

Terms of Reference



GENERAL INFORMATION

Title: Technical Advisor for COVID-19 Recovery
Project Name: RESTORE (Response Toward Resilience)
Reports to: National Project Manager
Duty Station: Homebased
Expected Places of Travel (if applicable): N/A
Duration of Assignment: March-August 2021 (60 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
5	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select: (1) Junior Consultant provinces (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
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☐ (explain)

X 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 X No

Equipment (laptop etc): ☐ Yes X No

Secretarial Services ☐ Yes X No

If yes has been checked, indicate here who will be responsible for providing the support services:

I. BACKGROUND INFORMATION

COVID-19 socio-economic impact is heavy, multi-sectorial, long lasting. It not only impacts human health and lives, but places a risk on the macro-stability of the economy; impacts economic and social sectors, enterprises (eg, small and medium size ones, which account for 90% of the economic tissue), and has severe impact on the informal sector. The immediate and longer-term impact will also be felt by informal workers-many of them women who account for 57% of the total workforce in Indonesia. The impact will be even stronger on the poor and the vulnerable, including the estimated 40 per cent of the population amounting to about 180 million people living just above the national poverty line and vulnerable to external shocks. Women, especially female-headed households and women working in the large informal economy, day laborers and people with disabilities who are also facing multiple challenges in Indonesia, will be the worst affected. COVID-19 already placed a heavy strain on the national health system and health structures at all levels; health workers lack financial and other incentives, and closure of essential health services delivery.

Given the expected magnitude of the epidemic in a large archipelagic country with a very large population and based on the needs assessment made by the Government, UNDP support will have a crucial role in cushioning the impact of the epidemic and in safeguarding the progress of the SDGs, particularly for the poor and the most vulnerable. UNDP will support with immediate and longer-term response to the COVID-19 Pandemics, which is human development centered and multi-sectoral, as implied by UNDP's broad development mandate. UNDP's immediate response to COVID-19 is organized in 4 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.

The RESTORE project will be implemented in one 18 months and will involve GOI agencies and other related entities at the national and sub-national levels with support from UNDP. Strategic partnerships will also be established as needed with key partners from international, national and sub-national. To support the project implementation the project intends to employ a Technical Advisor to provide technical advice on establishing coordination framework for COVID-19 response/recovery interventions and maintain strategic relationships with relevant key partners.

II. SCOPE OF WORK, RESPONSIBILITIES AND DELIVERABLES

The Technical Advisor will be appointed to provide technical and programme advice to the project team and also Resilience and Reconstruction Unit of UNDP, in conjunction with the successful implementation of the RESTORE project. The Advisor will advise on how to establish technically sound, state of the art recovery planning processes that will lead to achieving the RESTORE project objective and outputs.

The consultant will:

- Provide advice and technical support to national and sub-national government on response and recovery process, including inter-agencies coordination support, needs assessment, recovery planning and implementation.
- Provide technical advice on coordination with relevant partners at both national level and sub-national level and other relevant partners as necessary to ensure enhancement of quality and delivery of the projects.
- Analyze and review the implementation of RESTORE project and provide advice to the project/programme support.
- Identify and advise on measures to the Project Manager and team to make operational the prescribed Development Objective, Outputs and Activities of the project.
- Support the project team in preparing periodical progress reports of the project implementation.
- A client-oriented and efficient approach that has a positive impact on the image of UNDP Indonesia.

- Maintain relationships with key partner at national and provincial levels to support project implementation.
- Identify and support cross-fertilization initiatives between the RESTORE project and another UNDP supported.
- Perform other relevant duties as required by the supervisor.

Expected deliverables:

No	Reports, Document and Deliverables	Date Due	Working Days	REVIEW AND APPROVALS REQUIRED
1.	1st Deliverable: Report on technical advice provided for March-April 2021, incl. strategic inputs for health systems support and disaster assessment initiatives	20 working days	31 April 2021	NPM RESTORE
2.	2nd Deliverable: Report on technical advice provided for May-June 2021, incl. strategic inputs to logistic systems support and post disaster recovery initiatives	20 working day	30 June 2021	NPM RESTORE
3.	3rd Deliverable: Report on technical advice provided for July - Aug 2021, incl. strategic inputs to implementation of coordination on one data information system for COVID-19 Vaccines and post disaster recovery implementation	20 working days	31 August 2021	NPM RESTORE

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The Consultants will be directly supervised by RESTORE National Project Manager. She/He will work closely with the RESTORE project team, Resilience and Reconstruction (RR) Unit and other related UNDP units in undertaking observation/study to deliver the services.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverable could be proposed by the incumbent and shall be agreed jointly

Duration of the Work

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

- The consultant will have 60 working days (March until August 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.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Master's degree public health, development planning, Social Science and or equivalent in or other relevant fields.

II. Years of experience:

Combined 15 (fifteen) years' experience in the followings:

- Having broader knowledge in recovery, rehabilitation and reconstruction principles and, most importantly, specific knowledge on government roles and authorities, decrees and other relevant laws and regulations (including their application and integration into disaster recover, rehabilitation-reconstruction planning)
- Experience in significant involvement in the government system and bureaucracy in the area disaster recovery
- Experience in solid national networking in disaster project or programme
- Experience in disaster analysis risks, concept, and policies in term of recovery process

III. Competencies and special skills requirement:

- The consultant can provide advice for health system support and disaster recovery caused by the pandemic
- Familiar with logistic system support for recovery activities after disaster especially disaster due to pandemic
- Familiar with one data information system for vaccines and determining the means of referral pathways for vaccine compliance
- Knowledge on developing concept and strategy of implementation health system for recovery after disaster, also facilitation communication between project and stakeholder during preparation one data information system process

V. EVALUATION METHOD AND CRITERIA

Individual consultants 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 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
Technical (70%)		
Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none">- Academic qualification: Master's degree public health, development planning, Social Science and or equivalent in or other relevant fields.	15	

<ul style="list-style-type: none"> - Having broader knowledge in recovery, rehabilitation and reconstruction principles and, most importantly, specific knowledge on government roles and authorities, decrees and other relevant laws and regulations (including their application and integration into disaster recover, rehabilitation-reconstruction planning). - Experience in significant involvement in the government system and bureaucracy in the area disaster recovery. - Experience in solid national networking in disaster project or programme. - Experience in disaster analysis risks, concept, and policies in term of recovery process. 	15 10 15 15	70	
Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none"> • Understanding of TOR • Approach and Methodology 	15 15	30	