**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title**  Strengthening Monitoring and Evaluation of the National Strategy on Accelerating Population Administration and Vital Statistics | **Funding Code (WBS and Grant/Fund ID)**  2070/A0/06/005/004/025 | **Type of engagement**  Consultant (ZCON)  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  Jakarta |
| **Purpose of Activity/Assignment**  This assignment is to support Bappenas as the chairperson of national secretariat for civil registration and vital statistics to establish and support the implementation of Monitoring and Evaluation, following the adoption of the **Presidential Decree No 62/2019 on the National Strategy on Accelerating Population Administration for the Development of Vital Statistics** (Stranas AKPSH). | | | |
| **Scope of Work:**  Based on Bappenas request, UNICEF will recruit two consultants to undertake the following tasks:   * Support the development and finalisation of monitoring and evaluation framework, guidelines and instruments in reference to the SDG targets 16.9 as stipulated under Presidential Decree 57/2017 on Accelerating the Achievement of SDG; Presidential Decree No 62/2019 on the National Strategy on Accelerating Population Administration for the Development of Vital Statistics (Stranas AKPSH); Presidential Decree No. 18/2020 on the National Medium Term Development Plan; as well as on the Regional Action Framework on Civil Registration and Vital Statistics in Asia and the Pacific 2015 – 2024 * Provide periodic analysis on the progress and gaps on key CRVS indicators across districts/cities and provinces * Establish dashboard that illustrate indicators based on the M & E Framework above * Develop Policy Briefs and recommendations based on the analysis above * Develop mechanism to strengthen inter-sector coordination at national level as well as between national and sub national * Provide technical assistance and capacity building to districts/cities and provinces on monitoring and utilization of vital statistics for policy development as well as on programme planning and budgeting * Provide technical assistance at sub national especially in Papua, West Papua, NTT, and NTB to implement STRANAS AKPSH * Provide technical support to implement M & E for the STRANAS AKPSH as mandated by the Presidential Decree 62/2019. | | | |
| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?       YES       NO     If YES, check all that apply:    **Direct contact role** YES       NO   If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:   |  | | --- | |  |   **Child data role** YES      NO   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):   |  | | --- | | The consultants will engage around 60% of their time in analyzing aggregated data and information which do not reflect any personal-identifiable information of children. |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | | |
| 2021 | Child Protection | | Task requires specialized persons and full engagement including for day to day coordination with Bappenas, relevant ministries on CRVS and sub national level | | | |
| **Included in Annual Supply plan/HR workforce plan***:*  Yes  No, please justify: Continuation of project Civil Registration with Bappenas | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | | | |  | |
| **Supervisor:**  Director of Population Planning and Social Insurance, Bappenas  Child Protection Specialist UNICEF Jakarta | | **Start Date:**  **15 July 2021** | | **End Date:**  **31 December 2021** | | **Number of Days (working)**  **Approx 5 months (105 days)** |

\*) Ref CF.AI.2013-001 Amend 2, work assignment should be: specific, measurable, attainable, results-based and time-bound (“SMART”) and include:

(a) tangible and measurable outputs, objectives and targets of the work assignment, as well as specific activities to achieve these;

| **\*Work Assignment Overview (SMART)** | | | |
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| **Tasks/Milestone:** | **Deliverables/Outputs:** | **Timeline** |  |
| **A. Lead Consultant** | | | |
| Strengthen M&E and data collection instruments and data management tools as well as lead/coordinate the testing/piloting of M&E and data collection instruments | M & E Guidelines including the use of instruments |  |  |
| Provide ongoing analysis of relevant information/data from SUSENAS, M&E data, testing/piloting data and relevant data sources corresponding to the M & E and other related indicators | Bi-monthly analysis of available vital statistics across districts and provinces;  Data/M&E analysis report;  Piloting report |  |  |
| Provide support on the generating key civil registration vital statistics, development of policy briefs and its dissemination | Report on key vital statistics indicators;  Policy brief |  |  |
| Support advocacy for establishing inter-operability of database between relevant ministries with CRVS database | Report on the inter-operability of databases for CRVS |  |  |
| Support visualization of the data in the CRVS dashboard | Dashboard illustrating real time information of desired indicators |  |  |
| Support National AKPSH for inter-sector coordination at national and between national and sub national | Assist National AKPSH for inter-sector coordination at national and between national and sub national |  |  |
| Provide technical assistance to districts/cities and provinces on monitoring CRVS indicators and utilization of vital statistics | Progress report |  |  |
| Provide capacity building and transfer of knowledge to national CRVS secretariat team and working group of AKPSH National Team | Activity report |  |  |
| Submit final report regarding the consultancy outline key lessons learned and recommendations | Final report |  |  |

(b) specific delivery dates and details as to how the work must be delivered (e.g. electronic submission, hard copy), subdivided into “milestones” where appropriate;

(c) indicators for evaluation of outputs (including timeliness, achievement of goals, and quality of work)

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| **Tasks/Milestone:** | **Deliverables/Outputs:** | **Timeline** | **Estimate Budget** |
| **B. Consultant 2** | | | |
| 1. Finalize and update CRVS dashboard and portal | Ensure CRVS dashboard and portal run smoothly |  |  |
| 1. Support the inter-operability of database (API) between relevant ministries with CRVS database | Report on the inter-operability of databases for CRVS |  |  |
| 1. Assist lead consultant in updating data and information on key civil registration vital statistics | Updated data and information on key civil registration vital statistics |  |  |
| 1. Support National AKPSH for inter-sector coordination at national and between national and sub national | Assist National AKPSH for inter-sector coordination at national and between national and sub national |  |  |
| 1. Provide technical assistance to districts/cities and provinces on monitoring CRVS indicators and utilization of vital statistics | Progress report |  |  |
| 1. Provide capacity building and transfer of knowledge to national CRVS secretariat team | Activity report |  |  |
| 1. Submit final report regarding the consultancy outline key lessons learned and recommendations | Final report |  |  |

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| **Minimum Qualifications required:**  **LEAD Consultant**  Bachelors  Masters  PhD  Other - please describe  Master’s degree in Demography/ Population Studies, Economics, Statistics, Public Policy, Data Science. | **Knowledge/Expertise/Skills required**   * Experience in Monitoring and Evaluation activities including conducting data analysis using SUSENAS or other survey data and report writing * Minimum 5 years of Experience in development of M&E framework/guideline * Practical experience in data management, M&E data indicator Instrument, Data Science and Analysis * Familiar with Statistical Software packages, i.e: SPSS, STATA or R * Experience in development of data visualization dashboard is preferred * Knowledge on civil registration and vital statistics, an advantage * Ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts in written and oral form * Fluent in both Bahasa Indonesia and English |
| **Minimum Qualifications required:**  **Consultant 2**  Bachelors  Masters  PhD  Other - *please describe*  Bachelor’s degree in Engineering, Computer Science, Information Technology. | **Knowledge/Expertise/Skills required**   * Knowledge and practical experience on Data ETL (Extraction, Transformation, Loading), Data Visualization * Minimum 3 years of working experience in design/development and integration of object orientated application * Practical experience on Dashboard Visualization (Tableau preferred) * Ability to adopt M&E Tools/instrument, particularly (RapidPro, Textit, ONA/ODK/KoBoToolBox, other similar tools) * Familiarity of Civil registration and vital statistics, an asset * Excellent communication, advocacy and people skills. Ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts in written and oral form. |
| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based: at Bappenas  If office based, seating arrangement identified:  NA  IT and Communication equipment required:  Internet access required:  UNICEF email account required: |