



GENERAL INFORMATION

Title: Procurement and Contract Management (National Consultant)

Project Name: Assistance for Enhanced Innovation for the Achievement of the SDGs in Indonesia (ACHIEVE)

Reports to: DGPRU Programme Associate

Duty Station: Jakarta, Indonesia

Expected Places of Travel (if applicable): Refers to UNDP rules and regulations if there are unforeseen travels

Duration of Assignment: January – June 2021 (120 Working Days)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
<input type="checkbox"/>	(1) Junior Consultant
<input checked="" type="checkbox"/>	(2) Support Consultant
<input type="checkbox"/>	(3) Support Specialist
<input type="checkbox"/>	(4) Senior Specialist
<input type="checkbox"/>	(5) Expert/ Advisor
<input type="checkbox"/>	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
<input type="checkbox"/>	(6) Junior Specialist
<input type="checkbox"/>	(7) Specialist
<input type="checkbox"/>	(8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 or CV with three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input type="checkbox"/>	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☐ partial

☐ intermittent (explain)

☒ full time/office based *(The post is required to assist number of projects within DGPRU that can only be measured by deliverable to ensure in keeping up the activities of each projects. Also, this will help projects with day to day activities in term of procurement and contract management)*

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:

I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nation.

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all 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.

SDGs in Indonesia

The 2030 Agenda for Sustainable Development and the corresponding 17 goals that comprise the Sustainable Development Goals (SDGs) is a promissory note, negotiated and signed by 193 governments, written to people and the planet. Agenda 2030 seeks to eradicate poverty in all its forms and dimensions, including extreme poverty, whilst strengthening universal peace and freedom, and improving the environmental outlook of the planet.

SDGs are universal in nature and have a wider scope than its predecessor, the Millennium Development Goals (MDGs). Indonesia played an important role in shaping the post-2015 development agenda and the current list of SDGs. Moreover, the proposed goals and targets align well with the growth and development priorities of the Government of Indonesia (GoI) stated on the 2015-2019 RPJMN. The GoI is committed to pursue the implementation of the SDGs both at national and sub-national level. In July 2017, the GoI enacted the Presidential Decree No. 59 Year 2017 on the Implementation of the SDGs in Indonesia.

SDGs Localization in Riau province

UNDP partners with Riau provincial and district governments to implement the initiative of 'SDGs Localization in Riau province', with supports from Tanoto Foundation. The objective of the initiative is to increase the coordination, coherence, efficiency, and effectiveness of the support for SDGs localization by all stakeholders, including state and non-state actors i.e., sub-national government, private sector, philanthropy, academics, civil society organizations, media/press, youth, and other relevant stakeholders.

The initiative commenced in 2016, and the first phase concluded in early 2018. The succeeding second phase of the initiative runs for two years (2018-2020), during which UNDP provides technical assistance to Riau government, mainly through supporting Provincial and District Development Planning Agencies (BAPPEDA Provinsi & BAPPEDA Kabupaten).

With supports from UNDP, Riau is the first province in Indonesia that established the inclusive SDGs Coordination Team that involved non-state actors, as mandated by the Presidential Decree No. 59/2017. In July 2018, Riau has launched the Sub-national Action Plan on SDGs (Rencana Aksi Daerah/RAD SDGs). Being the first to do so, through technical assistance from UNDP, Riau is steps ahead than other provinces in terms of integrating the SDGs agenda into local development planning, where it has successfully become the centre of excellence for SDGs localization in Indonesia. Ministry of National Development Planning (BAPPEDANA) has promoted Riau as good example for SDGs localization and recommended other provinces and districts to study from Riau on how the provincial level establishing an inclusive structure of SDGs governance, developing SDGs indicator and preparing SDGs action plan. During the first phase of the initiative, at least seven provinces (Central Java, West Java, Lampung, South Sumatra, Banten, Gorontalo and Central Kalimantan), one city (Batam) and one ministry which is the Ministry of Culture and Human Development which visited and studied about SDGs in Riau province.

SDGs Localization in Riau province – 2nd Phase (2018-2020)

The second phase of the initiative focuses on five areas, as shown below:

1. Policy Development and Institutional Strengthening
2. Effective Planning and Budgeting for the SDGs Achievement
3. Action – SDG Pilot Village(s): accelerators and SDGs principles
4. Data ecosystem: Monitor and tracking the achievement
5. Advocacy, capacity building and knowledge sharing

SDGs Localization in Gorontalo province

Gorontalo province embraced the adoption of SDGs agenda into their local development planning by officially institutionalizing SDGs stakeholders' platform through endorsement of the Governor Decree No. 349/28/X/2017 on the Establishment of Inclusive SDGs Coordination Team at provincial level in October 2017; followed by the endorsement of the Governor Decree No. 379/28/XI/2017 on the Establishment of Provincial SDGs Secretariat in November 2017. Having both teams present at provincial level, Gorontalo geared up for the formulation of the Presidential-Decree-mandated-SDGs Local Action Plan. By July 2018, Gorontalo had successfully had the SDGs Action Plan endorsed by the Governor and had been launch the Local Action Plan for SDGs Implementation in Gorontalo Province.

UNDP supports in Gorontalo focus on the advocacy of integrating SDGs agenda into local development plans. Strengthening of inclusive SDGs Coordination Teams, evidence-based analysis on planning and budgeting, and implementing SDGs Actions will be the highlight of the efforts.

emPOWERed Farmers Initiative as SDG Action in Gorontalo Province

SDGs Localization in Gorontalo Province are moving forward on implementing SDGs Actions which is addressing poverty issues in rural area. In many provinces in Indonesia such as Gorontalo, poverty in rural area contributing 87,88% of aggregate provincial level poverty which is majority are farmers. The provincial government places high priority on increasing maize production and its estimates more than 30% households involved in agriculture. emPOWERed Farmers initiative is a concept to accelerate poverty alleviation through inclusive economic growth. With the support of UNDP, Fintech company, and Gorontalo Provincial Government the partnership model aims to achieve increase the net income of 151 smallholder farmers in 4 village at Gorontalo District.

The emPOWERed Farmers implementation has been successfully engaged fintech company invested approx. IDR 2 billion which has generated total investments on 105 Ha maize land area in 4 villages. emPOWERed Farmers initiative has successfully conducted the first planting season (April – August 2019). The socio-economic survey result from BAPPPEDA Gorontalo Province shown a more than 76% farmers are poor farmers with government subsidy and poverty programs. The initiative is now on process of scaling-up period.

SDGs Academy Initiative

Achieving the SDGs required transformative and multidimensional approach. Given the limited resources and many targets, decision makers ought to prioritize their focus on development. It was crucial to base the prioritization on evidence and analysis. On similar note, reliable data was essential to monitor, track, evaluate, and report progress on SDGs. All SDGs have targets directly related to the responsibilities of local and regional governments. Local stakeholders need to be empowered to address SDGs issues especially the ones that are most relevant to the local context. Indeed, the weakest links in Indonesia's effort in implementing SDGs are the roles of local administrations and the roles of communities (Alisjahbana, 2016). To address this need, UNDP Indonesia established SDGs Academy. The SDGs Academy is a capacity building program, aiming at increasing Indonesia's state and non-state actors capacities in localizing the SDGs, covering the areas of: governance and policy, innovative solution, and monitoring and reporting, but also their leadership and managerial skills needed to solve local SDGs issues.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the guidance and direct supervision of the Programme Associate of DGPRU, the consultant is responsible for providing technical assistance for specific task as follow:

- Provides administrative and financial support to the Project Management Unit focusing on achievement of the following results:
 - Support the administrative and procurement of project implementation activities, involving extensive liaison with a diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, e.g. recruitment and appointment of personnel, travel arrangements, training/study tours, disbursement of funds, procurement of equipment and services, security compliance, etc.
 - Provision of general office assistance such as response to complex information requests and inquiries; reviews, logs and routes incoming correspondence; establishment of filing system and maintenance files/records; organization of meetings, workshops; routine administrative tasks, including maintaining attendance records, assessing telephone billing, etc.
 - Drafts correspondence on budget-related issues, periodic reports, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc.
 - Effective implementation of operations policies for gender sensitive approach at the project level
- The Consultant works in close collaboration with the Management Support and Business Development, Programme and Operations teams in the CO and UNDP HQ for resolving complex programme and operations – related issues. The Consultant may supervise, and lead support staff as assigned by the Programme Associate, Deputy Country Director (Programme) and/or Country Director

Expected Outputs and deliverables

The specific outputs/deliverables expected from the Support Consultant for Project Closure are the following:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Report on the Preparation on 2021 work plan and list of activities plan pertaining to Procurement and Contract Management for DGPRU Projects.	20	January 2021	DGPRU Programme Associate
Report on the result of workshop/FGD/meeting on DGPRU Projects on the month of January and February 2021.	20	February 2021	
Summary report of procurement and financial activities on Q1 year 2021	20	March 2021	
April progress report pertaining to administrative and financial activities including progress report on the procurement activities.	20	April 2021	
Update DGPRU procurement plan (PROMPT) as of May 2021	20	May 2021	
Summary report of procurement and financial activities on Q2 year 2021	20	June 2021	

III. WORKING ARRANGEMENTS

Institutional Arrangement

The IC will liaise with several projects within DGPRU and supervised by the DGPRU Programme Associate. The associate will determine which project the IC will work with, monitor and review all outputs. The IC is expected to be in regular contact with the DGPRU Programme Associate and update and report on his/her progress on a month basis.

Duration of the Work

Expected duration of work is from January – June 2021. The IC is expected to support the deliverables on a full-time basis.

Duty Station

The IC will be based at Jakarta.

Travel Plan

Travel will be arranged by Hiring Unit which refers to UNDP rules and regulations if Consultant is requested to travel outside Jakarta and there may be unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Bachelor's degree or 3 Years Diploma in economics, management, business administration and/or a relevant field of studies.

Minimum experience requirement:

- Minimum 1 year of experience for bachelor's degree or 4 years of experience for 3 Years Diploma in administrative, financial, procurement, and event management;
- Experience in collecting, analyzing, and summarizing administration report;
- Experience in using ERP or any web-based application;
- Experience in working with Government and other International Organization
- Experience with Business and Human Rights activities;
- Experience with Anti-Corruption activities;
- Experience with LKPP Procurement activities;

Language Requirements:

- Skills in English and Bahasa Indonesia through demonstrated experiences in CV

Competencies and special skills requirement:

- Specific Skills:
 - Familiarity with Microsoft office (Excel, Word, Power Point, Pivot Table, etc)
 - Familiarity with Web-based procurement system would be an advantage
- Communications and Networking:
 - Proven networking, team building, organizational and communication skills and ability to build strong relationships with government and other external actors.
 - Has excellent oral communication skills and conflict resolution competency to mediate inter-group dynamics and mediate conflict of interests.
 - Has excellent written communication skill, with analytic capacity.
- Knowledge Management and Learning:
 - Shares knowledge and experience.
 - Ability to provide a strong analysis.

- **Management and Leadership:**
 - Demonstrates ability to work in a team.
 - Demonstrates ability to accept critics and constructive inputs/opinions.
 - Demonstrates strong analytical skills.
 - Good time management to meet deadlines with quality outputs.
 - Highly creative attitude and self-starter mindset.
 - Consistently approaches work with energy and positive/constructive attitude.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

"responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.

Criteria	Weight	Maximum Point
<u>Technical</u>	100%	100
Criteria A: Qualification Requirements as per TOR:		
1. Bachelor's degree or 3 Years Diploma in economics, management, business administration and/or a relevant field of studies		20
2. Minimum 1 year of experience for bachelor's degree or 4 years of experience for 3 Years Diploma in administrative, financial, procurement, and event management;		20
3. Experience in collecting, analyzing, and summarizing administration report;		7
4. Experience in using ERP or any web-based application		8
5. Experience in working with Government and other International Organization		15
6. Experience with Business and Human Rights activities;		10
7. Experience with Anti-Corruption activities;		10
8. Experience with LKPP Procurement activities;		10