

Terms of reference



GENERAL INFORMATION

Title : Village SDGs-Data Enhancement Consultant (National 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 October 2020 to July 2021 (120 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 (MoV) 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.

Under direct supervision of Technical Advisor SDGs *cum* National Project Manager and overall guidance from ACHIEVE project, the Village SDGs-Data Enhancement Consultant will be hold accountable for the technical assistance of alignment of IDM, IPKP and other MoV's measurement frameworks with SDGs (goals, targets and indicators), its pilot implementation and plan for scale-up, incollaboration with Ministry of Village. The work will need close coordination with UNDP Indonesia, MoV, and other related stakeholders at provincial, district, and village level in pilot area.

II. SCOPE OF WORK ACTIVITIES AND DELIVERABLES

Scope of Work:

1. 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. Updating progress and result regularly to supervisor and team members.
2. 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.
 3. 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:

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>
1. Report on initial analyses and mapping of IDM and IPKP with SDGs goals, targets and indicators	10	October 2020	Technical Advisor for SDGs cum National Project Manager
2. Report on Analysis of all MoV measurement frameworks	10	November 2020	Technical Advisor for SDGs cum National Project Manager
3. Report on alignment of IDM and IPKP with SDGs	15	December 2020	Technical Advisor for SDGs cum National Project Manager
4. Report on stakeholders engagement for reviewing the proposed alignment (BAPPENAS, BPS, etc)	10	January 2021	Technical Advisor for SDGs cum National Project Manager
5. Report on the pilot implementation of SDGs-aligned SDM and IPKP	15	February 2021	Technical Advisor for SDGs cum National Project Manager
6. Report on the Technical Assistance for the integration of PKTD into MoV's existing M&E tools	15	March 2021	Technical Advisor for SDGs cum National Project Manager
7. Report on the Capacity Building for implementation of SDG-IDM to head of village and other stakeholders	10	April 2021	Technical Advisor for SDGs cum National Project Manager
8. Report of the revision of SDG-aligned MoV Frameworks after consultation	10	May 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	10	June 2021	Technical Advisor for SDGs cum National Project Manager
10. Final Report of Digital PKTD including SOP, its integration to SIPEDE, Lessons Learned and	15	July 2021	Technical Advisor for SDGs cum National Project Manager

Recommendation for Scaling-Up			
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4. 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 120 working days.
- b) Target date for starting is October 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

N/A.

5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Bachelor's degree in 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 through CV/P11 in managing community mobilization initiative through participatory appraisal approach is desirable.
- Preference will be given to candidates with at least 1-year working experience in bi-lateral and multi-lateral development agencies, related ministries, local authorities, NGOs, and/or international agencies.

III. 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

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

Criteria	Weight	Maximum Point
<u>Technical</u>		100
<p>● Criteria A: qualification requirement as per TOR:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in statistics, economics, social sciences or related field 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. 3. Experience in data management and data analysis, or similar. 4. Demonstrate experience through CV/P11 in managing community mobilization initiative through participatory appraisal approach is desirable 5. At least 1-year working experience in bi-lateral and multi-lateral development agencies, related ministries, local authorities, NGOs, and/or international agencies 	70	<div>10</div> <div>20</div> <div>20</div> <div>10</div> <div>10</div>
<p>Criteria B: Brief Description of Approach to Assignment</p> <ol style="list-style-type: none"> 1. Understanding of TOR and tasks 2. Proposed coherent approach to the tasks with appropriate methodology and strategy. 3. Logical, realistic planning and efficient project implementation plan 	30	<div>15</div> <div>10</div> <div>5</div>