

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<p>Title: Strengthening the Knowledge Management Coordination System in UNICEF Indonesia</p>	<p>Duty Station: Jakarta</p>
<p>Purpose of Activity/Assignment:</p> <p>Evidence generation, policy dialogue and advocacy are core strategies and comparative advantages of UNICEF’s engagement in Indonesia. UNICEF focuses on building and leveraging an evidence base to inform the Office’s policy dialogue and advocacy activities with key stakeholders, drawing from its vast global network to share relevant knowledge for the Indonesian context. UNICEF-supported research, evaluation and studies are intended to provide strategically relevant information and evidence to inform decision-making and to influence policy makers on child rights, particularly with regards to key areas of strategic interest to the Country Programme. They are also essential to promote corporate learning and accountability. In terms of evidence uptake, it is also important to enhance the tracking and assessment of the extent to which the evidence products influence policy and programmatic decisions. Tracking the influence of evidence products on policy and programming decisions is an area that UNICEF Indonesia is keen to strengthen.</p> <p>To ensure that research, evaluation and studies commissioned by the UNICEF Indonesia Country Office (ICO) are planned well, effectively managed, adequately funded, timely executed, and that they produce credible, relevant and useful evidence products, ICO has deemed it necessary to support the development of Standard Operating Procedures (SOPs) for research, evaluation and studies and knowledge management activities. UNICEF Indonesia seeks to establish a systematic approach to prioritization, generation, packaging, dissemination, and monitoring the use of high-quality evidence by optimizing the available resources.</p>	
<p>Scope of Work:</p> <p>The development of the SOPs is expected to be conducted through an international consultancy assignment. The main objectives of the assignment are to:</p> <ol style="list-style-type: none"> 1. Develop practical Standard Operating Procedures for the Indonesia Country Office that sets out how evidence-generation, quality assurance mechanisms, ethics considerations for research, evaluation and studies, and knowledge management activities will be managed, and their impacts and uptake monitored. 2. Generate clear and practical recommendations on how the SOPs will be communicated, implemented and monitored. 3. Disseminate the SOPs and deliver two training seminars to share and socialize the final SOPs and on research management and ethics to UNICEF staff in Jakarta and the field offices in accordance with and reflecting on relevant research and in line with UNICEF Policies and Procedures. 4. Maximize the opportunity to foster the internal discussion over evidence generation and research during the SOPs development process. <p>It is important for the SOPs to be well integrated and have clear linkages with other existing structures, processes, and strategies (for example, Publication and Materials Review Committee (PMRC), Data Strategy, Country Programme Document, etc.).</p> <p>Scope and aims of the proposed SOPs</p> <p>The proposed Indonesia Country Office SOPs are expected to:</p> <ol style="list-style-type: none"> a) Set out a governance structure and key roles and accountabilities to strengthen the strategic oversight and guidance to the evidence-generation activities in a decentralized country office context. b) Establish a systematic process for planning, prioritizing, generating, packaging, communicating and use of evidence products. c) Set out an approach for documenting and monitoring the uptake of evidence and knowledge products. 	

Supervisor: James Kimani	Start Date: 4 April 2022	End Date: 31 July 2022	Number of Days (working): 40
*Work Assignment Overview (SMART)			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment terms
Inception phase	<ul style="list-style-type: none"> • Inception meetings with Steering Committee • Desk review of key documents • Develop initial interview questions and guide • Draft inception report • Final inception report. 	April 2022	20%
Data collection and analysis and validation¹	<ul style="list-style-type: none"> • Finalize desk review of key documents • Interviews with staff and key stakeholders • Data collection phase debrief • Draft SOPs document. 	May to mid-June 2022	50%
Final SOPs and dissemination; research management and ethics training seminars; and make revisions to the SOPs following the training seminars	<ul style="list-style-type: none"> • Presentation of key findings and recommendations to UNICEF Indonesia staff • Submission of the final SOPs document (up to 12 pages) • Conduct two training seminars to the Country Office staff in Jakarta and field offices (one on research management and ethics and another on how to embed the SOPs). 	Mid-June to end of July 2022	30%

¹ Depending on the timing, the consultant might be expected to join a virtual regional learning seminar on research management.

<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>Enter Disciplines</p>	<p>Knowledge/Expertise/Skills required:</p> <p>a. Education: A university degree in social sciences, knowledge management, development communications, or other relevant fields (preferably post-graduate).</p> <p>b. Years of experience: Minimum 8 years' experience in knowledge management and communications, and its application in development programs and projects, experience working for the UN system is preferred.</p> <p>c. Specialist skills/Training:</p> <ul style="list-style-type: none"> ○ Possess a strong background and working experience in tools development and toolkit production, learning product design (i.e., SOPs, manuals, guidebooks, toolkits, brochures, etc.). ○ Possess transferable skills in the use of research methods (qualitative and quantitative), ethical standards and considerations in research, knowledge documentation, use and regeneration. <p>d. Competencies: An ability to work independently and take the initiative in a cross-cultural environment.</p> <p>e. Languages required: Excellent command in written and spoken English language.</p>
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