Terms of References

GENERAL INFORMATION
Job Title: Project Institutional Management Consultant (West Java Province)
Project Name: Response Towards Resilience RESTORE
Report to: Project Coordinator
Duty Station: Bandung, West Java
Duration of Assignment: September 2020-March 2021 (7 months)

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

APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

Signed P11/CV
Copy of latest education certificate
Completed financial proposal
Completed technical proposal

Need for presence of IC consultant in office:
□ partial (explain)
X intermittent – as per agreed Work Plan
□ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Yes □</th>
<th>No X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment (laptop etc)</td>
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<tr>
<td>Secretarial Services</td>
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I. Background Information

COVID-19 socio-economic impact is heavy, multi-sectorial, long lasting. It not only impacts human health and lives, but places a risk on the macro-stability of the economy; impacts economic and social sectors, enterprises (eg, small and medium size ones, which account for 90% of the economic tissue), and has severe impact on the informal sector. The immediate and longer-term impact will also be felt by informal workers—many of them women who account for 57% of the total workforce in Indonesia. The impact will be even stronger on the poor and the vulnerable, including the estimated 40 per cent of the population amounting to about 180 million people living just above the national poverty line and vulnerable to external shocks. Women, especially female-headed households and women working in the large informal economy, day laborers and people with disabilities who are also facing multiple challenges in Indonesia, will be the worst affected. COVID-19 already placed a heavy strain on the national health system and health structures at all levels; health workers lack financial and other incentives, and closure of essential health services delivery.

Given the expected magnitude of the epidemic in a large archipelagic country with a very large population, and based on the needs assessment made by the Government, UNDP support will have a crucial role in cushioning the impact of the epidemic and in safeguarding the progress of the SDGs, particularly for the poor and the most vulnerable. UNDP will support with immediate and longer-term response to the COVID-19 Pandemics, which is human development centered and multi-sectoral, as implied by UNDP’s broad development mandate. UNDP’s immediate response to COVID-19 is organized in 4 main streams:

1. Immediate strengthening of health systems and health governance and building of their longer-term resilience.
2. Direct support to an inclusive and “whole of society” response for prevention and mitigation at central and local levels.
3. Addressing the socio-economic impacts of COVID-19 to protect the Indonesian people and safeguard progress towards the Sustainable Development Goals.
4. Utilizing digital solutions and big data analysis for enhanced national response.

To support the above, as the project will also provide support to sub-national level, the project intends to employ the provincial officer to manage the project activities including project assurance, providing technical assistance and overall monitoring and other relevant operational issues.

II. Scope of work, Activities, and Deliverables

- In close cooperation with project partners and counterparts, assist in the implementation of project strategies and work-plans for activities under RESTORE program;
- Liaise with the sub-national authorities and partners to increase project effectiveness;
- Maintenance of partnerships with all stakeholders at sub-national level
- Assist in coordinating operational administration, finance, logistics, and field operations of RESTORE activities, as designated by the Project Coordinator;
- Assist in the production of projection plans for the procurement of goods and supplies, as requested by the Project Coordinator;
- Assist with the overall implementation of RESTORE program activities, incl. support to technical and operational to prepare work-plan and program strategies;
- Liaise and coordinate with other RESTORE team including with partner team dedicated staff to optimize synergy and delivery;
- Organize joint planning meetings involving relevant parties with regard to project work plan and a corresponding budget plan;
- Full compliance with UN/UNDP rules, regulations, and policies of financial activities, financial recording/reporting system;
- Provide support requested by the supervisor.
Expected Deliverables:

<table>
<thead>
<tr>
<th>No</th>
<th>Reports, Document and Deliverables (payment)</th>
<th>Date Due</th>
<th>REVIEW AND APPROVALS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Report on technical support provided for August-September 2020, incl. support for recovery needs assessment (Jitu Pasna) at sub-national level (25%)</td>
<td>31 Oct 2020 (35 working days)</td>
<td>Project Coordinator</td>
</tr>
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<td>2.</td>
<td>Report on technical support provided for October – November 2020, incl. support to recovery plan formulation (Renaksi) at sub-national level (25%)</td>
<td>31 Dec 2020 (35 working days)</td>
<td>Project Coordinator</td>
</tr>
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<td>3.</td>
<td>Report on technical support provided for December-January 2021 incl. progress of recovery implementation support and coordination based on Renaksi (25%)</td>
<td>28 Feb 2021 (35 working days)</td>
<td>Project Coordinator</td>
</tr>
<tr>
<td>4.</td>
<td>Final report on the overall technical support provided incl. progress of recovery implementation and recommendation for future plan (25%)</td>
<td>31 Mar 2021 (35 working days)</td>
<td>Project Coordinator</td>
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</table>

Competencies:

- Identifies and communicates relevant information for a variety of audiences for advocating UNDP’s mandate;
- Assesses project performance to identify success factors and incorporates best practices into project work;
- Researches linkages across programme activities to identify critical points of integration;
- Monitors specific stages of projects implementation;
- Analyzes local situation to identify opportunities for project development;
- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues;
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders;
- Generates new ideas and proposes new, more effective ways of doing things;
- Documents and analyses innovative strategies/best practices/new approaches;
- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things;
- Documents and analyses innovative strategies and new approaches;
- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position;
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning;
- Demonstrates good knowledge of information technology and applies it in work assignments;
- Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments;
- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion;
- Organizes and prioritizes work schedule to meet client needs and deadlines;
- Anticipates client needs and addresses them promptly;
III. Working Arrangement

Institutional Arrangement
The Provincial Officer will be directly supervised by Project Coordinator. S/He will work closely with the project team to deliver the support services.

Duration of the Work
Starting from September 2020 to March 2021 with total 140 working days

Duty Station
Bandung, West Java. (Home Based through extensive coordination with PMU Jakarta would be applicable in the situation of COVID-19)

Travel Plan
N/A

IV. Requirements for Experience and Qualifications

Academic Qualifications:
University degree in a relevant discipline such as engineering, social science, public administration, management, urban and rural development;

Years of Experience:
- Minimum with 10 years of relevant experience for candidate with Bachelor Degree or 4 years’ relevant experience for candidate with Master Degree in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects and establishing inter-relationships among international organization and national governments. Experience including analytical work, program/project development in the areas of crisis and disaster management.
- Experience working in subnational level development and networking with the private sector, CSO, university will be highly desirable
- Experience working with non-governmental institutions including community groups;
- Experience of involvement in the area of crisis and disaster management;

Language Requirements:
- Excellent written and verbal communication skills in English and Indonesian with an appropriate level of report writing and presentation skills;

Core Competencies:
- Good knowledge about general rules, procedures of international agencies will be highly desirable.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc), advance knowledge of spreadsheet and database packages, and handling of web-based management systems will be advantage.
- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.
• Promoting learning and knowledge management/sharing is the responsibility of each staff member.
• Informed and transparent decision making

Other Selection Criteria
• Good command of office automation and information technology skills.
• Experience in relations and work with government agencies, NGOs, donors, and academia in the development field;
• Familiar with the GOI’s development and disaster management policies;
• Familiar with the crisis prevention policies is an advantage;
• Demonstrated capacity to independently manage assignment and meet tight deadlines; and

V. Evaluation Method and Criteria

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 49 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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<tbody>
<tr>
<td>Technical Criteria A: qualification requirements as per TOR:</td>
<td>70</td>
<td>20</td>
</tr>
<tr>
<td>University degree in a relevant discipline such as engineering, social science, public administration, management, urban and rural development</td>
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<td>20</td>
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<td>Experience working in subnational level development and networking with the private sector, CSO, university will be highly desirable</td>
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<td>10</td>
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<tr>
<td>Experience working with non-governmental institutions including community groups;</td>
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<td>10</td>
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<tr>
<td>Experience of involvement in the area of crisis and disaster management;</td>
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<td>10</td>
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<tr>
<td>Criteria B: Brief Description of Approach to Assignment</td>
<td>30</td>
<td>15</td>
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- Understanding of TOR
- Approach and Methodology