

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Consultant to facilitate Pekanbaru city and Rokan Hulu district (Indonesian national only)

**Project Name:** SDGs Localization in Riau Province

**Reports to:** Provincial Facilitator – SDGs Riau

**Duty Station:** Riau

**Expected Places of Travel (if applicable):** N/A

**Duration of Assignment:** February 2020 to June 2020 (85 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

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

## REQUIRED DOCUMENTATION FROM CONSULTANT

|   |                               |
|---|-------------------------------|
| x | Signed P11 Form (only)        |
| x | Copy of education certificate |
| x | Completed financial proposal  |
|   | 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)

### 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: Provincial Facilitator – SDGs Riau

## 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. 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**

Since 2016, UNDP has been implementing the 'SDGs Localization in Riau province' project, in collaboration with Provincial Development Planning Agency of Riau (*Bappeda Provinsi Riau*). It aims 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 project's first phase was 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 was the first province in Indonesia that established the inclusive SDGs Coordination Team, in 2017, and was the first that launched the Regional Action Plan on SDGs (*Rencana Aksi Daerah/RAD SDGs*) in July 2018. Through technical assistance from UNDP, Riau was ahead of other provinces in terms of integrating the SDGs agenda into local development planning. It has successfully become the *Center of Excellence* for SDGs localization in Indonesia. The Ministry of National Development Planning (Bappenas) has promoted Riau as good example for SDGs localization and recommended other provinces and districts to study from Riau on how a province establish an inclusive structure of SDGs governance, develop SDGs indicator and prepare SDGs Action Plan. In the first phase of the project, no less than five provinces, one city, and one ministry visited Riau, to learn from their experience in implementing the SDGs.

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

The second phase of the project focuses on five areas, as follows:

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

The Consultant will manage the implementation of 'SDGs Localization in Riau province' project in Pekanbaru city and Rokan Hulu district, and to produce outputs (and/or deliverables) specified in the project document, to the required standards of quality and within the specified time and cost. S/he is hold accountable on the *implementation and coordination at Pekanbaru city and Rokan Hulu district, especially on the action for SDGs in Pekanbaru city, i.e. BASADA*. S/he will provide technical support to *Bappeda Kabupaten/Kota* and liaise closely with relevant SDGs stakeholders (which include, *but not limited* to local government, private sector, philanthropy, academics, experts, media/press, and youth groups). S/he is responsible to maintain balanced presence in Bappeda Pekanbaru and Bappeda Rokan Hulu, for instance, through regular monitoring to both.

The primary reporting responsibility of the Consultant is to the Provincial Facilitator – SDGs Riau.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work:

1. Support UNDP Indonesia in the design and implementation of programme/project, focusing on the following:
  - 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) to contribute to SDGs implementation at district level
    - Liaising with District Development Agencies and other agencies, such as DLHK (Environmental and Hygiene Agency), in the implementation of planned activities
  - Coordinating and supporting activities and/or events at district level, including but not limited to SDGs Village in urban area (i.e. BASADA), socialization, advocacy, capacity building, and knowledge sharing
  - 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 state and non-state actors partnership building activities
  - Maintaining partnerships with relevant stakeholders at district level, including but not limited to: local government, private sector, philanthropy, academics, experts, civil society organisations, media/press, and youth groups
  - Effective planning, budgeting, implementation, and monitoring of project performance, and the preparation of high quality, timely, and results oriented progress reports
  - Working closely with *Bappeda Kabupaten/Kota*, local government agencies, and SDGs Team of Riau to produce results and/or deliverables as indicated in this TOR, within the specified time and cost
  - Liaising closely with the SDGs Team of UNDP Indonesia, National SDGs Secretariat, and relevant partners that relates to the project implementation
  - Effective recruitment and supervision of project support team, such as BASADA 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 UNDP Indonesia 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
  - Strengthen communication of the project in order to communicate results, deepen stakeholder's knowledge and buy-in to the project, and to facilitate resource mobilization for the project
  - Mobilized local resources, such as funds from local bank/private sector/philanthropy
3. 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:
  - Completion of design on the consultation and inception of project document's concept and its components
  - 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

4. 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
5. Facilitate consultant(s)/institution(s) hired by UNDP to implement SDGs-related activities (e.g. BASADA Team, Data Consultant, Capacity Building Consultant, Gender Consultant, and others).

**Expected Outputs and Deliverables:**

| <b>Deliverables/Outputs</b>   | <b>Estimated number of working days</b> | <b>Completion deadline</b> | <b>Review and Approvals Required</b><br><i>(Indicate designation of person who will review output and confirm acceptance)</i> |
|---|---|----------------------------|---|
| <ul style="list-style-type: none"> <li>• Report on advocacy of BASADA to <i>Bappeda Pekanbaru &amp; DLHK Pekanbaru</i> and BASADA team recruitment</li> </ul>                     | 5                                       | 28 February 2020           | Provincial Facilitator – SDGs Riau  |
| <ul style="list-style-type: none"> <li>• BASADA Workplan (February – August 2020)</li> <li>• BASADA Partnership Proposal and MOU draft</li> </ul>                                 | 21                                      | 31 March 2020              | Provincial Facilitator – SDGs Riau  |
| <ul style="list-style-type: none"> <li>• Report on BASADA Implementation – part 1</li> <li>• Report on knowledge sharing with SDGs Coordination Team at district level</li> </ul> | 21                                      | 30 April 2020              | Provincial Facilitator – SDGs Riau  |
| <ul style="list-style-type: none"> <li>• BASADA Evaluation and Recommended Solutions</li> </ul>   | 17                                      | 29 May 2020                | Provincial Facilitator – SDGs Riau  |
| <ul style="list-style-type: none"> <li>• Report on BASADA Implementation – part 2</li> <li>• Knowledge sharing on BASADA</li> </ul>   | 21                                      | 30 June 2020               | Provincial Facilitator – SDGs Riau  |

## 6. WORKING ARRANGEMENTS

### Institutional Arrangement

- a) This post will report to Provincial Facilitator – SDGs Riau
- b) Deliverable is to be submitted monthly
- c) The IC will liaise with relevant stakeholders at 'Scope of Work' section
- d) IC will be provided with working space at *Bappeda Kabupaten/Kota office*

### Duration of the Work

- a) The total assignment for this post is 85 working days, with possible extension, subject to the satisfactory of performance evaluation result
- b) Target date for starting is 24 February 2020
- c) Submitted deliverable(s) will be reviewed for approval, followed by revision and/or correction as necessary before recommendation for payment
- d) In the instance where deliverable is not possible to be produced, due to external factor, IC should discuss alternative deliverable(s) with Provincial Facilitator – SDGs Riau

### Duty Station

- a) The IC will be stationed in *Bappeda Kabupaten/Kota office* at Pekanbaru, Riau province
- b) IC is expected to be in the office for the assigned days within the month

### 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 |
|-----|-------------|-----------|---------------|
| n/a | n/a         | n/a       | n/a           |

## 7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### Academic Qualifications:

Bachelor's degree in public policy, development studies, engineering, and/or any social science field.

### Years of experience:

- Minimum of 4 years of working experience in development and/or technical assistance field
- MUST have experience working with government at sub-national level (provincial and/or districts)
- Experience in facilitating process between government and non-state actors/communities
- Experience working on waste management issues
- Experience working on Sustainable Development Goals issues

### III. Competencies and special skills requirement:

- Practical experience in organizing meetings/workshops/focus group discussions with multi stakeholders
- Practical experience working with sub national government/stakeholders
- Excellent communication skills (verbal and written)
- Excellent public speaking and presentation skills
- Fluency in English with excellent written communication skills, and strong experience in writing reports

## 8. 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

| <b>Criteria</b>  | <b>Weight</b>  | <b>Maximum Point</b>   |
|--|--|--|
| <u>Technical</u>   |  |  |
| <ul style="list-style-type: none"> <li>• <b>Criteria A: qualification requirements as per TOR:</b> <ol style="list-style-type: none"> <li>1. Bachelor's degree in public policy, development studies, engineering, and/or any social science field</li> <li>2. Minimum of 4 years of working experience in development and/or technical assistance field</li> <li>3. MUST have experience working with government at sub-national level (provincial or districts)</li> <li>4. Experience in facilitating process between government and non-state actors/communities</li> <li>5. Experience working on waste management issues</li> <li>6. Experience working on Sustainable Development Goals issues</li> </ol> </li> </ul> | <p>100</p> <p>20</p> <p>20</p> <p>20</p> <p>15</p> <p>15</p> <p>10</p> | <p>100</p> <p>20</p> <p>20</p> <p>20</p> <p>15</p> <p>15</p> <p>10</p> |