

Terms of reference



GENERAL INFORMATION

Title: Gender and Social Inclusion for COVID 19 Recovery
Project Name: RESTORE (Response Toward Resilience)
Reports to: UNDP Gender and Result Officer
Duty Station: Jakarta
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 120 working days from March – September 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:

- ☒ 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

UNDP Indonesia Country Programme Strategy and The Country Office Gender Strategy have much emphasizing our commitment and value to put gender equality in our business process and interventions. Moreover, in broader range, UNDP Indonesia also commits to mainstream the social inclusion, using intersectionality perspectives in addressing social problems, offer solutions for transformative changes and ensuring no one left behind.

As the epidemic spreads all over the Indonesian archipelago coupled with the high disparity of subnational government capacity (provincial and district/city), there is an urgent need to provide support for both immediate life-saving interventions as well as for **strengthening national and subnational governments'** capacity to respond to the crisis. In summary, based on initial consultations with Government of Indonesia and other key development partners, UNDP's response to COVID-19 is organized 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.

Together with government and key stakeholders, UNDP, through the Response Toward Resilience (RESTORE) project, is currently seeking the advancement of implementation the gender and social inclusive COVID19 response programme, including for the transition to recovery and build back better from this pandemic outbreaks. In 2021, we look forward to more intensive efforts to straightforward for transformative change, addressing root causes, manifest partnership with gender machinery and stakeholders, NGOs/CSOs, and vulnerable groups.

UNDP recognises that COVID19 impacts differently to men and women. In some studies, many cases found the increasement of prevalence of GBV/VAWG during the early outbreaks and continues with the declining reported cases in trusted and formal agency along with the application of lockdown or social distancing protocol. In health sector, the gap in the fulfilment of gender needs and interest have becoming a concern, in the bustle effort to support the readiness of health services to response coronavirus massive infections.

Beyond the health sector, Covid-19 has a heavy socio-economic impact in Indonesia. The economic and social impact of Covid-19 will therefore be heavy, multi-sectoral and its effects will be seen over an extended period of time, hitting the poor and vulnerable the hardest. The scope of the damage is difficult to fully anticipate at this point and while the Government is making efforts to cushion the impact, households -- particularly the poor and the most vulnerable -- will be severely affected by the epidemic. Women who are heading single-person households and their children will be especially impacted. Monitoring and assessment of socio-economic impact on households is an important and requisite first step to gather data and generate evidence that will help to create measures to counter the impact. In social- economic sector, various efforts have been proceed to support protection to vulnerable groups such as women, people with disabilities, poor, and people who lives in hard to reach communities. Further more, Social Cohesion is also expected able to prepare community and stakeholders to be more resilient in the middle of crisis.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

In order to deliver gender and social inclusion for UNDP COVID19 Response Programme, UNDP plan to recruit Gender and Social Inclusion Specialist from March to August 2021 under the supervision of Gender & Result Officer, Country Economist, and the COVID19 Response Toward Resilience (RESTORE) project Manager, with the scope of work and qualification below:

1. Supporting the country office to implement gender and social inclusion to support COVID19 response programme, including the development of M&E tracking, reporting, supervision to the implementing partners, initiating strategy advocacy and partnership with key government and stakeholders.
2. Supporting the country economist and other cross cutting areas, in managing the COVID 19 response studies and activities, including to support completing of administration related works (developing TOR, etc).
3. Suporting the country office in developing potential intervention design on gender and social inclusion to COVID19 response interventions and other potential area of development sector that relevant to UNDP Indonesia's mission.

4. In coordination with Communication Unit, supporting Country Office and implementing partners in defining communication outreach, developing stories/articles, and publication of UNDP's works in area of COVID19 response and other intervention areas when are needed.
5. Assisting Gender Specialist, Economist and others stakeholders in the office on different tasks that relates to Gender and Social Inclusion in COVID19 response project, that are required by the country office.
6. Supporting coaching on relevant issues on gender and social inclusion among the team in UNDP and to implementing partners.

Expected deliverables

Deliverables/ Outputs	Estimated number of working days	Review and Approvals Required
1st Deliverable: Report on; <ul style="list-style-type: none"> • 1st Summary progress of intervention conducted by implementing partner. • M&E tracking and reporting platform for implemented interventions, is developed. • In coordination with partners and communication team in country office, identifying list of Potential stories, events , etc for 2021 to support the publicity of UNDP work (communication & publication plan). • Maintaining relations to government and key stakeholders to support the implementation of target interventions • Provide inputs to COVID19 response project in Country office around issue on gender and social inclusion, when is required. 	April 2021 (20 working days)	Gender and Result Officer
2nd Deliverable: <ul style="list-style-type: none"> • 2nd summary progress of intervention conducted by implementing partners. • Monitoring the intervention that is conducted by implementing partners, towards project's outputs/outcomes and UNDP's Strategy on Gender and Social Inclusion. • Draft articles, events, conducted/developed to support socialization and publication of UNDP progress results. • Advices, coaching to Project team in relevant to intervention GESI. 	May 2021 (20 working days)	Gender and Result Officer
3rd Deliverable: <ul style="list-style-type: none"> • 3rd summary progress of intervention conducted by implementing partners • Monitoring the intervention that is conducted by implementing partners, towards project's outputs/outcomes and UNDP's Strategy on Gender and Social Inclusion. • Publication articles, conducted relevant event to support the promotion of UNDP's progress results 	June 2021 (20 working days)	Gender and Result Officer

<ul style="list-style-type: none"> • Maintaining advocacy and partnership with relevant government and other stakeholders. • Provide inputs to COVID19 response project in Country office around issue on gender and social inclusion, when is required. 		
4th Deliverable: <ul style="list-style-type: none"> • 4th summary progress of intervention conducted by implementing partners. • Monitoring the intervention is conducted to process implemented by partners, towards project's outputs/outcomes and UNDP's Strategy on Gender and Social Inclusion. • Advices /inputs given to partners to enhance the maximum results from intervention. • Provide inputs to COVID19 response project in Country office around issue on gender and social inclusion, when is required. • Analytical reviews on effectiveness the UNDP's intervention towards SDG5, in the context of crisis. 	<p>July 2021 (20 working days)</p>	<p>Gender and Result Officer</p>
5th Deliverable: <ul style="list-style-type: none"> • 5th summary progress of intervention conducted by implementing partners. • Monitoring the intervention that is conducted by implementing partners, towards project's outputs/outcomes and UNDP's Strategy on Gender and Social Inclusion. • Provide data and analysis report on relevant issue on Gender and Social inclusion at any potential arena of interventions, as defined by reporting managers. 	<p>August 2021 (20 working days)</p>	<p>Gender and Result Officer</p>
6th Deliverable: <ul style="list-style-type: none"> • Reporting, evaluation and recommendation upon intervention, conducted by implementing partners. • Evaluation of the relevant intervention is conducted, to the process implementation by partners, towards project's outputs/outcomes and UNDP's Strategy on Gender and Social Inclusion. • Provide data and analysis on relevant issue on Gender and Social inclusion in any potential arena of intervention, as required. • Archiving all activities and result documentation. • Provide data and analysis report on relevant issue on Gender and Social inclusion at any potential arena of interventions, as defined by reporting managers. 	<p>September 2021 (20 working days)</p>	<p>Gender and Result Officer</p>

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will be directly supervised by UNDP Gender and Result Officer. S/He will work closely RESTORE Project Coordinator and the Programme Unit Focal Point dedicated for specific areas in undertaking the Gender and Social Inclusion.

Duration of the Work

Maximum 120 working days of work (within 6 months)

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 economics or public policy and other relevant field; OR the equivalent combination of education and the solid/extensive relevant national professional experience in related area.

Years of experience:

Minimum 3 years combine experience in the followings:

- Experience in strategic development planning and programme management in challenging environment;
- Experience in conducting the M&E and reporting.
- Experience in the field of gender and social inclusion, emergency and recovery programme, socio economic to ending poverty, vulnerability, GBV/VAWG
- Experience in conducting and maintain advocacy and partnership, including the coordination with cross sectoral governments and stakeholders such as NGOs/CSOs, especially on disaster management including COVID-19 crisis
- Experience in collecting gender data and analysis
- Experience in designing strategic ideas for GESI interventions

Competencies and special skills requirement:

- Familiar with the gender, emergency and recovery response, health and socio-economic issues in Indonesia. Knowledge able to the issue of GBV and needs of People with Disability will be a added value.
- Ability to work under limited supervision, with good communication behaviour
- Capability to work in disaster emergency and recovery setting.
- Able to speak and write report in English
- Having interests to develop communication strategy, writing articles for publication
- Having skills to conduct strategic outreach both to high level stakeholders and grass root level
- Having commitment to gender equality and non-discriminatory practices

V. 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%	
<ul style="list-style-type: none"> Master degree in social , or economics or public policy and other relevant field; OR the equivalent combination of education and the solid/extensive relevant national professional experience in related area. 		15
<ul style="list-style-type: none"> Experience in strategic development planning and programme management in challenging environment. 		15
<ul style="list-style-type: none"> Experience in conducting the M&E and reporting for programmatic approach. 		10
<ul style="list-style-type: none"> Experience in the field of gender and social inclusion, emergency and recovery programme, socio economic to ending poverty, vulnerability, GBV/VAWG. 		10
<ul style="list-style-type: none"> Experience in conducting and maintain advocacy and partnership, including the coordination with cross sectoral governments and stakeholders such as NGOs/CSOs, especially on disaster management including COVID-19 crisis. 		15
<ul style="list-style-type: none"> Experience in collecting gender data and analysis. Has xperience in designing strategic ideas for GESI interventions will be a value added. 		5
Criteria B: Brief Description of Approach to Assignment	30%	
<ul style="list-style-type: none"> Understands the task and applies a methodology appropriate for the task 		10
<ul style="list-style-type: none"> Important aspects of the task addressed clearly and in sufficient detail 		10
<ul style="list-style-type: none"> Logical, realistic planning for efficient project implementation. 		10