

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

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| Title: Programme Development Consultant Climate Action | | Type of engagement <input type="checkbox"/> Consultant (ZCNT) | Duty Station: Indonesia <i>Consultant will be primarily home-based and will not have assigned desk or office space.</i> |
| <p>Background:</p> <p>UNICEF East Asia Pacific Regional Office (EAPRO), in partnership with the Australian Committee for UNICEF, is developing a Regional Programme “Mainstreaming Climate-Smart Social Services in the East Asia Pacific Region” for 14 countries in the region, including the Republic of Indonesia.</p> <p>The Programme aims to finance climate-smart social services as a new asset class in climate finance in line with the Intergovernmental Panel on Climate Change’s Shared Socio-Economic Pathways. A Concept Note is being elaborated and programme preparation expected to start end of 2023. UNICEF EAPRO is recruiting an international consulting firm to develop the overall Programme Proposal. National programme development consultants are required in each of the participating countries to support an effective liaison and coordination with the National Designated Authority (NDA), the leading line ministries and government agencies, the UNICEF country office programmes and specialists, and the international consulting firm.</p> <p>The UNICEF Indonesia Country Office is recruiting an expert consultant to support the liaison with country-level programme stakeholders and provide science-based technical advice and development support for the programme activities, targets and costing in line with the concept and relevant national policies, plans and priorities on climate in the environment and targeted social sectors.</p> <p>The Consultant will work home-based with frequent visits to the UNICEF Indonesia Country Office, programme stakeholders, and with field missions in the country and virtual meetings as needed.</p> | | | |
| <p>Purpose of Activity/Assignment:</p> <p>This is a national consultancy for a national Programme Development Consultant for the Regional Programme “Mainstreaming Climate-Smart Social Services in the East Asia Pacific Region” (Programme hereafter). Reporting to the Chief of Planning of UNICEF Indonesia, s/he will facilitate the efficient conduct and consultation of the Programme preparation phase by Indonesia Country Office and elaborate the Indonesia country-level part of the Programme. The ideal candidate will possess extensive experience and knowledge in programme development, multi-stakeholder coordination on climate-related initiatives, and ability to ensure the achievement of project preparation objectives within the stipulated timeframe.</p> | | | |
| <p>Scope of Work:</p> <p>The Consultant will support the following tasks around programme development and coordination:</p> <ul style="list-style-type: none"> • Act as the primary UNICEF Indonesia point of contact between the UNICEF climate lead and programmes, NDA, the government partner agencies, key sector stakeholders at national and subnational levels, and the international consulting firm working and EAPRO. This requires attending in-person meetings with the above stakeholders. • Coordinate meetings, discussions, and workshops among all parties, ensuring that programme preparation objectives are met, and agreement is reached. • Maintain continuous communication with all stakeholders – including youth and children at critical steps, representatives from communities, women’s groups and organizations of persons with disabilities – to support coherence and avoid discrepancies or duplications. Address queries, concerns, and feedback from stakeholders promptly and effectively. | | | |

- Organize and facilitate in-country workshops and virtual meetings, as well as working missions of the international consulting firm and UNICEF EAPRO or UNICEF Australia.
- Autonomously monitor the progress of the Programme preparation against the planned milestones and deliverables.
- Prepare monthly reports on the Programme’s preparation progress, challenges, and proposed solutions to the UNICEF Indonesia country office and the UNICEF EAPRO
- Prepare a back-to-office report (2 pages) after any field missions
- Ensure the timely submission of all deliverables by the international consulting firm to the UNICEF country office and to the NDA, as relates to Indonesia
- Manage the collection, analysis, and sharing of relevant data, information, and documents among stakeholders
- Ensure the confidentiality and security of all project-related information
- Develop and maintain a database on a spreadsheet of project documents, reports, and correspondences, costing/budget calculations, and information related to the results framework indicators and data.
- Support, as requested, development of concept notes and proposals relative to the Indonesia

In addition, the consultant will be responsible for capacity building and quality assurance to:

- Assist the NDA in enhancing its capacity to manage and implement Climate-Smart Social Services initiatives.
- Facilitate knowledge transfer and skill development among the partners’ staff involved in the Programme.
- Ensure that all outputs and deliverables meet the quality standards and requirements set by UNICEF EAPRO and the country office.
- Facilitate the resolution of any issues related to the quality and relevance of the Programme outputs.
- Review and verify the international consulting firm’s submissions for accuracy, completeness, and compliance with the terms of reference and the requirements of the NDA and the UNICEF country office, as agreed and relating to Indonesia.
- Any other tasks as instructed by the UNICEF Country Office.

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| Supervisor: Chief of Planning. | Start Date: 1 Jan 2024 | End Date: 31 May 24 100 days in the period of five months |
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| Work Assignment Overview | | | |
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| Tasks/Milestone | Deliverables/Outputs | Timeline | Estimate Budget |
| <ul style="list-style-type: none"> • Develop work plans on a monthly basis to support the programme development and coordination. | <ul style="list-style-type: none"> • Work plans for each month are developed and endorsed. | By 5 January and the same date in the following months. | 20% |
| <ul style="list-style-type: none"> • Provide data and inputs to contribute to the development of the Climate Vulnerability and Risk Assessment (CVRA) Report | <ul style="list-style-type: none"> • Inputs to a desk review on climate change impacts, vulnerability for Indonesia • Analysis of historical and projected climate data for Indonesia • Database and write-up/ spreadsheet of information for Indonesia. | By 30 January | 20% |
| | | By 15 February | 20% |
| | | By 1 April | 20% |

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| <ul style="list-style-type: none"> Support the consultations, capacity building activities with the government key stakeholders and partners and quality assurance of the progress development. | <ul style="list-style-type: none"> Monthly report on the activities implemented as per the agreed work plans Reporting on workshops, key meetings | <p>By 30 day of each month in the period of Feb – May</p> | <p>20%</p> |
| <p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Disciplines: Climate Studies, Environmental Science, Social Sciences, Project Management, or related fields</p> | | <p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> A minimum of 7 years of experience in project development, coordination, and/or management, preferably in climate-related projects with international financing institutions. Proven experience in liaising with government bodies, financiers, and consulting firms Proven experience working in (one or more) social sectors (WASH, Education, Nutrition, Health, etc.) Strong knowledge of project management tools. Excellent communication, facilitation, negotiation, and stakeholder management skills. Proficient in Microsoft Office Suite and project management software. | |