenggara is an advantage;
- Good communication skills, in both oral and writing;
- Goal oriented, learning attitude, and able to work independently with minimum supervision;
- A team player, understand personal and team roles, responsibilities and objectives;
- Understand personal and team roles, responsibilities and objectives;
- Demonstrate behaviors such as teamwork, knowledge sharing, maintaining relationships;
- Actively listen and correctly interpret messages;
- Demonstrate a desire to support colleagues by actively helping others;
- Understand responsibilities and meet expectations;
- Builds informal networks internally and externally and views them as part of the value creation process.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:
Cumulative analysis

The award of the contract will 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%	
Criteria A: qualification requirements as per TOR:		70
• Minimum Bachelor degree in the field of social/ humanities/ economic/ communication or other related studies		15
• Minimum of 5 (five) years experiences in humanitarian and post-disaster recovery context		15
• Minimum 2 (two) years of experience in performing coordination with		15

<p>government, I/NGOs, CSOs, and other Development partners;</p> <ul style="list-style-type: none"> • Minimum 2 (two) years of experience in liaising with government counterparts in development, humanitarian and post-disaster recovery contexts; • Minimum 2 (two) years of experience in compiling and synthesizing activity/ project reports. 		<p>15</p> <p>10</p>	
<p><i>Criteria B: Brief Description of Approach to Assignment</i></p> <ul style="list-style-type: none"> • Understanding towards the given tasks • Clear approach and methodology in addressing important aspects of the tasks. • Logical, realistic and efficient work planning. 		<p>30</p> <p>10</p> <p>10</p> <p>10</p>	
<p><u>Financial Criteria</u></p>	<p>30%</p>		