

Terms of Reference



GENERAL INFORMATION

Title: Community Engagement Specialist (*National Consultant*)

Project Name: IFL (UNDP-BAZNAS)

Reports to: Head of Innovative Financing Lab, UNDP

Duty Station: Home-based (Jambi)

Expected Places of Travel: N/A

Duration of Assignment: 120 working days within 6 months(October 2021–March 2022)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
3	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 consultant will be based in Jambi within 6 months' period of contract, the consultant will work in line with Local Economic Development for Resilient Community project team (CSO). Project time line activities and might not be sequential also often following dynamic the characteristic of project and programme thus the consultant need to harmonize his/her service with the emerging and relevant priorities.

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:

n/a

I. BACKGROUND

United Nations Development Programme (UNDP) partners with people at all levels to help build nations that can withstand crisis and sustain growth that improves the quality of life for everyone. UNDP Indonesia's mission is to be an agent for change in human and social development and a trusted partner to stakeholders with the overarching aim of reducing poverty.

UNDP Indonesia established Innovative Financing Lab (IFL) in 2017 to show the importance of Sustainable Development Goals (SDGs) financing as a strategic priority. The Lab offers experimentation space to prototype and test funding models for development initiatives.

IFL focusses on how to attract, channel, and direct resources for development, including from philanthropy, private investors, and religious organizations. In this regard, Islamic finance instruments can be a transformative force for unlocking resources to finance the SDGs. Zakat is an example.

With IFL, the National Board of Zakat (BAZNAS) agreed to extend its contribution to support the SDGs-related projects in Indonesia. Started by leveraging zakat funds for micro hydro power plant project, over 4,000 people in four locations in Jambi Province are now able to access electricity.

The partnership has been expanded to a broader synergy in disaster recovery in quake-hit areas in West Nusa Tenggara and Central Sulawesi benefitting almost 10,000 people. UNDP is aware that the COVID-19 also brings multiple burden to people in disaster-affected areas and willing to help reduce the burden to build back better and safer.

Currently, there is a scope to support vulnerable rural local communities in Jambi, West Nusa Tenggara, and Central Sulawesi through livelihood interventions. The introduction of off-grid energy generation presents opportunities that can be capitalized for livelihood and community development and promoting income-generating initiatives.

Local households disproportionately hold more insecure jobs in the informal economy or service sector with less access to social protection. The situation in rural local communities is worse, where a larger share of people are employed in the informal economy in which there are far fewer social protections for health insurance for instance.

In addition, education, health, infrastructure, and social interventions are also planned by participating partners. There is a clear demand for technical assistance in devising a livelihood and community development programme that comprises all kinds of interventions to provide a holistic approach for all stakeholders.

The programme design that has been developed can be used not only to work on local economic component in the locations, but also devising an interconnectedness among sectors (i.e. economic, education, health, infrastructure, and social) in accordance with inputs from UNDP and BAZNAS as well as with the current needs of social protection amid COVID-19 pandemic.

The Consultant will take lead in the programme implementation by leading, coordinating, and supervising an integrated and multi-sectoral activities involving several stakeholders. It is desirable that the Consultant also brings a good understanding of issues relating to agriculture, small business/enterprise, vocational skills, and disaster preparedness.

It will require scoping, reviewing, analysing, and integrating existing plans, projects, and areas of expertise within UNDP, BAZNAS, and additional partners. The Consultant will explore the range of options for building community resilience in accordance with Local/National Development Plan. This includes consideration of the risks and vulnerabilities of target communities and analysis of the current gaps of relevance.

The Consultant will work closely with the UNDP team and the local CSO Setara Jambi, that will provide substantive inputs and feedbacks to succeed all the planned activities. The Consultant will be directly supervised by UNDP Islamic Finance Associate and report to the Head of IFL.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

The objective of the assignment is for the consultant to take lead the implementation of the Local Economic Development for Resilient Community project along with the technical team.

Scope of the assignment:

In consultation with UNDP, BAZNAS, and Setara Jambi, the Community Engagement Specialist is expected to:

1. Implement the UNDP-BAZNAS Local Economic Development for Resilience Community (LEDRC) project for community engagement.
2. Actively contribute to improve the communities in identifying and understanding the potentials of the village regarding their livelihood, through existing project output.
3. Provide analysis of the beneficiaries needs based on their potential that in line with the Local Government development plan.
4. Provide village community livelihood recovery with capacity building, micro enterprise assistance, job linkages, and inter sectoral linkages mechanism to selected beneficiaries.
5. Document assessment tools, learning moduls, and lessons learned/best practices of LEDRC project.

Expected Outputs and deliverables:

Deliverables/ Outputs	Number of Working Days	Due Date	Review and Monitored by
<u>Deliverable 1:</u> Inception report on context analysis of targeted communities/villages.	16 Wds	November 2021	Head of Innovative Financing Lab
<u>Deliverable 2:</u> Analysis report on the implementation of a business model, governance, maintenance, financial management, community ownership inclusively of the micro hydro power plant project.	18 Wds	December 2021	Head of Innovative Financing Lab
<u>Deliverable 3:</u> Analysis report on community-based capacity development (including its learning plan and training) on disaster preparedness, tourism (awareness, management, business plan), and youth intensive skill training.	19 Wds	January 2022	Head of Innovative Financing Lab
<u>Deliverable 4:</u>	20 Wds	February 2022	Head of Innovative Financing Lab

Analysis report on the capacity building on local economic development, covering Good Agricultural Practices, Responsible Sourcing from Smallholders, Better Management Practices, marketing strategy, end-product production.			
<u>Deliverable 5:</u> Analysis report on facilitation of integrating local economic development for resilient community with village development plan, government lobbying, and gender-sensitive and inclusive policy.	17 Wds	March 2022	Head of Innovative Financing Lab

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will be closely supervised and in coordination with the Innovative Financing Lab of UNDP as well as BAZNAS.
- The consultant's draft reports will be reviewed by UNDP and BAZNAS.
- The consultant will report to the Head of the Innovative Financing Lab of UNDP.
- The payment will be made to the consultant at each payment schedule, upon technical clearance and approval of the satisfactory submission of results from the Head of Innovative Financing Lab of UNDP. Estimated lead time for UNDP or Project Implementing Partners to review outputs, give comments, certify approval/acceptance of outputs is 2 weeks.

Duration of the Work

The consultant is expected to work 90 working days within 6 months. Final report expects full completion not later than March 2022.

Duty Station

The consultant is expected to work home-based in Jambi.

Travel Plan

There will not be any travelling required for this project.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

1. At least Bachelor's Degree in Agriculture, Social Welfare, Social Work, Social Sciences, or other related fields.

Years of experience:

2. Minimum 5 years of experience in managing community development programmes/projects.
3. Extensive experience in the field of local livelihoods, community development, and implementation of social programmes. A particular emphasis on socio-economic and agriculture.
4. Experience of working with NGOs or other assistance agencies.

Competencies and special skills requirements:

1. Demonstrated capability in devising and implementing assessments, mapping exercise, monitoring and evaluation tools.
2. Demonstrated skills in project proposal writing, concept note writing, report writing, and information management.
3. Analytical and strategic planning skills, creative approach to problem solving.
4. Outstanding knowledge on local livelihood improvement, community intervention/empowerment, capacity building, and engagement strategy.
5. Outstanding knowledge on small business or enterprise development.

V. EVALUATION METHOD AND CRITERIA

Individual consultant 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 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
Technical		100
Criteria A: qualification requirements as per TOR:	(70%)	
1. At least Bachelor's Degree in Agriculture, Social Welfare, Social Work, Social Sciences, or other related fields.	20	
2. Minimum 5 years of experience in managing community development programmes/projects.	20	
3. Extensive experience in the field of local livelihoods, community development, and implementation of social programmes. A particular emphasis on socio-economic and agriculture.	20	
4. Experience of working with NGOs or other assistance agencies.	10	
Criteria B: Quality of Proposal	(30%)	
1. Understanding the scope of work and objectives of the assignment	10	
2. Approach and methodology proposed - comprehensiveness & fitness against requirements	10	
3. Quality of proposed implementation plan, i.e., report outline, how the bidder will undertake each task, and time-schedules	10	
Criteria C: Further Assessment by Interview (if any)		