



## REQUEST FOR PROPOSAL (RFP)

To: Interested Bidders	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">DATE: October 12, 2020</div> <div style="padding-top: 5px;">REFERENCE: RFP/UNDP/RC Office/028/2020 -  <b>SITUATIONAL ANALYSIS ON THE STATE OF DATA IN          INDONESIA AND THE MAPPING OF UNCT CAPACITY IN          DATA TO DEVELOP UN INDONESIA COUNTRY TEAM          DATA STRATEGY</b></div>
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Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference RFP/UNDP/RC Office/028/2020 **SITUATIONAL ANALYSIS ON THE STATE OF DATA IN INDONESIA AND THE MAPPING OF UNCT CAPACITY IN DATA TO DEVELOP UN INDONESIA COUNTRY TEAM DATA STRATEGY: TERMS OF REFERENCE FOR A CONSULTANT FIRM**

A **bidder's conference** will be held on:

Date/Time: 14 October 2020 at 2 PM (GMT +7)

Virtual Meeting: <https://undp.zoom.us/meeting/register/tZUkf-ytrzMpGNAhd0sbO-pij-woliFdvnpK>

Meeting ID: 819 8551 8324

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID:** 0000007456

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

**NOTE!** The Technical Proposal and Financial Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address.

The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1.**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED.**

**NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).**

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking “**Accept Invitation**” but not later than **13 October 2020**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

**Username: event.guest**  
**Password: why2change**

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to [rida.trisna@undp.org](mailto:rida.trisna@undp.org) and [abrilianny.kirana@undp.org](mailto:abrilianny.kirana@undp.org)

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notice>

es/resources/. You can also access the instruction from youtube with link:  
<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

**No hard copy or email submissions will be accepted by UNDP.**

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,



*Martin Stephanus Kurnia  
Head of Procurement Unit  
12 October 2020*

## Annex 1

## Description of Requirements

Context of the Requirement	<p>UNCT Indonesia is currently developing a Country Data Strategy for Indonesia. The Strategy is intended to guide UNCT to effectively leverage data to provide reliable and timely insights that would allow Indonesia to achieve broader development targets, including the Sustainable Development Goals (SDGs). In particular, the Country Data Strategy is expected to support both UNCT and the Indonesian Government to track progress towards achieving the Sustainable Development Goals (SDG). Considering the urgency of Covid-19 response at the moment and the relevance of data for future pandemic responses, the Country Data Strategy will also proportionately cover the use of data to inform national pandemic response.</p> <p>Two components will serve as the basis for the Country Data Strategy. The first is a situational analysis on the use of data across UN agencies in Indonesia and their main government counterparts. The second is a mapping of UNCT's data governance and capacity. To this end, <b>we are looking to commission a consultancy firm that has a legal permit to operate in Indonesia or a representative office that has permit to operate in Indonesia to carry out the situational analysis, mapping exercise, the consolidation and writing of the Data Strategy document.</b></p>
Implementing Partner of UNDP	RCO/UNFPA/Pulse Lab Jakarta
Brief Description of the Required Services <sup>1</sup>	<p>(1) A situational analysis on the use of data across UN agencies in Indonesia and their main government counterparts and (2) a mapping of UN Country Team's data governance and capacity. Both the situational analysis and mapping exercise will focus mainly on data pertinent to tracking SDGs progress and humanitarian data including COVID-19 related data to allow effective response to Covid-19 and possible future humanitarian crises. Overlaps between the two are to be expected. (3) Consolidation and writing of the whole Data Strategy document.</p> <p>Considering the likelihood that this work will be carried out during the course of the Covid-19 pandemic, most if not all of data collection will be done remotely (e.g. surveys will be conducted online and FGDs will be done through video conference).</p>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List and Description of Expected Outputs to be Delivered	No	Deliverables	Indicative Timeline <sup>2</sup>	Estimation of Delivery	% of Payment upon Deliverables
	1	Inception Report	2nd week of Nov 2020	3 working days	Pre-condition Payment Term1
	2	First draft of the Situational Analysis	3rd week of Nov. 2020	8 working days	Pre-condition Payment Term1
	3	Final draft of the Situational Analysis and the debriefing of the Situational Analysis	4th week of Nov. 2020	3 working days	<b>Payment Term 1: 20%</b>
	4	First draft of the Capacity Mapping	1st of week of Dec 2020	7 working days	Pre-condition Payment Term 2
	5	Final draft of the Capacity Mapping Debriefing of Capacity Mapping in connection with the Situational Analysis with the Data for SDGs Working Group	2nd week of Dec 2020	3 working days	<b>Payment Term 2: 30%</b>
	6	Consolidating and writing the four Chapters of the Data Strategy (the Drafter Team will submit the draft of Chapter 3 and 4 to the Consultant)	Up to 3 <sup>rd</sup> week of Jan 2021	7 working days	<b>Payment Term 3: 50%</b>
	7	Total		32 working days	100%
Person to Supervise the Work/Performance of the Service Provider	<u>Drafter Team:</u> <ol style="list-style-type: none"> <li>1. Richard Makalew (UNFPA)</li> <li>2. Dikot Harahap (UNFPA)</li> <li>3. Virna Emily Tobing (RCO)</li> <li>4. Petrarce Karetji/Rivandra Royono (Pulse Lab Jakarta)</li> <li>5. Charlotte Lie Piang (UNICEF)</li> </ol>				
Frequency of Reporting	Bi-weekly				

<sup>2</sup> The indicative timeline mentioned here are subject to change upon evaluation of proposal and contract issuance

Progress Reporting Requirements	<ul style="list-style-type: none"> <li>• As per the deliverables schedules stated in the TOR</li> <li>• Electronic Reports</li> </ul>
Location of work	<input checked="" type="checkbox"/> At contractor's Location
Expected duration of work	32 working days
Target start date	2nd week of November 2020
Latest completion date	Up to 3rd week of January 2021
Travels Expected	Due to restrictions of movement enforced by the current COVID-19 pandemic and UN internal policy on this issue, the consultant is mandated to carry out his tasks using virtual meetings or various options of non-direct contact modalities.
Special Security Requirements	Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	None
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency <b>for Local Bidders</b>
Value Added Tax on Price Proposal <sup>3</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this

<sup>3</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<i>submission of quotes)</i>	RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms <sup>4</sup>		<b>Deliverables</b>	<b>Indicative Timeline</b>	<b>Estimation Days of Delivery</b>	<b>% of Payment Upon Deliverables</b>
	1	Inception Report	2nd week of Nov 2020	3 working days	(pre-condition of Payment Term 1)
	2	First draft of the Situational Analysis	3rd week of Nov. 2020	8 working days	(pre-condition of Payment Term 1)
	3	Final draft of the Situational Analysis and the debriefing of the Situational Analysis	4th week of Nov. 2020	3 working days	<b>Payment Term 1: 20%</b>
	4	First draft of the Capacity Mapping	1st of week of Dec 2020	7 working days	(pre-condition of Payment Term 2)
	5	Final draft of the Capacity Mapping Debriefing of Capacity Mapping in connection with the Situational Analysis with the Data for SDGs Working Group	2nd week of Dec 2020	3 working days	<b>Payment Term 2: 30%</b>
	6	Consolidating and writing the four Chapters of the Data Strategy (the Drafter Team will submit the draft of Chapter 3 and 4 to the Consultant)	Up to 3rd week of Jan 2021	7 working days	<b>Payment Term 3: 50%</b>
	7	Total		32 days	100%

<sup>4</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Drafter Team: <u>1.</u> Richard Makalew (UNFPA) <u>2.</u> Dikot Hamdoni Harahap (UNFPA) <u>3.</u> Virna Emily Tobing (RCO) <u>4.</u> Petrarca Karetji/Rivandra Royono (Pulse Lab Jakarta) <u>5.</u> Charlotte Lie Piang (UNICEF)
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm <b>30%</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>50%</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>20%</b> <b><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions <sup>5</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> <b>General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</b>  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.



Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>Detailed TOR (Annex 3)</b> <input type="checkbox"/> Others <sup>7</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p><i>Rida Dian Trisna &amp; Abriliany Lintang Kirana</i>  <i>Procurement Unit</i>  <i>Rida.trisna@undp.org &amp; Abriliany.kirana@undp.org</i></p> <p>Mandatory subject of email: RFP/UNDP/RC Office/028/2020 -  <b>SITUATIONAL ANALYSIS ON THE STATE OF DATA IN INDONESIA AND THE MAPPING OF UNCT CAPACITY IN DATA TO DEVELOP UN INDONESIA COUNTRY TEAM DATA STRATEGY</b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<ul style="list-style-type: none"> <li>• Format: PDF files only</li> <li>• File names must be maximum 60 characters long and must not contain</li> <li>• any letter or special character other than from Latin alphabet/keyboard.</li> <li>• All files must be free of viruses and not corrupted.</li> <li>• Max. File Size per transmission: N/A</li> </ul>

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## Annex 2

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)***

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables [list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Inception Report, First to Final Draft and the debriefing of the Situational Analysis	20%	
2	Final draft and debriefing of Capacity Mapping in connection with the Situational Analysis with the Data for SDGs Working Group of the Capacity Mapping	30%	
3	Consolidation and the writing and finalization of the four Chapters of the Data Strategy (the Drafter Team will submit the draft of Chapter 3 and 4 to the Consultant)	50%	
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Senior Supervisor		xx	1	
2. Domain Expert		xx	1	
<b>II. Out of Pocket Expenses (if any, please provide in detail)</b>				

III. Other Related Costs (if any, please provide in detail)				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

# Terms of Reference

## for a National Consultancy Firm

### Situational Analysis on the State of Data in Indonesia and the Mapping for UNCT Capacity in Data

#### *I. Background*

There is a growing understanding within the United Nations and its member countries that effective use of data is key to achieving our shared global objectives for people and planet. In Indonesia, both the Government of Indonesia (GoI) and the UN Country Team (UNCT) are in full agreement on this notion. In 2019, GoI launched the Satu Data Indonesia initiative, with the objective to consolidate and make accessible all data that is pertinent to the country's development—including those at the subnational level—in one portal. Meanwhile, in 2020 the UN launched its data strategy, aptly called "Data Strategy of the Secretary-General for Action by Everyone, Everywhere," highlighting the importance of building the UN's capacity and infrastructure to leverage data to achieve its mandates.

In light of the above, and realising that the potential of data can only be realised if there is a clear path to fully utilize it, UNCT Indonesia is currently developing a Country Data Strategy for Indonesia. The Strategy is intended to guide UNCT to effectively leverage data to provide reliable and timely insights that would allow Indonesia to achieve broader development targets, including the Sustainable Development Goals (SDGs). In particular, the Country Data Strategy is expected to support both UNCT and the Indonesian Government to track progress towards achieving the Sustainable Development Goals (SDG). Considering the urgency of Covid-19 response at the moment and the relevance of data for future pandemic responses, the Country Data Strategy will also proportionately cover the use of data to inform national pandemic response.

Two components will serve as the basis for the Country Data Strategy. The first is a situational analysis on the use of data across UN agencies in Indonesia and their main government counterparts. The second is a mapping of UNCT's data governance and capacity. To this end, **we are looking to commission a consultancy firm to carry out the situational analysis, mapping exercise, the consolidation and writing of the Data Strategy document.**

## ***II. Duties and Responsibilities***

Under the supervision of the Drafter Team, the Consultancy Firm will deliver: (1) a situational analysis on the use of data across UN agencies in Indonesia and their main government counterparts and (2) a mapping of UN Country Team's data governance and capacity. Both the situational analysis and mapping exercise will focus mainly on data pertinent to tracking SDGs progress and humanitarian data including COVID-19 related data to allow effective response to Covid-19 and possible future humanitarian crises. Overlaps between the two are to be expected. The data for the situational analysis and mapping exercise will mainly be collected through a series of document reviews and directly from related stakeholders. Data from stakeholders can be acquired through focus group discussions, surveys, interviews, or other reliable methods. Considering the likelihood that this work will be carried out during the course of the Covid-19 pandemic, most if not all of data collection will be done remotely (e.g. surveys will be conducted online and FGDs will be done through video conference). The UNCT will make introductions between the Consultancy Firm and the related stakeholders, and facilitate meetings and discussions. The work involves three steps, as outlined below.

### **Step 1: Identify the Scope of the Situational Analysis and Mapping Exercise**

- Working with UNCT Indonesia, the Consultant will identify specific UN and government agencies in Indonesia that will become the focus of the situational analysis and the mapping exercise. This process also opens the inclusion of one or more subnational government agencies to be specifically analysed, or a general assessment of how subnational governments are involved and empowered in data collection and utilisation. Furthermore, the Consultant will also identify specific data related to the SDGs (referring to the UN Sustainable Development Cooperation Framework or UNSDCF) and data pertaining to the pandemic response that will be the focus of the analysis. The scoping exercise will be done in consultation with the respective agencies; inclusion of a particular agency in the scope of the analysis and mapping exercise, to the extent possible, should be with the agreement of a high ranking officer or a senior data officer in that respective agency.
- The objective of this step is to define a focused and practical coverage of the situational analysis and mapping exercise, allowing for a more in-depth understanding of the data ecosystem in Indonesia. Furthermore, since this step is done through a consultative process, the identified agencies can be expected to be more willing to budget their time and resources to assist with the situational analysis and mapping exercise.

### **Step 2: Conduct a Situational Analysis on Use of Data in Indonesia**

Given the global UN direction on data transformation and the new UN Sustainable Development Cooperation Framework's (UNSDCF) strategic priority on innovation and data, the focus of this analysis is on the state of data production and utilisation in the country at both central and decentralised levels. The assessment should look at both the quality and availability of data from the supply side, and data literacy from the demand side. A focus of the assessment is expected to be on a selected priority of SDG indicators and COVID-19 related data as agreed in Step 1. Analyses are to be carried out on the data ecosystem (key

players and the interconnection among them), regulatory framework on data, and national priorities. The specific questions to address are:

- What is the situation in the country when it comes to data? This question covers the capacity to collect and produce quality data; data access and utilisation; and data protection and privacy/security.
- What is the demand? The analysis of demand should refer to Indonesia's national regulatory framework (particularly the RPJMN) and demands from subnational governments. The analysis should also look at the priorities set in the new UN Sustainable Development Cooperation Framework (UNSDCF) for Indonesia with regards to the strategic and operational roles of data to meet the prevailing reality (e.g. COVID-19 pandemic, SDGs, and sub-national planning and reporting).
- What is the quality and availability of data pertaining to selected priority SDG indicators, and COVID-19 data in the country, both at the national and subnational level?

### **Step 3: Mapping of UNCT's Data Governance and Capacity**

The focus of this exercise is to undertake a mapping of the UN country team's data ecosystem. The mapping exercise should encompass the four enablers towards data transformation (people and culture, data governance, partnership, and utilisation of tools to turn data into insight). Beyond the four enablers, the mapping should also look at key challenges/impediment to: a) produce good quality data; b) utilise the data; c) capacity to deliver the global direction on data transformation and the UNSDCF outcome; and; d) to take up the role as the custodian of the global SDGs data at the country level. The specific questions to address are:

- What are UNCT's current levels of capacities in achieving data transformation and data outcomes of the UNSDCF? Assessment on the levels of these capacities should include technical capacity, infrastructure/technology, human and financial resources and the four organisation enablers: (1) People and culture; (2) Data governance; (3) Partnership; (4) Data utilisation and tools to turn it into insight.
- What structure does UNCT currently have in place to bring together the data capacity internally and at the country level? What structures are missing to do that effectively? What are the existing initiatives around data? What is the role of Data for SDGs Working Group? Has the desired outputs in reference to the working group's given mandates and the UN priorities in the country been achieved? If not, why?
- Who is doing what in the UNCT when it comes to data?
- To what extent do UNCT members work in close collaboration with each other? What have we lost or are we losing by not collaborating on data?
- How do the key stakeholders perceive the UN roles to data transformation in the country? Are there gaps between these expectations and the UN capacities?
- To what extent has the UN established strategic partnerships or collaborated with these big players in data-related work?

### **III. Eligibility Criteria**

- A profit or non-profit organization or research institution or university that is based in Indonesia and/or in possession of legal permit to operate in Indonesia with experience in: (1) serving

international development agencies, including UN agencies, development banks, and bilateral donor agencies as clients; (2) serving Indonesian national agencies (e.g. ministries) or subnational government (e.g. provincial or district offices) as clients ecosystem, e.g. BAPPENAS - National SDGs Secretariat and SDGs Secretariat Office, universities, research institutions, private sectors, CSOs.

- History of non-performing contracts: Non-performance of a contract did not occur within the last 3 years prior to the deadline for application submission
- Minimum 2 contracts of similar nature, value and complexity over the past 5 years, particularly in conducting social or policy research, policy advocacy, policy-related work or SDGs data and/or sub-national data-related work or landscape analysis on data or specific data in the country or assessment of data capacity.
- Minimum average annual turnover with the same value of the proposed price for the last 3 years and financial capacity to pre-finance this assignment.
- A clear organizational structure, division of labour and oversight mechanism that can guarantee quality assurance and post implementation support

The Consultancy Firm will also be required to deploy a minimum two (2) personnel to the completion of the work described in this TOR, consisting of the following:

- A Senior Supervisor, who will be responsible for the overall management of the work.
- A Domain Expert for conducting the situational analysis and mapping exercise.

### **Key Personnel Qualifications:**

#### **(1) Senior Supervisor**

- 10 years of experience in public policy or development
- Higher Education degree in public administration, business administration, data management, economics, or another related field.
- Strong knowledge of Indonesia's data ecosystem and public policy making processes.
- Fluency in Indonesian and English.

#### **(2) Domain Expert**

- 10 years of experience in public policy or development
- Higher Education degree in public administration, business administration, data management, SDGs and Humanitarian Data, economics, or another related field.
- Strong knowledge of Indonesia's data ecosystem and public policy making processes.
- Have published a research or co-authored a publication on Indonesia's data ecosystem or public policy making processes.
- Fluency in Indonesian and English.



#### ***IV. Timeline, Payment and Deliverables:***

	<b>Deliverables</b>	<b>Indicative Timeline</b>	<b>Estimation Days of Delivery</b>	<b>% of Payment Upon Deliverables</b>
1	Inception Report	2nd week of Nov 2020	3 working days	(pre-condition of Payment Term 1)
2	First draft of the Situational Analysis	3rd week of Nov. 2020	8 working days	(pre-condition of Payment Term 1)
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7	Total		32 days	100%

Payment will be made upon the satisfaction of the Drafter Team on the quality of the deliverables. The Consultant Firm is therefore required to submit the invoice upon the satisfaction letter provided by the Drafter Team. The Drafter Team may call for an irregular check in calls with the consultant team to ensure progress, provide support when necessary and quality assure the process.

#### ***V. Standard of the Final Report***

Followings are the minimum expectations of the content of the report:

- Table of Content
- Abbreviation
- Summary

- Background
- Methodology
- Overall Findings
- Overall Recommendations
- **Chapter 1. Situational/Landscape Analysis on the state of data in Indonesia**
  - 1.1 The Picture of SDGs data ecosystem and national/sub-national government data (systems and processes, data actors)
  - 1.2 Demand side: regulatory frameworks and national priorities as well as priorities of the UN Sustainable Development Framework on data (SDGs, national-sub-national data, COVID-19 related data)
  - 1.3 Supply side: capacity to produce the data and system to ensure data quality and Reliability. Quality and availability of data pertaining to selected priority SDG indicators, and COVID-19 data in the country, both and the national and subnational level
  - 1.4 Data access and utilisation
  - 1.5 Data protection and security
- **Chapter 2. Analysis of the Necessary Capacity and Conditions towards Data Transformation**
  - 2.1 Capacity: Current levels of the UN in country' capacities to achieve data transformation and data outcomes of the UN Sustainable Development Cooperation Framework
    - 2.1.1 Technical capacity
    - 2.1.2 Infrastructure/technology
    - 2.1.3 Human and financial resources
  - 2.2 Conditions: The state of the organisation enablers towards data transformation
    - 2.2.1 People and culture
    - 2.2.2 Structure and Data governance
    - 2.2.3 Partnership;
    - 2.2.4 Data utilisation and tools to turn data into insight.
  - 2.3 Strategic role and outputs of Data for SDGs Working Group
  - 2.4 UNCT Data Initiatives in the Country: Outputs, Collaboration and Partnerships
  - 2.5 Stakeholders Expectation on the role and contribution of the UN collective support
- **Chapter 3. Roadmap towards the Building of Strong Data Ecosystem and Data Transformation (Recommendations)**
  - 3.1 Conclusions and recommendations
  - 3.2 Roadmap towards the building of strong data ecosystem and data transformation
- **Annexes:** Bibliography and List of Evidences, depending on the methodology: (1) List of Interviewees (name, title/position, email address); (2) list of data collection tools (questionnaires, semi-structured interview questions); (3) list of notes taking or verbatim of the interviews, interviews recording.