

# Terms of reference



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## GENERAL INFORMATION

**Title:** NTT Government Liaison Support Specialist for the PIID-ISSTC

**Project Name:** Partnership Initiative for Institution Development for Indonesia's South-South and Triangular Cooperation (PIID-ISSTC)

**Reports to:** National Project Manager of PIID-SSTC

**Duty Station:** Bapelitbang TTU Office, NTT

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

**Duration of Assignment:** 84 working days between February and June 2020

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	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
<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 (requires a number of meetings in office to discuss design, progress, consultation logistics etc.)  
☐ 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 “Partnership Initiative for Institutional Development of Indonesia’s South-South and Triangular Cooperation” project is a project implemented by UNDP Indonesia with support from the Royal Norwegian Embassy, under coordination from the Indonesia’s Ministry of Foreign Affairs.

The project focuses on the achievement of three main outputs: 1) enhanced Institutional capacity in coordinating and managing Indonesia’s south-south and triangular cooperation; 2) south-south triangular initiative implemented: peacebuilding through cross-border local economic development between Indonesia and Timor-Leste; and 3) enhanced Indonesia’s role at global SSTC Forum.

The initiatives under the second output seek to support both the Indonesian and Timor-Leste governments in developing SSTC framework that would involve the local border communities through development of their economies and promotion of economic exchanges between the communities. In coordination with UNDP Timor-Leste, UNDP Indonesia facilitates consultation process between the government of the two countries to discuss and agree on program area of cooperation. This bilateral dialogue from central to sub-national level is important to identify the need and potential of border communities in both countries.

It is expected that through this “Cross-Border Local Economic Development” initiative, a higher level of economic activities and interdependence will improve the quality of life of the border communities of Napan (Indonesia) and Oesilo (Timor-Leste), which include women and children and will contribute to maintaining peace between the two communities.

Within the framework of the project, the NTT Government Liaison Support Specialist will be required to assist in the implementation of project in the Napan – Oesilo border area; liaising with the local government of Timor Tengah Utara District and East Nusa Tenggara Province (including District and Provincial Planning Agencies (Bapelitbang), District and Provincial Offices for Agriculture and Plantation (Dinas Pertanian dan Perkebunan), Border Management Agency (BPP-Province and BPP-Kabupaten), and village apparatus, assisting in the preparation, facilitating and running the planned meetings and workshops with the partners, local producers, and other relevant stakeholders.

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

### **Scope of Work:**

- Liaise and closely work with the Provincial Government of East Nusa Tenggara (Bappeda NTT) and District Government Timor Tengah Utara (Bapelitbang TTU and other technical district offices);
- Provide strategic recommendations related to effective engagement of relevant stakeholders, including local government, communities, and border authorities;
- Assist and facilitate the study on the current trade policy and regulatory frameworks between Indonesia and Timor-Leste relevant for the implementation of the project;
- In coordination with the selected CSO and Timor-Leste Community Facilitator organize, run and reported on the planned meetings and workshops with partners and stakeholders, including the meetings of border authorities, in line with the agreed vision and methodology, assuring and strengthening the sustainability of the project;

- In consultation with the local government, community, local producers and other stakeholders promote cross-border economic collaboration;
- In consultation with the National Project Manager and selected CSO, provide operational support related to the capacity building and other relevant activities to ensure successful project output delivery;
- Undertake follow-up actions on project implementation activities and prepare relevant reports as required;
- Assist the set up and the organizing of the border authorities' forum/ platform;
- Assist in the analysis and preparation of monthly progress report of project implementation and help to evaluate against established project recommendations and plans of action;

**Expected Outputs and deliverables:**

- Strategic recommendation on effective engagement with relevant stakeholder;
- Relationship with local government in NTT and TTU is maintained and strengthened
- PIID-ISSTC project activities in Napan – Oesilo border area are organized and implemented efficiently
- Monthly activity reports of on coordination meetings including intensive meetings with border authorities, attaching related supporting documents i.e. meeting minutes and attendance, calendar of events, travels and workshops and other events, etc.
- Updated database of partners with contact information (email, office phone, mobile phone, office address)
- Knowledge management of documents, minutes, and other products are well documented and stored

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
<ul style="list-style-type: none"> <li>• Report on liaison process and strategic recommendation effective engagement with relevant stakeholders, including relevant meetings with local governments attended, including coordination with border authorities</li> <li>• Progress update on farmer group's dynamic and activities</li> </ul>	21	16 March 2020	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>• Report on assistance and facilitation given to the study on relevant laws and regulations on current trade agreement between Indonesia and Timor-Leste</li> <li>• Progress update on farmer groups capacity building and production related activities</li> </ul>	21	16 April 2020	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>• Report on assistance and facilitation given to the dissemination of findings from the study on relevant laws and regulations on current trade agreement between Indonesia and Timor-Leste</li> <li>• Progress update on farmer groups capacity building and value-added production related activities</li> </ul>	21	20 May 2020	PIID-ISSTC National Project Manager
<ul style="list-style-type: none"> <li>• Report on assistance and facilitation given to the Coordination Mechanism Meeting 1 between border authorities at the local level</li> <li>• Progress update on farmer groups value-added production related activities</li> </ul>	21	24 June 2020	PIID-ISSTC National Project Manager
Total	84		

### III. WORKING ARRANGEMENTS

#### **Duration of the Work:**

The consultant is expected to work for the duration of 84 working days between February to June 2020, submitting deliverables as mentioned in section II.

#### **Duty Station:**

The consultant will be based in Bapelitbang TTU Office in Kefamenanu, TTU District, working closely with Bapelitbang TTU.

#### **Travel Plan:**

When required, the consultant will travel accordingly to attend project related activities. With travel plans unforeseeable, proposal shall exclude travel component and any travels will be reimbursed accordingly to UNDP rules and regulation.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Academic Qualifications:**

- Bachelor's degree (S1) in management, international relations, economics, administration, or other relevant subjects in social sciences.

#### **Work experience:**

- Minimum 3 years work experience in International Organizations in Community Development projects; preferably in Indonesia border area
- Experience in liaising with the Government of Indonesia is a must; preferably including liaising with local government of East Nusa Tenggara Province

#### **Competencies and special skills requirement:**

- Familiarity with the project's key government partner: Provincial Government of East Nusa Tenggara and District Government of Timor Tengah Utara
- Knowledge of UN systems or other International Organizations is an advantage
- Excellent inter-personal and communication skills
- Good command of Indonesian and English (verbal and written)
- Demonstrated familiarity with development projects and UNDP programmes in Indonesia
- Proven track records in secretarial jobs such as: filling, inward and outward correspondence, typing, arrange appointments and meetings, etc
- Computer literate and familiar with MS Office programs such as Word, Excel, Power point etc.
- Familiar with Government and UNDP procedures

### V. EVALUATION METHOD AND CRITERIA

*Individual consultants will be evaluated based on the following methodologies:*

#### **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*

Please elaborate how your qualification and work experience correspond with the requirement, as stated in the table below.

Criteria	Weight	Maximum Point
<u>Technical</u>	70%	100
<p>Criteria A:</p> <p>Qualification requirements as per TOR:</p> <ul style="list-style-type: none"> <li>a. Bachelor's degree (S1) in management, international relations, economics, administration, or other relevant subjects in social sciences</li> <li>b. Minimum 3 years of relevant work experience in international organizations in Community Development projects; preferably in Indonesia border area</li> <li>c. Experience in liaising with the Government of Indonesia</li> <li>d. Familiarity with the project's key government partner (MoFA, NTT Government, ZEESM - TL)</li> <li>e. Knowledge of UN systems or other International Organizations is an advantage</li> </ul>		<p>20</p> <p>20</p> <p>10</p> <p>10</p> <p>10</p>
<p>Criteria B:</p> <p>Brief description of approach to assignment to be elaborated in technical proposal</p> <ul style="list-style-type: none"> <li>• Understands the tasks and applies a methodology appropriate for the tasks as well as strategy in a coherent matter</li> <li>• Important aspect of the tasks addressed clearly and in sufficient detail</li> <li>• Logical, realistic planning for effective project implementation</li> </ul>		<p>10</p> <p>10</p> <p>10</p>
<u>Financial Proposal</u>	30%	