



GENERAL INFORMATION

Title: SDGs Localization and Covid-19 Recovery Consultant
Project Name: Assistance for Enhanced Innovation for the Achievement of the SDGs in Indonesia (ACHIEVE)
Reports to: Project Associate for SDG-DGPRU
Duty Station: Jakarta (will be home-based until Work-from-Home arrangement is relaxed)
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 191 working days within 10 months

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
2	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
	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 checked="" type="checkbox"/>	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 IC will have to work closely with the ACHIEVE Team under DGPR Unit and other teams in CO Indonesia to perform her/his tasks, hence full-time presence is essential*

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: *Project Assistant for Assistance for Enhanced Innovation for the Achievement of the SDGs in Indonesia (ACHIEVE) – DGPRU UNDP Indonesia*

I. BACKGROUND

In September 2015, at the UN Summit, the General Assembly adopted the 2030 Agenda for Sustainable Development. Working with wide networks of experts and partners, committed, and signed by 193 government, this new global agenda of “a plan of action for people, planet, and prosperity” reflected on 17 global Sustainable Development Goals (SDGs) with 169 targets, aim to achieve the goals by 2030 with a pledge of “No One Left Behind”. Compared to its predecessor, the 2030 Agenda focuses on three dimensions of sustainability, not only on economic development, social development, but also environmental protection. The success of SDGs attainment depends on the extent to which the government, private sectors, and non-private sectors collaborates to formulate and implement regulation, efforts, and coherent evidence-based plans at country level also global level.

UNDP aims to eradicate poverty, to build nations that can withstand crisis, drive, and sustain the kind of growth that improves the quality of life for everyone. UNDP’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 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.

The Sustainable Development Goals in Indonesia

The Government of Indonesia (GoI) endorsed SDGs Presidential Decree (*Perpres*) Number 59 of 2017 on the Implementation of the Achievement the Sustainable Development Goals. The *Perpres* is also a commitment to the implementation and achievement of the SDGs in a participatory manner by involving all parties. Furthermore, the goals and targets of the SDGs has aligned with that of the goals and targets stated on RPJMN 2020 – 2024 translated into programs, activities, and measurement indicators. The RPJMN acts as a main reference in the formulation of development documents in the national level such as Strategic Planning (*Renstra*) of Indonesia Ministries of 2020 – 2024, Annual Work Plan (RKP), and Medium-Term Regional Development Plan (RPJMD) also Regional Work Plan (RKPD) in the provincial level. The SDGs Agenda is pursued at national and sub-national level, undoubtedly requires a synergy of planning and formulation of all stakeholders from national to subnational levels.

To accelerate SDGs attainment in Indonesia, UNDP supports GoI at national and subnational level. At national level, UNDP supports Ministry of National Development Planning (BAPPENAS) and Ministry of Villages, Development of Disadvantaged Regions and Transmigration (Kemendesa PDTT), among others, to accelerate SDG attainment in Indonesia. UNDP liaises closely with National SDGs Secretariat; Development Planning Agencies and Village Empowerment Agencies; central and local government ministries, agencies and bodies; parliament; private sector; philanthropy; academics; experts; civil society organizations; NGOs; media and youth. UNDP also liaises closely with international organizations, such as ADB; World Bank; UCLG Asia Pacific; UNDP Regional Hubs and other UN agencies.

SDGs Localization in Indonesia – national and subnational level with BAPPENAS

UNDP supports BAPPENAS, National SDGs Secretariat and Subnational Development Planning Agencies to advance SDGs progress in Indonesia. The supports focus on integrating SDGs agenda into national and subnational development agenda (RPJMN/D), preparing SDGs Roadmap and SDGs Action Plans, policy formulation, spearheading innovative solutions through Action for SDGs (e.g., BASADA, emPOWERed Farmers), monitoring and reporting (such as Voluntary National Review/VNR) and promoting knowledge sharing and capacity building (such as supporting the National SDG Annual Conference, SDGs Debate for Youth and SDG Academy Indonesia). UNDP also piloted the subnational SDGs Localization in Gorontalo, Lampung and Riau province – with potential expansion of the program to other provinces.

SDGs Localization in Indonesia – village level with Kemendesa PDTT

UNDP Indonesia supports Kemendesa PDTT in adopting the 2030 Agenda into more than 70,000 villages across Indonesia. The assistance focuses in the following four (4) main areas of cooperation:

- a) Social Innovation Platform
- b) Digital Village Program
- c) Mainstreaming SDGs agenda into villages' metrics and indices
- d) Advocacy and Promotion of SDGs

Supported by Bangkok Regional Hub (BRH) and Agirre Lehendakaria Center (ALC) in Spain, UNDP and Kemendesa PDTT pilot the Social Innovation Platform (SIP) approach in two locations: *Gorontalo and West Java province*. SIP aims to assess socio-economic impacts of the COVID-19 pandemic and identify potential innovative solutions to build forward better from the pandemic whilst accelerating SDGs attainment in the regions. The pilot implementation runs from 2020 to 2021, with potential replication and/or scaling-ups to more villages/provinces.

UNDP also support Kemendesa PDTT to use technology to strengthen village programs through Digital Village Program. At the initiation phase, UNDP helps Kemendesa PDTT enhance its *Padat Karya Tunai Desa* (PKTD) program through Cash-for-Work (CfW) implementation at two pilots locations in *West Nusa Tenggara and Central Sulawesi province*. It aims to cushion the socio-economic shocks of the pandemic in vulnerable rural communities. Following CfW, UNDP will explore potentials to upgrade Kemendesa PDTT's current system to better respond to the needs of digitalization in the 4.0 era.

In addition to piloting initiatives, UNDP will also assist Kemendesa PDTT in mainstreaming the 2030 Agenda into villages' measurement and indices, which include but not limited to *Indeks Desa Membangun* (IDM) and *Indeks Pengembangan Kawasan Perdesaan* (IPKP). Further, UNDP will assist Kemendesa in curating best practices from villages, documenting them, and facilitating knowledge sharing and advocacy at subnational, national and international level.

The Consultant

In assisting GoI to adopt the 2030 Agenda across different dimensions of Indonesian administration system, local governance is key. Thus, UNDP is seeking a Consultant to advance the efforts of SDGs Localization in Indonesia, through supporting the local governance areas, which entails to supporting SDGs programmes at village, district, provincial and national level and assisting promotion, communication and advocacy of SDGs at local, national and international level.

The Consultant will assist the ACHIEVE Team of UNDP to implement the SDGs Localization Program. The Consultant will have to provide supports to the team at national and subnational level, facilitate activities and events, help in promotion and communication of SDGs, and assist in administrative, logistics and financial areas.

The Consultant will liaise with other CO Indonesia teams/units, BAPPENAS, Kemendesa PDTT, National SDGs Secretariat; Development Planning Agencies and Village Empowerment Agencies; central and local government ministries, agencies and bodies; parliament; private sector; philanthropy; academics; experts; civil society organizations; NGOs; media; youth; development partners; vendors and other relevant stakeholders. The primary reporting responsibility of the Consultant is to the Project Associate for SDG – DGPRU.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Consultant will report directly to Project Associate for SDGs – DGPRU. The Consultant is responsible to do following tasks:

1. Providing operational supports to the ACHIEVE Team in the implementation of the SDG Localization's local governance activities and advocacy as well as Covid19 recovery activities, focusing on the achievement of the following results:
 - ☐ Supports in the implementation of programme activities at village, district, provincial and national level and in the promotion and advocacy of SDGs at local, national and international level
 - ☐ Supports in the facilitation of meetings, workshops, FGDs, seminars, webinars, symposiums, press conference, online/offline discussions and other events
 - ☐ Supports in the preparation of TOR, budgets, work plans, summary points, meeting minutes, briefing notes, activity logs, reports and other documentations
 - ☐ Supports in drafting documentations and/or translations in Bahasa Indonesia or English to communicate with relevant project partners and/or stakeholders
 - ☐ Supports in the improvement of programme activities, promotion and advocacy by preparing activity logs/reports, lessons learned, recommendations and other relevant tools
2. Providing operational supports to the ACHIEVE Team in outreach and communication activities, focusing on the achievement of the following results:
 - ☐ Supports in liaison with UNDP partners, which include but not limited to BAPPENAS, Kemendesa PDTT, National SDGs Secretariat; Development Planning Agencies and Village Empowerment Agencies; Bangkok Regional Hub (BRH); Agirre Lehendakaria Center (ALC), central and local government ministries, agencies and bodies; parliament; private sector; philanthropy; academics; experts; civil society organizations; NGOs; media; youth, development partners, UNDP Regional Hubs and other UN agencies
 - ☐ Supports in liaison with internal CO Indonesia teams, which include but not limited to Programme and Operations Teams, e.g., DGPRU, Environment Unit, IFL Unit, RRU, HR, Procurement, IT, and Communications Team
 - ☐ Supports in facilitation of communication with the above-mentioned partners, teams and other relevant stakeholders through online platform (due to covid-19) and offline platform (subject to COVID-19 situation)
3. Providing operational supports to the ACHIEVE Team in administrative, logistics, and financial areas as necessary, focusing on the achievement of the following results:
 - ☐ Supports in coordination with internal teams to ensure all administration, logistics and financial-related areas of the SDGs Localization activities are followed-up and accomplished
 - ☐ Supports in liaison with external stakeholders, such as vendors, to ensure smooth facilitation of administration, logistics and financial-related areas to the programme implementation
 - ☐ Supports in facilitation of hiring and contracting consultants/vendors and/or engaging institutions and facilitation of travels of consultants/vendors/institutions
 - ☐ Supports in following-up actions and/or communications with related partners and/or stakeholders to ensure smooth facilitation of SDGs Localization programme

Expected Outputs and Deliverables

The specific outputs/deliverables expected from the SDGs Consultant are the following:

Deliverables/Outputs	Estimated # of Working Days	Completion Deadline	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
1 st deliverable: Report on assistance of SIP early narratives to Kemendesa PDTT	13	March 2021	Project Associate For SDG
2 nd deliverable: Report on facilitation of Cash- for-Work piloting	20	April 2021	Project Associate For SDG
3 rd deliverable: Report on supporting the promotion of BASADA	15	May 2021	Project Associate For SDG
4 th deliverable: Report on facilitation of VNR 2021	21	June 2021	Project Associate For SDG
5 th deliverable: Report on SDGs advocacy supports at national and international	20	July 2021	Project Associate For SDG
6 th deliverable: Report on facilitation to engage potential partners for SIP in Gorontalo and West Java	20	August 2021	Project Associate For SDG
7 th deliverable: Report on mainstreaming SDGs into villages' metrics and indices supports	21	September 2021	Project Associate For SDG
8 th deliverable: Report on preparation of SDGs Debate for Youth	19	October 2021	Project Associate For SDG
9 th deliverable: Report on preparation of SDGs Annual Conference	21	November 2021	Project Associate For SDG
10 th deliverable: Report on reflection of SDG Localization's Local Governance in Indonesia	21	December 2021	Project Associate For SDG

III. WORKING ARRANGEMENT

Institutional Arrangement

1. This post reports to Project Associate for SDG-DGPRU.
2. Deliverable is to be submitted monthly, as stated in the section II above.
3. The Consultant will liaise with relevant stakeholders as stated at 'Scope of Work' section.

Duration of the Work

1. The total assignment for this post is 191 working days, with possibility of extension, subject to availability of funds and satisfactory of performance evaluation results.
2. Target date for starting is 15th of March 2021.
3. Submitted deliverable(s) will be reviewed for approval, followed by revision and/or correction as necessary before recommendation for payment.
4. In the instance where any deliverable is impossible to be produced, due to unforeseen circumstances, the consultant should discuss alternative deliverable(s) with Project Associate for SDG-DGPRU.

Duty Station

1. The consultant will be stationed at UNDP Jakarta office.
2. The consultant will do full time work from home (WFH) until further notice (subject to COVID-19 situation).

Travel Plan

Below is the 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 cost in 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
1.	Riau Province	2 time	3 days
2.	West Java Province	2 time	3 days
3.	Gorontalo Province	2 time	3 days
4.	West Nusa Tenggara Province	2 time	3 days
5.	Central Sulawesi Province	2 time	3 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic qualification:

Bachelor's degree in Public Policy, Public Administration, Governance and Development, and/or Development Studies

II. Years of experience:

- Minimum one (1) year of working experience in facilitation role of administrative, logistics and financial areas in public/private sector
- Experience in liaising with international organization(s), government authorities, private sector and academics
- Experience in working in development/technical assistance is preferred
- International exposure through working/studying abroad is an asset
- Volunteer and/or social activities in local communities is an asset

III. Competencies and special skills requirement:

- Practical experience in facilitation role of administrative, logistics and financial areas

- Familiarity with conducting activities on online platform
- Fluency in English (both verbal and written)

V. EVALUATION METHOD AND CRITERIA

Individual Consultant will be evaluated based on the following methodology:

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
<u>Technical</u>	70%	100
Criteria A: qualification requirements as per TOR:		70
1. Bachelor's degree in Public Policy, Public Administration, Governance and Development, and/or Development Studies		10
2. Minimum one (1) year of working experience in supporting role of administrative, logistics, and financial areas in public/private sector		20
3. Experience in liaising with international organization(s), government authorities, private sector and academics		10
4. Experience in working in development/technical assistance is preferred		10
5. International exposure through working/studying abroad is an asset		10
6. Volunteer and/or social activities in local communities is an asset		10
Criteria B: Brief Description of Approach to Assignment		30
1. Explaining why you are the most suitable for the work;		
2. Provide a brief methodology on how you will approach and conduct the work		