

# Terms of reference



## GENERAL INFORMATION

**Title** : Consultant for Social Innovation Platform in Gorontalo Province  
**Project Name** : SDG Localization – Subnational Social Innovation Platform  
**Report to** : Technical Advisor for SDGs  
**Duty Station** : *Bappeda Provinsi* Gorontalo, Gorontalo City  
**Expected Places of Travel (if applicable):** N/A  
**Duration of Assignment** : July 2020 to November 2020 (98 working days)

## 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	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	<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	Signed P11/CV
X	Copy of latest 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 (the consultant is required to work full time as s/he will focus on the advocacy of applying Social innovation Platform approach. The consultant will bring together a variety of actors to foster inclusive partnerships and create sustainable socio-economic transformations. Therefore, the IC should be flexible with their time which will be beyond his/her control.)

**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:

Project Assistant for ACHIEVE

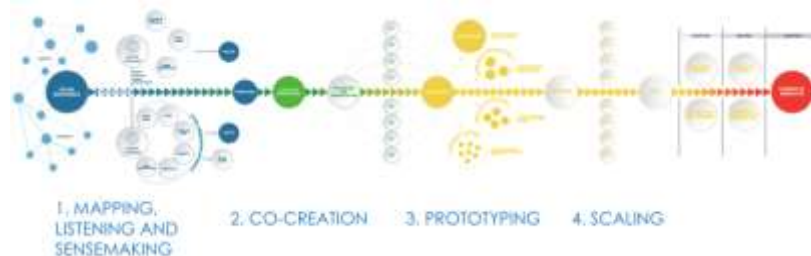
## I. BACKGROUND

The 2030 Agenda for Sustainable Development is signed by 193 governments, including the Government of Indonesia (GoI). GoI is committed to pursue the implementation of SDGs. In July 2017, GoI enacted Presidential Decree No. 59/2017 on SDGs Implementation in Indonesia – paving way to the SDG Localization efforts.

### **SDGs Governance and Social Innovation Platform**

Since 2016, UNDP has been assisting national and subnational governments to localize SDGs in Indonesia. Operating under a regional autonomy policy, local governance is key to achieving the SDGs. Thus, translating SDGs at subnational level is imperative. However, despite the complex and interconnected nature of the SDGs, many of the current development initiatives are still designed to address specific issues linearly. A Social Innovation Platform is designed to integrate and bring together actors and actions for a systemic approach to address SDGs.

UNDP applies an 'area-based' social innovation approach to strengthen local governance. The approach helps communities exploring partnerships and investments with public/private sectors, informs policy reforms, and supports UNDP's role as an 'integrator'. The Social Innovation Platform has *five core dimensions*: 1) Deep listening, systems mapping & sense making; 2) Co-creation & prototyping capabilities in 5 interconnected levels (community relations; start-ups; large scale public-private partnerships; public service redesign & new regulation); 3) Portfolio approach; 4) Collaborative management & soft power; and 5) Transformation Capital – with the following steps:



### **UNDP Indonesia and Ministry of Villages, Disadvantaged Regions and Transmigration (Kemendesa)**

UNDP Indonesia and Kemendesa partners to accelerate SDG achievement in >70,000 villages. The cooperation is in line with UNDP's mission to ensure that *no one in the villages is left behind*. Among the cooperation is the application of Social Innovation Platform for socio-economic development in rural areas, including on COVID-19.

The pilot implementation Social Innovation Platform at village level will run for a year (2020 – 2021), where UNDP will be providing technical assistance to Gorontalo to support them in developing a portfolio of solutions at *Kawasan Perdesaan*. The assistance will strengthen SDG Localization using an 'area-based' approach.

### **SDGs Localization: bringing tangible changes at village level**

UNDP will support **Subnational Social Innovation Platform – SDG Localization** initiative in Gorontalo, mainly through supporting *Kawasan Perdesaan*, by liaising with Regional Development Planning Agency (*Bappeda*). UNDP supports will focus on the advocacy of applying Social innovation Platform approach at *Kawasan Perdesaan* and will bring together a variety of actors to foster inclusive partnerships and create sustainable socio-economic transformations.

The role of the **Subnational Social Innovation Platform Consultant** is to facilitate the process of applying Social Innovation Platform at *Kawasan Perdesaan* while supporting SDG Localization. S/he will produce deliverables specified in the project document to the required standards of quality and within specified time and cost.

As Subnational Social Innovation Platform Consultant, s/he will be hold accountable on the implementation at *Kawasan Perdesaan* and the liaison with *Bappeda* (both at provincial and district level). S/he will provide technical assistance to *Kawasan Perdesaan* authorities and *Bappeda Provinsi*, especially with provincial BAPPEDA-SDGs, and liaise closely with relevant stakeholders at national, provincial, district, and village level (which include, but not limited to: national ministries and agencies, local government, private sector, philanthropy, academics, experts, media/press, and youth groups).

Additionally, s/he will liaise with *Bappeda Kabupatens/Kota* in Gorontalo and SDGs Programme Team of UNDP Indonesia, Agirre Lehendakaria Center (ALC), and UNDP Bangkok Regional Hub (BRH). The primary reporting responsibility of the Consultant for Social Innovation Platform in Gorontalo Province is to the Technical Advisor for SDGs.

## II. SCOPE OF WORK ACTIVITIES AND DELIVERABLES

### Scope of Work:

1. Support UNDP Indonesia in providing strategic inputs for the design and implementation of programme/project, focusing on the achievement of the following results:
  - Provision of technical assistance in the implementation of the project, which includes but not limited to:
    - Gathering initial data
    - Guiding co-creation sessions
    - Identifying potential respondents from various stakeholders' groups
    - Facilitating the process of applying Social Innovation Platform approach at *Kawasan Perdesaan*
    - Liaising with *Kawasan Perdesaan* authorities, *Bappedas*, SDGs Programme Team of UNDP Indonesia, Agirre Lehendakaria Center (ALC), UNDP BRH, local team on the ground and other relevant stakeholders in the implementation of planned activities
    - Constantly enriching the qualitative interview guide & guidelines for alternative listening channel
    - Creating a database of potential interviewees, contact & management of the interview schedule
    - Implementing the interviews and ethnographic observation
    - Creating initial personas based on ethnographic templates and contrast the personas and narrative with the community
    - Integrating the insights offered by the digital listening into the previous analysis.
  - Provision of effective strategic support for the capacity building of sub-national counterparts, including but not limited to workshops, trainings, knowledge sharing, and participation in forums
  - Facilitation on coordination, dialogue, and learning among actors (bureaucrats and practitioners) in each key sector
  - Maintaining partnerships with relevant stakeholders at subnational level, including but not limited to local government, private sector, philanthropy, academics, the media, youth, PwD, and women/girls.
  - Identifying and updating existing relevant public and private initiatives in the territory by other stakeholders, including but not limited to: local government, private sector, philanthropy, academics, the media, youth, PwD, and women/girls; and classifying them into 5 categories, i.e. Community Action, Small/Medium Scale Projects, Large Scale Projects, New Services, or New Regulations.
  - Coordinating activities and events at subnational level to ensure the program delivery, such as arranging meeting/workshops/focus group discussions and facilitating consultants to conduct analysis
  - Effective planning, budgeting, implementation, and monitoring of project performance, and the preparation of high quality, timely, and results oriented progress reports
  - Working closely with *Kawasan Perdesaan* authorities and *Bappeda Provinsi*, and any UNDP Indonesia partner that relates to the implementation of the initiative
  - Updated progress and result regularly to supervisors and the project board
2. Produce and disseminate lessons learned across the portfolio and ensure 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 information and best practices for projects and thematic issues within the portfolio and facilitate access to this information by programmes and project staff and other relevant counterparts
  - Maintenance of 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 & lessons learned for knowledge sharing; ensure dissemination & utilization of knowledge products, including but not limited to, the reports on narrative, hidden narrative & metanarrative, needs & opportunities, and barriers & enablers

3. Facilitate consultant (s)/institution (s) hired by UNDP to implement 'SDG Localization – Subnational Social Innovation Platform' activities in Gorontalo (e.g. facilitating experts in conducting analysis, Capacity Building consultant, Gender Consultant, and other as necessary).

**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> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
<ul style="list-style-type: none"> <li>Report on Building the Social Innovation Platform &amp; Governance Strategy</li> </ul>	5	July 2020	Technical Advisor for SDGs
<ul style="list-style-type: none"> <li>Report on Core Dimension: Systems Mapping</li> </ul>	18	July 2020	Technical Advisor for SDGs
<ul style="list-style-type: none"> <li>Report on 1<sup>st</sup> Listening Iteration</li> </ul>	19	August 2020	Technical Advisor for SDGs
<ul style="list-style-type: none"> <li>Report on Core Dimension: Sensemaking</li> </ul>	20	September 2020	Technical Advisor for SDGs
<ul style="list-style-type: none"> <li>Report on 1<sup>st</sup> Co-Creation Iteration in 5 interconnected levels (community relations; start-ups; large scale public-private partnerships; public service redesign &amp; new regulation);</li> </ul>	19	October 2020	Technical Advisor for SDGs
<ul style="list-style-type: none"> <li>Report on 1<sup>st</sup> Prototyping Iteration</li> </ul>	17	November 2020	Technical Advisor for SDGs

## 6. WORKING ARRANGEMENTS

### **Institutional Arrangement**

- This post will report to Technical Advisor for SDGs
- Deliverable is to be submitted monthly
- The IC will liaise with relevant stakeholders at the 'Scope of Work' section

### **Duration of the Work**

- The total assignment for this post is 5 months, with possible extension, subject to the availability of funding and/or satisfactory of performance evaluation result
- Target date for starting is July 2020
- Submitted deliverable (s) will be reviewed for approval within two weeks, followed by revision and/or correction as necessary before recommendation for payment
- In the instance where deliverable is not possible to be produced, due to external factor, IC should discuss alternative deliverable(s) with Technical Advisor for SDGs

### **Duty Station**

- The IC will be stationed in *Bappeda Provinsi* (Implementing Partner Office) in Gorontalo City, with regular visits to respective *Kawasan Perdesaan*
- IC is expected to be in the *Bappeda Provinsi* office in Gorontalo City within the month, as outlined in the TOR

Travel costs for the duration of the assignment will be arranged by the UNDP or can be reimbursed upon advance approval of the UNDP.

Academic Qualifications:

Years of experience:

- Minimum 5 years of working experience in development programming, social innovation, ethnography, and/or academics field. Experience working with UNDP will be a major asset.
- Experience working with government at sub-national level (provincial or districts) in Gorontalo province
- Experience in assisting national/sub-national government (s) in localizing SDGs
- Experience in strengthening inclusive SDGs Coordination Team at provincial level and/or district level

### 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 communications skills (verbal and written), leadership and creativity
- Excellent public speaking and presentation skills
- Fluency in English with excellent written communication skills, and strong experience in writing reports
- Knowledge of local language would be an asset

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>		100
<ul style="list-style-type: none"> <li>● <i>Criteria A: qualification requirement as per TOR:</i> <ol style="list-style-type: none"> <li>1. <i>Bachelor's degree in social sciences, humanities, anthropology, urban planning, engineering, public policy, communication, and/or development studies. Postgrad degree will be a major asset</i></li> <li>2. <i>Minimum 5 years of working experience in development programming, social innovation,</i></li> </ol> </li> </ul>	<p><b>70</b></p>	<p>10</p> <p>20</p>

<p><i>ethnography, and/or academics field. Experience working with UNDP will be a major asset</i></p> <p>3. <i>Experience working with government at sub-national level (provincial or districts) in Gorontalo province</i></p> <p>4. <i>Experience in assisting national/sub-national government (s) in localizing SDGs</i></p> <p>5. <i>Experience in strengthening inclusive SDGs Coordination Team at provincial level and/or district level</i></p>		<p>20</p> <p>10</p> <p>10</p>
<p><i>Criteria B: Brief Description of Approach to Assignment</i></p> <p>1. Provide a brief methodology on how you will approach and conduct the work</p>	<b>30</b>	30