Terms of reference

GENERAL INFORMATION

Title: Digital Solutions Consultant
Project Name: Cash for Work and Digital Village ACHIEVE and RESTORE projects
Reports to: Head of ICT
Duty Station: Home based
Expected Places of Travel (if applicable): Gorontalo, Sukabumi and Lombok - The Consultant will be required to travel to the project locations (if it is needed). **The travel cost and daily substance allowance will be covered by project's budget through** ACHIEVE and RESTORE projects
Duration of Assignment: 12 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	(5) ==Expert/ Advisor==
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
V	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

V	CV/P11
V	Copy of education certificate
V	Completed financial proposal
V	Completed technical proposal

Need for presence of IC consultant in office:

☑ partial (explain)
☐ intermittent (explain)
☐ full time/office based (needs justification from the Requesting Unit)
The consultant will be home based but occasionally will be requested to come to SPOI Project Office within period of contract and will work for support in ensuring an effective implementation of the NAP SPO and palm oil multi-stakeholder platform facilitated by SPOI.

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: Rini Indrayanti

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 nations." 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 donors as well as a 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. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development."

In early 2020, the COVID-19 outbreak hit the global community and has been disrupting economic, social and environmental aspect of development, among others. People with low-income, people working in informal sectors, people with disabilities, and women-headed households are vulnerable groups that has been severely affected by the pandemic. These vulnerable people are in critical need to be supported, and a substantial number of them lives in villages across Indonesia.

On similar note, the outbreak has also been hurting GoI's efforts towards achieving SDGs by 2030. Setbacks in poverty reduction, economic growth, and environmental protection are likely; which will also be exacerbated by the reduction in budget allocation to such sectors given the budget prioritized for COVID-19 response.

Against that background, UNDP Indonesia and Ministry of Village partner to accelerate SDG achievement in >70,000 villages. The cooperation is in line with UNDP's mission to ensure that *no one in the villages is left behind.* Among the cooperation is the application of app-based *Padat Karya Tunai Desa (PKTD)/*Cash for Work (CfW) in response to social economic impact of COVID-19 and its Monitoring and Evaluation application, application of Social Innovation Platform for the acceleration of socio-economic development in rural areas, and alignment of MoV measurement frameworks with SDGs.

UNDP Indonesia together with Ministry of Village (MoV/*Kemendesa PDTT*) initiated to provide safety net for villagers. Partnered with Microsoft as developer of the app-based *PKTD*/CfW. The tech system is considered safer in order to get the work done, most out of it without any physical contact as to prevent the spread of COVID 19. It is implemented to reduce socio-economic impact to vulnerable households caused by the COVID-19 pandemic, and to stabilize livelihood and maintain social cohesion in the target villages, also to provide an innovative and integrated Monitoring and Evaluation method of CfW. The CfW will be innovative through the use of mobile app for the database, and its implementation and monitoring of the activity and will be integrated to MoV's existing MnE platform. The other innovation is digital cashless payment for workers.

Participation of vulnerable groups, including persons with disability in the Cash for Work Activities will be crucial, ensuring *No One Left Behind* (NOLB) towards citizen's engagement during crisis situation. CfW application also will ensure the observation of COVID-19 safety protocols.

The Cash for Work App Development consultant will work with various stakeholders to ensure quality of the application, such as ensuring the application is in line with COVID-19 protocol provided by UN Agencies and GoI, ensuring that stakeholders are well-informed and approved the application and its operations, and ensure that application is suitable and applicable with the pilot area.

The consultant will work with the chosen app developer, UNDP, Ministry of Village, local provincial government, local district government, village officials, and village facilitators to ensure the high-quality practice of Cash for Work in pilot area.

Under direct supervision of the Head of ICT Unit and overall guidance from both ACHIEVE and RESTORE projects, the Cash for Work App Developer Consultant will be supporting UNDP to ensure abovementioned requirements.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work
The consultant will:
- Acting as UNDP's focal point for liaising with selected CfW app developer (Microsoft Team), government partners, and other stakeholders.
- Designing an integrated database between the CfW application and database of the MoV.
- Ensure the quality of CfW application by working with selected CfW app developer, and consulting with supervisor.
- Provide assistance to make sure the applicability of the mobile application in pilot area, including the training of village facilitator in the pilot area.
- Provide assistance to integrate the CfW mobile application with MoV's monitoring and evaluation dashboard, and MoV's database.
- Provide assistance to related stakeholders as required.
- Perform other tasks as required by supervisor.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required *(Indicate designation of person who will review output and confirm acceptance)*
1st payment will be made upon submission and approval by UNDP of: Work initiation plan document and report on commencing coordination with relevant stakeholders (notably Microsoft Team)	20	December 2020	ICT Officer
2nd payment will be made upon submission and approval by UNDP of: Assessment and analysis report in building the CfW digital environment in collaboration with government and other counterpart.	20	January 2021	ICT Officer

3rd payment will be made upon submission and approval by UNDP of: Analysis and Recommendation on approach for database integration between the CfW application and database of the MoV using API to meet the needs of donors, UNDP and government partners	20	February 2021	ICT Officer
4th payment will be made upon submission and approval by UNDP of: Report on the quality of CfW Website user interface design containing details on the new site's overall look and display.	20	March 2021	ICT Officer
5th payment will be made upon submission and approval by UNDP of: Report on Cash for Work user interface enhancement design.	20	April 2021	ICT Officer
6th payment will be made upon submission and approval by UNDP of: Review report of CfW system and further coordination with relevant stakeholders (notably Microsoft Team).	20	May 2021	ICT Manager
7th payment will be made upon submission and approval by UNDP of: Report on User Acceptance Test (UAT) and hosting to Web server	20	June 2021	ICT Manager
8th payment will be made upon submission and approval by UNDP of: Report on guidelines, work mechanism, training materials for the operation of CfW system	20	July 2021	ICT Manager

9th payment will be made upon submission and approval by UNDP of: • Part 1: Report on Conducting Training of the Web System for Village Facilitators in pilot Provinces. Documentation list for quick reference and troubleshooting	20	August 2021	ICT Manager
10th payment will be made upon submission and approval by UNDP of: • Part 2: Report on Conducting Training of the Web System for Village Facilitators in pilot Provinces. • Report on the list of technical documentation of applications in information management and delivery, including web-based tools, and cooperative knowledge management tools	20	September 2021	ICT Manager
11th payment will be made upon submission and approval by UNDP of: Report on Standard Operating Procedure (SOP) of CfW app.	20	October 2021	ICT Manager
12th payment will be made upon submission and approval by UNDP of: Report on 12 months assistance on CfW to related stakeholders.	20	November 2021	ICT Manager

III.	**WORKING ARRANGEMENTS**

Institutional Arrangement

The incumbent will work in the daily basis and will report to Platform Manager and ICT Officer UNDP Indonesia. However, in the event that travel to other regions or cities is necessary, all necessary costs will be borne by the project.

Duration of the Work

The IC will be working for 12 months. The target date to start the work is November 2020 and the work is expected to be completed by November 2021.

Travel Plan

The Consultant will be required to travel to the project locations (if it is needed). The travel cost and daily substance allowance will be covered by project's budget through ACHIEVE and RESTORE projects. Travel location plan is Gorontalo, Sukabumi and Lombok.

IV.	**REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

I. Academic Qualifications:

- Master's degree in Information Technology, Information Systems, or Software Engineering

II. Years of experience:

- Minimum 10 years of professional experience in leading ICT projects, ICT system, or tools, preferably in the field related to IT and country's development.
- Experience working on complicated database information system development.
- Experience with digital monitoring and evaluation framework.
- Experience working with both UN Agencies and Government of Indonesia (GoI) is highly desirable.

III. Competencies and special skills requirement:

- Have good interpersonal and communications skills;
- Ability to work independently and in a team;
- Fluency in English and Bahasa Indonesia and good written communication skills.
- Has an excellent a collaborative work style.
- Has excellent communication and advocacy skills.
- Experience in project management, coordination and implementation.
- Experience in working with International Organization and Government
- Working knowledge in developing mobile applications from different mobile platforms like Windows Phone, IOS, and Android will be an asset.
- Familiar with MIS operating system.
- Ability to work with large number of people with various background of knowledge.

IV. Languages:

- Good in written and spoken English and Bahasa Indonesia.

V.	EVALUATION METHOD AND CRITERIA

1. 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*	*Max Point*
Technical	70%	100
Criteria A: qualification requirements as per TOR:		70
1. Master's degree in Information Technology, Information Systems, or Software Engineering		20
2. Minimum 10 years of professional experience in leading ICT projects, ICT system, or tools, preferably in the field related to IT and country's development.		10
3. Proven experience working in project management, coordination and implementation.		20
4. Experience working with both UN Agencies and Government of Indonesia (GoI) is highly desirable.		20
Criteria B: Brief Description of Approach to Assignment		30
• Understands the task and applies a methodology appropriate		10
• Important aspects of the task addressed clearly		10
• Planning logically and realistically for efficient project implementation		10