



Terms of reference

GENERAL INFORMATION

Title: Provincial Advisor for NTB

Project Name: Response Toward Resilience (RESTORE)

Reports to: RESTORE Project Manager

Duty Station: Home-based

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

Duration of Assignment: April – June 2021 (24 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) Support Specialist
	(4) Senior Specialist
5	(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

Need for presence of IC consultant in office:

- ☐ partial (explain)
- ☒ intermittent (explain)

The working arrangement will follow UNDP's current prevail policy on COVID-19 thus the consultant will work in combination of home based and office based whenever required and allows by UNDP's working arrangement policy. The consultant will work in line with RESTORE Projects' characteristic and management cycle thus the consultant needs to harmonize his/her service with the emerging and relevant priorities.

☐ 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:

I. BACKGROUND

COVID 19 is having a growing dramatic impact on the health of the people of Indonesia, a country with the fourth largest population in the world. For millions of them, the epidemic also threatens employment, livelihoods and access to public services at a time when they most need them. The **human development impact of COVID 19** is strong and will be long lasting. It will be even stronger for 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, daily workers and people with disabilities who are also facing multifold challenges in Indonesia, will be the worst affected. The economic and social impact of COVID 19 will therefore be heavy, multi-sectoral and while having immediate effects, it will also span over a medium to long period of time.

UNDP supports Indonesia and its people 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. As a member of the UN development system, UNDP has an important role to play in the response to the COVID 19 crisis in Indonesia. 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.

To support the project implementation specifically at sub-national level, the project intends to employ the Provincial Adviser to provide technical advice and maintain strategic relationships with relevant key partners at provincial level.

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Provincial Advisor will deliver the output through an extensive consultation with various stakeholders that consists of representative of practitioners, experts, local governments and NGO's. The consultant is expected to accomplish the following:

- Analyse and review the implementation of RESTORE project and provide advice to the Provincial programme support; its potential integration with COVID-19 related policies and programs at province level.
- Identify and advise on measures to the provincial project team and her/his team to make operational the prescribed Development Objective, Outputs and Activities of the RESTORE project.
- Provide support to the provincial project team in preparing periodical progress reports of the RESTORE project implementation.
- A client-oriented and efficient approach that has a positive impact on the image of UNDP Indonesia.
- Provide technical advice to relevant partners as necessary to ensure enhancement of quality and delivery of the RESTORE project.
- Identify and support cross-fertilization initiatives between the RESTORE project and other UNDP supported activities at province level.
- Provide technical advice and supports to strengthen coordination and partnership between RESTORE project and other UNDP supported activities with sub-national government at province level.
- Provide technical expertise to design and formulate long-term strategy and conceptual framework to recover social-economic impacts of COVID-19 in province.
- Perform other relevant duties as required by the supervisor.

Expected Outputs and Deliverable

EXPECTED OUTPUTs	Estimated number of working days	Review and Approvals Required
Report on technical advice for April 2021 incl. progress of recovery implementation support	8 days Due 30 April 2021	NPM
Final report on the overall technical advice provided incl. recommendation for future plan	16 days Due 30 June 2021	NPM

III. WORKING ARRANGEMENTS

Institutional Arrangement

The Provincial Advisor will be directly supervised by NPM. S/He will work closely with the project team to deliver the advisory services.

Duration of the Work

Starting from April to June 2021 (24 working days)

Duty Station

Home Based through extensive coordination with PMU Jakarta

Travel Plan

N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Minimum Master's degree in development planning, public policy, administration, management, or other relevant fields.

Years of experience:

Minimum 10 (ten) years of combine working experience in the following:

- Experience in policy development and analysis, project planning and management. Senior level involvement at high-level coordination at sub-national level.
- Experience in close collaboration with Governmental institutions, non-governmental sectors, universities, and communities.

Competencies and special skills requirement:

Specialized knowledge:

- Familiar with government systems and bureaucracy, and significant involvement on policy development.
- Knowledge on government roles and authorities, decrees and other relevant laws and regulations at both national and sub-national level (including their application and integration into disaster recover, rehabilitation-reconstruction planning).
- Demonstrate knowledge and mastery of coordination roles on recovery, rehabilitation and reconstruction principles.

Competencies

- Strong ability to draft, edit and produce written results-focused reports in English.
- Proven capabilities with computers to keep records and produce reports.
- A full understanding and commitment to gender issues.

- Excellent communication, interpersonal and liaison skills.
- Ability to negotiate and troubleshoot relationships with national and international stakeholders.
- Proactive team player committing to enhancing and bringing additional value to the work of the team as a whole.
- Ability to work under-pressure and handle multi-tasking situations; and willingness and ability to travel to remote field sites.
- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Other Criteria

- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.
- Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

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
Technical	70%	
Criteria A: qualification requirements as per TOR:		
<ul style="list-style-type: none"> • Minimum Master's degree in development planning, public policy, administration, management, or other relevant fields. 		15
<ul style="list-style-type: none"> • Experience in policy development and analysis, project planning and management Senior level involvement at high-level coordination at sub-national level. 		20

<ul style="list-style-type: none"> • Experience in close collaboration with both Governmental, non-governmental sectors, universities, and communities. • Knowledge on government roles and authorities, decrees and other relevant laws and regulations at both national and sub-national level. 		15	
		20	
Criteria B: Brief Description of Approach to Assignment	30%		
<ul style="list-style-type: none"> • Understanding of TOR • Approach and Methodology 		15	
		15	