

# Terms of reference



## GENERAL INFORMATION

**Title: Project Institutional Management Consultant – East Java**

**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:** May 2021 – January 2022 (160 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant provinces (2) Support Consultant <b>(3) Support Specialist</b> (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> (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:**

☐ partial (explain)

☒ 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 ☒ 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 INFORMATION

Indonesia continues to face deep and multi-sectoral impacts of COVID-19. As of mid-January 2021, the country has confirmed over 917,000 total cases and 26,000 deaths, and daily cases have reached a new high of 14,000– of which 3,500 are in Jakarta. The country's micro, small and medium-sized enterprises (MSMEs) have been disproportionately impacted and are struggling to survive. The economic shock is destroying jobs and livelihoods – with women, people with disabilities, youth, and those working in the informal economy most heavily affected. Although the Government has started to implement its vaccination programme, this is only expected to be completed in 2022.

Indonesia has to manage the dual objectives of protecting its economy – in particular its vulnerable MSMEs – in order to safeguard jobs, livelihoods and macro-economic stability; and preventing the further spread of COVID-19. To address this challenge, this Project will work in partnership with the Government to improve healthcare services, to support an inclusive multisectoral response, to develop fiscal policies to facilitate the economic recovery and to support MSMEs to mitigate the transmission of COVID-19 and to respond to and recover from the crisis. In line with Government strategy and policies, the Project will assist MSMEs to transition to the green economy and the digital economy to strengthen their long-term resilience and harness their contribution to building forward better. This will be achieved by building on UNDP's existing programmes with business incubators and business accelerators; and partnerships with the private sector, KADIN and civil society organizations to facilitate sustainability. The Project will partner with Japanese companies and organizations to strengthen MSMEs' long-term competitiveness and resilience.

As part of UNDP's support, the project will support sub-national governments in multi-sectoral coordination for COVID-19 crisis management. The consultant for Project Institutional Management will provide support to provincial authorities in carrying out JituPasma (Post-Disaster Need Assessment – PDNA) and formulating recovery plan at the selected province(s).

## II. SCOPE OF WORK, RESPONSIBILITIES AND DELIVERABLES

The **Consultant for Project Institutional Management for East Java Province** will work under the supervision of National Project Manager and will deliver the output through an extensive consultation with all project partners, including government and other related agencies, and working closely with the PMU. Below is following works that must be performed by the consultant:

- Assess the existing contingency plan and DM related available.
- widely consult with the relevant stakeholders and review existing documents related to prepare the document.
- have to coordinate data/information collection, literature review, and consultations with all relevant agencies at both national and sub-national level.
- In close cooperation with project partners and counterparts, assist in the implementation of project strategies and work-plans for activities under RESTORE program.
- Develop and present a detailed methodology and work plan for the assignment.
- Consult and coordinate inputs from the relevant stakeholders.
- Coordinate consultations with stakeholders and obtain technical inputs.
- Ensure synergy and linkage of the plan with overall sector's legislation, policies, goals and objectives for realistic implementation.
- Organize joint planning meetings involving relevant parties with regard to the work plan of the assignment.
- Liaise and coordinate with other RESTORE team including with partner team dedicated staff to optimise synergy and delivery.
- Full compliance with UN/UNDP rules, regulations, and policies of financial activities, financial recording/reporting system and follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system.

**Expected deliverables.**

No	Reports, Document and Deliverables	Date Due	Working Days	REVIEW AND APPROVALS REQUIRED
1.	<b>1<sup>st</sup> Deliverable :</b> <ul style="list-style-type: none"> <li>• Reports on activities carried out by the RESTORE Project in East Java <b>in the month of May</b> including meetings, workshops and focus group discussions with several stakeholders related to policies taken by local governments in the process of economic recovery during the pandemic.</li> <li>• Report on data collection for the preparation of 3<sup>rd</sup> quarter report</li> <li>• The report should also include recommendation for the next steps</li> </ul>	Jun 2021	20 working days	RESTORE NPM
2.	<b>2<sup>nd</sup> Deliverable :</b> <ul style="list-style-type: none"> <li>▪ Reports on activities carried out by the RESTORE Project in East Java <b>in the month of June</b> including meetings, workshops and focus group discussions with several stakeholders related to policies taken by local governments in the process of economic recovery during the pandemic.</li> <li>▪ Report on data collection for the preparation of 2<sup>nd</sup> quarter report (PAR)</li> <li>▪ The report should also include recommendation for the next steps</li> </ul>	Jul 2021	20 working days	RESTORE NPM
3.	<b>3<sup>rd</sup> Deliverable :</b> Reports on activities carried out by the RESTORE Project in East Java <b>in month of July</b> including meetings, workshops and focus group discussions with several stakeholders related to policies taken by local governments in the process of economic recovery during the pandemic.	Aug 2021	20 working days	RESTORE NPM
4.	<b>4<sup>th</sup> Deliverable :</b> <ul style="list-style-type: none"> <li>• Reports on activities carried out by the RESTORE Project in East Java <b>in month of August</b> including meetings, workshops and focus group discussions with several stakeholders related to policies taken by local governments in the process of economic recovery during the pandemic.</li> <li>• The report should also include recommendation for the next steps</li> </ul>	Sep 2021	20 working days	RESTORE NPM
5.	<b>5<sup>th</sup> Deliverable :</b> <ul style="list-style-type: none"> <li>• Reports on activities carried out by the RESTORE Project in East Java <b>in month of September</b> including meetings, workshops and focus group discussions with several stakeholders related to policies taken by local governments in the process of economic recovery during the pandemic.</li> <li>• Report on data collection for the preparation of 3<sup>rd</sup> quarter report.</li> </ul>	Oct 2021	20 working days	RESTORE NPM

	<ul style="list-style-type: none"> <li>• The report should also include recommendation for the next steps.</li> </ul>			
6.	<b>6<sup>th</sup> Deliverable :</b> <ul style="list-style-type: none"> <li>• Reports on activities carried out by the RESTORE Project in East Java in <b>month of October</b> including meetings, workshops and focus group discussions with several stakeholders related to policies taken by local governments in the process of economic recovery during the pandemic.</li> <li>• The report should also include recommendation for the next steps</li> </ul>	Nov 2021	20 working days	RESTORE NPM
7.	<b>7<sup>th</sup> Deliverable :</b> <ul style="list-style-type: none"> <li>• Reports on activities carried out by the RESTORE Project in East Java in <b>month of November</b> including meetings, workshops and focus group discussions with several stakeholders related to policies taken by local governments in the process of economic recovery during the pandemic.</li> <li>• The report should also include recommendation for the next steps.</li> </ul>	Dec 2021	20 working days	RESTORE NPM
8.	<b>8<sup>th</sup> Deliverable :</b> <ul style="list-style-type: none"> <li>• Reports on activities carried out by the RESTORE Project in East Java in <b>month of December</b> including meetings, workshops and focus group discussions with several stakeholders related to policies taken by local governments in the process of economic recovery during the pandemic.</li> <li>• Report on data collection for the preparation of final report</li> <li>• The report should also include recommendation for the next steps</li> </ul>	January 2022	20 working days	RESTORE NPM

### 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 consultant will perform his/her assignment with the following timeline:

- The consultant will have 160 working days (May to December 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:

Minimum bachelor's degree in engineering, Management, Social Sciences, or other relevant fields.

##### II. Years of experience:

A minimum of 10 years combine experience in the followings:

- Experience in designing management systems, developing plans for implementing annual capacity building activities and hands-on experience in design, monitoring and evaluation of the implementation of training activities.
- Experience in providing support on capacity building and strengthening of an organization
- Experience in becoming a facilitator of expert group meeting activities and assisting the Regency Government to the dissemination of the Law on Villages.
- Experience in reviewing disaster contingency plan documents.
- Experience in coordinating with cross sectoral governments in process of COVID-19 pandemics recovery.

##### III. Competencies and special skills requirement:

- Able to identify success factors and incorporates best practices into project work
- Proven competency in monitoring specific stages of projects implementation
- Skill in analysing local situation to identify opportunities for project development
- Able to maintain an established network of contacts for general information sharing and to remain up-to date on partnership related issues
- Able to document and analyse innovative strategies/best practices/new approaches
- Good communication and negotiation skills required; diplomatic approach preferred
- Fluency in English with excellent written communication skills
- Proven skills in writing reports in Indonesian and English

#### 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

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical (70%)</u>		
Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none"><li>• Bachelor's degree or equivalent in Engineering, Management, Social Sciences, or other relevant fields.</li><li>• Experience in designing management systems, developing plans for implementing annual capacity building activities and hands-on</li></ul>	15 15	70

<p>experience in design, monitoring and evaluation of the implementation of training activities.</p> <ul style="list-style-type: none"> <li>• Experience in providing support on capacity building and strengthening of an organization.</li> <li>• Experience in becoming a facilitator of expert group meeting activities and assisting the Regency Government to the dissemination of the Law on Villages.</li> <li>• Experience in reviewing disaster contingency plan documents.</li> <li>• Experience in coordinating with cross sectoral governments in process of COVID-19 pandemics recovery.</li> </ul>	<p>10</p> <p>10</p> <p>10</p> <p>10</p>		
<p><u>Financial (30%)</u></p> <p>Criteria B: Brief Description of Approach to Assignment</p> <ul style="list-style-type: none"> <li>• Understanding of TOR</li> <li>• Approach and Methodology</li> </ul>	<p>15</p> <p>15</p>	30	