

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>NATIONAL CONSULTANT</b>	
<b>Policy Mapping and Analysis on Three Transformative Results</b>	
Hiring Office:	United Nations Population Fund (UNFPA) Indonesia Country Office (CO), Advocacy and Communications Unit
Purpose of consultancy:	Conduct policy mapping and analysis on UNFPA's three (3) Transformative Results: (1) end preventable maternal deaths; (2) end the unmet need for family planning; and (3) end gender-based violence (GBV) and harmful practices, including child marriage and female genital mutilation/cutting (FGM/C) at national level.
Background	<p>At the Nairobi Summit on ICPD25, Governments around the world and other related stakeholders committed to focus on three transformative results also known as three zeros: (1) end preventable maternal deaths; (2) end the unmet need for family planning; and (3) end GBV and harmful practices, including FGM/C and child marriage. These three world-changing results are expected to be achieved by 2030, the deadline for achieving the Sustainable Development Goals (SDGs).</p> <p>In the past 25 years since the International Conference on Population and Development (ICPD) in Cairo, Indonesia has achieved several targets in the context of 2030 Agenda for Sustainable Development. Regulations, policies and strategies on reproductive health, family planning and prevention of violence and harmful practices against women and girls are in place, including Universal Health Coverage. Despite all these progresses, Indonesia still faces challenges in some areas, including unmet needs for family planning, maternal mortality, domestic violence, and child marriage.</p> <p>Indonesia is an enthusiast supporter of family planning and maternal health by pushing forward the ICPD commitments into national priorities. Indonesia's commitment to achieving the three zeros was conveyed by the Chairperson of the National Population and Family Planning Board (BKKBN) as the head of the Indonesian delegation to the Nairobi Summit. The Indonesian government has committed to increasing budget allocation both at national and sub-national levels, improving quality of services, and coordinating with related stakeholders.</p> <p>To follow up, UNFPA in collaboration with BKKBN and other related partners, namely the National Development Planning Agency (BAPPENAS), Ministry of Health (MoH), and Ministry of Women's Empowerment and Child Protection (MOWECP), will conduct mapping and analysis to obtain a comprehensive overview of the policies related to the three zeros.</p> <p>A research/consultant team will be recruited to conduct the mapping and analysis. The expected result of the consultancy is a comprehensive description of existing policies related to the three zeros, identification of gaps, recommendations to strengthen its implementation, and/or development of new policies addressing each zero and all three zeros.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	In accordance with the activity schedule specified in the following section, the primary requirement of this consultancy service is to conduct policy mapping and analysis on the transformative results/three zeros: (1) end preventable maternal deaths; (2) end the unmet need for family planning; and (3) end GBV and harmful practices, including FGM/C and child marriage at national level.

**Objectives:**

- Conduct policy mapping through a desk review to review the relevant regulations, policy documents and analysis, including strategies and technical guidelines implemented out by the national government related to the three zeros;
- Conduct policy analysis (objectives, targets, key interventions, approaches etc.); and
- Provide strategic and programmatic recommendations for synergized policies or operational program actions, especially in relation to the achievement of SDGs by 2030.

**Methodology:**

The mapping and analysis will take a participatory approach which includes:

- **Desk Review:** Undertake a preliminary desk review of data sources relevant to policy mapping and provide initial analysis to support and guide the interviews, FGDs, or workshop. The desk review will cover, among others, a list of the policies, its objectives, targets, key interventions, approaches, etc. A method of analysis for the documents will also be developed by the consultant undertaking the exercise.
- **Semi-structured interviews:** Discussions will be conducted (in person and online over Zoom/Skype/phone) with UNFPA staff and partners, such as BKKBN, Bappenas, MoH, MOWECP, NCAW (Komnas Perempuan), and related non-government organizations (NGOs). UNFPA will facilitate the discussions.
- **FGDs and workshops:** UNFPA and BKKBN will jointly organize activities that engage related stakeholders to identify existing policies on the three zeros, and to validate the finding of the policy mapping and analysis, respectively.

**Coverage:**

The policy mapping will cover policy interventions across the Government of Indonesia (GOI) on the three transformative results at the national level.

**Composition and management of the research team:**

The policy mapping team will consist of 1 (one) team leader and 2 (two) team members. The roles and responsibilities of each position are specified as follows:

- **The team leader** with overall responsibility for the policy mapping and analysis process, including the production of the final report. S/he will lead the process, coordinate with the research team, and be responsible for the quality assurance of all deliverables. She/he will be responsible for putting together the final draft and the final report based on inputs from other team members. She/he will provide expertise on family planning.

Roles and responsibilities of the team leader:

- ✓ Coordinate the process and implementation of the policy mapping and analysis

- ✓ Develop an executive summary of the policy mapping and analysis;
- ✓ Synchronize the format of the policy mapping and analysis report;
- ✓ Conduct policy mapping and analysis on ending unmet needs for family planning.

- **Two team members**, who will each provide expertise on maternal health, and GBV and harmful practices against women and girls. Each team member will take part in the data collection and analysis work during the design and field phases. Each team member will be responsible for drafting key parts of the final draft and final report, including (but not limited to) sections relating to her/his area of expertise.

Responsibilities of the team members:

- ✓ Contribute to the development of the executive summary of policy mapping and analysis (team member 1 and 2);
- ✓ Contribute to the synchronization of the policy mapping and analysis report (team member 1 and 2);
- ✓ Conduct policy mapping and analysis on ending preventable maternal death (team member 1);
- ✓ Conduct policy mapping and analysis on ending violence against women and girls (team member 2).

### **Outputs**

The policy mapping and analysis will produce:

1. An inception report: A brief report outlining the consultants' understanding of the work, proposed methodology, detailed schedule, itinerary, and logistics. The report will also include the following mapping and scoping tools (this list is not exhaustive):
  - Sampling methodology and respondents;
  - Templates to guide the preparation and analysis;
  - Interview guides;
  - Design questionnaire of policy mapping;
  - Systematic analysis of documentation; and
  - Preparation of mapping/matrices collating, analyzing and synthesizing data collected.
2. Report on Policy Mapping and Analysis of Three Zeros, comprising of:
  - a. A policy "map" or set of matrices indicating the range and distribution of types of policy interventions at national level. These characteristics will be better understood after the mapping exercise as issues and methods of policy become clearer. The map or set of matrices will provide clear and well categorized quantitative and qualitative data on the following:
    - Policy objectives and targets (strategic intent) [the why – what needs to be changed];
    - Policy interlocutors [the who – the individual or institutional targets to be influenced];
    - Key activities and interventions [the what – what we actually do];
    - Approaches and methods [the how – the rationale and methodology guiding actions];

	<ul style="list-style-type: none"> <li>• Time frames and duration of the policy;</li> <li>• Geographical and sectoral distribution [the where]; and</li> <li>• Budget allocation to implement the policy (if any).</li> </ul> <p>b. An analytical paper based on the mapping, preliminary desk review, and clarifying of the concept, application and use of policy. This paper will also summarize activities undertaken, key conclusions that cover specific objectives above, and any recommendations not covered.</p> <p>The proposed outlined of the report can be found in the Annex 2.</p> <p><b>Validation Mechanisms</b></p> <p>The research team will need to use a variety of methods to ensure the validity of the data collected, including systematic triangulation of data sources and data collection. Furthermore, an expert review process will be done to validate the findings through expert review meetings facilitated by BKKBN and UNFPA. The meetings will also be used as quality assurance of the analysis and report.</p>																																												
<p>Duration and working schedule:</p>	<p>Duration of the consultancy is 22 days for the team leader and 19 days for the team members, starting from September to November 2020. Detailed timeline is provided in <b>Annex 1</b></p> <table border="1" data-bbox="512 943 1469 1765"> <thead> <tr> <th>Tasks</th> <th># of day TL</th> <th># of day TM</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td>Submission of the inception report</td> <td>1</td> <td>½</td> <td>14 Sep 2020</td> </tr> <tr> <td>A half-day briefing to discuss inputs from UNFPA, BAPPENAS, BKKBN, MOH, and MOWECP (through an online workshop)</td> <td>½</td> <td>½</td> <td>15 Sep 2020</td> </tr> <tr> <td>Data collection on policies and secondary analysis, as well as interviews</td> <td>7</td> <td>7</td> <td>Sep-Oct 2020</td> </tr> <tr> <td>Analysis and report writing</td> <td>9</td> <td>7</td> <td>Sep-Oct 2020</td> </tr> <tr> <td>Submission of draft report (in Indonesian)</td> <td>0</td> <td>0</td> <td>30 Oct 2020</td> </tr> <tr> <td>Stakeholder on-line Workshop to obtain final inputs for the report</td> <td>½</td> <td>½</td> <td>Oct 2020</td> </tr> <tr> <td>Revision of the report by accommodating inputs from Stakeholder Workshop</td> <td>4</td> <td>3 ½</td> <td>Nov 2020</td> </tr> <tr> <td>Submission of final report</td> <td>0</td> <td>0</td> <td>19 Nov 2020</td> </tr> <tr> <td>Translation of the report from Bahasa into English</td> <td>0</td> <td>0</td> <td>19-30 Nov 2020</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>22</b></td> <td><b>19</b></td> <td></td> </tr> </tbody> </table>	Tasks	# of day TL	# of day TM	Timeline	Submission of the inception report	1	½	14 Sep 2020	A half-day briefing to discuss inputs from UNFPA, BAPPENAS, BKKBN, MOH, and MOWECP (through an online workshop)	½	½	15 Sep 2020	Data collection on policies and secondary analysis, as well as interviews	7	7	Sep-Oct 2020	Analysis and report writing	9	7	Sep-Oct 2020	Submission of draft report (in Indonesian)	0	0	30 Oct 2020	Stakeholder on-line Workshop to obtain final inputs for the report	½	½	Oct 2020	Revision of the report by accommodating inputs from Stakeholder Workshop	4	3 ½	Nov 2020	Submission of final report	0	0	19 Nov 2020	Translation of the report from Bahasa into English	0	0	19-30 Nov 2020	<b>TOTAL</b>	<b>22</b>	<b>19</b>	
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<p>Places where services are to be delivered:</p>	<p>This consultancy is home-based but the research team needs to interact intensively with UNFPA, BKKBN, BAPPENAS, MOH and MOWECP in order to deliberate the content, structure, and dataset in the development of the expected deliverables. UNFPA and BKKBN will facilitate a number of meetings, workshops, and discussions, including validation meetings, which will be conducted virtually.</p>																																												

<p>Delivery dates and how the work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>General requirements:  Approximately 25-35 pages of policy mapping and analysis on the transformative results. The research team is to develop the report in the Indonesian language, in Microsoft Word format, which meet's the quality standards of UNFPA and BKKBN. UNFPA and key partners will support the consultants in providing any additional data and literature that may be needed for the expected output. In relation to copyright, all materials or documents resulting from this consultation services will remain the property of UNFPA. The consultant is obliged to provide soft copies of the deliverables, including all annexes, so that all results can be independently verified for their accuracy before the reports are finalized and released.</p> <p>The UNFPA standard method of payment is the output-based lump-sum scheme. The payment will be made upon completion of the tasks as agreed at the time of contract signing. The amount paid shall be inclusive of all associated costs.</p> <p>The consultants are expected to deliver the reports as per the following schedule:</p> <table border="1" data-bbox="512 792 1422 1193"> <thead> <tr> <th>Deliverables</th> <th>Deadline</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Submission of the inception report, including review plan and tools</td> <td>14 Sep 2020</td> <td></td> </tr> <tr> <td>Submission of the draft report on policy mapping and analysis on three zeros</td> <td>30 Oct 2020</td> <td>50% payment</td> </tr> <tr> <td>Submission of the approved final report on policy mapping and analysis on three zeros</td> <td>19 Nov 2020</td> <td>50% payment</td> </tr> </tbody> </table>	Deliverables	Deadline	Payment	Submission of the inception report, including review plan and tools	14 Sep 2020		Submission of the draft report on policy mapping and analysis on three zeros	30 Oct 2020	50% payment	Submission of the approved final report on policy mapping and analysis on three zeros	19 Nov 2020	50% payment
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<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>UNFPA's Advocacy &amp; Communications Programme Analyst, in collaboration with the Reproductive Health Programme Specialist and Gender Programme Specialist, as well as related technical ministries/agencies will provide directions to the consultants through regular virtual discussions/meetings. The team leader is expected to report the progress of work by email to the Advocacy &amp; Communications Programme Analyst and Monitoring &amp; Evaluation (M&amp;E) Analyst.</p>												
<p>Supervisory arrangements:</p>	<p>The consultants will work under the overall guidance of the UNFPA Indonesia Representative and quality assurance from the UNFPA Assistant Representative, with day to day supervision from the Advocacy &amp; Communications Programme Analyst.</p>												
<p>Expected travel:</p>	<p><b>None</b></p>												
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Team leader (Family Planning):</p> <ul style="list-style-type: none"> <li>● Master's degree in Medicine, Public Health, or another related field.</li> <li>● Minimum 5 years of experience in conducting policy mapping, research or review, especially in the field of development for government agencies, UN agencies, and/or other international organizations.</li> <li>● Proven familiarity and relevant work experience on family planning or reproductive health programmes in Indonesia.</li> </ul>												

	<p>Member #1 (Maternal Health):</p> <ul style="list-style-type: none"> <li>● Master's degree in Medicine, Public Health, or another related field.</li> <li>● Minimum 3 years of experience in conducting policy mapping, research or review, especially in the field of development for government agencies, UN agencies and/or other international organizations.</li> <li>● Proven familiarity and relevant work experience on maternal health or reproductive health programmes in Indonesia.</li> </ul> <p>Member #2 (Gender):</p> <ul style="list-style-type: none"> <li>● Master's degree in Social Science or another related field.</li> <li>● Minimum 3 years of experience in conducting policy mapping, research or review, especially in the field of development for government agencies, UN agencies and/or other international organizations.</li> <li>● Proven familiarity and relevant work experience on prevention of GBV and harmful practices against women and girls in Indonesia.</li> </ul> <p>Team leader and team members:</p> <ul style="list-style-type: none"> <li>● Excellent analytical, communications, and writing skills; and proficiency in English and Bahasa Indonesia are required</li> <li>● Familiarity with UN and/or UNFPA mandate and activities is an advantage;</li> </ul>
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide initial documents (see below), contact persons to interview, and introductory letters if needed.</p> <p>The following documents are for initial references:</p> <ul style="list-style-type: none"> <li>● The Nairobi Summit Commitments</li> <li>● Commitment of the Indonesian Government to three zeros</li> <li>● The National Midterm Development Plan (RPJMN) 2014-2019</li> <li>● National Strategy on Child Marriage Prevention (<i>Strategi Nasional Pencegahan Perkawinan Anak</i>)</li> <li>● Roadmap on 2030 FGM/C Prevention</li> </ul> <p>Reference documents related to three zeros can be accessed through the following Google Drive link:</p> <p><a href="https://drive.google.com/drive/folders/1tWNTRQdbk36Z8sm8_xSPTDWibSd4gdQ?usp=sharing">https://drive.google.com/drive/folders/1tWNTRQdbk36Z8sm8_xSPTDWibSd4gdQ?usp=sharing</a></p>

## Annex 1. Work Plan and Indicative Time Schedule for Deliverables

Details of activities	Number of Days		Sep				Oct				Nov			
	TL	TMs	1	2	3	4	1	2	3	4	1	2	3	4
Inception Report (14 September 2020)	1	0.5		X										
Briefing with UNFPA and other related stakeholders (15 September 2020)	0.5	0.5		X										
Data collection (identifying the policies), interview September - October 2020	7	7			X	X	X	X	X					
Data analysis and drafting the report September - October 2020	9	7			X	X	X	X	X					
Submission of the 1 <sup>st</sup> draft report 30 October 2020 - 1 <sup>st</sup> payment 50%	-	-								X				
Review and comments from related stakeholders October 2020	-	-							X	X				
Stakeholder workshop October 2020	0.5	0.5								X				
Revision and translation of final report draft November 2020	-	-									X	X		
Final report and review brief (and EQA by UNFPA Indonesia and partners) 19 November 2020 - 2 <sup>nd</sup> payment 50%	4	3.5											X	
Translation of the final report 19-30 November 2020	-	-											X	X
<b>Total Consultancy Days</b>	<b>22</b>	<b>19</b>												

## Annex 2. Suggested Template for the FINAL REPORT

### Cover

<p style="text-align: center;">POLICY MAPPING ON THREE ZEROS (ENDING UNMET NEED FOR FAMILY PLANNING, ENDING PREVENTABLE MATERNAL DEATH, AND ENDING VIOLENCE AND HARMFUL PRACTICES AGAINST WOMEN AND GIRLS)</p> <p style="text-align: center;"><i>DESIGN REPORT</i> <i>Date (Month date year)</i></p>
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### Second part

<p>Table of contents List of Abbreviation</p>
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### Third part

#### Table of contents

Section	Title	Suggested length
	Executive Summary	<b>2-4 pages max</b>
<b>CHAPTER 1: Introduction</b>		
1.1	Background, purpose and objectives of the policy mapping and analysis	<b>4-6 pages max</b>
1.2.	Scope of the policy mapping and analysis	
1.3.	Limitation of the policy mapping and analysis	
<b>CHAPTER 2: Methodology and Approach</b>		
2.1..	Methodology and approach of the policy mapping and analysis	<b>2-4 pages max</b>
<b>CHAPTER 3. Findings and Recommendations</b>		
3.1.	Variety and types of policies (for each zero)	<b>17-21 pages max</b>
3.2.	Policy Analysis	
3.3.	Recommendations (for each zero) and for three zeros	
<b>TOTAL NUMBER OF PAGES</b>		<b>25-35 pages max</b>

### ANNEXES

- Annex 1. Matrix of policy mapping
- Annex 2. List of questions for interview
- Annex 3. Stakeholders map and list of persons consulted
- Annex 4. Bibliography/ documents consulted