

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Advisor for COVID-19 Crisis Recovery Programme Development (LTA)

Project Name: RESTORE (Response Toward Resilience)

Reports to: Team Leader Resilience and Reconstruction Unit

Duty Station: Jakarta

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 50 working days (within 1 years)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
8	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	
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 / CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (explain), *During the consultant assignment She/He will be at the office to coordinate and discuss with RR Unit*

☒ intermittent (explain) : regularly in coordination with RR Unit)

☐ full time/office 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: < Enter name

I. BACKGROUND

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.

UNDP has been supporting the Government of Indonesia with immediate response measures for COVID-19 in four 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.

Embarking from the results of immediate response, UNDP is developing further interventions toward recovery and long-term development to cushion the impact of the pandemic and in safeguarding the progress of the SDGs, particularly for the poor and the most vulnerable. The recovery and longer-term support to the COVID-19 Pandemics will focus on **human development centered and multi-sectoral**, as implied by UNDP's "[COVID 2.0](#)" [Beyond Recovery: Toward 2020 offer](#) and its broad development mandate.

The advisor will provide advisory service to the Resilience and Reconstruction Unit (RRU) in directing the formulation of UNDP's COVID-19 Recovery Programme by leveraging results of COVID-19 immediate response activities in Indonesia as well as incorporating GoI's priorities for COVID-19 response, recovery and development agenda. He/She will work under the direct supervision of RRU Team Leader. The advisor will also work in close collaboration with Programme and Operations units of UNDP Indonesia CO, technical advisors, Government officials, and other relevant stakeholders to support the development of coherence programme transition from immediate response toward recovery and onward longer-term development support.

Note on Long Term Agreement (LTA):

UNDP Indonesia shall enter into an on-exclusive long-term agreement (LTA) with the selected consultant(s) and shall provide specific deliverables and time frames for each task, as and when required. Prospective individuals are requested to take note of the following:

- *Long Term Agreement is a mutual arrangement between UNDP and an individual to provide the required services at prescribed prices or provisions over a period of 12-14 months, with potential extension of one year. UNDP reserves the right to rescind the agreement during that period should performance of the consultant not meet its requirements.*
- *Under a Long-Term Agreement, UNDP does not warrant that any quantity of services shall be purchased during the term of this agreement. Where a request for services arises, UNDP shall directly contract the consultant based on its need to carry out those activities. A specific Term of Reference (TOR) outlining the outputs for each assignment shall be provided and an Individual Contract (former SSA) would be issued to the consultant, detailing the time frame.*

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Advisor is to assist the RRU Team Leader and Programme Technical focal point in coordinating and consolidating the COVID- 19 programme formulation processes, and assist the CO in paving the programmatic intervention for medium and longer-term recovery support to Governments, Development Actors and Target Population.

Responsibilities and Tasks

The following responsibilities and tasks but not limited to will be undertaken by the consultant:

- Support the RRU and Programme Unit Focal Point in designing the programme for COVID-19 recovery in consultation with the donors, funding facilities and government partners;
- Undertaking adequate consultation processes with multi-level government counterparts and development partners in country and collaborate.
- Identifying opportunities, entry points for UNDP and resources for resilient COVID-19 recovery that are human development centred and multi-sectoral
- External and internal analysis for assessing CO opportunities for resource mobilization.
- Scanning of the opportunities in the country based on partner-specific intelligence and the competitive landscape; identification where the CO competency strengths overlap with partner/client needs
- Analysis of key development and sectoral policies currently being implemented in the country and key donors willing to support policies
- Development of a detailed Partnership and Resource Mobilization (PRM) CO Strategy with planning tools to implement the strategy.
- Assessment of the level of CO engagement with each donor: type and level of contact and particular areas of interest; development of strategy to position the CO to become a priority partner for the donor.
- Identification of emerging sources of funding; assessment of their current usage and potential for the future.
- Development of specific donor fund-raising strategies and approaches
- Support negotiation of mutually beneficial agreements, compliance with partner requirements, including donor reporting requirements.
- Provide a strategic advice to the RRU in ensuring achievement of the resilience agenda. This includes ensuring alignment to the resilience agenda of the strategic plan and further developing the country office's portfolio on Disaster Risk Management

Final Product:

The consultant will deliver the following final products, as relevant and agreed to prior to commencement of any task as below details:

Expected deliverables

Deliverables/ Outputs	Estimated number of working days	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Reports on funding proposals development under Resilience and Reconstruction (RR) Unit	5 working days	Payment will be made upon approval of each deliverable by Team Leader RR Unit
Reports on funding proposals submission to donor under Resilience and Reconstruction (RR) Unit to Donor	5 working days	Payment will be made upon approval of each deliverable by Team Leader RR Unit
Reports on the responses addressed on donors' inquiries for the funding proposal, including provision of additional supporting data for the responses.	5 working days	Payment will be made upon approval of each deliverable by Team Leader RR Unit

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will be directly supervised by the RRU Team leader. S/He will work closely RESTORE Project Coordinator and the Programme Unit Focal Point dedicated for specific areas in undertaking observation/study to deliver the advisory services.

Duration of the Work

Maximum 50 working days of work (within 1 years)

Duty Station

The consultant will be based in Jakarta

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

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master degree in public policy, governance, social sciences, development, management, engineering and other relevant field; OR the equivalent combination of education and the solid/extensive relevant international professional experience in related area

Years of experience:

Minimum 15 years combine experience in the followings:

- 3 years minimum experience in strategic development planning and programme management in challenging environment;
- 3 years minimum experience in the field of disaster recovery, rehabilitation, reconstruction and livelihood. Specific background and/or major in disaster management would be an advantage;
- 3 years minimum experience with Indonesian government systems at the national and sub-national level, especially policy and regulation on public health, post-disaster recovery and development.
- 3 years minimum experience in writing proposal and report to donors for project related to post disaster recovery
- 3 years minimum experience with Fiscal policy and bureaucracy reform.

III. Competencies and special skills requirement:

- Experience in the analysis and oversight of some strategic and priority issues in development with main outcome is series of policy briefing for high-level decision making including responsibility covers planning, implementation, monitoring and evaluation, assessment and de-bottlenecking of health sector which includes distribution of health workers, national formulation and planning for medicine needs, primary health care, health insurance
- Experience using foresight method for planning and determining public policy in crisis recovery
- Experience with government administration at national and subnational levels
- Experience in research and innovative works
- Experience in initiatives of one data Indonesia (implementation of Open Data Charter) and e-government as government digital platform and strategy.

V.	EVALUATION METHOD AND CRITERIA
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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
<p><u>Technical</u></p> <p>Criteria A: qualification requirements as per TOR:</p> <ul style="list-style-type: none"> • Academic qualification: Master degree in public policy, governance, social sciences, development, management, engineering and other relevant field; OR the equivalent combination of education and the solid/extensive relevant international professional experience in related area • 3 years minimum experience in strategic development planning and programme management in challenging environment; • 3 years minimum experience in the field of disaster recovery, rehabilitation, reconstruction and livelihood. Specific background and/or major in disaster management would be an advantage; • 3 years minimum experience with Indonesian government systems at the national and sub-national level, especially policy and regulation on public health, post-disaster recovery and development. • 3 years minimum experience in writing proposal and report to donors for project related to post disaster recovery • 3 years minimum experience with Fiscal policy and bureaucracy reform. 	70%	<p>10</p> <p>10</p> <p>20</p> <p>10</p> <p>10</p> <p>10</p>
<p><i>Criteria B: Brief Description of Approach to Assignment</i></p> <ul style="list-style-type: none"> • Understands the task and applies a methodology appropriate for the task • Important aspects of the task addressed clearly and in sufficient detail • Logical, realistic planning for efficient project implementation. 	30%	<p>10</p> <p>10</p> <p>10</p>