



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 September 2022

Country: Indonesia

Description of the assignment Digital Divide and Inclusive Digital Transformation in Indonesia; Article Writer

Agency name: Program Integration and Development Analysis

Period of assignment/services (if applicable): 20 working days within 3 months

Proposal should be submitted at the following email to bids.id@undp.org no later than 26 September 2022 at 1700 hours (GMT +7)

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above and cc: afli.ghazian@undp.org. Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The role of digital technologies in human life has never been so critical with rapid advancement of digital technologies - digital transformation has become a matter of fact, something inevitable. The COVID19 pandemic has demonstrated the incredible power and role digital technologies play in all parts of human life. The doctor visits are at times replaced by online consultations and various digital health platforms; zoom screens became classrooms; and one can conduct various kinds of banking and commerce transactions in the comfort of their home.

Such abrupt changes, however, is currently enjoyed only by certain groups of people, those that are privileged enough to be able to own digital devices, have access to the internet service network, and are knowledgeable to take advantage of the myriad benefits digital technologies have to offer – all of these in countries with adequate investments and enabling environment. Digital divide created between those who can access to affordable digital information and communication technology services and those who cannot have created a state of digital exclusion, leaving behind a large group of people marginalized. A woman entrepreneur who lives in one of Indonesia's outer islands is not necessarily able to market her product online easily due to lack of access to adequate devices, being out of the service network, doesn't have the know how – or all the reasons combined. A child from a

poor family will not be able to attend school simply because the family cannot afford the necessary device, and a visually impaired man will not be able to take advantage of any digital platform as they are not equipped with features for people with disability. Digital inclusion will be achieved, only when no one is left behind in benefiting from digital technology.

UNDP Strategic Plan 2022-2025¹ outlines UNDP's bold intent to work with partners to help countries achieve SDGs and their climate ambitions. UNDP offers 'six signature solutions' enhanced by three enablers; digitalization, strategic innovation and development financing to deliver the transformational direction of change; structural transformation, leaving no one behind and building resilience.

Both public sectors institution and business are already adopting and taking advantages of digital technologies in bringing innovative solutions and addressing some of the most persistent issues, issues that were not able to be solved with business-as-usual approach. As an agile organisation, UNDP too embraced the great benefit of digital technologies. To guide UNDP's work in digitalization, led by UNDP Digital Office, UNDP launched its Digital Strategy 2022-2025 highlighting the rapid development of digital technologies while remain rooted in principles that put people and planet first. The strategy upholds guiding principles of rights, empowerment, and opportunity, especially for marginalized population². UNDP promotes inclusive and gender sensitive approaches that leave no one behind, by advocating for the use of digital technology that is intentionally inclusive and designed and implemented to address the need of the most vulnerable groups, and to avoid the use of digital technology that exacerbate society exclusion and inequality.

It is against this background UNDP Indonesia is seeking to engage an expert to explore the issues, status and impact of Digital Divide in Indonesia, review and assess through a policy Think Piece, the extent to which narrowing digital divide will contribute to inclusive digital transformation, which can enable inclusion and meaningful participation that ultimately supports the promotion of civic, economic, social and cultural rights of all persons, ensuring that no one is left behind from the opportunities to realize their full human development potentials.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The objective of the assignment is for the consultant to write a paper article of maximum 25 pages (excluding annex) on Digital Divide in Indonesia context – which hinder a meaningful participation of people in social, economic, political and environmental sectors, and to propose potential policy solutions.

Scope of the assignment:

We envisioned that consultant will do the following;

1. Conduct desktop research of the topic, determined the focus and outline of the paper – based on the latest debate/discourse on Digital Divide - before continuing with the article writing. While analyses will focus on Indonesia context, writer will also explore and research the

¹ <https://www.undp.org/publications/undp-strategic-plan-2022-2025>

² UNDP Digital Strategy 2022-2025. <https://digitalstrategy.undp.org/documents/Digital-Strategy-2022-2025-Full-Document.pdf>

status of digital divide in selected other countries for comparison and to explore good practises.

2. Conduct analyses deemed necessary to further exploration of the topic. Analyses could be numerical and or spatial data, statistic or other technical related analyses. Analyses can use published secondary data, or original data by consultant.
3. Attend the public webinar, conducted by UNDP on the topic and gather information provided by speakers and or participants.
4. Write a 25 pages article on the topic.

Expected Outputs and deliverables:

Deliverables/ Outputs	Number of Working Days	Due Date	Review and Monitored by
<u>Deliverable 1:</u> Initial working paper; a theoretical backup, proposed arguments, and outline of the paper.	5 Wds	15 days after contract signing	Senior Advisor on Program Integration and Development Analyses
<u>Deliverable 2:</u> A max 25-pages (excluding annexes) on the topic of Digital Divide and its impact on inclusion and participation of people in socio economic and environmental development.	15 Wds	45 days after contract signing	Senior Advisor on Program Integration and Development Analyses

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- At least Master's Degree (Doctoral degree is preferred) in political science, development economy, development studies, communication science, or other related fields.

Years of experience:

- Minimum 8 years of working experience in related topic to digital transformation, digital solutions for development, digital economy, and another related topic.

Research and Published articles

- Experience in conducting research and publish articles – with evidence of at least 3 published papers articles (both peer reviewed and popular article) on the related topic.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

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 Master's Degree (Doctoral degree is preferred) in political science, development economy, development studies, communication science, or other related fields.	15	
2. Minimum 8 years of working experience in related topic to digital transformation, digital solutions for development, digital economy, and another related topic.	20	
3. Experience in conducting research and publish articles – with evidence of at least 3 published papers articles (both peer reviewed and popular article) on the related topic.	35	
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: There will be no Interview		

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY