

## Terms of Reference



Empowered lives.  
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### GENERAL INFORMATION

**Title:** Curriculum and Syllabus Specialist to Enhance Supplier Capacity Development in Public Procurement Indonesia.

**Project Name:** Promoting a Fair Business Environment in ASEAN

**Reports to:** Technical Officer for Anti-Corruption, Business and Human Rights - DGPRU

**Duty Station:** Home-based

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

**Duration of Assignment:** 20 working days within 2 months

### REQUIRED DOCUMENT FROM HIRING UNIT

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

### REQUIRED DOCUMENTATION FROM CONSULTANT

X	P11/CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal (if applicable)

### **Need for presence of IC consultant in office:**

partial

intermittent (explain)

full time/office based

### **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:

Name: Herni Sri Nurbayanti

Title: Technical Officer for Anti-Corruption, Business and Human Rights - DGPRU

Signature: \_\_\_\_\_

## I. BACKGROUND

### Background

The United Nations Development Programme (UNDP) Indonesia works towards increasing public procurement's integrity and fairness through improved e-procurement system, extended market and increased capacity for SMEs suppliers (particularly women).

In 2007, the Government of Indonesia (GOI) established the National Public Procurement Agency as the central independent agency mandated to reform public procurement in the country. Responsible for formulating public procurement policy and oversight in their implementation, the National Public Procurement Agency has provided technical guidance through regulating detailed provisions. Recently in 2018, the GOI issued Presidential Regulation 16/2017, which provides guidelines in public procurement processes that are more in accordance with international standards. The regulation has further simplified public procurement procedures to create a more enabling environment for businesses to participate and increase competition in the public procurement bidding process. In addition to procurement laws, the National Strategy on Corruption Prevention, as stipulated under Presidential Regulation 54/2018, has a focus on corruption issues in 1) licensing and business administration, 2) state budget, 3) bureaucratic reform. It also has a specific target on preventing corruption in public procurement system.

The role of public procurement is becoming increasingly important for sustainable economic development. Given the large amount of government resources is spent on procuring goods and services, Indonesia could further leverage public procurement to promote economic growth by ensuring an open, transparent, and effective public procurement system.

Despite these progresses, challenges remain for Indonesia in taking forward public procurement reform. Although the National Public Procurement Agency has continued to increase its capacity building efforts across the country, there is a lack of common understanding on regulatory principles of public procurement between the government and suppliers. As part of a new pilot initiative, "Promoting Integrity in Indonesia's Public Procurement", United Nations Development Programme (UNDP) in Indonesia works to support the National Public Procurement Agency in enhancing supplier performance in public procurement and service delivery through supplier capacity development.

In order to enhance supplier performance in public procurement and service delivery, UNDP is seeking an individual to develop the curriculum and syllabus to support the Indonesian National Public Procurement Agency (LKPP) on enhancing the supplier capacity. The Consultant will work closely with UNDP, the Indonesian National Public Procurement Agency (LKPP) and key ministries.

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

### Scope of work

Under the overall guidance of UNDP's Head of Democratic Governance and Poverty Reduction Unit, Technical Officer for Anti-Corruption, Business and Human Rights and the Indonesian National Public Procurement Agency (LKPP), the national consultant will be responsible to develop the curriculum dan syllabus for enhancing supplier capacity.

The main key responsibilities for this position, include:

- Provide support to the situational analysis on the performance of suppliers in public procurement system, including the management of supplier risk and performance, and suppliers' perception of public procurement;
- Lead the development of the draft curriculum and syllabus for supplier capacity building program based on findings.
- Provide support to consultation sessions with key stakeholders to finalise the curriculum dan syllabus for supplier capacity building.
- Provide a final curriculum and syllabus for supplier.

### Expected Outputs and deliverables

The specific outputs/deliverables expected from the consultant expected as follows:

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> )
Draft curriculum and syllabus for enhancing supplier capacity	10 days	15 June 2020	UNDP's Head of Democratic Governance and Poverty Reduction Unit, Technical

development in public procurement Indonesia			Officer for Anti-Corruption, Business and Human Rights
Final curriculum and syllabus for enhancing supplier capacity development in public procurement Indonesia.	10 days	15 July 2020	UNDP's Head of Democratic Governance and Poverty Reduction Unit, Technical Officer for Anti-Corruption, Business and Human Rights

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The assignment will be conducted under the overall supervision of UNDP's Head of Democratic Governance and Poverty Reduction Unit, Technical Officer for Anti-Corruption, Business and Human Rights for "Promoting a fair business environment in ASEAN".

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

Up to a maximum of 20 working days over a period of maximum 2 months.

#### **Duty Station**

The IC will be home-based.

#### **Travel Plan**

N/A

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Academic Qualifications:**

- Master's degree in business management, commerce, procurement, supply chain management, or other related discipline required.

#### **Minimum experience requirement:**

- Minimum 8 years of experience in public procurement, business management and systems, or supply chain management;
- Experience in providing support to the identification and analysis of capacity development needs;
- Experience in facilitating and managing workshops, forums, or similar activities;
- Experience in training development would be an advantage

#### **Language Requirements:**

- Fluency in written and spoken in English.
- Fluency in written and spoken in National Language.

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

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

#### **Functional/Technical:**

- Excellent writing, editing, and proofreading skills both in English and National Language;
- Strong ability to communicate and function effectively in an international and multicultural environment;
- Ability to design and conduct interviews;
- Demonstrated accuracy and attention to details;
- Ability to meet deadlines and work under pressure;
- Ability to be flexible and respond to changes as part of the review and feedback process;
- Excellent interpersonal skills;
- Excellent organizational skills.

### 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

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	70	100
Criteria A: Qualification Requirements as per TOR:		70
1. Master's degree in business management, commerce, procurement, supply chain management, or other related discipline required		25
2. Minimum 8 years of experience in public procurement, business management and systems, or supply chain management Fluency in written and spoken English		25
3. Experience in facilitating and managing workshops, forums, or similar activities		20
Criteria B: Brief Description of Approach to Assignment:		30
1. Explaining why you are the most suitable for the work		15
2. Provide a brief methodology on how you will approach and conduct the work		15