## GENERAL INFORMATION

*Title: Digital Rights, Ethics and Standards for An Inclusive Digital Transformation; Article Writer*
*Project Name*: Think Piece on Inclusive Digital Transformation
*Reports to:* Senior Advisor of Programme Integration and Development Analysis, UNDP
*Duty Station:* Home-based
*Expected Places of Travel:* N/A
*Duration of Assignment:* 20 working days within 3 months
　　　　　　　　　　　　　　(O*ctober* 2022 – December 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 |
| | APPROVED e-requisition |

## *REQUIRED DOCUMENTATION FROM CONSULTANT*

| | |
|---|---|
| ✓ | P11 or CV with three referees |
| ✓ | Copy of education certificate |
| ✓ | Completed financial proposal |
| ✓ | 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)*

*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 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 devises, 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 devises, 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 devise, 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.

Digital divide is not the only reason digital inclusion has become a challenge. Digital technology and abundance of mobile apps have created huge market for online shopping and for *gig economy* where job seekers could make a day's earning. These apps however do not automatically give the app users to utter voices and protect the rights of job seekers. While the users may become digitally dependent on these technologies, the very technology that provide easy access to services may prevent meaningful inclusion and participation of many users, let alone creating empowered mindsets.

Studies has pointed out that lack of standards and safeguard measures has hinder participation of many in the digital economy activities, discouraging people from accessing various government services and from participating meaningfully in productive digital activities. There has also been concerns around digital ethic – that is how digital user behave and honour other's right and privacy in accessing, using, creating and publish digital media in an upmost respectful manner.

The issues on digital right, ethics and standards are not unique to Indonesia, but is a global phenomenon, and thus understanding of Indonesia context, compared with and learning from other countries in the region as well as in other regions, will be a useful piece of analysis.

It is our believe that Digital technologies have the potential – only when equipped with adequate standards and safeguard measures – to enable inclusion and meaningful participation that ultimately support 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.

Against this background UNDP Indonesia is seeking to engage an expert to explore the issues of standards, safeguard measures, rights and ethics around digital governance – and their impact in realization of an inclusive digital transformation in Indonesia. A special attention will be given to the emerging digital gig economy and its issues around rights, ethics and standards. The review will be done through a policy Think Piece, and assess the extent to which digital transformation 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.

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

The objective of the assignment is for the consultant to write a paper article of maximum 25 pages (excluding annex), exploring issues around Ethics and Standards in Digital Governance – to foster meaningful participation of people in social, economic, political, and environmental sectors.
A special attention will be given to assessing potential and issues around *gig economy* as an emerging opprtunity

**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 **rights, ethics and standards on digital governance** for an inclusive digital transformation **-** before continuing with the article writing. While analyses will focus on Indonesia context, writer will also explore and research the 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 |
|---|---|---|---|
| **Deliverable 1:** Initial working paper; a theoretical backup, proposed arguments, and outline of the paper | 5 Wds | 15 days after contract signing | Senior Advisor Programme Integration and Development Analysis |
| **Deliverable 2:** Final paper article with maximum of 25 pages long, excluding annexes. | 15 Wds | 45 days after contract signing | Senior Advisor Programme Integration and Development Analysis |

## III.  WORKING ARRANGEMENTS

**Institutional Arrangement**

The consultant will:

- Work closely with and report to UNDP Indonesia Senior Advisor on Program Integration and Development Analyses.
- 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 UNDP Senior Advisor on Program Integration and Development Analysis

Estimated lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs is 2 weeks

**Duration of the Work**
The consultant is expected to work 20 working days within 3 months. Final report expects full completion not later than November 10th, 2022.
**Duty Station**
The consultant is expected to work home based.
**Travel Plan**
*There will not be any travelling required for this project.*

## IV.  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 proven work experience in empirical and policy research on digital transformation, digital solutions for development, rights and ethics, standards and digital governance, gig economy, and other related topic, and expertise in relevant fields such as institutions, governance, and public policy.

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

| V. | EVALUATION METHOD AND CRITERIA |
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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 proven work experience in empirical and policy research on digital transformation, digital solutions for development, rights and ethics, standards and digital governance, digital gig economy, and other related topic, and expertise in relevant fields such as institutions, governance, and public policy. | 20 | |
| 3. Experience in conducting research and publish article – with evidence of at least 3 published papers articles (both peer reviewed and popular article) on the related topic. Mastering advance quantitative method research is desirable. | 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* | | |