



## Terms of reference

### GENERAL INFORMATION

**Title:** Junior Consultant – Gender and Public Finance Consultant – National Consultant  
**Project Name:** Sustainable Development Financing (SDF) Project/Innovative Financing Lab (IFL)  
**Reports to:** Head of Innovative Financing Lab (IFL)  
**Duty Station:** Office-Based (Ministry of Finance Office)  
**Expected Places of Travel:**  
**Duration of Assignment:** 110 working days within 6 Months

### REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> <b>(1) Junior Consultant</b> <b>(2) Support Consultant</b> <b>(3) Support Specialist</b> <b>(4) Senior Specialist</b> <b>(5) Expert/ Advisor</b> <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> <b>(6) Junior Specialist</b> <b>(7) Specialist</b> <b>(8) Senior Specialist</b>
<input checked="" type="checkbox"/>	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:*

- Intermittent  
 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:  
n/a

## I. BACKGROUND

The Government of Indonesia (GoI) has committed to address climate change including risks and vulnerabilities that could have implications to the national development agendas. Up to now, GoI has enacted several climate change policies, i.e RAN-GRK, RAN-API, and NDC. To finance the climate change actions, the government has to ensure that it not only has adequate funding but also to track and monitor the results of the programmes it implements. In addition to addressing the direct challenge of climate change, the GoI also needs to overcome the differential impact of climate change on gender. In Indonesia and other developing countries, many women work in the informal sector who depend on agricultural and plantation products. The changing climate increased the risk of natural disasters such as floods, heat waves and long droughts, which will be a high risk for women because they will lose their livelihoods.

During the two RPJMN periods, climate change and gender mainstreaming (PUG) have been defined as development strategies that are cross-sectoral. It is hoped that the implementation of PUG integration into the government planning and budgeting cycle can encourage the allocation of development resources to be more effective, accountable and fair in providing benefits to all Indonesian citizens, both men and women.

As an effort to improve the accountability and track the budget allocations, the budget tagging system is needed. Several thematic budget tagging themes are gender-responsive budget (ARG) with code (003), climate mitigation budget (004) and climate adaptation (007).

Since 2014, the Innovative Financing Lab, UNDP Indonesia began to support the Ministry of Finance through Sustainable Development Financing Project, to integrate climate change into the planning and budgeting system and there has been significant success in reforming public financial management systems to track climate related expenditures as well in strengthening budget formulation to consider cost and benefits in the context of climate change. This program will continue to focus on climate change as the entry point into budget reform given the existing relationships and gathering political momentum and integrate a concern with gender equality, as well as poverty and human rights into these climate related reforms. In addition, building on existing partnerships and on the experience of supporting budget reforms, UNDP also supported the Ministry of Finance and Ministry of Women Empowerment and Child Protection in integrating a gender responsive climate change budgeting. This was a crucial move as climate change disproportionately affects women.

Based on the successful experience, UNDP Indonesia aims to continue expand activities aimed to support gender responsive climate change budgeting, public climate budget-related issues and is currently seeking a junior consultant to support the Sustainable Development Financing (SDF) Project.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

The consultant is expected to assist the following activities in completing the assignments:

### **Gender responsive climate budgeting support:**

- Coordinate development of gender responsive climate budgeting programmes (knowledge products/media communications, concept notes, administrative);
- Coordination of gender responsive climate budgeting activities between the key

stakeholders.

- Collect updated information on gender responsive climate budgeting, data management, analytical review, and result construction.
- Assess potential line ministries which potentially implementing gender responsive climate change programmes
- Draft reports based on the successful implementation of gender responsive climate budgeting as part of project pipeline and recommendation to further improve the programme.
- Prepare partnerships materials associated with innovation, gender responsive climate budgeting, climate budget tagging (i.e., PowerPoint presentations, brochures, video, handbook, infobrief, etc.) as needed.
- Manage the implementation of gender responsive climate budgeting activities at national and sub-national level.

## 1. Expected Outputs and Deliverables

The Gender and Public Finance Junior Consultant is expected to work towards the following work plan and timelines to achieve the stated outputs:

The expected deliverables are elaborated as the following.

Deliverables/Outputs	Number of Working Days	Time
<p><b><u>Deliverable 1</u></b></p> <ul style="list-style-type: none"> <li>• The concept of communication materials on climate budgeting, gender and poverty's current condition, update regulation, and its implementation – in form of handbook, video, and info brief.</li> <li>• The concept notes of annual policy dialogue on gender and social inclusion and its relationship with climate financing.</li> </ul>	20 days	28 February 2022
<p><b><u>Deliverable 2</u></b></p> <ul style="list-style-type: none"> <li>• Analysis on the collected data on budget submission from line ministries for fiscal year 2022 which covered gender and climate change.</li> <li>• Collected and analysis on the related materials on gender responsive climate budgeting for socialization/raising awareness activity at sub-national level.</li> </ul>	30 days	11 April 2022
<p><b><u>Deliverable 3</u></b></p> <ul style="list-style-type: none"> <li>• Assessment result on the collected data on gender and climate budget from government's counterparts.</li> <li>• Report of raising awareness activity for local governments in gender responsive climate budgeting.</li> </ul>	30 days	27 May 2022
<p><b><u>Deliverable 4</u></b></p> <ul style="list-style-type: none"> <li>• Assessment report on identifying gender indicator under green sukuk projects.</li> </ul>	30 days	4 July 2022

<ul style="list-style-type: none"> <li>• Database of potential partners from national and sub-national stakeholders, including governments, CSOs, NGOs, for gender and social inclusion as well as climate financing including a potential partnership in implementing gender responsive climate budgeting.</li> </ul>		
<p><i>*each deliverable shall be prepared and submitted in English.</i></p>		

**III. WORKING ARRANGEMENTS**

**Institutional Arrangement**

- The consultant will have close supervision and coordination with Technical Associate for Public Climate Finance and work in close collaboration with the project team and other key stakeholders. The success of the project depends on the timely delivery of each component. The Consultant should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.
- The consultant’s draft report will be reviewed by Head of IFL, Technical Associate for Public Climate Finance, UNDP.
- The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations and acceptances from both parties. UNDP will hold the copyright of the assignment deliverables.
- The payment will be made to the consultant at each payment schedule, upon technical clearance and approval of the satisfactory submission of results from Head of IFL, UNDP.

**Duration of the Work**  
The consultant is expected to work 110 working days within 6 months. Final report expects full completion not later than 4 July 2022.

**Duty Station**

- Office-based (Ministry of Finance Office)

**Travel Plan**

- Travel to maximum 2 sites is planned for this assignment. The travel expense will be managed by the Project.

**IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Academic Qualifications:

- Bachelor’s Degree in sociology, economic, gender or related fields.

Years of experience:

- 6 months of relevant experience in the field of gender, climate change and sustainable development.
- Has experience in working with government’s counterparts, particularly Ministry of Finance, Ministry of Women Empowerment and Child Protection, and other relevant line ministries.
- Has experience in development of communication material (such as article, handbook, video, presentations) on climate budget and gender.
- Has experience in data collection and management, as well as developing a report.

- Additional experience in the UN system is an asset but not mandatory

Competencies and special skills requirement:

- Strong project management (planning, organization, and implementation) and partnership skills
- Excellence in written and spoken of English and Bahasa Indonesia is required.
- Ability to work under pressure with minimum supervision and on-distance
- Demonstrated initiative, tact, and high sense of responsibility and discretion
- Ability to work independently and Excellence in teamwork
- Strong motivation & ability to work & deliver under short deadlines.
- Strong computer literacy and proficiency in MS office.
- Demonstrates commitment to the UN’s mission, vision and values;
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters.
- Demonstrated ability to meet deadlines and work under pressure;
- Innovative forward thinking, good coordination and organizational skills, teamwork;
- Participate effectively in team-based, information sharing environment, collaborating and cooperating with others.
- Understanding of social entrepreneurship, venture accelerators and innovation methodologies is preferred;

**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%

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Only candidates obtaining a minimum of 70 point of the total technical points would be considered for the Financial Evaluation.

Criteria	Weight	Maximum Point
<u>Technical</u>		100
Criteria A: qualification requirements as per TOR:	(70%)	
1. Bachelor’s Degree in sociology, economic, gender or related fields.	30	
2. 6 months of relevant experience in the field of gender, climate change and sustainable development.	25	
3. Additional experience in UN system is an asset.	15	
Criteria B: Brief Description of Approach to Assignment	(30%)	

1. Understanding the scope of work and objectives of the assignment	10	
2. Approach and methodology proposed - comprehensiveness & fitness against requirements	10	
3. Logical, realistic planning for efficient project implementation.	10	