

Terms of reference



GENERAL INFORMATION

Title: Consultant for the Development of Synthesis Report COVID-19 MPTF

Project Name: COVID-19 MPTF

Reports to: UNDP Country Economist

Duty Station: Home based

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

Duration of Assignment: 30 working days from 1 March – 30 April 2021

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
4	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:

☐ (explain)

☒ **intermittent (explain)**

When UNDP has allowed to return to work at the office, the presence of a consultant is required to conduct discussions and consultations related to the report prepared by the consultant.

☐ 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 contention measures have had a devastating impact on the socio-economic status of the extremely poor, the vulnerable and the middle class in Indonesia. Rapid impoverishment has affected almost 150 million people, with a significant proportion of them facing food insecurity and malnutrition. Children, women and the elderly are the most vulnerable in this context, with a vast majority of them living in densely populated provinces of Indonesia.

The Government of Indonesia has identified this poverty challenge and is acting swiftly through its existing social protection programmes. Those social protection schemes have been expanded in terms of the number of beneficiaries and the amount of benefits. However, before COVID-19, social safety nets covered mostly the extremely poor and a small proportion of the vulnerable. Even with the expanded social protection schemes approved by the Government, vast numbers of families and communities lack support.

This programme aims to ensure that in these times of socio-economic crisis, no one, particularly children and women, is left behind. It offers support to the Government of Indonesia and key partners (civil society, private sector, faith-based organizations) through three major channels: enhancing the inclusivity of the social protection system; strengthening the governance of the social protection response to COVID-19; and introducing innovations for a more efficient and effective social protection response.

The United Nations System in Indonesia, and particularly the four agencies involved in this initiative (UNWOMEN, WFP, UNDP and UNICEF), are using their existing technical, institutional and innovation capacity to ensure that results are delivered in an effective and timely manner. The funding provided by the MPTF (USD2,000,00) will expand and enhance that capacity, allowing the UN to play a catalytic role in strengthening the social protection response to COVID-19 by the Government of Indonesia.

Key allies in this endeavor will be the International Financial Institutions (IMF, WB, ADB, IsDB) and the bilateral cooperation agencies (DFAT, GIZ) that are supporting social protection policy and COVID 19 response in Indonesia.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Currently, the COVID-19 MPTF is entering the final phase of program implementation. Given the breadth and richness of the results, the program is planning to develop a Synthesis Report to capture, document, analyze and amplify the program output and results. The main assignment for this consultant is to produce a report consists of three main elements of the work:

1. Synthesis of the program results of COVID – 19 MPTF by taking three program output as the point of departure
2. Highlight the collaboration and coherence of the work of the Joint Programme
3. Recommendation to the Government by taking the final program results including the recommendation

Expected deliverables

Deliverables/ Outputs	Due Date	Estimated number of working days	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
1st payment will be made upon submission and approval on following details : <ul style="list-style-type: none">▪ Data collection and desk research▪ Interview with PUNOs and implementing partner	18 March 2021	14 working days	UNDP Country Economist

2nd payment will be made upon submission and approval on report development and presentation of synthesis report	5 April 2021	11 working days	UNDP Country Economist
3rd payment will be made after revision of the Synthesis Report Working on the input from PUNOs to the Synthesis Report	16 April 2021	5 working days	UNDP Country Economist

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will be directly supervised by UNDP Country Economist. Due to the nature of the Joint Programme, s/he will work closely programme focal point(s) of UNICEF, WFP, and UN Women as well.

Duration of the Work

The consultants will perform his/her assignment with the following timeline:

- The consultant will have 30 working days (March 2021 until April 2021) to complete and deliver the agreed deliverables.
- The consultant is expected to start working as soon as possible.

Duty Station

The consultant will be home-based during work-from-home with possible travel to the target provinces when it is back to normal working condition.

Travel Plan

Currently, travel is not applicable. However, should there be needs, travel can be made upon receiving approval from the Team Leader of RRU and the Operation Manager of UNDP in Indonesia.

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Minimum Master's) degree in social protection, social policy, disaster management, international development, policy and/or management, or other related sciences field.

Years of experience:

Minimum 5 years of progressive work experience with Master's degree OR 8 years of work experience in lieu is required.

- Experience in complex project management, delivering expert advice, technical support and capacity development to governments.
- Experience in baseline study, evaluation, endline survey, action research, policy research
- Experience in writing project activity reports
- Experience doing data synthesis related to activities that have been carried out, including providing recommendations and taking lessons learned from activities
- Experience in monitoring and reviewing the activities of project, especially projects related to health, disaster both natural or non-natural.

III. Competencies and special skills requirement:

- Familiar with the government program and policy is an asset
- Has knowledge and experience in analytical work, research, and report writing
- Familiarity with government and administration regulations in Indonesia and experience working with sub-national governments is considered an advantage.
- Ability to write high quality, clear and concise report. Strong analytical, reporting, presentation and writing skills;
- Ability to manage heavy workloads and solve complex problems with minimum supervision.

IV. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract will 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 49 point would be considered for the Financial Evaluation.

Criteria	Weight	Maximum Point
<u>Technical</u>		
Criteria A: qualification requirements as per TOR:	70%	
• Minimum Master's degree in social protection, social policy, disaster management, international development, policy and/or management, or other related sciences field.		15
• Experience in complex project management, delivering expert advice, technical support and capacity development to governments.		15
• Experience in baseline study, evaluation, endline survey, action research, policy research		10
• Experience in writing project activity reports		10
• Experience doing data synthesis related to activities that have been carried out, including providing recommendations and taking lessons learned from activities		10
• Experience in monitoring and reviewing the activities of project, especially projects related to health, disaster both natural or non-natural		10
Criteria B: Brief Description of Approach to Assignment	30%	
• Understands the task and applies a methodology appropriate for the task		10
• Important aspects of the task addressed clearly and in sufficient detail		10
• Logical, realistic planning for efficient project implementation.		10