Terms of Reference

GENERAL INFORMATION

Title: Social Innovation Platform and Covid-19 Recovery Facilitator for Gorontalo Province
Project Name: **A**ssistan**c**e for En**h**anced Innovation for the Ach**ieve**ment of the SDGs in Indonesia (ACHIEVE)
Reports to: Technical Advisor for SDGs
Duty Station: Gorontalo Province
Expected Places of Travel (if applicable): Village Cluster of Ponelo Kepulauan and Jakarta
Duration of Assignment: From March 2021 to December 2021 (191 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

✓	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :
	(1) Junior Consultant
	(2) Support Consultant
3	(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

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

Need for presence of IC consultant in office:
☐ partial (explain)
☐ intermittent (explain)
☑ full time/office based (The consultant is required to work full-time in the duty station, and s/he will work closely with Gorontalo counterparts (e.g. Village and Community Empowerment Agency, Bappeda of Gorontalo Province, Bappeda of North Gorontalo, etc; also ALC, BRH, RESTORE project, and Ministry of Village)

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 ACHIEVE
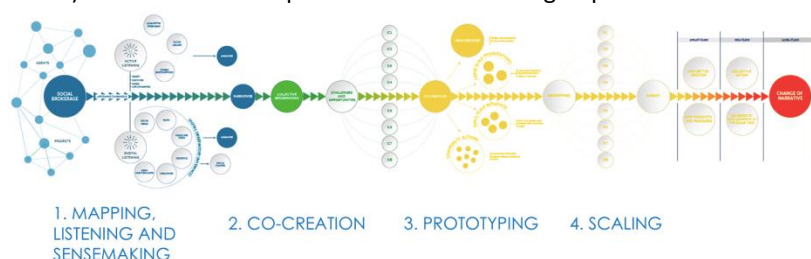
The 2030 Agenda for Sustainable Development is signed by 193 governments, including the Government of Indonesia (GoI). GoI is committed to pursue the implementation of SDGs that in July 2017, GoI enacted Presidential Decree No. 59/2017 on SDGs Implementation in Indonesia – paving way to the SDG Localization effort.

SDGs Governance and Social Innovation Platform

Since 2016, UNDP has been assisting national and subnational governments to localize SDG in Indonesia. Operating under a regional autonomy policy, local governance is key to achieving the SDGs. Thus, translating SDGs at subnational level is imperative. However, despite the complex and interconnected nature of the SDGs, many of the current development initiatives are still designed to address specific issues linearly. A Social Innovation Platform is designed integrate and bring together actors and actions for a systemic approach to address SDGs.

UNDP applies an 'area-based' social innovation approach to strengthen local governance. The approach helps communities exploring partnerships and investments with public/private sectors, informs policy reforms, and supports UNDP's role as an 'integrator'. The Social Innovation Platform has *five core dimensions*: 1) Deep listening, systems mapping & sense making; 2) Co-creation & prototyping capabilities in 5 interconnected levels (community relations; start-ups; large scale public-private partnerships; public service redesign & new regulation); 3) Portfolio approach; 4) Collaborative management & soft power; and 5) Transformation Capital – with the following steps:

UNDP Indonesia and Ministry of Village, Disadvantaged Regions and Transmigration (*Kemendesa PDTT*)

UNDP Indonesia and Kemendesa PDTT partners to accelerate SDG achievement in >70,000 villages. The cooperation is in line with UNDP's mission to ensure that *no one in villages is left behind.* Among the cooperation is the application of Social Innovation Platform for socio-economic development in rural areas, including COVID-19 response and to bring SDGs back on track.

The pilot implementation Social Innovation Platform at village level runs for a year (2020 – 2021), where UNDP will be providing technical assistance to Gorontalo and West Java province to support them in developing a portfolio of solutions at *Kawasan Perdesaan* level. The assistance will strengthen SDG Localization using an 'area-based' approach.

SDGs Localization: bringing tangible changes at village level

UNDP will support **Social Innovation Platform** initiative in Gorontalo and West Java province. The role of the 'Social Innovation Platform Facilitator for Gorontalo Province' is to facilitate the processes of applying Social Innovation Platform approach at *Kawasan Perdesaan* while supporting SDG Localization. S/he will produce deliverables specified in the project document to the required standards of quality and within specified time and cost.

As 'Social Innovation Platform Facilitator for Gorontalo Province', s/he will be hold accountable on the implementation at *Kawasan Perdesaan*, in liaison with Village and Community Empowerment Agency *(Dinas Pemberdayaan Masyarakat dan Desa)* at Gorontalo Utara District Level, Regional Development Planning Agency of North Gorontalo *(Bappeda Kab Gorontalo Utara)* and Regional Development Planning Agency of Gorontalo Province *(Bappeda Provinsi Gorontalo),* State University of Gorontalo (UNG), local NGO/s and other relevant stakeholders*.* S/he will provide technical assistance to village, *Kawasan Perdesaan,* district, and provincial authorities whilst liaising closely with relevant stakeholders at national, provincial, district, and

village level (which include, but not limited to national ministries and agencies, local government, private sector, philanthropy, academics, experts, media/press, and youth groups). UNDP supports will focus on the advocacy of applying Social innovation Platform approach at *Kawasan Perdesaan* and will bring together a variety of actors to foster inclusive partnerships and create sustainable socio-economic transformations.

Additionally, s/he will liaise with Bappeda Kabupaten/Kota/Provinsi and ACHIEVE Team of UNDP Indonesia, Agirre Lehendakaria Center (ALC), and UNDP Bangkok Regional Hub (BRH). The primary reporting responsibility of the Subnational Social Innovation Platform Consultant is to the *Technical Advisor for SDGs.*

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work
1. Support UNDP Indonesia in providing strategic inputs for the design and implementation of programme/project, focusing on the achievement of the following results:
   - Provision of technical assistance in the implementation of the project, which includes but not limited to:
     – Facilitating the implementation of Social Innovation Platform approach in Gorontalo region
     – Collecting data and information and conducting interviews, mappings and interpretation
     – Conducting systems mapping, sense-making, co-creation, prototyping and scaling activities
     – Building and maintaining communication and coordination with Village and Community Empowerment Agency *(Dinas Pemberdayaan Masyarakat dan Desa)* and Regional Development Planning Agency of Gorontalo Province *(Bappeda Provinsi Gorontalo),* and other relevant stakeholders at village, *Kawasan Perdesaan,* district, provincial and national level
     – Liaising closely with ACHIEVE Team of UNDP Indonesia, Agirre Lehendakaria Center (ALC), UNDP BRH, and other relevant actors, which include but not limited to national ministries and agencies, local government, private sector, philanthropy, academics, experts, media/press, and youth groups
     – Enriching the qualitative interview guide & guidelines for alternative listening channel – Creating a database of potential interviewees, contact & management of the interview schedule – Implementing the interviews and ethnographic observation
     – Creating initial personas based on ethnographic templates and contrast the personas and narrative with the community.
     – Integrating the insights offered by the digital listening into the previous analysis.
   - Provision of effective strategic support for the capacity building of sub-national counterparts, including but not limited to workshops, trainings, knowledge sharing, and participation in forums.
   - Facilitation on coordination, dialogue, and learning among actors (bureaucrats and practitioners) in each key sector.
   - Maintaining partnerships with relevant stakeholders at subnational level, including but not limited to local government, private sector, philanthropy, academics, the media, youth, PwD, and women/girls.
   - Identifying and updating existing relevant public and private initiatives in the territory by other stakeholders, including but not limited to: local government, private sector, philanthropy, academics, the media, youth, PwD, and women/girls; and classifying them into 5 categories, i.e. Community Action, Small/Medium Scale Projects, Large Scale Projects, New Services, or New Regulations.
   - Coordinating activities and events at subnational level to ensure the program delivery, such as arranging meeting/workshops/focus group discussions and facilitating consultants to conduct analysis.
   - Effective planning, budgeting, implementation, and monitoring of project performance, and the preparation of high quality, timely, and results oriented progress reports.
   - Working closely with *Kawasan Perdesaan* authorities and Bappeda Provinsi, and any UNDP Indonesia partner that relates to the implementation of the initiative.
   - Updated progress and result regularly to supervisors and the project board.

2. Produce and disseminate lessons learned across the portfolio and ensure effective cross-project and cross-unit knowledge fertilization, focusing on the achievement of the following results:
   - Effective support on knowledge generation and knowledge sharing based on programme/project

- experiences, and when appropriate, make contributions to knowledge networks and communities of practice.
- Compilation of key sources information and best practices for projects and thematic issues within the portfolio and facilitate access to this information by programmes and project staff and other relevant counterparts.
- Maintenance of knowledge and advocacy networks which are linked to thematic issues or projects within the portfolio.
- Timely preparation on briefs, talking points, and other documents.
- Timely production of key programme and project results data and promotional material to showcase the progress, achievements, and impacts of UNDP's work.
- Leads in generating knowledge products, such as best practices & lessons learned for knowledge sharing; ensure dissemination & utilization of knowledge products, including but not limited to, the reports on narrative, hidden narrative & metanarrative, needs & opportunities, and barriers & enablers.

3. Facilitate and/or coordinate consultant (s)/institution (s) hired by UNDP to implement Social Innovation Platform activities in Gorontalo (e.g., facilitating experts in conducting analysis, Capacity Building consultant, Gender Consultant, and other as necessary).

Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated # of working days	Completion deadline	Review and Approvals Required
1st deliverable: Reports on Engagement with Subnational Government and Other Stakeholders	13	March 2021	Technical Advisor for SDGs
2nd deliverable: Reports on Building Subnational SIP Platform and Governance Strategy	20	April 2021	Technical Advisor for SDGs
3rd deliverable: Reports on Collective Sense-Making	15	May 2021	Technical Advisor for SDGs
4th deliverable: Reports on First Co-Creation Iteration	21	June 2021	Technical Advisor for SDGs
5th deliverable: Reports on Second Listening Iteration	20	July 2021	Technical Advisor for SDGs
6th deliverable: Reports on Second Co-Creation Iteration	20	August 2021	Technical Advisor for SDGs
7th deliverable: Reports on the Design of Portfolio of Solutions Across the Five Levels	21	September 2021	Technical Advisor for SDGs
8th deliverable: Reports on Documentation of SIP Experience and Best Practices	19	October 2021	Technical Advisor for SDGs
9th deliverable: Reports on Cross-Province Learning and Advocacy	21	November 2021	Technical Advisor for SDGs
10th deliverable: Reports on Advocacy of Gorontalo Portfolio of Solutions to SIP Community of Practice of Asia Pacific.	21	December 2021	Technical Advisor for SDGs

III.	**WORKING ARRANGEMENTS**

Institutional Arrangement

1. This post will report to Technical Advisor for SDGs
2. Deliverable is to be submitted monthly, as stated in Section II
3. The IC will liaise with relevant stakeholders at the 'Scope of Work' section

Duration of the Work

1. The total assignment for this post from March 2021 to December 2021, with possibility of extension that is subject to the availability of funding and/or satisfactory of performance evaluation result
2. Target date for starting is 15th of March 2021
3. Submitted deliverable (s) will be reviewed for approval within two weeks, followed by revision and/or correction as necessary before recommendation for payment.
4. In the instance where deliverable is not possible to be produced, due to external factor, IC should discuss alternative deliverable(s) with Technical Advisor for SDGs

Duty Station

1. The IC will be stationed in a provincial government office of Gorontalo, with occasional visits to respective *Kawasan Perdesaan* (subject to COVID-19 situation)
2. IC is expected to be in the office for the assigned days within the month, as outlined in the TOR.

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
1	Village Cluster of Ponelo Kepulauan – Malambe Village	1 time	3 days/travel
2	Village Cluster of Ponelo Kepulauan – Otiola Village	1 time	3 days/travel
3	Village Cluster of Ponelo Kepulauan – Ponelo Village	1 time	3 days/travel
4	Village Cluster of Ponelo Kepulauan – Tihengo Village	1 time	3 days/travel
5	Village Cluster of Ponelo Kepulauan	1 time	3 days/travel
6	Village Cluster of Ponelo Kepulauan	1 time	3 days/travel
7	DKI Jakarta Province (UNDP Country Office)	3 times	3 days/travel

5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS	

Academic Qualifications:

- Bachelor's degree in development studies, social sciences, humanities, anthropology, urban planning, engineering, public policy, communication, and/or other relevant fields

Years of experience:

- Minimum 3 years of working experience in development programming, social innovation, ethnography, and/or academic field
- Experience working with government at sub-national level (provincial or districts) in Gorontalo province
- Experience in assisting national/sub-national government (s) on SDGs issues
- International exposure through working and/or studying abroad is an asset
- Practical experience in organizing meetings/workshops/focus group discussions with multi stakeholders.

III. Competencies and special skills requirement:

- Excellent communications skills (verbal and written), leadership and creativity.
- Excellent public speaking and presentation skills
- Fluency in English with excellent written communication skills, and strong experience in writing reports
- Knowledge of local language would be an asset

6. EVALUATION 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	**70%**	**100**
Criteria A: qualification requirements as per TOR:		70
1. Bachelor's degree in development studies, social sciences, humanities, anthropology, urban planning, engineering, public policy, communication, and/or other relevant fields		14

2. Minimum 3 years of working experience in development programming, social innovation, ethnography, and/or academic field		13
3. Experience working with government at sub-national level (provincial or districts) in Gorontalo province		14
4. Experience in assisting national/sub-national government (s) on SDGs issues		13
5. International exposure through working and/or studying abroad is an asset		16
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		