



Terms of Reference

GENERAL INFORMATION

Title : Monitoring, Reporting and Knowledge Management Consultant
Project Name : Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (PETRA) Project
Reports to : Project Coordinator PETRA NTB
Duty Station : Mataram, NTB
Expected Places of Travel (if applicable) : North Lombok, East Lombok and West Lombok
Duration of Assignment : 120 working days within September 2020 – February 2021

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
	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
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)

The consultant will be based in UNDP-PETRA Office, Mataram within 6 months' period of contract, the consultant will work in line with Program Earthquake Tsunami Recovery Assistance for Palu and Lombok (PETRA) Project's time line activities and might not be sequential also often following dynamic the characteristic of Project and Programme thus the consultant need to harmonize his/her service with the emerging and relevant priorities

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: Arif Budi Nugroho

I. BACKGROUND

The two major disasters in 2018, earthquake, tsunami and liquefaction ravaged Central Sulawesi and West Nusa Tenggara (NTB). Particularly, the liquefaction affected Palu and caused approximately 10,000 people lost their homes. Hundreds of thousands of people lost their jobs and livelihood options. Disasters triggered by the earthquakes, tsunami and liquefaction caused substantive damage to community infrastructures, including buildings, roads, bridges, market facilities, and irrigation canals. The damaged infrastructures became almost non-operational, prompting the risk of migration for affected communities.

To accelerate rehabilitation and reconstruction process in both areas, UNDP is implementing the Sulawesi/Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (PETRA). The goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post-disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans. Beyond the immediate humanitarian and relief assistance, the KfW and UNDP has initiated engagements with national and local governments to support of Central Sulawesi and NTB's recovery efforts. Key government partners include BNPB, BAPPENAS, Ministry of Finance, Ministry of Public Works, the Provincial governments of Central Sulawesi and NTB, and the local governments of all ten districts and cities impacted by the disasters.

PETRA will deliver two outputs, namely: (1) Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services; and (2) Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods.

The Monitoring, Reporting and Knowledge Management Consultant will be responsible in supporting the Communication, Reporting, Monitoring and Evaluation Officer of PETRA Project in designing and implementing the monitoring, reporting plan, and knowledge management of PETRA implementation. In addition, the incumbent will also be involved in the programme team to streamlining the media and communications activities and producing the periodic reports in consultation with communication team of PETRA project. Additionally, the incumbent will be also responsible for monitoring project activities. The consultant will support PETRA project team and work in close collaboration with programme and communication Units within the Country Office (CO), technical advisors, experts, government officials, and other relevant stakeholders to successfully implement the UNDP's PETRA project in general and particularly in West Nusa Tenggara province.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLE

The consultant will provide support and assistance for monitoring, reporting and knowledge management of the implementation progress and achievement of PETRA project. Under the direct supervision of the Field Coordinator and close consultation and coordination with National Project Manager and Communication, Reporting, Monitoring, and Evaluation Officer (CRMEO) of PETRA Project, the consultant will perform the following scope of works and activities related to PETRA project in Lombok:

The monitoring aspects of the assignment focusing on the following tasks:

- Develop and strengthen monitoring, inspection and evaluation instruments and procedures.
- Monitor all project activities, expenditures, and progress towards achieving the project output in field level.
- Develop monitoring and impact indicators for the project success.

- Monitor overall progress on achievement of results including the sustainability of the project's results.
- Provide feedback to the project coordinator on project strategies and activities.
- Provide inputs, information, and statistics for quarterly, annual and other reports to Project Management Team.
- Participate in the project reviews and planning workshops and assist the Project Coordinator in preparing relevant reports.
- Support in coordination across the available components of the Project to ensure effective implementation of M&E/MIS.

The reporting aspects of the assignment focusing on the following tasks:

- Conduct data collection from the field is captured, documented, analysed, synthesis and reported in a results-based and timely manner.
- Undertake field visits to gather the information and results related to the programme.
- Assist all components of the programme in producing and documenting all kinds of programme related reports including visibility material.
- Support programme staff in organizing and managing seminars, workshops, press conferences and field visits as required.
- Provide relevant expert services to the project management unit, programme components and implementing partners on reporting and communications and act as a facilitator or trainer.
- Ensure the maintenance of sound filing system and appropriate use and recording of all project experience, activities, and results.
- Ensure that key learning is extracted from the emergency response implementation and incorporate them in emergency response and staff development processes.
- Identification of entry points for knowledge generations and knowledge sharing from project experience.
- With input from the project colleagues, produce high quality editing and formatting monthly report, quarterly programme progress reports and all programme related documents.
- Provide monthly, and quarterly progress report on all project activities.

The knowledge management aspects of the assignment focusing on the following tasks:

- Facilitate knowledge building and management and produce and disseminate lesson learnt from designated projects and support to the promotion of cross-project, cross-unit knowledge with project partners
- Identification of entry points for knowledge generations and knowledge sharing from project experience.
- Effective contributions to knowledge networks and communities of practice.
- Identify and mapping of required data, information, tacit and tangible knowledge (including from document, policy, workshop, training, expertise and experience in individuals) internally (UNDP PETRA Project) and externally (government, I/NGOs, CSOs, UN Agencies, beneficiaries, etc)
- Manage data, information, tacit and tangible knowledge into documented data and information system, learning points and good practices, and contributing in the process of delivering knowledge products.
- Ensure inclusion of cross-cutting issues, i.e. gender, and persons with disabilities, children and elderly people, environmental within knowledge management process.

Deliverable/Outputs	Target Due Dates	Review and Approvals	Working Days
1 st Deliverable: <ul style="list-style-type: none"> ▪ Development of work plan for the IC assignment based upon consultation with PETRA Lombok team and CRMEO PETRA. ▪ Report on monitoring of PETRA implementation, including Fact Sheet of PETRA activities for August 2020. 	30 September 2020	To be reviewed by Project Coordinator of PETRA Lombok and approved by PETRA National Project Manager.	20

<ul style="list-style-type: none"> ▪ Data collection and management of PETRA project activities, upon consultation with PETRA Lombok team and CRMEO. ▪ Social media content drafts of PETRA activities during the month. 			
<p>2nd Deliverable:</p> <ul style="list-style-type: none"> ▪ Field monitoring report on PETRA project implementation progress (output 1 and 2) up to October 2020 in West Nusa Tenggara is conducted. ▪ Report on monitoring of PETRA project implementation progress and results up to October 2020 in West Nusa Tenggara is developed and submitted. ▪ Social media content drafts of PETRA activities during the month. 	30 October 2020	To be reviewed by Project Coordinator of PETRA Lombok and approved by PETRA National Project Manager.	20
<p>3rd Deliverable:</p> <ul style="list-style-type: none"> ▪ Report on monitoring of PETRA project CSO partners implementation progress and results in West Nusa Tenggara is developed and submitted to contribute to QPR III PETRA. ▪ Reflection points and log of PETRA project events period August – October 2020 are developed and submitted. ▪ Quarterly newsletter and/or factsheet of PETRA project implementation progress in West Nusa Tenggara is developed and submitted. 	30 November 2020	To be reviewed by Project Coordinator of PETRA Lombok and approved by PETRA National Project Manager.	20
<p>4th Deliverable:</p> <ul style="list-style-type: none"> ▪ Report on monitoring of PETRA project gender mainstreaming in West Nusa Tenggara is developed and submitted. ▪ Updated data collection and management of PETRA project activities up to December 2020, upon consultation with PETRA Lombok team and CRMEO. ▪ Newsletter and/or factsheet of PETRA project implementation progress in West Nusa Tenggara period October – November 2020 is developed and submitted. 	30 December 2020	To be reviewed by Project Coordinator of PETRA Lombok and approved by PETRA National Project Manager.	20
<p>5th Deliverable:</p> <ul style="list-style-type: none"> ▪ Field monitoring report on PETRA project implementation progress (Output 1 and 2) up to January 2021 is conducted. ▪ Report on monitoring of PETRA project CSO partners implementation progress and results up to January 2021 in West Nusa Tenggara is developed and submitted. ▪ Updated data collection and management of PETRA project activities up to January 2021, upon consultation with PETRA Lombok team and CRMEO. 	30 January 2021	To be reviewed by Project Coordinator of PETRA Lombok and approved by PETRA National Project Manager.	20

<ul style="list-style-type: none"> Communication contents related to PETRA project implementation are developed and submitted. 			
<p>6th Deliverable:</p> <ul style="list-style-type: none"> Report on monitoring of PETRA project CSO partners implementation progress and results up to February 2021 in West Nusa Tenggara is developed and submitted. Human story of PETRA project results is identified, captured, developed, and submitted to support the Annual Report 2020 of PETRA project. Newsletter and/or factsheet of PETRA project implementation progress in West Nusa Tenggara period October-December 2020 is developed and submitted. 	27 February 2021	To be reviewed by Project Coordinator of PETRA Lombok and approved by PETRA National Project Manager.	20

III. **WORKING ARRANGEMENTS**

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of Project Manager. In day-to-day, s/he will work closely with PETRA Project Team, primarily the Monitoring, Reporting, Communication, and Publication Officer, Resident Engineer, and Community Mobilization Associate.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverable could be proposed by the incumbent and shall be agreed jointly.

Duration of the Work

- Maximum 120 working days from September 2020 to February 2021.

Duty Station

The consultant will be based in Mataram with the UNDP Lombok Office in West Nusa Tenggara

Travel Plan

Whenever required and as agreed by Project Manager, the Consultant will be required to travel to project locations within West Nusa Tenggara during the period of this contract or Central Sulawesi. Travel cost and Daily Subsistence Allowances will be covered from the Project.

IV. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

The consultant will be produced outputs based on below schedule:

I. Academic Qualifications:

Minimum Bachelor's degree in Social Science (Anthropology, Sociology), management, Communication, Project Management, Monitoring and Evaluation or other relevant fields of study.

II. Experience:

- Minimum of 3 (three) years of relevant experiences for candidate in providing monitoring, evaluation, reporting and knowledge management services.
- Experience in environmental, development or humanitarian and post-disaster recovery context.
- Experience in writing papers, reports, any other publication(s).
- Experience working in West Nusa Tenggara context is highly desirable, but not mandatory requirement.

III. Language requirement

- Fluency in written and spoken English is an absolute necessity.

IV. Competencies and special skills requirement:

- Knowledge and familiarity of national and local governance system in Indonesia;
- Sound knowledge in operating computers and office software packages (MS office, Data base related software, etc)
- Good communication skills, in both oral and writing;
- Goal oriented, learning attitude, and able to work independently with minimum supervision;
- A team player, understand personal and team roles, responsibilities and objectives.
- Ability to establish networks internally and externally and view them as part of the value creation process.

V. **EVELUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract will 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 49 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical (70%)</u>		
<i>Criteria A: qualification requirements as per TOR:</i>	70%	
<ul style="list-style-type: none">• Minimum Bachelor's degree in Social Science (Anthropology, Sociology), management, Communication, Project Management, Monitoring and Evaluation or other relevant fields of study.		20
<ul style="list-style-type: none">• Minimum of 3 (three) years of relevant experiences for candidate in providing monitoring, evaluation, reporting and knowledge management services.		20
<ul style="list-style-type: none">• Experience in environmental, development or humanitarian and post-disaster recovery context.		10
<ul style="list-style-type: none">• Experience in writing papers, reports, any other publication(s).		10
<ul style="list-style-type: none">• Experience working in West Nusa Tenggara context.		5
<ul style="list-style-type: none">• Knowledge and familiarity of national and local governance system in Indonesia;		5

<i>Criteria B: Brief Description of Approach to Assignment</i> <ul style="list-style-type: none"> • Understanding towards the assignment • Ability to address key aspects of the assignment • Ability to plan a logical and realistic work plan for delivering the assigned tasks and deliverables 	30%	10 10 10	
---	-----	----------------	--