

## GENERAL INFORMATION

**Title:** *Consultants to support the Conducting of Midterm Evaluation on the implementation of NAP on PCVE*

**Project Name:** *Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity (PROTECT) Project Phase II*

**Reports to:** *National Project Manager*

**Duty Station:** *Home-based*

**Expected Places of Travel (if applicable):** *Bandung, Surakarta, Makassar*

**Duration of Assignment:** *40 working days within 5 months*

## REQUIRED DOCUMENT FROM HIRING UNIT

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

- ☒ partial (A regular meeting will be conducted through online/offline)
- ☐ 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

### *a) Briefly describe the project rationale / background and the objectives of the project*

In recent years, Indonesia has experienced the decline of number, scale, and success of extremist attacks. However, the rise of ISIS has brought with it new complexity and transnational element to violent extremism in Indonesia. The blast around *Thamrin street* in the early 2016 and the bus terminal bombing in 2017 have shown that the radical activity inspired in part by ISIS. The previous ones that occurred in Surabaya, 2018, have transformed the patterns of the violent act in the violent extremism by involving women and children, acting as perpetrators of the attack. Also, another attack in Makassar and Jakarta in March 2021, where the role of women already totally changes, from supporters, to become perpetrators.

In response to that situation, many actors have been actively engaged to prevent violent extremism. Those factors include the government of Indonesia, CSOs, academics, and religious-based mass organizations, and UN Agencies. They have been involved in the development of the policymaking including, in the areas of law enforcement and community-based approach that aimed to reduce the risk of violent-extremism leading to terrorism.

Based on the Secretary-General's Plan of Action to Prevent Violent Extremism and Sustainable Development Goals (SDGs) 16: Peace, Justice and Strong Institutions, the United Nations Development Programme (UNDP) and the European Union has launched the project "Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity" (PROTECT) on August 2018, aiming to reduce the risk of violent extremism in the region by taking a preventive and welfare approach with core respect to human rights, and gender mainstreaming in South-East Asia. The PROTECT project is a regional project, which is being implemented in four countries of South-East Asia: Thailand, Philippines, Malaysia, and Indonesia.

Building on these achievements and lessons learned of the 1<sup>st</sup> phase, the 2<sup>nd</sup> phase of PROTECT project is making the same 3 (three) pillars of interventions; support the government policy on NAP on PCVE both at the national and sub-national level, data, and analysis, and strengthening the capacity of PCVE actors, such as religious-based organizations, youth, children, and women through various pieces of training to promote tolerance, pluralism, and respect for diversity among groups in the communities. All of intervention is gender-sensitive.

The PROTECT Project has taking the leading role in facilitating a series of policy engagement on the NAP on PCVE with various stakeholders by implementing "the whole of government" and "whole of society approach.

Since the first phase of the PROTECT Project, the project had been providing extensive support to accelerate the issuance of the NAP on PCVE through several activities. As a result, in December 2019, BNPT successfully submitted the final draft of the Presidential Regulation regarding the NAP on PCVE to the Ministry of Laws and Human Rights for further process of its issuance, and in 6 January 2021, the President of the Republic of Indonesia officially signed the Presidential Regulation No. 7 of 2021 concerning the National Action Plan on Preventing and Countering Violent Extremism that Leads to Terrorism.

### *b) Briefly describe the context of the required services*

The efforts of the Indonesian government in handling and overcoming extremism, radicalism, and terrorism can be tracked by the policies and programs that have been carried out. The most recent and remarkable milestone is the issuance of Presidential Regulation number 7 of 2021 regarding the National Action Plan for Preventing and Countering Violence Extremism that Leads to Terrorism. The issuance of Presidential Regulation is one step forward and a form of commitment by the Indonesian government in minimizing the potential for the spreading of terrorism that arises from the extreme thoughts, attitudes, and actions that develop in the midst of society.

The stipulation of regulation in the form of a Presidential Regulation No. 7 of 2021 concerning the National Action Plan for Preventing and Countering Violence Extremism that Leads to Terrorism (NAP on PCVE) is expected to strengthen several other government policies and become a reference for all parties, particularly local governments throughout Indonesia to make efforts to prevent the potential for extremism that thrives in Indonesia through integrated concrete actions, and strengthen coordination between government agencies and multi stakeholders in preventing violent extremism on Indonesian soil.

After the enactment of Presidential Regulation No. 7 of 2021 regarding PCVE, UNDP through PROTECT project has provided continuous support to government counterparts in implementing NAP on PCVE. After reaching the first half NAP on PCVE implementation period, UNDP was requested by BNPT for evaluating the result of implementation the Presidential Regulation No 7 of 2021, utilizing the evaluation tool stipulated on the Chief

of BNPT's Regulation No. 5 of 2021 on the Mechanism for Coordination, Monitoring, Evaluation, and Reporting of the Implementation of NAP on PCVE (PERBAN No 5 of 2021).

*c) Emphasize the relevance/purpose of the work required and how it is linked to the project context*

The PROTECT project plans to have several activities with the consultant to provide support to government counterparts in evaluating of NAP on PCVE through various activities:

1. Conduct FGD on development of methodology of Mid-term Evaluation with BNPT
2. Conduct Mid-term evaluation of implementation of NAP on PCVE based on evaluation's indicators indicated on PERBAN No 5 of 2021 Annex I.
3. Dissemination of the substance of Mid-term Evaluation's report on implementation of NAP on PCVE to the broader to relevant stakeholders.

Through these activities, the main objective of the consultant is to develop methodology for Mid-term evaluation which is in line to indicators on PERBAN No 5 of 2021 Annex I and collect data through a series of FGDs with relevant stakeholders to assess the progress and analyse the extent of achieving of the implementation of the NAP on PCVE and disseminate findings with key stakeholders. The Consultant will work closely with the government in facilitating the evaluation regarding the implementation of NAP on PCVE.

*d) List and describe the stakeholders for the project.*

The Midterm Evaluation of NAP on PCVE will be implemented for and with direct participation and in close partnership with:

1. The national government, such as the Coordinating Ministry for Human Development and Cultural Affairs (Kemenko PMK), the Coordinating Ministry for Political, Legal and Security Affairs (Kemenko Polhukam), the National Counter-Terrorism Agency (BNPT), the Ministry of National Development Planning (BAPPENAS), the Ministry of Home Affairs (Kemendagri), the Ministry of Religious Affairs (Kemenag), the Ministry of Education and Culture Affairs (Kemendikbudristek), the Ministry of Women Empowerment and Child Protection (KPPPA), and the Indonesian Witness and Victim Protection Agency (LPSK)
2. Local-level governments of Bogor, Bandung, Malang, Surakarta, and Makassar, and
3. Civil Society Organizations (CSOs).
4. Academia
5. Practitioners/Activists.

*e) If applicable, explain thoroughly the peculiarity of the setting of the project or the work required, if any (e.g., security risks involved in conducting the work in certain communities, certain cultures and practices unique to the stakeholders, etc.)*

The main issue of evaluating the implementation activities after the enactment of presidential regulation number 7 of 2021 is the unavailability of baseline data. The interpretation on the evaluation's indicator might vary between stakeholders engage in the implementation of NAP on PCVE.

To mitigate the issue, the Consultant will facilitate the close communication and consultation with the government counterparts, relevant authorities, and other related stakeholders to engage government in evaluating the implementation of NAP on PCVE.

*f) Provide information available that will help IC to understand the context of the work, such as publications, reports, etc.*

The information on the PROTECT project is available mainly by reading the project document and the various presentation materials including the factsheet on the project.

Other relevant documentation that could clarify the context of the work for the Consultant is:

1. On the project specification, consult the country office project document of PROTECT Project
2. On the National Action Plan on Preventing and Countering Violent Extremism leading to Terrorism (NAP on PCVE), refer to Presidential Regulation No. 7 of 2021
3. On strengthening protection for children, refer to the Decree of the Minister of Women Empowerment and Child Protection No. 7 of 2019 regarding Children Protection from Radicalism and Terrorism
4. On the authority of Local Government, refer to Law number 23 of 2014.

5. On the procedures and mechanism on drafting local government regulation, refer to Law number 12 of 2011.
6. Circular Letter of the Minister of Home Affairs No. 339/5267/SJ regarding Preventing and Countering Violent Extremism that Leads to Terrorism
7. The Chief of BNPT's Decree No. 129 of 2021 on the Establishment of Joint Secretariat of NAP on PCVE
8. The Chief of BNPT's Regulation No. 5 of 2021 on the Mechanism for Coordination, Monitoring, Evaluation, and Reporting of the Implementation of NAP on PCVE

The relevant documentation will be available and or given only to the selected consultant.

*g) Provide information on important stakeholders, including donors, partners, implementing agencies and organizations*

The Consultant will work closely with joint secretariat of NAP on PCVE of BNPT and the government counterparts of the PROTECT project. For example, the consultant will have a regular communication through virtual meeting, etc. In more specific term, the consultant will engage and collaborate with government and CSOs such as:

- (1) Joint Secretariat of NAP on PCVE of BNPT.
- (2) Relevant department/agency/institution at national and sub-national level.
- (3) Relevant national/local civil society organization.
- (4) Relevant development partners.

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

### **Scope of Work**

*a) Briefly describe the required activities (scope, location, subjects, etc.) and other information that will help prospective Offerors understand the nature of the work*

Under the direct supervision of the National Project Manager of PROTECT project, the Consultant will work closely with Mr Abdul Charis, the National Consultant to Strengthen the Implementation of NAP on PCVE and the key government agencies, such as the Joint Secretariat of NAP on PCVE of BNPT, Key Government Stakeholders, CSOs, development partners, and other relevant parties.

The Consultant will be responsible for the following tasks:

1. Conduct kick-off meeting with government authorities on the midterm evaluation of the progress implementation of the NAP on PCVE.
2. Design and prepare an evaluation concept/methodology in assessing the progress of implementation of NAP on PCVE at both national and sub-national levels.
3. During the evaluation process of NAP on PCVE, facilitate the workshop, Focus Group Discussion (FGD), in depth interview to collect data for mid-term evaluation, and coordination meeting with the government counterparts at the sub-national level regarding the midterm evaluation of NAP on PCVE.
4. Incorporate feedback from stakeholders in the final mid-term evaluation report
5. Disseminate findings and lessons learn from Mid-term Evaluation's report on implementation of NAP on PCVE to the broader to relevant stakeholders.

### **Expected Outputs and deliverables**

The expected outputs from the activities are:

1. Methodology for mid-term evaluation developed through consultation with government counterparts.
2. The Final midterm evaluation report of the progress of implementation the NAP on PCVE, agreed by stakeholders.
3. The recommendations and action points of the implementation of NAP on PCVE on 2023-2024 provided and disseminated to government counterparts.

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
<b>1<sup>st</sup> Deliverable</b>  1. Inception report including: <ul style="list-style-type: none"> <li>Situational analysis including update on existing policies and regulations that related to NAP on PCVE, the appropriateness of evaluation's indicators, and the availability of data.</li> <li>List of targeted institutions to be involved, both from government institutions and CSOs.</li> <li>Detailing the work plan with clear timeline of deliverables</li> <li>Draft concept/methodology for the mid-term evaluation</li> <li>Minutes of kick-off meeting with government and CSOs on conduction the midterm evaluation on the implementation of NAP on PCVE.</li> <li>List of participants of the meeting</li> <li>Documentations: such as picture of the event, photograph, media coverage, poster, etc.</li> </ul>	4 days	Mid of November 2022	<i>National Project Manager and National Consultant to Strengthen the Implementation of NAP on PCVE</i>
<b>2nd Deliverable</b>  1. Developed TOR for FGD on development of mid-term evaluation methodology with stakeholders: 2. Draft result and analysis of midterm evaluation on the: <ul style="list-style-type: none"> <li>policy and regulations to support the implementation of NAP on PCVE</li> <li>achievement of implementation of NAP on PCVE since 2021 to 2022 against the indicators on NAP on PCVE matrix.</li> <li>Assess the availability of NAP PVE implementation data and current established reporting mechanism of the implementation of NAP on PCVE by government institutions.</li> <li>Analysis on the participation of government agencies and CSOs in the implementation of NAP on PCVE.</li> <li>Analysis of public consultation activities conducted on the draft of SNAP on PCVE, if conducted any.</li> <li>List of participants of FGDs</li> <li>Minutes of meetings</li> <li>Documentations, such as picture of the event, photograph, media coverage, poster, etc.</li> </ul>	20 days	Mid of January of 2023	<i>National Project Manager and National Consultant to Strengthen the Implementation of NAP on PCVE</i>
<b>3rd Deliverable</b>  1. Developed TOR for each activity that planned to be conducted in the 1 <sup>st</sup> and 2 <sup>nd</sup> week of February, such as: <ul style="list-style-type: none"> <li>At least two activities on the dissemination of the result of the midterm evaluation</li> </ul>	10 days	Mid of February 2023	<i>National Project Manager and National Consultant to</i>

report of the implementation of NAP on PCVE. 2. Develop the revised draft of Midterm Evaluation Report on the implementation of NAP on PCVE 3. MoM of dissemination events to be conducted in February			Strengthen the Implementation of NAP on PCVE
<b>4<sup>th</sup> Deliverable</b> <b>FINAL REPORT</b> including: 1. Final Report on the Midterm Evaluation of the implementation of NAP on PCVE. 2. Recommendations (opportunity, challenges, and lesson learned) 3. Supporting document (policies, regulation, book, documentation, media coverage.)	6 days	Mid of March 2023	National Project Manager and National Consultant to Strengthen the Implementation of NAP on PCVE

III. WORKING ARRANGEMENTS
<p><b>Institutional Arrangement</b></p> <p>The Consultant will report to the National Project Manager of the PROTECT project. The Consultant work in close collaboration with the governments in targeted intervention areas, the PROTECT team of the UNDP CO Indonesia, and other key parties/institutions, including the relevant civil society organization.</p> <p>The Consultant is expected to liaise, interact and collaborate for conducting the midterm evaluation in implementing NAP on PCVE in the area of intervention. The consultant is expected to work in close consultation with project consultants and related Institutions in succeeding in the exercise of conducting the midterm evaluation as well as CSOs to secure the evaluation result NAP on PCVE will be adopted and used for improving the implementation in the remaining period of implementation of NAP on PCVE.</p> <p>The success of the project depends on the timely delivery of each component. The Consultant should ensure the timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.</p> <p>The Team of PROTECT project at UNDP CO Indonesia will have the following responsibilities: (i) Provide relevant documents; (ii) Discuss and agree on the methodologies of the assignment; and (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by UNDP CO Indonesia. All travel expenses to and from the target area should be included in the financial proposal. PROTECT project will not support the consultant with facilities or supplies.</p> <p><b>Duration of the Work</b></p> <p>In accordance with the requirements above, the consultant is expected to work for a total of 40 working days within 5 months during the period of November 2022 – March 2023.</p> <p><b>Duty Station</b></p> <p>The consultancy will be managed by the PROTECT project at UNDP CO Indonesia. The consultant's presence is required both at the home place and at the duty stations where the key state parties of the PROTECT project will conduct the activities e.g. Focus Group Discussions (FGDs), coordination meetings, and workshops.</p> <p><b>Travel Plan</b></p> <p>Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below-indicated destinations and include the relevant costs in the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed upon on an ad-hoc basis.</p>

No	Destination	Frequency	Duration/days
1	Surakarta	1	3
2	Makassar	1	3
3	Bandung	1	2

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant should possess the following expertise and qualifications:

##### Academic Qualifications:

Minimum master's degree in development studies, business and policy administration, social sciences, international relations or equivalent in relevant fields of Social Science would be preferable.

##### Years of experience:

1. Minimum 5 years of relevant experience working in the field of advocacy with national/local government counterparts and relevant authorities at the national and sub-national level (required)
2. Experience working in preventing and countering violent extremism, radicalism, conflict prevention, tolerance, and diversity issues and understanding the sensitivities of programming in fragile or conflict-affected contexts
3. Experience in formulating development strategies and policies
4. Experience in developing monitoring and evaluation tools

##### III. Competencies and special skills requirement:

##### Corporate

5. Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, tolerance, integrity, respect, results orientation, impartiality).
6. Promotes the vision, mission and strategic goals of UNDP
7. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
8. Understanding the sensitivities of programming in fragile or conflict-affected contexts in Indonesian context
9. Understand the substance of the Presidential Regulation no. 7 of 2021 concerning the National Action Plan on Preventing and Countering Violent Extremism that Leads to Terrorism (NAP on PCVE) and related documents, such as matrix of actions, monitoring and evaluation tools system (guideline), etc
10. Demonstrated knowledge, experience, expertise and ability in conducting studies and strategies
11. Fluency in English with excellent written communication skills, and strong experience writing reports
12. Excellent public speaking and presentation skills.
13. Fluency in Bahasa Indonesia required.

##### Functional

14. A Solid experience in facilitation high level meetings
15. Background knowledge about the United Nations and UNDP
16. Demonstrates ability in conducting creative-thinking and innovation learning events
17. Good teamwork and interpersonal skills
18. Flexibility and ability to handle multiple tasks and work under pressure
19. Excellent computer skills especially Word, Excel and Power Point, Email.

##### Leadership

20. Demonstrated ability to think strategically and to provide credible leadership
21. Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic overview and corporate vision and overseeing the analysis/resolution of complex issues
22. Strong managerial/leadership experience and decision-making skills with proven track record of mature judgments.

##### Managing Relationships

23. Demonstrated well developed people management and organizational skills
24. Excellent negotiating and networking skills with strong partnerships in technical organizations in the practice area.

#### Managing Complexity

25. Ability to address global development issues
26. Substantive knowledge and understanding of development cooperation with the ability to support the practice architecture of UNDP and inter-disciplinary issues
27. Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives
28. A sound global network of institutional and individual contacts.

#### Knowledge Management and Learning

29. Ability to strongly promote and build knowledge products
30. Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example
31. Seeks and applies knowledge, information and best practices from within and outside of UNDP.

#### Judgment/Decision-Making

32. Mature judgment and initiative
33. Proven ability to provide strategic direction to the project implementation process
34. Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

### **V. EVALUATION METHOD AND CRITERIA**

Consultants 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 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 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<b>Technical</b>		
1. <b>Criteria A:</b> qualification requirements as per TOR:	<b>70</b>	
<u>Academic Qualifications:</u> Minimum master's degree in development studies, business and policy administration, social sciences, international relations or equivalent in relevant fields of Social Science would be preferable.	20	
<u>Years of experience:</u>		
1. Minimum 5 years of relevant experience working in the field of advocacy with national/local government counterparts and relevant authorities at the national and sub-national level (required)	20	
2. Experience working in preventing and countering violent extremism, radicalism, conflict prevention, tolerance, and diversity issues and understanding the sensitivities of programming in fragile or conflict-affected contexts	15	
3. Experience in formulating development strategies and policies	10	
4. Experience in developing monitoring and evaluation tools	5	



<ul style="list-style-type: none"> <li> <b>Criteria B:</b> Brief Description of Approach to Assignment           <ol style="list-style-type: none"> <li>Understanding of the TOR</li> <li>Proposed approach</li> <li>Proposed methodology</li> <li>Proposed implementation plan</li> </ol> </li> </ul>	<b>30</b> 8 8 7 7		
<ul style="list-style-type: none"> <li></li> </ul>			