

# Terms of reference



## GENERAL INFORMATION

**Title** : Digital Village Programs Consultant  
**Project Name** : Assistance for Enhanced Innovation for the Achievement of the SDGs in Indonesia (ACHIEVE Project)  
**Report to** : Technical Advisor SDGs *cum* National Project Manager  
**Duty Station** : Jakarta (1 posts)  
**Expected Places of Travel (if applicable):** N/A  
**Duration of Assignment:** From September 2020 to July 2021 (211 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	(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/CV with three referees
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) : The consultant will be based in Jakarta. S/He will be in close coordination with Pusdatin, Ditjen PKP and Ditjen PPMD of Ministry of Village.
- ☐ full time/ 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:

Project Assistant for ACHIEVE

## 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. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nation.

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 trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia.

### **SDGs in Indonesia and Village programs 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.

With the adoption of 2030 agenda, UN Member states pledged to ensure that no one left behind. However, with vast land area of archipelagic country that consists of more than 17,000 islands and inhabited by 267 millions of people, the commitment to leave no one behind in Indonesia remain a challenge, especially to those living in Rural Area. It's known that almost 50% of total country's population is spread across 74.954 villages in Indonesia.

While it's a challenge, it's also an opportunity to address this challenge by working hand-in-hand with all SDGs stakeholders in villages for the acceleration of SDG achievements through direct actions in village level.

As one of monitoring and evaluation mechanism of development in villages and rural areas, Ministry of Village has developed IDM (*Indeks Desa Membangun*) and IPKP (*Indeks Perkembangan Kawasan Perdesaan*). IDM and IPKP will be aligned with SDG frameworks in order for the development able to be measured internationally. It will be piloted and implemented in several villages that UNDP and MoV will be working together. The end goal of the alignment is to have all MoV's actions to be measurable with SDGs.

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

UNDP Indonesia and MoV partners to accelerate SDG achievement in 74,954 villages. Among the cooperation is the enhancement of the implementation of *Padat Karya Tunai Desa (PKTD)* in response to social economic impact of COVID-19, enhancement of its Monitoring and Evaluation (M&E) application, implementation of Social Innovation Platform for the acceleration of socio-economic development in rural areas, and alignment of MoV measurement frameworks (IDM, IPKP and others) with SDGs.

PKTD is a program implemented by MoV as a safety net for villagers as a response to COVID-19 global pandemic. PKTD aims to reduce social economic impact of COVID-19 in vulnerable households in villages, also to stabilize livelihood and to maintain social cohesion in target villages. Participation of vulnerable groups, including persons with disability in the PKTD will be crucial, ensuring *No One Left Behind* (NOLB) towards citizen's engagement during crisis situation.

UNDP Indonesia will support PKTD by enhancing it through use of application in the implementation. The use of application will also be integrated into existing Monitoring and Evaluation platform of MoV. By doing this, it will improve accountability and transparency of PKTD program in villages.

As **Analyst for Digital Village Program Consultant**, s/he will be hold accountable for the technical assistance of app-based implementation PKTD in 3 pilot area; the technical assistance of integration of app-based PKTD in MoV's Monitoring and Evaluation tools; alignment of IDM, IPKP and other MoV's measurement frameworks into SDGs; all of its implementation and scale-up plan in pilot area. The work will need close coordination with UNDP Indonesia, MoV, and other related stakeholders at provincial, district, and village level in pilot area. The consultant will be reporting to Technical Advisor SDGs *cum* National Project Manager.

## II. SCOPE OF WORK ACTIVITIES AND DELIVERABLES

### Scope of Work:

1. Ensures effective support to the planning, implementation, and monitoring of the app-based PKTD activities focusing on achievement of the following results:
  - a. Support enhancement of M&E system (existing and new) for PKTD interventions and ensure M&E systems are in place from the implementation of PKTD activities so that quality data can be generated for management and accountability. This will include enhancement of:
    - i. Results monitoring frameworks; establishing baselines based on relevant situational, needs and disaster situation analysis, setting targets, developing indicators (qualitative and quantitative) identification of data sources and risks and assumptions, identifying division of responsibilities for monitoring,
    - ii. Ensure the enhancement of M&E tools (manual and digital) are addressing the needs to serve accountability and accuracy.
  - b. Support the enhancement of SOP for PKTD activities that is aligned with occupational health, safety and environment protection (HSE), the health preventive protocols for COVID-19 crisis and the mandates of Ministry of Village Development.
  - c. Work with UNDP's ICT staff and/or ICT consultant in providing the PKTD Application that is aligned with the SOP (in collaboration with Microsoft) and make sure it is ready to use.
  - d. Work with UNDP and MoV's ICT staff to make sure its integration to and with M&E tools and other data system in MoV
  - e. Make sure the capacity building for PKTD's SOP, the use of apps for village program facilitators and cadres are conducted in the villages,
2. Support UNDP Indonesia in providing strategic inputs for the design and implementation of SDG alignment, focusing on the achievement of the following results:
  - a. Provision of technical assistance in the implementation of the project, which includes but not limited to:
    - i. Analysing IDM, IPKP and other measurement frameworks being done in Ministry of Village (MoV)
    - ii. Analysing the potential alignment design of those above indices with SDGs target and indicators
    - iii. Conducting a consultation of alignment of indeces and SDGs targets and or indicators with partners which include, but not limited to: Bappenas, BPS, UNDP Indonesia, Kemendesa PDTT, and village authorities.
    - iv. Piloting the newly designed measurement frameworks to check its applicability in several villages, analyse the pilot and finalizing the new determined indeces
  - b. Maintaining partnerships with relevant stakeholders at national and subnational level, including BPS, BAPPENAS, BAPPEDA, universities, etc
  - c. Working closely with authorities in Village, *Kawasan Perdesaan*, local and national authorities, and any UNDP Indonesia staff and partner(s) that relates to the implementation of the initiative
  - d. Update progress and result regularly to supervisor and team members.
3. Coordinate with PKTD working group and external stakeholders to ensure information acquiring and communicate SoP of PKTD development.
4. Produce and disseminate lessons learned and ensure effective cross-project and cross-unit knowledge fertilization, focusing on the achievement of the following results:
  - a. 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
  - b. 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
  - c. Timely production of key programme and project results data and promotional material to showcase the progress, achievements, and impacts of UNDP's work
  - d. Leads in generating knowledge products, such as best practices & lessons learned for knowledge sharing by working with team, stakeholders, graphic designers, etc; and ensure dissemination & utilization of knowledge products.

5. Facilitate other staff/consultant (s)/institution (s) hired by UNDP (e.g. facilitating experts in conducting analysis, Capacity Building consultant, other ICT 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>
1. Report on the strengthening of SOP for mobile-app PKTD in line COVID-19 protocol and others.	10	14 September 2020	Technical Advisor for SDGs cum National Project Manager
2. Report on Analysis of all MoV measurement frameworks	15	2 October 2020	Technical Advisor for SDGs cum National Project Manager
3. Report on the plan of integration of app based PKTD into MoV's M&E tools.	18	30 October 2020	Technical Advisor for SDGs cum National Project Manager
4. Report on Alignment design of MoV measurement frameworks with SDGs targets and indicators	18	27 November 2020	Technical Advisor for SDGs cum National Project Manager
5. Report on the Technical Assistance for the integration of PKTD into MoV's existing M&E tools	17	25 December 2020	Technical Advisor for SDGs cum National Project Manager
6. Report on the consultation of SDG-aligned MoV measurement frameworks with stakeholders	19	29 January 2021	Technical Advisor for SDGs cum National Project Manager
7. Report on the Capacity Building for app-use to the village facilitators and cadres in 3 pilot provinces	20	26 February 2021	Technical Advisor for SDGs cum National Project Manager
8. Report of the revision of SDG-aligned MoV Frameworks after consultation	19	31 March 2021	Technical Advisor for SDGs cum National Project Manager
9. Report, Lesson Learned, and Scale-up Plan of PKTD with village cadres in 3 pilot provinces	20	29 April 2021	Technical Advisor for SDGs cum National Project Manager
10. Report on the Applicability of SDG-aligned MoV measurement Frameworks in selected villages	17	28 May 2021	Technical Advisor for SDGs cum National Project Manager
11. Final Report of Digital PKTD including SOP, its integration to SIPEDE, Lessons Learned and Recommendation for Scaling-Up	19	30 June 2021	Technical Advisor for SDGs cum National Project Manager
12. Final Report of the Project, including Final SDG aligned indices, Lessons Learned and Recommendation for Moving Forward	19	30 July 2021	Technical Advisor for SDGs cum National Project Manager

## 6. WORKING ARRANGEMENTS

### Institutional Arrangement

- a) This post will report to Technical Advisor SDGs *cum* National Project Manager.
- b) The IC will liaise with relevant stakeholders at the 'Scope of Work' section

### Duration of the Work

- a) The total assignment for this post is 211 working days.
- b) Target date for starting is September 2020
- c) Submitted deliverable (s) will be reviewed for approval within two weeks, 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 Project Coordinator and Technical Advisor for SDGs *cum* National Project Manager

### Duty Station

The IC will be stationed in Jakarta, with occasional meetings and/or work in the Ministry of Village, UNDP Indonesia, and to the pilot area that is going to be discussed amongst two institution.

### Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis

No	Destination	Frequency	Duration/days
n/a	n/a	n/a	n/a

## 7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### Academic Qualifications:

- Bachelor's degree in Information Technology, Statistics, Economics, Social Sciences or related field.

### Years of experience:

- Minimum 5 (five) years of working experience in preferably in the field of development, particularly supporting national and/or sub-national government of Indonesia in data management and related subjects. Experience working with UNDP will be a major asset.
- Experience in data management and data analysis, or similar.
- Demonstrate experience in managing community mobilization initiative through participatory appraisal approach is desirable
- Preference will be given to candidates with working experience in bi-lateral and multi-lateral development agencies, related ministries, local authorities, NGOs, and/or international agencies.

### Competencies and special skills requirement:

- Possess a comprehensive set of competencies enabling immediately action in the challenging role of leading response and recovery efforts in the designated area of responsibility, including: Excellent inter-personal, teamwork, communication, and analytical skills, sound judgment, strategic thinking, integrity, flexibility, confidentiality, impartiality, results-orientated work, proactive engagement, innovation, risk management, gender and cultural sensitivity, ability to work under pressure and a demonstrated high tolerance for change, complexity, and unpredictability, and working in multidisciplinary teams.
- Fully proficient in Microsoft Office applications (i.e. Word, Excel, Outlook, PowerPoint);
- Understanding of gender issues in crisis situations and development and humanitarian issues in Indonesia;
- Fluency in written and spoken English is desirable;

## 8. EVALUATION METHOD AND CRITERIA

### Cumulative analysis

a) responsive / compliant / acceptable, and

\* 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>
<b><u>Technical</u></b>		<b>100</b>
<b>• Criteria A: qualification requirement as per TOR:</b> <ol style="list-style-type: none"> <li>1. Advanced university degree in statistics, economics, social sciences or related field</li> <li>2. Minimum 5 (five) years of working experience in field of development, particularly supporting national and/or sub-national government of Indonesia in data management and related subjects.</li> <li>3. Experience in data management and data analysis, or similar.</li> <li>4. Demonstrate experience in managing community mobilization initiative through participatory appraisal approach is desirable</li> <li>5. Working experience in bi-lateral and multi-lateral development agencies, related ministries, local authorities, NGOs, and/or international agencies</li> </ol>	<b>70</b>	10  20  20  10  10
<b>Criteria B: Brief Description of Approach to Assignment</b> <ol style="list-style-type: none"> <li>1. Understanding of TOR and tasks</li> <li>2. Proposed coherent approach to the tasks with appropriate methodology and strategy.</li> <li>3. Logical, realistic planning and efficient project implementation plan</li> </ol>	<b>30</b>	15  10  5