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Terms of Reference

GENERAL INFORMATION

Title: Consultant to support the development of and pilot of the regulatory impact assessment training module.

Project Name: GLOG32

Reports to: Programme Coordinator of Drug Problems

Duty Station: Jakarta

Expected Places of Travel (if applicable): No

Duration of Assignment: 32 Working days within July – November 2022

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
5	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

x	CV / P11 with three referees
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (explain): The contractor will be based in Jakarta during his/her consultancy. There is no requirement to attend the office daily, but they must be available for any meeting requested by the supervisor.

☐ intermittent (explain):

☐ 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

At its premise, public administration involves the development and implementation of governmental policies that aim to improve the welfare of a target population. Primarily, the integration of any public policy follows a developmental cycle that most commonly includes: the identification of an issue, the creation of a potential policy solution, its adoption and implementation, and a subsequent evaluation of its effectiveness.

A vital tool in the review and analysis of proposed or existing policies is the regulatory impact assessment (RIA). The RIA operates as a mechanism through which critical assessments of public policies can be conducted, in regard to evaluating their utility and value amongst a target population, as well as monitoring the capacity of the existing government and civil service bodies to develop and implement new ones.

Within this context, RIAs function as a useful tool for the improvement of policies that aim to monitor and manage the government responses to the prevention, treatment and care of HIV/AIDS, remaining an integral mechanism. In particular, a focus on the societal involvement and community-led monitoring of these public policies have become essential to the process of developing effective RIAs.

Community input, from both those affected by HIV, as well as social service bodies that address key populations, provides unique and valuable data that ensures that an evidence-based approach to policy making is conducted. By prioritising the community-led development of RIAs, the assessment and evaluation tool not only improves the accountability and transparency of existing HIV programmes, but similarly provides a platform by which frequently marginalised communities can offer an in-depth analysis of the positive and negative aspects of current policies.

Accordingly, to ensure the successful implementation of the proposed RIA training module, and the subsequent improvement of public policy in the domain of HIV/AIDS management, the UNODC is seeking a national individual consultant to support and assist the development of and pilot the RIA' training module for community representatives.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the direct supervision of the National Programme Officer and the overall supervision of the Programme Coordinator and UNODC Country Manager, the consultant will:

- Conduct a desk review of relevant background publications regarding public administration guidelines and using RIAs as one of the tools to evaluate public policy.
- Facilitate consultation meetings with representatives of civil society organizations, to understand the community perspective on the expected training module outlook.
- Develop and submit an interim report, of which includes the proposed outline of the RIA's training module.
- Develop the RIA training module following the approved training outline.
- Facilitate capacity building training for the representatives of civil society organizations to pilot the developed training module.

- Submit a report following the piloted virtual training, alongside the final version of the training module.
- Perform any other tasks deemed necessary to ensure the success of the programme.

Expected Outputs and deliverables

- A submitted draft of the Regulatory Impact Assessment training module – ready for the pilot programme. The module is expected to be delivered in English and Bahasa.
- A submitted report of the piloted capacity building training, alongside the final Regulatory Impact Assessment training module. The report and module are expected to be delivered in English and Bahasa.

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will perform their work under the supervision of, and report directly to, the Programme Coordinator DDR & HIV UNODC Indonesia. The UNODC Country Manager will provide overall guidance and supervision.

During the consultancy, the consultant is expected to coordinate closely and liaise with the representatives of HIV non-government organizations and civil society organizations.

Any related travel costs will be born directly by the UNODC in accordance with the UNODC rules and regulations.

Duration of the Work

32 Working days, starting July – November 2022

Deliverables/ Outputs (all documents submitted as deliverables are to be in English and Bahasa)	Estimated number of working days	Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
a. A submitted final draft of the Regulatory Impact Assessment training module – ready for the pilot programme. The module is expected to be delivered in English and Bahasa.	24 days	30 September 2022	Programme Coordinator DDR & HIV
b. A submitted report of the capacity building training and the final Regulatory Impact Assessment training module. The report and module are expected to be delivered in English and Bahasa.	8 days	30 November 2022	Programme Coordinator DDR & HIV

Duty Station

The contractor will be stationed in Jakarta during his/her consultancy period. There is no requirement to attend the office daily, but the consultant must be available for any meeting requested by the UNODC.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONSAcademic Qualifications:

- Doctoral/Ph.D Degree in Public Administration or Economic and Business.

Years of experience:

- A minimum of six (6) years of experience working in related areas of public administration.
- Experience in the planning and designing of public policy related research/study.
- Certified lecturer from any government organisations

Competencies and special skill requirements:

- A strong sense of motivation and an excellent team player.
- A demonstrated ability to work in harmony with individuals of different ethnicities and cultural backgrounds.
- An ability to work under pressure and manage situations that require multi-tasking.
- A proficiency in the English and Bahasa languages, both spoken and written.

V. EVALUATION METHOD AND CRITERIACumulative 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 will be considered for the Financial Evaluation

Criteria	Weight	Maximum Points
<u>Technical</u>		
Criteria A: Qualification requirements as per TOR:	70%	70%
<ul style="list-style-type: none">• Doctoral/Ph.D Degree in Public Administration, Economic and Business or equivalent	20 %	20

<ul style="list-style-type: none"> • A minimum of six (6) years of experience working in related areas of public administration • Experience in planning and designing of public policy related research/study. • Certified lecturer from any government or non-government organisations 	10 %	10
	20 %	20
	20 %	20
Criteria B: Brief description of the approach to the assignment:	30%	30%
<ul style="list-style-type: none"> • Understanding of the assignment specified in the TOR • Proposed approach and methodology 	15%	15
	15%	15

Prepared by



Ade Aulia

Programme Coordinator DDR & HIV

Approved by

Collie Brown

Country Manager