

Terms of reference



GENERAL INFORMATION

Title: Consultant for the Development of Synthesis Report Innovative Financing Pilot

Project Name: RESTORE (Response Towards COVID-19 Resilience)

Reports to: RESTORE National Project Manager

Duty Station: Home based, with travels to project areas

Expected Places of Travel (if applicable): Palu, Central Sulawesi and Mataram, West Nusa Tenggara

Duration of Assignment: 30 working days from March – April 2022

REQUIRED DOCUMENT FROM HIRING UNIT

X	TERMS OF REFERENCE
4	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
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

- ☒ P11 / CV
- ☒ Copy of education certificate
- ☒ Completed financial proposal
- ☒ Completed technical proposal

Need for presence of IC consultant in office:

☐ Partial (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 ☒ 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: < Enter name

I. BACKGROUND

COVID-19 contention measures have had a devastating impact on the socio-economic status of the extremely poor, the vulnerable and the middle class in Indonesia. Rapid impoverishment has affected almost 150 million people, with a significant proportion of them facing food insecurity and malnutrition. Children, women and the elderly are the most vulnerable in this context, with a vast majority of them living in densely populated provinces of Indonesia.

The Government of Indonesia has identified this poverty challenge and is acting swiftly through its existing social protection programmes. Those social protection schemes have been expanded in terms of the number of beneficiaries and the amount of benefits. However, before COVID-19, social safety nets covered mostly the extremely poor and a small proportion of the vulnerable. Even with the expanded social protection schemes approved by the Government, vast numbers of families and communities still experiencing lack of support. Moreover, the expansion of social protection schemes raises a need to explore sources of financing for social assistance during post-large scale social restriction. Innovation in measures and ways to help communities cope and recover from the repercussions of COVID-19 and other disasters becomes crucial. Such innovations allow stakeholders to strengthen existing government's social protection system and to facilitate the involvement of the private sector and philanthropy in ensuring social protection for most affected people, including households, MSMEs, informal workers, and vulnerable groups. Furthermore, due to the government budget constraint, some innovative financing might expand the ability to implement a new and innovative social protection scheme.

The United Nations System in Indonesia, and particularly the four agencies (UNWOMEN, WFP, UNDP and UNICEF) are using their existing technical, institutional and innovation capacity in a Joint Programme to support the Government of Indonesia transforming the existing social protection schemes into an Adaptive Social Protection System, and ensure that results are delivered in an effective and timely manner. As part of the activities of the Joint Programme, UNDP has engaged *Lembaga Penyelidikan Ekonomi dan Masyarakat Fakultas Ekonomi dan Bisnis Universitas Indonesia (LPEM)* to conduct a study on "Innovative Finance for Social Protection in Response to COVID-19." In addition to that, UNDP has conducted a pilot activity of Innovative Financing in Mataram, West Nusa Tenggara Province and Palu, Central Sulawesi Province by engaging local CSOs, namely, Training and Facilitation for Natural Resources Management (TRANSFORM) and *Perkumpulan Keluarga Berencana Indonesia (PKBI)*, respectively. The activities of innovative financing in both pilot areas have been completed in the fourth quarter of 2021.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

While the activities of innovative financing in two pilot areas have been completed, given the complexity, contexts, and differences but also similarities at the same time, the program is planning to develop a Synthesis Report to capture, document, analyze and amplify the program output and results. The main assignment for this consultancy service is to produce the synthesis report containing four main elements, as follows:

1. Synthesis of the innovative finance pilot in the two cities of Mataram and Palu.
2. Highlight potential instrument that can be applicable by using LPEM study as point of departure/reference.
3. Highlight challenges and lessons learned, particularly, in terms of aiming at philanthropy or religion related fund raising, as a source of innovative financing for social protection through series of interviews and FGDs with relevant stakeholders in both national and two selected provinces.
4. Generating recommendation and follow up next action for different stakeholders for future references of the innovative finance for social protection implementation.

Expected deliverables

Deliverables/ Outputs	Due Date	Estimated number of working days	Review and Approvals Required
1st payment will be made upon submission and approval on following details: <ul style="list-style-type: none">▪ Inception Report including notes from interviews, FGDs with UNDP, implementing partners and relevant stakeholders and summary of findings from desk research relate to the innovative financing for social protection.	March 2022	15 working days	UNDP Senior Economist or RESTORE National Project Manager

<p>2nd payment will be made after acceptance of Synthesis Report that in following structure:</p> <ol style="list-style-type: none"> 1. Introduction (objective and approach as well as summary of relevant LPEM findings) 2. Summary of implementation of the pilot project 3. The interview and FGDs result on the gap and opportunity to implement innovative financing for social protection in two provinces 4. Specific recommendation and follow up action of each main stakeholders at national and subnational level (Government, Baznas, CSR forum, etc.) 	April 2022	15 working days	UNDP Senior Economist or RESTORE National Project Manager
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III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will be directly supervised by UNDP Country Economist or RESTORE National Project Manager.

Duration of the Work

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

- The consultant will have 30 working days (March until April 2022) 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 intervention areas/target provinces when the situation permits.

Travel Plan

Travel can be made upon receiving approval from the Team Leader of RRU or as determined by prevailing UNDP's internal protocol and regulation.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Minimum Bachelor's degree in social protection, economics, social policy, disaster management, international development, public policy, poverty, and/or management.

Years of experience:

Minimum 8 years of combine experience for master's degree or minimum 10 years of combine experience for bachelor's degree in the following:

- Experience in complex project management, delivering expert advice, technical support, and capacity development to governments.
- Experience in baseline study, evaluation, end line survey, action research, policy research including conducting qualitative interview and FGDs
- experience doing data synthesis related to activities that have been carried out, including providing recommendations and taking lessons learned from activities
- Experience in monitoring and reviewing the activities of project, especially projects related to social protection, poverty reduction, disaster both natural or non-natural.

Competencies and special skills requirement:

- Familiarity with the government program, regulation, and policy particularly in social protection and disaster management is an asset.
- Familiarity in working with government both national and sub national level in Indonesia is considered an advantage.
- Ability to write high quality, clear and concise report. Strong analytical, reporting, presentation and writing skills.
- Familiarity in working with NGOs/CSO (Civil Society Organization) and other non-government stakeholders in development or post disaster works.

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
<u>Technical</u>	70%	
<i>Criteria A: qualification requirements as per TOR:</i>		
<ul style="list-style-type: none"> Minimum Bachelor's degree in social protection, economics, social policy, disaster management, international development, public policy, poverty, and/or management. 		15
<ul style="list-style-type: none"> Minimum 8 years of combine experience for master's degree or minimum 10 years of combine experience for bachelor's degree in the following: <ul style="list-style-type: none"> Experience in complex project management, delivering expert advice, technical support, and capacity development to governments. Experience in baseline study, evaluation, end line survey, action research, policy research including conducting qualitative interview and FGDs. experience doing data synthesis related to activities that have been carried out, including providing recommendations and taking lessons learned from activities. 		15
<ul style="list-style-type: none"> Familiarity with the government program, regulation, and policy particularly in social protection and disaster management is an asset. 		10
<ul style="list-style-type: none"> Familiarity in working with government both national and sub national level in Indonesia is considered an advantage. 		10
<ul style="list-style-type: none"> Ability to write high quality, clear and concise report. Strong analytical, reporting, presentation and writing skills. 		10
<ul style="list-style-type: none"> Familiarity in working with NGOs/CSO (Civil Society Organization) and other non-government stakeholders in development or post disaster works. 		10
<i>Criteria B: Brief Description of Approach to Assignment</i>	30%	
<ul style="list-style-type: none"> Understands the task and applies a methodology appropriate for the task 		10
<ul style="list-style-type: none"> Important aspects of the task addressed clearly and in sufficient detail 		10
<ul style="list-style-type: none"> Logical, realistic planning for efficient project implementation. 		10