

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** < National Consultant for PIID-ISSTC Project Terminal Evaluation – **NATIONAL POST** >

**Project Name:** Partnership Initiative for Institutional Development of Indonesia's South-South and Triangular Cooperation

**Reports to:** Programme Manager, South-South and Triangular Cooperation – Government Financing

**Duty Station:** Home-Based

**Expected Places of Travel (if applicable):** < Jakarta >

**Duration of Assignment:** 27 working days within 3 months

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
5	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b>
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
<b>(5) Expert/ Advisor</b>	
	<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 (consultant will be needed to be presence at office for brief meeting(s) with Project Management Unit and UNDP Programme Manager to discuss evaluation activities. If it is not possible to travel to office due to COVID-19 pandemic, virtual meeting will be opted)

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

Project Title:	Partnership Initiative for Institutional Development of Indonesia's South-South and Triangular Cooperation		
UNDP Project ID:	00107243		
Country:	Indonesia		
Region:	Asia Pacific		
Focal Area:	South-South and Triangular Cooperation		
FA Objectives, (OP/SP):	Institutional Development, and South-South Cross-Border Peacebuilding Initiative		
Executing Agency:	UNDP		
Other Partners involved:	Ministry of Foreign Affairs	ProDoc Signature (date project began):	18 December 2017
		(Operational) Closing Date:	Proposed: N/A Actual: N/A

*The Government of Indonesia realized that to ensure the effectiveness of its International Development Cooperation (IDC) program and activities, it is necessary to have a clear institutional arrangement for its IDC programming. This commitment is included in country's medium-term development planning (RPJMN 2015-2019) stating the importance of establishing of a single entity for country's IDC program. This entity will be given a mandate to formulate, coordinate, implement, manage, monitor and evaluate country's IDC program more comprehensively. To ensure that this entity has strong position politically, a Government Regulation have been enacted to regulate country's IDC programme and coordination, incl. legal and regulatory framework, institutional arrangement, cooperation modalities and the IDC financing.*

*To support the government operationalizing its target to have a more effective IDC programming, this Project provides support to the establishment process of a single entity for IDC, particularly to ensure that clear coordination mechanism and arrangement are in place, covering all stages of programming from planning, funding, implementation, monitoring and evaluation, with clear segregation of duties among relevant ministries, and to ensure that the IDC is in line with Indonesia's foreign policy.*

*As a global development agency, UNDP has a strong role to play as a neutral partner, knowledge agent, capacity development supporter and partnership facilitator when developing countries work together to find solutions to common development challenges. Having a country office presence in 170 countries and territories positions UNDP well to assist in identifying opportunities for effective peer-to-peer practitioner learning.*

*Through this Project, UNDP is supporting the Government of Indonesia, by utilizing its experiences in at least three areas of supports/services:*

- (a) institutional capacity development through support to the establishment of a single agency;*
- (b) brokering and facilitating South-South Cooperation (SSC) activities, which include knowledge exchange between Indonesia and other Southern countries, on scalable development solutions and analysis on what has worked, what has not, along with systematic information on SSC;*
- (c) formulation of a global funding platform for SSTC (South-South and Triangular Cooperation) under the United Nations, with Indonesia playing its leading role in the development of an SSTC global network amongst Southern countries to facilitate dialogues, improve demand capturing mechanism, tailoring of programs, including shaping global SSC discourses.*

*The expected Output of this project are:*

*Output 1: Enhanced Institutional Capacity in Coordinating and Managing Indonesia's South-South and Triangular Cooperation*

*Activity Result 1.1: Establishment of an integrated and consolidated SSTC governance and platform*

*Activity Result 1.2: Enhanced policy and regulatory framework that further increases the quality of Indonesia SSTC*

*Activity Result 1.3: Enhanced capabilities and mechanisms to manage SSTC*

*Output 2: South-South Triangular Initiative Implemented: Peacebuilding through Cross-Border Local Economic Development between Indonesia and Timor-Leste*

*Activity Result 2.1: G2G agreement on Indonesia-Timor-Leste Peacebuilding through Cross-Border Local Economic Development signed*

*Activity Result 2.2 Peace Building through Cross Border Local Economic Development Programme Planned and Implemented*

*Output 3: Enhanced Indonesia's Role at Global SSTC Forum*

*Activity Result 3.1: Networks at regional and global levels are established*

#### Project Location

*This project is based in the UNDP Indonesia Country Office in Jakarta, where the project management team is located.*

*However, activities under Output 2 of this project are implemented in the border between Indonesia and Timor-Leste, specifically in Napan Village (NTT Province) on the Indonesian side, and in Oesilo (Oe-cusse Region) on the Timor-Leste side.*

*On the Indonesian side of the border, a Government Liaison officer is stationed at the District Planning and Research Office (Bapelitbang Kabupaten) of Timor-Tengah Utara, NTT Province, to liaise with the District Government, with occasional travel to Kupang to liaise with NTT Provincial Government. The project also employs a Field Assistant to work directly with the farming community in Napan, on a day-to-day basis. Meanwhile, the project is working closely with UNDP Timor-Leste in Oe-cusse to implement activities in the Oesilo community. A Community Facilitator is employed to work with the farming community in Oesilo.*

#### Target Groups and Key Partners

*This project's senior beneficiary is the Ministry of Foreign Affairs of Indonesia (MoFA), particularly the Directorate of Technical Cooperation. Aside from that, the Project is also working closely with other relevant directorates in MoFA, such as Directorate for Southeast Asian Affairs, Directorate for Socio-Cultural Affairs and International Organization of Developing Countries, and the Center for Policy Analysis and Development for Multilateral Affairs.*

*The Project supports MoFA in the consultation process with the Government of Timor Leste on the formulation of the Peace Building through Cross Border Local Economic Development Programme (Output 2). Furthermore, in relation to Output 2, PIID-ISSTC Project also works closely with the Provincial Government of Nusa Tenggara Timur and District Government of Timor-Tengah Utara. Due to the works in the border area, the project also liaises with the Border Management Agency, both at national level (Badan Nasional Pengelola Perbatasan) and sub-national level (Badan Pengelola Perbatasan Provinsi & Badan Pengelola Perbatasan Kabupaten). Lastly, the project had also partnered with Yayasan Mitra Tani Mandiri, a local CSO which assisted the project in implementing the project's activities in the Indonesia – Timor-Leste border area.*

#### Cross-Cutting Issues

*Gender is an integral part of this project. The project strives to promote gender mainstreaming through the planning, implementation, and monitoring process of all project activities by making sure that women in the farming community in Napan and Oesilo are involved in all capacity building activities and having gender disaggregated data collected during the monitoring process.*

*Given the timing of the Terminal Evaluation that will take place during the COVID-19 pandemic situation the entire evaluation process will be done by strictly adhering to the government's COVID-19 measure. Especially looking at the fact that since up to early February 2021, the number of positive Covid-19 cases in Indonesia has reached 1,111,671 confirmed cases; 30,770 deaths; and 905,665 recovered cases from 510 districts across 34 provinces. While Covid-19 Pandemic is still on the rise in Indonesia, understandably the national and local government have put in place appropriate measures and regulations to curb the spread of the disease both Nationally and locally, including the restriction of business and office-based activities in DKI Jakarta. Consequently, all staff in the UNDP Indonesia Country Office have been working from home since March 2020, while in the government side a strict work-from-home arrangement has been also closely observed. As a result, it is foreseen that like many project activities, the evaluation process including engagement with key government counterparts, unless stated otherwise, would be done remotely through online mediums.*

## **Purpose of Terminal Evaluation**

*The Terminal Evaluation will assess the achievement of project results against what was expected to be achieved, and to draw lessons that can be used to both improve the sustainability of benefits from this project, and to aid in the overall enhancement of UNDP programming. The Terminal Evaluation report is expected to promote accountability and transparency and to assess the extent of project accomplishments. In addition, it is expected that the evaluation will provide insights and recommendations which could be incorporated into PIID-ISSTC's project Phase 2.*

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

### **Scope of Work**

*The objective of the Terminal Evaluation task is to collect and analyse data on the achievement of the project results. The consultant is expected to review the project design, strategies and result framework of the PIID-ISSTC Project in achieving the project's output as follow:*

- *Output 1: Enhanced Institutional Capacity in Coordinating and Managing Indonesia's South-South and Triangular Cooperation*
- *Output 2: South-South Triangular Initiative Implemented: Peacebuilding through Cross-Border Local Economic Development between Indonesia and Timor-Leste*
- *Output 3: Enhanced Indonesia's Role at Global SSTC Forum*

*Moreover, he/she is to measure inputs and progress towards result, evaluate project planning and implementation (such as management arrangement, workplan, finance, project-level monitoring system, stakeholder engagement, and sustainability), and particularly the direct and indirect impact of the project to country's international development cooperation approaches/strategies, and proper planning, implementation and move of South-South cooperation initiative through the lessons learned from the Indonesia – Timor-Leste peacebuilding initiative through the local economic development. Lastly, the consultant is expected to provide recommendations, based on the terminal evaluation results, which could be incorporated into the Project's Phase 2.*

### **Terminal Evaluation Approach and Methodology**

*The terminal evaluation report must provide evidence-based information that is credible, reliable, and useful.*

*The consultant will collect all relevant sources of information including documents prepared during the preparation phase of the project, the Project Document, project reports including, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that they considers useful for this evidence-based terminal evaluation.*

*The consultant is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, government counterparts, Implementing Partners, the UNDP Country Office(s), direct beneficiaries and other stakeholders.*

*Engagement of stakeholders remains vital to this terminal evaluation. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to UNDP Indonesia Country Office, UNDP Timor-Leste Country Office, Ministry of Foreign Affairs, Provincial Government of Nusa Tenggara Timur, District Government of Timor Tengah Utara, The Royal Norwegian Embassy in Jakarta, Jakarta Ambassadors' Golf Association, executing agencies, senior officials and task team/component leaders, key experts and consultants in the subject area, Project Board, project beneficiaries, academia, local government and CSOs, etc.*

*The specific design and methodology for the terminal evaluation should emerge from consultations between the evaluation consultant and the above-mentioned parties regarding what is appropriate and feasible for meeting the evaluation purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The evaluation consultant must, however, use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and the Sustainable Development Goals are incorporated into the evaluation report.*

*The final methodological approach including interview schedule, field visits and data to be used in the evaluation must be clearly outlined in the Terminal Evaluation Inception Report and be fully discussed and agreed between UNDP, relevant stakeholders, and the evaluation consultant.*

*The final report must describe the full evaluation approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the evaluation. Subsequently, the final report must also provide recommendations for the project planning and implementation entering the Phase-2.*

**Expected Outputs and deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</b>
1 <sup>st</sup> Deliverable: Submission of an inception report on terminal evaluation method	5 working days	19 March 2021	Project Management and UNDP-CO
2 <sup>nd</sup> Deliverable: Submission of an initial findings and 1 <sup>st</sup> draft of final report	12 working days	9 April 2021	Project Management and UNDP-CO
3 <sup>rd</sup> Deliverable: Submission of the final report of Terminal Evaluation approved by UNDP-CO and UNDP-RTA	10 working days	30 April 2021	Project Management and UNDP-CO

**Payment Schedule**

- *20% payment upon satisfactory delivery of the final Terminal Evaluation Inception Report and approval by the Commissioning Unit*
- *40% payment upon satisfactory delivery of the draft Terminal Evaluation report to the Commissioning Unit*
- *40% payment upon satisfactory delivery of the final Terminal Evaluation report and approval by the Commissioning Unit (via signatures on the Terminal Evaluation Report Clearance Form) and delivery of completed Evaluation Audit Trail*

*Criteria for issuing the final payment of 40%:*

- *The final Terminal Evaluation report includes all requirements outlined in the Terminal Evaluation TOR and is in accordance with the Evaluation guidance.*
- *The final Terminal Evaluation report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other Evaluation reports).*
- *The Audit Trail includes responses to and justification for each comment listed.*

*In line with the UNDP's financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the TE, that deliverable or service will not be paid.*

*Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable but was unable to complete to circumstances beyond his/her control.*

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

The principal responsibility for managing this terminal evaluation resides with the UNDP Country Office (CO) in Indonesia. The UNDP CO will contract the evaluator and ensure the timely provision of per diems and travel arrangements within the country for the evaluator (if applicable). The Project Team will be responsible for liaising with the Evaluator to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

If it is not possible to travel within the country for the terminal evaluation mission then the consultant should develop a methodology that takes into account the conduct of the evaluation virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the evaluation Inception Report and agreed with the Commissioning Unit.

If all or part of the evaluation is to be carried out virtually then consideration should be taken for stakeholder availability, ability, or willingness to be interviewed remotely. In addition, their accessibility to the internet/computer may be an issue as many government and national counterparts may be working from home. These limitations must be reflected in the final evaluation report.

If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.

#### Duration of the Work

The total duration of the terminal evaluation will be 27 days. The duration is flexible recognizing there will be possible delay due to COVID-19. The tentative duration is according to the following plan:

Activity	Timing	Completion Date
<b>Inception Report</b>	5 days	<i>19 March 2021</i>
<b>Evaluation Mission &amp; Draft Report</b>	12 days	<i>9 April 2021</i>
<b>Final Report</b>	10 days	<i>30 April 2021</i>

#### Duty Station

Terminal Evaluation Consultant will be home-based. Consultant might need to come to Jakarta, Indonesia, to conduct evaluation arrangement meeting with Project Management Unit (PMU) and UNDP CO.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The PIID-ISSTC Project is seeking an Individual Evaluator that meets the following requirements:

#### Academic Qualifications:

Master's degree in Development Studies, Public Policy, or other relevant Social Sciences.

#### Years of experience:

1. Minimum 8 years of relevant experience in the areas of International Development Cooperation, South-South and Triangular Cooperation, and International Affairs.
2. Recent experience with result-based management evaluation methodologies
3. Experience working with development projects funded by foreign embassies/donors, for at least 5 years
4. Experience in working in Asia Pacific countries for at least 3 years

III. Competencies and special skills requirement:

1. Work in relevant technical areas including experience on project monitoring and evaluation
2. Demonstrated understanding on issues related international development cooperation, south-south and triangular cooperation and peace; sound knowledge of gender in the Development sector, including experience in gender sensitive evaluation and analysis
3. Excellent communication skills
4. Demonstrable analytical skills
5. Project evaluation/review experiences within the United Nations system will be considered an asset
6. Fluency in English with excellent written communication skills, and strong experience writing reports.
7. Fluency in Bahasa Indonesia would be an advantage.

**V. TERMINAL EVALUATION METHOD AND CRITERIA**

Individual 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 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 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>		
<ul style="list-style-type: none"><li>• <b>Criteria A: qualification requirements as per TOR:</b><ol style="list-style-type: none"><li>1. Master's degree in Development Studies, Public Policy, or other relevant Social Sciences</li><li>2. Minimum 8 years of relevant experience in the areas of International Development Cooperation, South-South and Triangular Cooperation, and International Affairs</li><li>3. Recent experience with result-based management evaluation methodologies</li><li>4. Experience working with development projects funded by foreign embassies/donors, for at least 5 years</li><li>5. Experience in working in Asia Pacific Countries for at least 3 years</li></ol></li></ul>	70%	20 20 10 10 10

<ul style="list-style-type: none"> <li>• <i>Criteria B: Brief Description of Approach to Assignment</i> <ul style="list-style-type: none"> <li>○ <i>Detailed understanding of Indonesia's international development cooperation policies and strategy</i></li> <li>○ <i>Detailed understanding of South-South and Triangular Cooperation issues.</i></li> </ul> </li> </ul>	30%	15	
		15	