# Terms of reference

## GENERAL INFORMATION

**Title:** Project Assistant for Localizing SDGs in Riau Province (Indonesian national only)  
**Project Name:** SDGs Localization in Riau Province  
**Reports to:** Provincial Facilitator – SDGs Riau  
**Duty Station:** Pekanbaru, Riau  
**Expected Places of Travel (if applicable):** N/A  
**Duration of Assignment:** June 2020 to October 2020 (93 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

### TERMS OF REFERENCE

**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] Signed P11 Form (only)  
- [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)

### 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.

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’ initiative, 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.

SDGs Localization in Riau province – 2nd Phase (2018-2020)
The second phase of the project focuses on four areas, as follows:
1. Effective Planning and Budgeting for the SDGs Achievement
2. Action – SDG Pilot Village(s): accelerators and SDGs principles
3. Data ecosystem: Monitor and tracking the achievement
4. Advocacy, capacity building and knowledge sharing

The Consultant will support the implementation of ‘SDGs Localization in Riau province’ project. S/he must ensure high quality of project development and implementation by supporting project administration and providing finance support as well as assist day-to-day project implementation. S/he is required 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 will provide support to Bappeda Provinsi Riau 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).

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 the project team to ensure effective project planning, budgeting and implementation focusing on achievement of the following results:
   a. Assists in the coordination of project planning and preparation work for, typically, a medium-size and complex component of the project initiatives, monitors status of project proposals and receipt of relevant documentation for review and approval.
   b. Compiles, summarizes, and presents basic information/data on the specific project and related topics or issues.
   c. Reviews project documents especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identifies inconsistencies; distributes project documents to relevant parties upon approval.
   d. Implement project standard operating procedures in line with the government and UNDP’s regulations.

2. Support to the effective reporting on the progress of project implementation
   a. Preparation of budget revisions, support to the preparation of annual and quarterly work plans as well as implementing project activities, preparation for the audit, operational and financial closure of a project.
   b. To provide administrative support for preparation of high quality and results-oriented progress reports.

3. Provides administrative support to the Project Management Unit focusing on achievement of the following results:
   a. Serves as focal point for administrative, HR, Procurement, FRMU, Security and office coordination of project implementation activities, involving extensive liaison with a diverse organizational unit to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, e.g. recruitment, appointment and extension of personnel, travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, security compliance, etc.
   b. Provision of general office assistance such as response to complex information requests and inquiries; reviews, logs, and routes incoming correspondence; establishment of filling system and maintenance files/records; organization of meetings, workshops; routine administrative tasks, including maintaining attendance records, etc.
   c. Drafts correspondence letters, budget-related issues, periodic reports, briefing notes, graphics and statistical summaries, accounting spreadsheets, etc.

4. Supports knowledge building and knowledge sharing focusing on achievement of the following results:
   a. Participation in the trainings for the operations/projects staff.
   b. Synthesis of lessons learned and best practices in project support management function.
   c. Contributions to knowledge networks and communities of practice.
   d. arrangements to provide gender parity within all committees, meetings, trainings etc. introduced.

5. Providing other administrative and finance support for consultant(s)/institution(s) hired by UNDP to implement SDGs-related activities (e.g. BASADA Team, Data and Programming Consultant, District and Provincial Facilitator Consultants, and others).

Expected Outputs and Deliverables:

<table>
<thead>
<tr>
<th>Deliverables/Outputs</th>
<th>Estimated number of working days</th>
<th>Completion deadline</th>
<th>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report on Procurement plan</td>
<td>15 wds</td>
<td>30 June 2020</td>
<td>Provincial Facilitator – SDGs Riau</td>
</tr>
<tr>
<td>Description</td>
<td>Words</td>
<td>Date</td>
<td>Author</td>
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<tr>
<td>Report on IC processes (including contract management system) under Localizing SDGs in Riau Province Project</td>
<td>20 wds</td>
<td>31 July 2020</td>
<td>Provincial Facilitator – SDGs Riau</td>
</tr>
<tr>
<td>Report on Project activities and documentation – Part 1 on sub-national SDGs localization in Riau Province (including administrative, logistics, and finance support for Urban and/or Rural SDGs Village and/or Data Management-related activities)</td>
<td>20 wds</td>
<td>31 August 2020</td>
<td>Provincial Facilitator – SDGs Riau</td>
</tr>
<tr>
<td>Report on Procurement realization</td>
<td>20 wds</td>
<td>31 August 2020</td>
<td>Provincial Facilitator – SDGs Riau</td>
</tr>
<tr>
<td>Report on financial processes</td>
<td>20 wds</td>
<td>30 September 2020</td>
<td>Provincial Facilitator – SDGs Riau</td>
</tr>
<tr>
<td>Report on Updates and documentation – Part 2 on sub-national SDGs localization in Riau Province (including administrative, logistics, and finance support for Urban and/or Rural SDGs Village and/or Data Management-related activities)</td>
<td>20 wds</td>
<td>30 September 2020</td>
<td>Provincial Facilitator – SDGs Riau</td>
</tr>
<tr>
<td>5 months financial report during project implementation</td>
<td>18 wds</td>
<td>28 October 2020</td>
<td>Provincial Facilitator – SDGs Riau</td>
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<tr>
<td>Administer compiled project materials, letters, minutes, project reports, and other relevant documents in the sharing folder</td>
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</table>
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 Provinsi Riau

Duration of the Work

a) The total assignment for this post is 93 working days, with possible extension, subject to the satisfactory of performance evaluation result
b) Target date for starting is 10 June 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 Provinsi Riau office in Pekanbaru, Riau province
b) IC is expected to be in the office for the assigned days within the month

Travel Plan

N/A

7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:
Bachelor’s degree in Accounting, Finance, Business, Public Administration, Economics, Political Sciences, Social Sciences, or other relevant fields of study would be desirable

Years of experience:
• Minimum 3 years of professional experience in administrative and financial support
• Experience working with government (at sub-national level (provincial and/or districts)
• Experience working with development Organizations/NGOS
• Experience working on Sustainable Development Goals issues

III. Competencies and special skills requirement:
• Fluency in written and spoken English is an absolute necessity
• Fluent in written and spoken Bahasa Indonesia is required
• Demonstrated familiarity with UNDP development projects in Indonesia is an advantage.
• Knowledge of and experience in supporting administration of projects funded by government will be highly desirable.
• Strong knowledge and experience in project management support are essential as well as ability to draft correspondence on budget-related issues, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc
• Good inter-personal skills.
• Full time availability for project management support duties is essential.
Familiar with Government and UN/UNDP procedures would be desirable
Up-to-date computer skills required, knowledge of spreadsheet and database packages
Experience in handling of web-based management systems would be preferable.

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Maximum Point</th>
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</thead>
<tbody>
<tr>
<td>Criteria A: qualification requirements as per TOR:</td>
<td></td>
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</tr>
<tr>
<td>1. Bachelor’s degree in Accounting, Finance, Business, Public Administration, Economics, Political Sciences, Social Sciences, or other relevant fields of study would be desirable</td>
<td>70</td>
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<td>2. Minimum 3 years of professional experience in administrative and financial support</td>
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<td>3. Experience working with government (at sub-national level (provincial and/or districts)</td>
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<tr>
<td>4. Experience working with development Organizations/NGOS</td>
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<td>5. Experience working on Sustainable Development Goals issues</td>
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<tr>
<td>Criteria B: brief description of approach to assignment</td>
<td>30</td>
<td>30</td>
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<tr>
<td>1. Explaining why you are the most suitable for the work</td>
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<td>15</td>
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<tr>
<td>2. Provide a brief methodology on how you will approach and conduct the work</td>
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<td>15</td>
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