GENERAL INFORMATION

Title: Consultant to Conduct Baseline Survey for the Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity
Project Name: *Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity (PROTECT) Project Phase II*
Reports to: *National Project Manager*
Duty Station: *Jakarta*
Expected Places of Travel (if applicable): *Jakarta*
Duration of Assignment: *50 effective working days within 3 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
✓	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓	P11 or CV with three referees
✓	Copy of education certificate
✓	Completed financial proposal
✓	Completed technical proposal

Need for presence of IC consultant in office:
✓ partial (A regular meeting will be conducted through online/offline)
☐ intermittent (explain)
☐ 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

In recent years, Indonesia has experienced a decline in the number, scale, and extremist attacks' success. However, the rise of ISIS has brought new complexity and transnational elements to violent extremism in Indonesia. For example, the blast around *Thamrin street* in the early 2016 and the bus terminal bombing in 2017 demonstrate violent extremist activity inspired in part by ISIS. The latest ones that occurred in Surabaya, 2018, have transformed the violent act patterns in violent extremism by involving women and children, acting as perpetrators of the attack.

In response to that situation, many actors have been actively engaged to prevent violent extremism. Those actors include the government of Indonesia, CSOs, academics, and religious-based mass organizations, and UN Agencies. They have been involved in developing policy in the areas of law enforcement and community-based approach that aim to reduce the risk of violent-extremism leading to terrorism.

Based on the Secretary-General's Plan of Action to Prevent Violent Extremism and Sustainable Development Goals (SDGs) 16: Peace, Justice and Strong Institutions, the United Nations Development Programme (UNDP) and the European Union launched the project "Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity" (PROTECT) on March 2019, aiming to reduce the risk of violent extremism in the region by taking a preventive and welfare approach with core respect to human rights, and gender mainstreaming in South-East Asia. The PROTECT project is a regional project, which is being implemented in four countries of South-East Asia: Thailand, Philippines, Malaysia, and Indonesia.

The PROTECT Project's first phase has taken the leading role in facilitating a series of policy engagement on the National Action Plan (NAP) on Preventing and Countering Violent Extremism (P/CVE) with various stakeholders. As well as support of the issuance of NAP on P/CVE, this project also contributed to filling the knowledge gap on violent extremism in Indonesia and South East Asia through several researches, as well as empowered youth through various trainings to promote tolerance, pluralism, and respect for diversity among groups in the communities.

Building on these achievements and based on a final evaluation of the first phase, the next phase of the project (2020 – 2023) will build on three key set of activities that have been identified as necessary to to secure the overall objective of the project, which are:

1. Strengthening policy assistance in order to develop, coordinate and implement National Action Plan on P/CVE;
2. National network, data and trend analysis to stakeholders to prevent violent extremism and radicalism in Indonesia is available;
3. Strengthening capacities and resilience of PVE actors towards the extremist narratives and processes to radicalism.
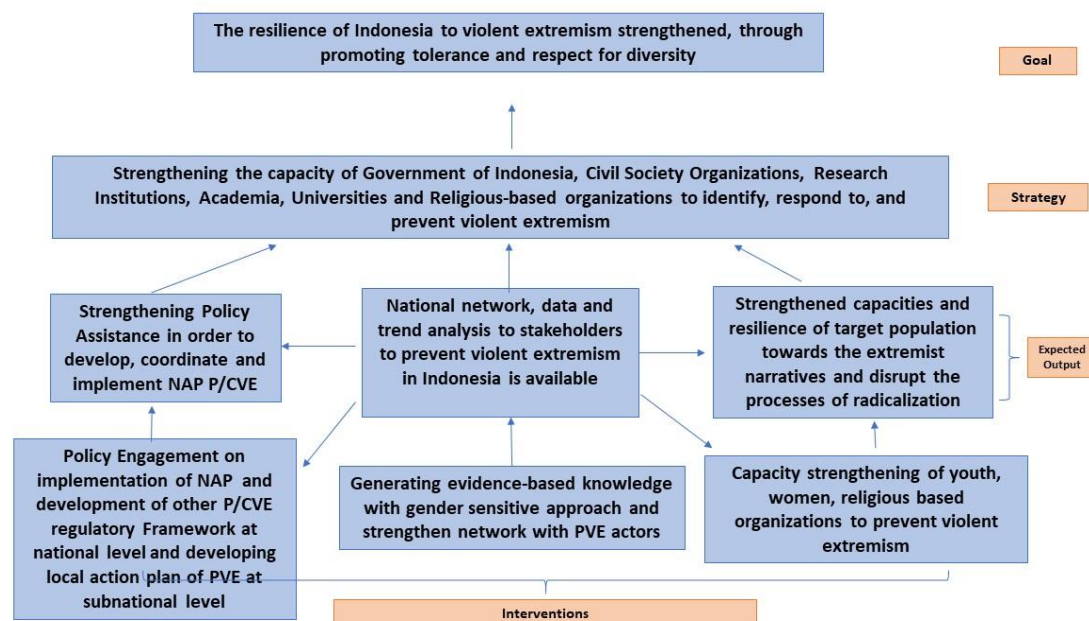
Theory of Change

This project's overall goal remains the same as the previous phase, which is to strengthen Indonesia's resilience to violent extremism by promoting tolerance and respect for diversity. To ensure that the project's objectives will be achieved, the project seeks to support the implementation of the government policies to prevent violent extremism through various policy engagement by implementing "**the whole of government"** and **"whole of society approach."**

Simultaneously, the project will also generate new knowledge with a gender-sensitive approach to fill in the existing gap to formulate evidence-based PVE policy and

programming. Information-sharing and close coordination with CSOs in the PVE area has proved pivotal in Indonesia by the CONVEY's project; therefore, the effort to strengthen the network among PVE actors will be continued after 2021. Furthermore, based on the research findings from the first phase of the project, the project will strengthen the efforts of youth, women, and various religious organizations to prevent and respond to extremist narratives through various activities.

The theory of change model is illustrated below:

The target beneficiaries of this project include: National Government Institutions, Local Governments, Educational Institutions, Youth, Women Organizations, Religious-Based Organizations, Online Media of Religious-based Organizations, and CSOs.

b) Briefly describe the context of the required services

The IC consultant will be responsible to conduct baseline survey of the PROTECT project targeted **2,500 Households** (disaggregated by location, sex, age, education level, religion, and employement status) that will be conducted with mixed-method methodology, in a technically as well as ethically proper manner. The survey's main purpose is to create and implement a specific set of monitoring indicators related to youth, women, government institutions, educational institutions, Religious-Based Organizations, online media of Religious-Based Organizations, and women's CSO engaged in reducing the risk of radicalizing members of their communities and encountering radicalization messages and hate speech on social media. The surveys will generate information and data on:
1. Percentage of community members in areas where the EU-funded action has been implemented and who feel that the EU funded action has reduced the risk of radicalization of a member of their community;
2. Percentage of people that have encountered radicalization messages and hate speech on social media who:
   (a) indicate they do not identify with, believe in or accept these narratives;
   (b) Indicate whether or not their friends or neighbours believe in or accept these narratives;
   (c) took steps to seek removal (e.g. reporting to moderators);
3. Percentage of people indicating having encountered radicalization message and hate speech on social media in the past 3 (three) months; and

4. The number of vulnerable/at-risk youth who state their capacities to identify hate speech and violent extremism.
5. Percentage of stakeholders/people indicating good understanding of at least 75% of PCVE-related concepts (general public, m/f); men govt. employees (male/female) CSOs employees (male/female)

The number of sampling of this baseline survey are 2,500 Households, with detail as below:
1. 500 Household in Jakarta
2. 400 Household in Bandung, West Java
3. 400 Household in Bogor, West Java,
4. 400 Household in Makassar, South Sulawesi
5. 400 Household in Malang, East Java, and
6. 400 Household in Surakarta, Central Java

and the indicators are suitably using gender and age disaggregated data when monitoring results and impacts, for instance:

No.	Gender	Age		
		<20	20 – 35	>35
1	Women			
2	Men			

Data collection will also disaggregate between members of the general public, government and CSO employees – alongwith other criteria, such as those employed or unemployed, by levels of education etc

Location
This baseline will take place in 6 (six) chosen locations where the projects are implemented:
Jakarta, Bandung, Bogor, Malang, Makassar, and Surakarta.

Methodology
In order to conduct the baseline survey, this section also explains some methodologies. The IC consultant, however, will design an inception report that specifies the step-by-step methods the baseline survey will use to collect the information needed to address its purpose and objectives. Besides a quantitative component, the methodology also includes a qualitative component (mixed-methods), for instance interviews with key informants, focus group discussions, and surveys. In order to conduct the survey on the key parameters, the following steps can be followed, but should not be limited to:

- Desk Study Review: It is important to review literature on the topic of radicalization messages and hate speech on social media in order to clearly understand the dynamic. The IC is also expected to do a social media analysis in social media platform e.g. Twitter, Facebook, Instagram, etc to capture radicalization message and hate speech condition in social media. It is mandatory to review project proposal, results framework, and other sources of data to complete the baseline assessment.
- Survey: a community-based survey will be conducted to have baseline data in line with the above-mentioned indicators. This short survey will collect quantitative data on radicalization messages on social media as well any other misinformation, disinformation and hate speech.
- The data collection will be conducted through online, including interview, focus-group discussions (FGD), using available platform.
- Data validation also should be conducted properly, to ensure that all data received and processed is valid. The IC consultant is expected to also conduct data validation to the related Government Institutions that similar task and fuctions to this issue, for instance i) The National Counter-Terrorism Agency c.q. The Deputy of Prevention, Protection and Deradicalization; (ii) The National Cyber and Crypto Agency (BSSN); (iii) The Ministry of Communications and Informatics.
- Data Analysis should be conducted to show the result of the baseline survey and provide

accurate, valid information and convincing data, which can be used as further reference by the project.

Output/Indicators	Target Respondents	Data Collection Methods

1. Percentage of community members in areas where the EU-funded action has been implemented and who feel that the EU funded action has reduced the risk of radicalization of a member of their community;
 2. Percentage of people that have encountered radicalization messages and hate speech on social media who:
   a) indicate they do not identify with, believe in or accept these narratives;
   b) Indicate whether or not their friends or neighbours believe in or accept these narratives;
   c) took steps to seek removal (e.g. reporting to moderators);
 3. Percentage of people indicating having encountered radicalization message and hate speech on social media in the past 3 (three) months; and
 4. The number of vulnerable/at-risk youth who state their capacities to identify hate speech and violent extremism.
	2,500 HH (disaggregated by location, sex, age,education level, religion, and employement status)
	
	 Non-target group for RCT: 2,500 HH
		Structured questionnaire, Semi-structured Key informant interview, Focus Group Discussion, Online-Survey- statistical and online survey-qualitative data

Data Collection Method:

Questionnaire type	Specific Target group
Structured questionnaire	youth, women, government institutions, educational institutions, Religious-Based Organizations, online media of Religious-Based Organizations, and women's CSO
Semi-structured Key Informant Interview	youth, women, government institutions, educational institutions, Religious-Based Organizations, online media of Religious-Based Organizations, and women's CSO
Focus Group Discussion	youth, women, government institutions, educational institutions, Religious-Based Organizations, online media of Religious-Based Organizations, and women's CSO

Online survey - statistical	youth, women, government institutions, educational institutions, Religious -Based Organizations, online media of Religious-Based Organizations, and women's CSO
Online surveys – qualitative data	youth, women, government institutions, educational institutions, Religious-Based Organizations, online media of Religious-Based Organizations, and women's CSO

Sample size:

Tool/ Target group	Indicator	Sample Size
youth, women, government institutions, educational institutions, Religious-Based Organizations, online media of Religious-Based Organizations, and women's CSO		5,000 HH

4. Emphasize the relevance/purpose of the work required and how it is linked to the project context

It is important to take stock of the current situation on how P/CVE effort must address the needs of youth, women organization, Government authorities, Educational Institutions, Religious-Based Organization, and Online media of Religious-based Organization for instance, how to build the capacities of P/CVE actors, including youth, women, Government Institutions, educational institutions in the national and sub-national level, representatives of CSOs, and women CSOs in each country to disrupt processes of radicalization and recruitment in the places where it is known to occur while promoting tolerance and respect for diversity.

Findings from this baseline survey will be drawn to clarify indicators and setting baselines to track implementation of 3 (three) years of project implementation. Subsequently, the findings will independently ascertain how the PROTECT project has contributed to strategic indicators from the regional office. The project seeks to hire an IC consultant to conduct the baseline survey.

5. List and describe the stakeholders for the project.

The PROTECT project will be implemented for and with direct participation and close partnership with:

1. The national government, such as the Coordinating Ministry for Human Development and Cultural Affairs, the Coordinating Ministry for Political, Legal and Security Affairs, the National Counter-Terrorism Agency (BNPT), the Ministry of National Development Planning (BAPPENAS), the Ministry of Religious Affairs, the Ministry of Education and Culture Affairs, the Ministry of Women Empowerment and Child Protection, Ministry of Communication and Informatics, Indonesian Witness and Victim Protection Agency (LPSK);
2. Sub-national governments and authorities in 5 targeted area: Bandung, Bogor, Makassar, Malang, and Surakarta;
3. PCVE Practitioners, Academician, Research Institute; Educational Institutions, Women Organization, Student and Youth, Religious-based organization, online media of Religious-Based Organization and
4. Civil Society Organizations (CSOs).

Stakeholders Consultation for the IC

The IC will work closely with stakeholders of the project during the conduct of the baseline survey, from the planning phase to evaluation phase. In the planning phase of the baseline survey, the IC will work closely with selected CSOs/NGOs as implementing partners of project for the activities under Output 3 (Strengthened capacities and resilience of PVE actors towards the extremist narratives and processes of radicalizations). While, for in the evaluation phase of the baseline survey, the IC will consult with key government counterparts of the project which comprises of The Coordinating Ministry for Political, Legal, and Security Affairs; The Coordinating Ministry for Human Development and Culture; and the National Counter-Terrorism Agency.

6. *If applicable, explain thoroughly the peculiarity of the setting of the project or the work required, if any (e.g., security risks involved in conducting the work in certain communities, certain cultures and practices unique to the stakeholders, etc.)*

In the Indonesia context, there is an increase in intolerance and threats of terrorist attack. These dynamics potentially change the substantial work of the project, which can disrupt project implementation. For that reason, the project has developed the mitigating actions which have been stated in the PROTECT Project document to identify and respond to potential challenges.

Amidst to COVID-19 pandemic, which can unpredictability risk the project's operation, the project will follow all protocols and measures decided by the UNDP management and respective government counterparts measures to ensure that the data collection will be implemented in a safe and secure condition, mostly through available and familiar online platforms.

7. *Provide information available that will help IC to understand the context of the work, such as publications, reports, etc.*

In line with the project, the PROTECT project's information is available mainly by reading the project documents and the presentation materials, including the factsheet on the project.

Other relevant documentation that could clarify the context of the work for the IC Consultant are:

1. On the project specification, the consultant may refer to the Description of the Action (DoA) from UNDP BRH and Project document of the PROTECT Project UNDP Indonesia CO;
2. On the Monitoring and Reporting area, the consultant may refer to the Monitoring and Evaluation (M&E) Strategy of the project and related narrative report from the PROTECT Project (Quarterly Monitoring Report, PVE Report Framework, Project Assurance Report, EU Final Narrative Report) and Final Evaluation of PROTECT Project;
3. On the detail of project activities, the consultant may refer to the Terms of Reference (TOR) from each activities under Output 3 of the project (Strengthened capacities and resilience of PVE actors towards the extremist narratives and processes of radicalizations);
4. On the National Action Plan on Preventing and Countering Violent Extremism leading to Terrorism (NAP on P/CVE), refer to BNPT's manual and Matrix of NAP; and Monitoring and Evaluation Tools System (Guidelines) of NAP on P/CVE developed under the PROTECT project phase I.

The IC will work closely in daily basis with the National Project Manager and Monitoring and Reporting Officer of PROTECT Project.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the direct supervision of the National Project Manager of the PROTECT project and the Head of Democratic Governance and Poverty Reduction Unit, the IC consultant will be responsible for the following tasks:

1. In close consultation with the National Project Manager and Monitoring and Reporting Officer, prepare a design for the methodology of the baseline survey, including an appropriate sampling methodology to compare target and non-target population in a randomized control trials method, including the number of respondents and sample size for this survey (2500 Households, which detail as follow: Jakarta 500 households, Bandung 400 households, Bogor 400 households, Makassar 400 households, Malang 400 households, and Surakarta 400 households**)**;
2. Prepare data collection tools for qualitative and quantitative data collection, include data validation and data analysis;
3. Monitor the data collection process and ensure the quality of the collected data. The IC consultant is expected to conduct/assign a team to conduct data collection and analysis, with a focus on the requirements of the project Log framework, Results Frameworks and other data needed to to measure progress against the project results framework and ensure quality assurance in M&E;
4. Make recommendations to increase the benefits of the project;.
5. Prepare comprehensive final reports for the Baseline Survey and perform other duties/functions as may be deemed necessary for project implementation and coordination.

Expected Outputs and deliverables

The expected outputs from the activities are:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required *(Indicate designation of person who will review output and confirm acceptance)*
1. Inception Report Should outline the objective, methodology of baseline survey, explanation of tools (questionnaires, online), sampling plan, team composition, training report for local team, workplan and outline/framework of the Final Report. During the inception report formulation, the	9 days	December 2020	National Project Manager

	consultant is expected to conduct the training for the team.			
2.	**Develop and test the survey tool, Data Collection, Data Validation and conduct Data Analysis** The quality of collected data should be ensured through data analyses. Data entry should be ensured through a reliable data entry database, such as quantitative data were processed, analyzed and organized in table by using SPSS and Microsoft Excel. Descriptive statistical values including frequency counts, percentage, minimum value, maximum value, and average will be calculated in order to explain distribution and general characteristics of communities in Jakarta, Bandung, Bogor, Makassar, Malang, and Surakarta as targeted areas	35 days	January 2021	National Project Manager
3.	**Final Report** submitted should produced with detail information from each city, consist of: baseline design and methodology of data collection, data validation and data analysis, profile of surveyed communities and households, baseline analysis of targeted cities, baseline survey results in: Jakarta, Bandung, Bogor, Makassar, Malang, Surakarta, and recommendations. In a close consultation with the National Project Manager and Monitoring & Reporting Officer from the project, before the Final Report is submitted, the IC should submit the draft of final report according to the outline written in the inception report.	6 days	February 2021	National Project Manager

III. WORKING ARRANGEMENTS

Institutional Arrangement

The IC consultant will report to the National Project Manager of the PROTECT project, that will directly supervise the IC Consultant for the reporting, approval, and acceptance of the outputs. The IC Consultant work in close communication with the PROTECT team of the UNDP Indonesia CO, the focal point of M & R in UNDP Indonesia CO, UNDP Bangkok Regional Hub, M & E Specialist, and other key parties/state institutions.

The Individual Consultant is expected to liaise, interact and collaborate with the PROTECT Project team of the UNDP Indonesia CO, UNDP Bangkok Regional Hub, and M & E Specialist, as well as project partners to ensure the smooth implementation of the project and the achievements from each activity conducted on the ground.

The IC is expected to be flexible and adaptable in terms of working arrangements.

Due to the COVID-19 situation, the Individual Consultant is not allowed to travel. Therefore, to reach Jakarta and other 5 (five) targeted areas of intervention, the project and the IC consultant will change the modernity of data collection, for instance, conducting the online survey and virtual interview.

The success of the project depends on the timely delivery of each component. The Consultant should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

The Team of the PROTECT project at UNDP CO Indonesia will have the following responsibilities:
  (i)   Provide relevant documents;
  (ii)   Discuss and agree on the methodologies of the assignment;
  (iii) Monitor and evaluate the progress of the assignment.

The contract and payments will be performance-based and regularly assessed by the UNDP CO Indonesia. PROTECT project will not support the IC with facilities or supplies.

Duration of the Work

In accordance with the requirements above, the consultant is expected to work for a total of 50 days during 3 months from November 2020 – February 2021, in Jakarta and 5 other areas of interventions: Bandung, Bogor, Makassar, Malang, and Surakarta.

Duty Station

The consultancy will be managed by the PROTECT project at UNDP CO Indonesia. The consultant's presence is required both at the home-place and at the duty. In this regard, the IC is expected to work from home and in the workplaces for face-to-face meetings with the PROTECT Project team UNDP CO. In Indonesia, under the covid-19 pandemic situation, virtual meeting and any other possible communication channel will be ulitized, while travel and face to face meeting is not allowed. There will be no official travel outside duty station.

Travel Plan
Considering the pandemic situation, there will be no travel plan under this consultancy.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant should possess the following expertise and qualifications:

Academic Qualifications:
Master's degree or higher in Conflict and Peacebuilding, International Relations, International Development, Sociology, Statistical, Economics, Demography, Conflict Management, Laws, Human Security or closely related field.

Years of experience:

- Minimum 10 years of working experience at national level development program evaluation or assessment;
- Experience in conducting survey, impact studies, Design Monitoring and Evaluation and data collection in development programme;
- Field experience working on violent extremism or peacebuilding project will be an asset;

Technical Experience:

- Have knowledge on concepts and theories in the area of monitoring and evaluation, data collection, governance, peacebuilding, community resilience, and PVE;
- Experience in leading (designing and undertaking) large scale quantitative and qualitative research (candidate should provide a copy of baseline/ evaluation report produced);
- Knowledge of logical and results framework;
- Strong knowledge and experience working around the behavioural change communications and media;
- Experience working on social cohesion or Preventing Violent Extremism issues;
- Experience in developing monitoring tools or facilitation and drafting materials;
- Experience in formulating development strategies and policies;
- Excellent public speaking and presentation skills.

III. Competencies and special skills requirement:

Corporate
- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, tolerance, integrity, respect, results orientation, impartiality.
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- The technical expertise of assessment, in particular for baseline survey
- Demonstrated knowledge, experience, expertise and ability in conducting studies and strategies for
- Understanding the sensitivities of programming in fragile or conflict-affected contexts
- Fluency in English with excellent written communication skills, and strong experience writing reports;
- Fluency in Bahasa Indonesia required.

Functional
- Ability to identify needs and interventions for capacity building of counterparts, clients and potential partners.
- Background knowledge about the United Nations and UNDP;
- Demonstrates ability in conducting creative-thinking and innovation learning events;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;

- Excellent computer skills especially Word, Excel and Power Point, Email;

Leadership
- Demonstrated ability to think strategically and to provide credible leadership;
- Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic overview and corporate vision and overseeing the analysis/resolution of complex issues;
- Strong managerial/leadership experience and decision-making skills with proven track record of mature judgments

Managing Relationships
- Demonstrated well developed people management and organizational skills;
- Excellent negotiating and networking skills with strong partnerships in technical organizations in the practice area;

Managing Complexity
- Ability to address global development issues;
- Substantive knowledge and understanding of development cooperation with the ability to support the practice architecture of UNDP and inter-disciplinary issues;
- Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives;
- A sound global network of institutional and individual contacts.

Knowledge Management and Learning
- Ability to strongly promote and build knowledge products
- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example
- Seeks and applies knowledge, information and best practices from within and outside of UNDP.

Judgment/Decision-Making
- Mature judgment and initiative
- Proven ability to provide strategic direction to the project implementation process
- Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

V.   EVELUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

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
Technical		
• **Criteria A**: qualification requirements as per TOR:	**70**	
Academic Qualifications: Master's degree or higher in Conflict and Peacebuilding, International Relations, International Development, Sociology, Statistical, Economic, Demography, Conflict Management, Laws, Human Security or closely related field.	20	
Years of experience: 1. Minimum 10 years of working experience at national level development program evaluation or assessment;	20	
2. Experience in conducting baseline survey, impact studies, Design Monitoring and Evaluation and data collection in development programme;	20	
3. Field experience working on violent extremism or peacebuilding project will be an asset;	10	
• **Criteria B**: Brief Description of Approach to Assignment	**30**	
1. Understanding of the TOR	8	
2. Proposed approach	8	
3. Proposed methodology	7	
4. Proposed implementation plan	7	
• **Criteria C**: Further Assessment by Interview (if any)		