

TERMS OF REFERENCE FOR CONSULTANTS

1. Four consultants will be recruited individually using single source and six consultants will be recruited through a firm. The individual consultants will be fielded as soon as possible after effectiveness of the TA. Together with the government counterparts and the ADB team they will immediately focus on reviewing and refining development proposals from the four universities and identifying strategic activities that can support achievement of project targets, resulting into the scope for one project proposal.

2. The consultants from the firm are expected to be fielded from December 2017 onwards and will undertake due diligence on the refined draft development proposals from the universities, especially on safeguards aspects, and develop documents required as reference for implementation. Where needed, the individual consultants will support the due diligence. Based on the results of the due diligence, the individual consultants and firm provide specified inputs for completion of the required project documentation.

3. The individual consultants and firm have clearly identified deliverables, to be managed by ADB, with support from the International Team Coordinator. All the consultants are expected to report to ADB and the Team Coordinator. The table provides the details.

Due Diligence Outputs	To be undertaken by	Details
Development coordination	ADB staff with TRTA consultant inputs	Individual Consultants; Team Coordinator and Higher Education Specialist will contribute.
Economic analysis	ADB staff	If required, Team Coordinator and Higher Education Specialist will be asked to contribute
Financial management assessment, financial evaluation, and financial analysis	TRTA consultant with ADB staff	Firm Consultants will take the lead.
Gender analysis, collection of baseline data and gender action plan	TRTA consultant with ADB staff inputs	Firm Consultants will take the lead.
Safeguard screening and categorization results	TRTA consultant with ADB staff inputs	Firm Consultants will take the lead
Initial poverty and social analysis	ADB staff	To be done by ADB staff
Project administration manual	ADB staff with TRTA consultant inputs	Firm consultants will provide independent inputs to the following parts of the manual: Financial Management arrangements, costing and disbursement planning, Procurement and consulting services section, Monitoring and Evaluation Plan, Gender Action Plan, Social and Environmental safeguards frameworks, risk management, and implementation arrangements (including relevant terms of reference for implementation consultants). The individual consultants will contribute to description of the scope, activities, construction and equipment.

Due Diligence Outputs	To be undertaken by	Details
Risk assessment and management plan	ADB staff with TRTA consultant inputs	Firm consultants will provide inputs from their respective focus areas based on the assessments. Individual consultants will provide inputs from the technical side.
Safeguard documents on environment, involuntary resettlement, and/or indigenous peoples	TRTA consultant with ADB staff	Firm Consultants will take the lead
Sector assessment	ADB staff with TRTA consultant inputs	Individual Consultants; Team Coordinator and Higher Education Specialist will contribute.
Summary poverty reduction and social strategy	ADB staff with TRTA consultant inputs	Firm consultants will contribute based on their assessments.

Source: Asian Development Bank.

4. The four individual consultants and the consultants to be provided by the firm are listed below.

Individual Consultants

- (i) Education Specialist / Team Coordinator, international.
- (ii) Civil Engineer, national
- (iii) Higher Education Specialist, national
- (iv) Human Centered Design Specialist, international

Firm

- (v) Financial Management and Costing specialist, national
- (vi) Financial Management Specialist, international
- (vii) Procurement Specialist, national
- (viii) Gender and Social Development Specialist, national
- (ix) Monitoring and Evaluation Specialist, national
- (x) Environment Specialist, National

5. The detailed terms of reference for the individual consultants and the firm are provided in the remaining part of this document.

6. For the selection of the firm, it is proposed to seek EOIs in October 2017 so the Request for Proposals can go out by November 2017, and fielding can start in December 2017.

A. Terms of Reference: Education Specialist/Team Coordinator (international, individual, single source)

Project	Preparing the Advanced Knowledge and Skills for Inclusive Growth Project		
Source	International	Category	
Expertise	Education Specialist / Team Coordinator		
Background			
<p>ADB and the Ministry of Research, Technology and Higher Education (MORTHE) are currently preparing the Advanced Knowledge and Skills for Sustainable Growth Project (AKSI). The proposed AKSI aims to support Indonesia's higher education system in providing advanced skills and knowledge to support sustainable economic growth. The project will support the University of Malikussalleh, the University of Riau and the University of Jambi and possibly other selected higher education institutions in Aceh, Riau and Jambi in the Sumatera region to provide demand based programs and support Universitas Pendidikan Indonesia (UPI) a teacher education university, to improve vocational teacher education as part of initial support to the long-term teacher development plan and strategy. The impact of the AKSI project will be increased income and productivity of the working age population. The proposed outcome is strengthened relevance and quality of targeted higher education institutions (HEIs). The following two outputs are proposed: (i) Selected HEIs in Aceh, Jambi and Riau deliver market responsive programs; and (ii) UPI provide improved teacher training for Senior Vocational Education School (SMK) and HEI teachers.</p> <p>A technical assistance (TA) project will support the preparation of the project by MORTHE and the four universities. This preparatory TA has three outputs: (i) finalize the scope and coverage of the proposed AKSI; (ii) conduct the due diligence requirements for the proposed project components, and (iii) prepare the project implementation arrangements. In total its foreseen that eleven international and national consultants will implement the TA.</p> <p>ADB seeks the services of an education specialist / team coordinator as the main international consultant to coordinate inputs from all other consultants and lead the TA in assisting in finalizing the scope of the project, in conducting the due diligence of the project, and in preparing the project documentation.</p>			
Objective and Purpose of the Assignment			
<p>The objective of the assignment is to support and provide technical advice on all aspects of project preparation, as well as coordinate the inputs from the other consultants in coordination with MORTHE, the four universities and ADB. The consultant is expected to divide his/her work between coordination and technical inputs.</p> <p>The purpose of the assignment is to ensure that the Project Proposal will be of adequate quality and be ready for implementation on time.</p>			
Scope of Work			
<p>The Team Coordinator will support government in finalizing the scope, assist relevant ADB officers in due diligence, and assist in finalizing the documentation. The coordinator will assist ADB Team Leaders in ensuring that inputs from ADB specialists, individual consultants, and firm are properly managed, and that the quality deliverables are completed timely.</p>			

The consultant is expected to build on and intensively use the recommendations, analysis, lessons learned and methods developed for MORTHE and other higher education stakeholders developed under earlier technical assistance projects. More specifically the results from the Education Sector Analytical and Capacity Development Partnership (ACDP) studies on (i) meeting labor demand and supply in the Maritime sector which uses the Human Centered Design method, (ii) the study on public private partnership in higher education, (iii) the study to develop the strategy for revitalization of vocational education, (iv) the study on the teacher mapping, (v) the study on industry university government partnerships, (vi) the study on the development of the Indonesian Qualifications framework, and the (vii) the background studies on the Medium-term Development Plan (RPJM) 2015–2019 and other higher education sector work.

During finalizing of the scope, the Team Coordinator will specifically focus at supporting designing interventions for the demand orientation of the universities and other HEIs in Sumatera, the sector analysis, identifying best practices, and the capacity assessment of the academic staff. This will be done in close consultation with the Human Centered Design Specialist. In addition, the team coordinator will pay specific attention to finalizing the requirements for developing the long-term investment plan and fine-tuning the long term vocational teacher education strategy. One of the first tasks will be to support development of a more detailed schedule to plan all the required inputs for the design together with MORTHE, the four universities, the ADB, and the other individually recruited consultants, which will guide the fielding schedule of the firm consultants.

The consultant will be based in Jakarta and is expected to visit the four universities as part of the assignment. MORTHE will appoint a design team which will function as the main counterpart. MORTHE is asked to provide office space. The assignment is for 5 months, on an intermittent but very regular basis, expected to commence in October 2017 and to be completed in May 2018.

Detailed Tasks and/or Expected Output

1. Based on discussions with all relevant stakeholders develop a draft Project Preparation Plan, consisting of three elements: (i) finalizing the scope of proposals from universities, (ii) conducting the due diligence; and (iii) completing project preparation requirement within one month from start of assignment. Technical inputs from the Team Coordinator in the project preparation plan will focus on (i) ensuring that the scope of the proposals include clear, demand-oriented and implementable interventions for the three universities in Sumatera. This work will be done in collaboration with the Human Centered Design specialist, and use the Human Centered Design methodology. A capacity assessment of the academic staff in the different institutions, needs to be part of this design intervention; (ii) Preparing the draft sector assessment including identifying best practices; (iii) supporting were needed the interventions designed in UPI.
2. Prepare and submit monthly progress reports to MORTHE project team and ADB on the preparation of the project.
3. Coordinate with the individually recruited consultants and the firm the monthly progress of the technical assistance in supporting preparation of the project. Interact with all relevant stakeholders, including the universities, to identify any issues.

4. Review and discuss progress reports from the firm and the individual consultants, and ensure the planning is on track.
5. Identify issues if any, and discuss with relevant stakeholders in MORTHE and ADB to find solutions.
6. Consolidate the draft project documents and supporting documents as per ADB requirements to be ready for review during the Fact-Finding mission. In undertaking this task, the Team Coordinator shall:
 - a. Apply quality control and ensure consistency between all the different documents.
 - b. Ensure that the piggy-back TA focusing at developing the long term investment plan and fine-tuning the long term vocational teacher education strategy is sufficiently well developed and supported.
 - c. Ensure that the description of the scope in the Project Administration Manual, including implementation arrangement and results framework is aligned with the agreements made with MORTHE and meets quality requirements.
 - d. Contribute to the required documentation on Development coordination, Sector Assessment and Economic Analysis in consultation with the ADB-team.

Minimum Qualification Requirements

The Team Coordinator/Education Specialist will have a post-graduate degree in education or an equivalent degree. The specialist will have at least 8 years of experience in designing development partner supported projects in education. The specialist will have performed a coordinating role before.

As the design of the project will use results from earlier TA projects the specialist will have been part of the team coordinating relevant ACDP studies, especially the study on matching labor demand and supply using the human centered design approach, the study on public private partnership in higher education, and the teacher analysis, and intimately familiar with other relevant ACDP studies.

The consultant will have long term experience of working in the education sector in Indonesia, be fluent in English and be able communicate in Bahasa.

Minimum General Experience: 15 years

Minimum Specific Experience (relevant to assignment): 8 Years

Regional/Country Experience: Required Desired Not Required

Deliverables and Estimated Submission Date

1. Draft Project Preparation Plan, based on review of available documents (one month after assignment)
2. Coordinated monthly progress reports, based on agreed project plan and inputs from individual consultants and firm supporting the preparation.
3. Consolidated Draft Final Project Documents, as agreed in the Project Preparation Plan

Place of Assignment	Working Days	Estimated Start Date	Estimated End Date
Jakarta	82	1 November 2017	30 May 2018
Malikusalleh	12	15 November 2017	30 May 2018
Riau	12	15 November 2017	30 May 2018

Place of Assignment	Working Days	Estimated Start Date	Estimated End Date
Jambi	12	15 November 2017	30 May 2018
Bandung	12	15 November 2017	30 May 2018
Total Days (intermittent)	130		

B. Terms of Reference: Civil Engineer (national, individual)

Project	Preparing the Advanced Knowledge and Skills for Inclusive Growth Project		
Source	National	Category	
Expertise	Civil Engineer		
Background			
<p>ADB and the Ministry of Research, Technology and Higher Education (MORTHE) are currently preparing the Advanced Knowledge and Skills for Inclusive Growth Project (AKSI). The proposed AKSI aims to support Indonesia's higher education system in providing advanced skills and knowledge to support inclusive and sustainable economic growth. The project will support the University of Malikussaleh, the University of Riau and the University of Jambi and possibly other selected higher education institutions in Aceh, Riau and Jambi in the Sumatera region to provide demand based programs and support Universitas Pendidikan Indonesia (UPI) a teacher education university, to improve vocational teacher education as part of initial support to the long-term teacher development plan and strategy. The impact of the AKSI project will be increased income and productivity of the working age population. The proposed outcome is strengthened relevance and quality of targeted higher education institutions (HEIs). The following two outputs are proposed: (i) Selected HEIs in Aceh, Jambi and Riau deliver market responsive programs; and (ii) UPI provide improved teacher training for Senior Vocational Education School (SMK) and HEI teachers.</p> <p>A technical assistance (TA) project will support the preparation of the project by MORTHE and the four universities. This preparatory TA has three outputs: (i) finalize the scope and coverage of the proposed AKSI; (ii) conduct the due diligence requirements for the proposed project components, and (iii) prepare the project documentation. In total its foreseen that eleven international and national consultants will implement the TA. (Details of the TA are available on request).</p> <p>ADB seeks the services of an engineer as a national consultant to support development of all construction and if needed procurement of equipment related activities in the four universities that are part of the project design phase, this includes finalizing the scope, conducting the due diligence and completing all relevant documentation, including advance actions if any.</p>			
Objective and Purpose of the Assignment			
<p>The objective of the assignment is to support and provide engineering advice on all aspects of project preparation related to construction in the four universities.</p> <p>The purpose of the assignment is to ensure that the physical parts of the project proposal will be of adequate quality and timely meet the readiness criteria.</p>			
Scope of Work			
<p>The main task of the civil engineer is to work with the HEIs to finalize the proposed physical plans, the architectural and other preliminary design, to support the terms of reference for the detailed engineering design, and assist in developing the procurement plan. He/she will also assist in the final costing, the capacity development plan and risk management plan, based on assessment of available capacity in the universities and with MORTHE. He/she will also</p>			

advise on the project implementation structure, including terms of reference for the PMU and PIU staff and if so decided supporting consultants. As the civil engineer will be recruited as an individual before the firm joints, the engineer is also expected to provide inputs to the project planning together with the team coordinator, the MORTHE team and the ADB team.

The work of the Civil Engineer is expected to use lessons learned on design and construction of advanced facilities for universities. This includes analysis and methods developed under earlier projects and technical assistance on development of higher education institutions. The consultant is expected to use this experience in ensuring that the construction works proposed are indeed derived from the expected results from AKSI.

The civil engineer will work closely with the ADB education team, the ADB procurement officer, and the coordinator, and the procurement specialist to ensure that in an iterative process designs and specifications will be finetuned, and meet all requirements.

The consultant will visit the four universities and work closely with the counterpart team in each university as well with MORTHE project team. MORTHE will provide counterparts as well as office space.

The assignment is for 6 months, 132 working days, to be provided during 9 months from November 2017 until June 2018. Inputs are on an intermittent but very regular basis.

Detailed Tasks and/or Expected Output

1. Based on careful assessment of proposals and discussions with all relevant stakeholders on procurement of construction and equipment, provide relevant inputs to the Team Coordinator from the construction perspective to the draft plan for preparing the project. Inputs must consider critical milestones from construction and procurement perspective where applicable, including inputs from the engineer himself.
2. Send monthly progress reports to the Team Coordinator for preparing the consolidated progress reports, as well as individual documents to MORTHE project team and ADB as per the work plan on progress of his activities.
3. Contribute to the development the Project Preparation Plan in regard to setting specifications, the architectural designs, the preliminary engineering design, the terms of reference for the detailed engineering design firm, the procurement plan, the costing of the physical infrastructure, the set-up of the implementation arrangement and implementation planning for the physical components, including terms of reference for PMU an PIU staff and consultants, the capacity assessment of the implementing agencies and the risks related with it, the risk management plan, and the capacity development plan with regard to construction.
4. Provide technical expertise to the piggy-back TA as deemed necessary, which aims to support developing the long-term investment plan and fine-tuning the long term vocational teacher education strategy.
5. Contribute to the final project documentation with a focus on all construction related activities, including risk assessment where applicable, procurement plan, bidding documents, terms of reference, costing for construction, and implementation arrangements and planning

Minimum Qualification Requirements

The engineering specialist will have an advanced degree in civil engineering. He will have long-term and experience in advising and or reviewing on complex engineering projects,

including at least 5 years experience in infrastructure development projects for universities in Indonesia or for comparable projects, preferably supported by international development agencies. This includes involvement in design, procurement, management, and implementation of infrastructure projects. The consultant will have a good knowledge of the capacity of the construction sector in Indonesia.

In addition, the consultant will have experience with strengthening the higher education sector in Indonesia. This is required for being able to analyze and discuss if the specifications for infrastructure and equipment are indeed supporting the objectives of the project.

The consultant needs to be able to report in English.

Minimum General Experience: 7 years

Minimum Specific Experience (relevant to assignment): 5 Years

Regional/Country Experience: Required Desired Not Required

Deliverables and Estimated Submission Date

1. Inception report (within 1 week)
2. Contributions to the project preparation planning document (within one months)
3. Monthly progress reports and draft documents as per the project preparation planning (monthly)
4. Contributions to final planning document (end of assignment)

Place of Assignment	Working Days	Estimated Start Date	Estimated End Date
Jakarta	92	1 November 2017	30 May 2018
Malikussaleh	11	15 November 2017	30 May 2018
Riau	11	15 November 2017	30 May 2018
Jambi	11	15 November 2017	30 May 2018
Bandung	12	15 November 2017	30 May 2018
Total Days (intermittent)	132		

C. Terms of Reference: Higher Education Expert (national, individual, single source)

Project	Preparing the Advanced Knowledge and Skills for Sustainable Growth Project		
Source	National	Category	
Expertise	Higher Education Specialist		
Background			
<p>ADB and the Ministry of Research, Technology and Higher Education (MORTHE) are currently preparing the Advanced Knowledge and Skills for Sustainable Growth Project (AKSI). The proposed AKSI aims to support Indonesia’s higher education system in providing advanced skills and knowledge to support inclusive and sustainable economic growth. The project will support the University of Malikussaleh, the University of Riau and the University of Jambi and possibly other selected higher education institutions in Aceh, Riau and Jambi in the Sumatera region to provide demand based programs and support Universitas Pendidikan Indonesia (UPI) a teacher education university, to improve vocational teacher education as part of initial support to the long-term teacher development plan and strategy. The impact of the AKSI project will be increased income and productivity of the working age population. The proposed outcome is strengthened relevance and quality of targeted higher education institutions (HIEs). The following two outputs are proposed: (i) Selected HEIs in Aceh, Jambi and Riau deliver market responsive programs; and (ii) UPI provide improved teacher training for Senior Vocational Education School (SMK) and HEI teachers.</p> <p>A technical assistance (TA) project will support the preparation of the project by MORTHE and the four universities. This preparatory TA has three outputs: (i) finalize the scope and coverage of the proposed AKSI; (ii) conduct the due diligence requirements for the proposed project components, and (iii) prepare the project documentation. In total its foreseen that eleven international and national consultants will implement the TA. (Details of the TA are available on request).</p> <p>ADB seeks the services of a higher education expert as a national consultant under this TA to support preparation of the project, with a specific focus on designing appropriate interventions focused at the vocational teacher development component.</p>			
Objective and Purpose of the Assignment			
<p>The objective of the assignment is to support and provide advice on designing the vocational teacher development component of the project, as well as support the design of the other component where appropriate.</p> <p>The purpose of the assignment is to ensure that the teacher development component of the project proposal will be of adequate quality and is implementable.</p>			
Scope of Work			
<p>The higher education specialist will specifically focus on the vocational teacher education development of the project, the model building with UPI for vocational teacher training, including assistance aligning with the long-term strategy, developing relations with industry and polytechnics, and coordinate between MORTHE and MOEC. In addition, the higher education specialist will support where required finalizing of the scope for output one of the</p>			

project especially in facilitating the strong involvement of local industry, local polytechnics and universities, and support the design of the implementation arrangements for the project. The specialist will assist in developing the requirements for developing the long-term strategy for vocational teacher education as well as the 8-10 year investment plan for higher education.

The specialist is expected to build on and intensively use the recommendations, analysis, lessons learned and methods developed for MORTHE and other higher education stakeholders produced under earlier technical assistance projects. More specifically the results from the Education Sector Analytical and Capacity Development Partnership (ACDP) studies on (i) the study to develop the strategy for revitalization of vocational education, (ii) the study on the teacher mapping, (iii) the study on industry university government partnerships, (iv) the study on public private partnership in higher education, (v) the study on the development of the Indonesian Qualifications framework (IQF), the (v) the background studies on the Medium-term Development Plan (RPJM) 2015–2019 and other higher education sector work, and (vi) the study on matching labor demand and supply using the human centered design approach.

The higher education specialist will in supporting UPI, the MORTHE team, and the other three universities work closely with the ADB education team, the team coordinator, and the human centered design specialist to ensure that all interventions are properly targeted and aligned with the overall project concept.

The consultant will be able to regularly visit UPI, and if required the three other universities, and work closely with MORTHE project team. MORTHE will provide counterparts as well as office space.

The assignment is for 5 months, 110 working days, to be provided during 9 months from estimated starting date in November 2017 until June 2018. Inputs are on an intermittent but regular basis.

Detailed Tasks and/or Expected Output

1. Provide technical inputs to the draft Project Preparation Plan based on careful assessment and discussions with all relevant stakeholders on the status of the UPI proposal and the vocational teacher. The expert is expected to identify critical milestones from development of the UPI proposal in relation to other decisions, for example related to construction and procurement in the Plan. The Plan must also include inputs from the higher education specialist himself for the other three universities
2. Provide input to the sector assessment, economic analysis and development partner coordination. Within one month of start of assignment.
3. Send monthly progress reports to Team Coordinator for consolidation, and more detailed reports to UPI, MORTHE team and ADB on the preparation of the project scope.
4. Contribute to the any draft project documents, and supporting documents as per ADB requirements, to be reviewed for the Fact-finding mission, meeting all requirements.
5. Contribute to all elements of the senior vocational education component, and provide relevant inputs to the other components were needed. He will pay specific attention to implementation arrangements and alignment with the Ministry of Education and Culture.

6. Contribute to the piggy-back TA focusing at developing the long term investment plan and fine-tuning the long term vocational teacher education strategy.
7. Ensure that the description of the scope in the Project Administration Manual for the vocational education components, including implementation arrangement and results framework is aligned with the agreements made with MORTHE and meets quality requirements.
8. Contribute to the required documentation on Development coordination, Sector Assessment and Economic Analysis in consultation with the ADB-team, and give his views on the risk assessment.

Minimum Qualification Requirements

The higher education specialist, will have at least 15 years of in-depth experience in higher education and advanced skills development, including an extensive network, and a relevant degree to design the project. The specialist will have at least 7 years of experience in designing and or implementing development partner supported projects in education.

As the design of the project will be a continuation of the results from earlier TA projects the specialist will have been part of the team coordinating relevant ACDP studies for higher education and skills development. The specialist will especially have been involved in the studies on development of a strategy for revitalization of vocational education, on public private partnership in higher education, on the teacher mapping, the IQF, the industry university government partnership and intimately familiar with other relevant ACDP studies.

The consultant needs to be able to report in English.

Minimum General Experience: 15 years

Minimum Specific Experience (relevant to assignment): 7 Years

Regional/Country Experience: ____ Required ____ Desired ___X___ Not Required

Deliverables and Estimated Submission Date

1. Inception report (within 1 week)
2. Contributions to the project preparation planning document (within one month)
3. Contribution to the Sector Assessment (within 3 month)
4. Monthly progress reports and draft documents as per the project preparation planning (monthly and as per requirement)
5. Contributions to final planning document (End of assignment)

Place of Assignment	Working Days	Estimated Start Date	Estimated End Date
Jakarta	70	1 November 2017	30 May 2018
Malikusalleh	7	15 November 2017	30 May 2018
Riau	7	15 November 2017	30 May 2018
Jambi	7	15 November 2017	30 May 2018
Bandung	19	15 November 2017	30 May 2018

Place of Assignment	Working Days	Estimated Start Date	Estimated End Date
Total Days (intermittent)	110		

D. Terms of Reference: Human Centered Design Specialist (international, individual)

Project	Preparing the Advanced Knowledge and Skills for Inclusive Growth Project		
Source	International	Category	
Expertise	Human Centered Design Specialist		
Background			
<p>ADB and the Ministry of Research, Technology and Higher Education (MORTHE) are currently preparing the Advanced Knowledge and Skills for Inclusive Growth Project (AKSI). The proposed AKSI aims to support Indonesia’s higher education system in providing advanced skills and knowledge to support inclusive and sustainable economic growth. The project will support the University of Malikusalleh, the University of Riau and the University of Jambi and possibly other selected higher education institutions in Aceh, Riau and Jambi in the Sumatera region to provide demand based programs and support Universitas Pendidikan Indonesia (UPI) a teacher education university, to improve vocational teacher education as part of initial support to the long-term teacher development plan and strategy. The impact of the AKSI project will be increased income and productivity of the working age population. The proposed outcome is strengthened relevance and quality of targeted higher education institutions (HEIs). The following two outputs are proposed: (i) Selected HEIs in Aceh, Jambi and Riau deliver market responsive programs; and (ii) UPI provide improved teacher training for Senior Vocational Education School (SMK) and HEI teachers.</p> <p>A technical assistance (TA) project will support the preparation of the project by MORTHE and the four universities. This preparatory TA has three outputs: (i) finalize the scope and coverage of the proposed AKSI; (ii) conduct the due diligence requirements for the proposed project components, and (iii) prepare the project documentation. In total its foreseen that eleven international and national consultants will implement the TA. (Details of the TA are available on request).</p> <p>ADB seeks the services of a Human Centered Design specialist as an international consultant to design to design interventions which will ensure that the universities and other related HEIs deliver quality education and research meeting local industry and universities requirements, with a focus on the HEIs in Aceh (Malikusalleh), Riau and Jambi.</p>			
Objective and Purpose of the Assignment			
<p>The objective of the assignment is to support and provide technical advice specifically on designing interventions for the universities in Sumatera using the principles of the human centered design methodology, to ensure that the interventions are properly targeted.</p> <p>The purpose of the assignment is to ensure that the project proposal will be innovative and addressing possible structural or cultural barriers</p>			
Scope of Work			
<p>The Human Centered Design (HCD) specialist will support government in finalizing the scope, especially the interventions proposed by the three universities in Sumatera. The HCD specialist will, in close collaboration with the team coordinator, analyze the local labor market requirements, local economic plans, existing and proposed program especially in the focus</p>			

disciplines, career paths and transitions from university to work, identify structural and cultural barriers to innovation within education institutions, and propose interventions, using HCD methodology. In addition, the HCD consultant will advise on the proposed interventions for UPI.

The HCD method was introduced to MORTHE in an earlier technical assistance, more specifically in the Education Sector Analytical and Capacity Development Partnership (ACDP) study on meeting labor demand and supply in the Maritime sector. The interventions proposed for AKSI will be a continuation of the work done under this study, by using and further strengthening the HCD approach used.

The consultant is to work with the teams for the universities in Aceh (Malikusellah), Jambi and Riau on location, as well as discuss in Jakarta with the MORTHE team. If required, some work for UPI might be added. MORTHE will appoint a design team which will function as the main counterpart. MORTHE is asked to provide office space. The consultant will work closely with the ADB education team, the coordinator and the higher education specialist. The assignment is intermittent for a total of 3 months inputs between November 2017 and March 2018.

Detailed Tasks and/or Expected Output

1. Based on discussions with all relevant stakeholders and review of the proposals develop a draft plan for designing the HCD interventions for the universities in Sumatera
2. Undertake the field work and analysis to prepare the draft interventions, together with the team coordinator and the universities and all local stakeholders.
3. Prepare presentations for the MORTHE team, the universities and the local stakeholders on interventions, including possible partnerships with local industry.
4. Analyze the proposal from UPI and give suggestions for improvements
5. Assist in transforming the proposed interventions into a project design with results framework, to be part of the project documentation.

Minimum Qualification Requirements

The Human Centered Design specialist will have a relevant degree and at least 5 years of experience in human centered design.

The specialist will use the HCD method that was developed under the ACDP study meeting labor demand and supply in the Maritime sector. Hence, the specialist will have experience in using the HCD method in analyzing barriers and proposing interventions for better alignment between education and labor market.

Experience working in Indonesia and being able to speak Bahasa are an added advantage. The consultant needs to be fluent in English.

Minimum General Experience: 7 years

Minimum Specific Experience (relevant to assignment): 5 Years

Regional/Country Experience: Required Desired Not Required

Deliverables and Estimated Submission Date

1. Plan for conducting the design activities for Sumatera universities (one month)
2. Presentation to MORTHE and other stakeholders on proposed interventions for Sumatera (after 3 months)
3. Consolidated Note for improving UPI interventions (after 4 months)
4. Draft design documents as per specified requirements as deemed acceptable by ADB and MORTHE (end of assignment)

Place of Assignment	Working Days	Estimated Start Date	Estimated End Date
Jakarta	19	1 November 2017	31 March 2018
Malikusalleh	18	15 November 2017	31 March 2018
Riau	18	15 November 2017	31 March 2018
Jambi	18	15 November 2017	31 March 2018
Bandung	5	15 November 2017	31 March 2018
Total Days (intermittent)	78		

E. Terms of Reference: Preparing for AKSI - Firm

1. ADB and the Ministry of Research, Technology and Higher Education (MORTHE) are currently preparing the Advanced Knowledge and Skills for Sustainable Growth Project (AKSI). The proposed AKSI aims to support Indonesia's higher education system in providing advanced skills and knowledge to support inclusive and sustainable economic growth. The project will support the University of Malikussalleh, the University of Riau and the University of Jambi and possibly other selected higher education institutions in Aceh, Riau and Jambi in the Sumatera region to provide demand based programs and support Universitas Pendidikan Indonesia (UPI) a teacher education university, to improve vocational teacher education as part of initial support to the long-term teacher development plan and strategy. The impact of the AKSI project will be increased income and productivity of the working age population. The proposed outcome is strengthened relevance and quality of targeted higher education institutions (HEIs). The following two outputs are proposed: (i) Selected HEIs in Aceh, Jambi and Riau deliver market responsive programs; and (ii) UPI provide improved teacher training for Senior Vocational Education School (SMK) and HEI teachers.

2. A technical assistance (TA) project will support the preparation of the project by MORTHE and the four universities. This preparatory TA has three outputs: (i) finalize the scope and coverage of the proposed AKSI; (ii) conduct the due diligence requirements for the proposed project components, and (iii) prepare the project documentation. In total its foreseen that eleven international and national consultants will implement the TA. Four consultants will be individually recruited to focus on finalizing the scope of the proposed project.

3. ADB seeks the services of a consulting firm with experience in education management and working with development partners funded projects to support the due diligence of the project proposal as well as supporting finalizing the project documentation. In addition, the firm will provide operational support to the project preparation design activities, by supporting workshops and providing office management support.

a. Objective and Purpose of the Assignment

4. The objective of the assignment is to support and provide technical advice specifically on designing interventions for the universities in Sumatera using the principles of the human centered design methodology, to ensure that the interventions are properly targeted.

5. The purpose of the assignment is to ensure that the specified due diligence will be done in accordance with the ADB and MORTHE requirements, and that the project documentation is of high quality and properly reflecting all the agreements reached between the parties.

b. Scope of Work and Deliverables

6. The firm will field a team of consultants to conduct due diligence based on the draft project proposals from each university for the following aspects. Due diligence notes for each aspect will be provided by ADB:

- (i) Fiduciary assessment, including procurement capacity assessment of MORTHE and the four project universities
- (ii) Financial management assessment, financial evaluation, and financial analysis

- (iii) Gender and poverty analysis, including collection of baseline data, gender action plan, and
- (iv) Safeguard screening and categorization results, and safeguard documents on environment, involuntary resettlement, and/or indigenous peoples.

7. For each part of the Due Diligence the consultant is expected to provide recommendations, and provide inputs for the risk assessment and risk management plan. In addition, the consultants are expected to provide suggestions for possible adjustments for the scope if needed, and advised on the implementation arrangements related to the individual assessments, including business process description and terms of reference for PMU and PIU staff and consultants if any.

8. The consultants fielded by the firm are also expected to contribute to finalization of the specific documentation related to this Due Diligence as well as to the relevant chapters in the Project Administration Manual, the main project document. The consultants provided by the firm are expected to provide inputs for the following chapters in the project administration manual:

- (i) Financial Management arrangements,
- (ii) Costing and disbursement planning,
- (iii) Procurement plan and arrangements,
- (iv) Monitoring and Evaluation Plan, including careful review of quality of indicators,
- (v) Gender Action Plan,
- (vi) Social and Environmental safeguards frameworks, and
- (vii) Related implementation arrangements.

9. If requested the firm will also comments provide inputs for the scope and activities of the project.

10. The firm will also provide logistical support to organizing workshops, and surveys if required.

11. The firm is expected to be fielded from December 2017 onwards, during which the draft scope will be available and the a more detailed preparation plan will be prepared. The firm assignment is expected to be completed in April 2018.

c. Consultants Requirement

12. The firm is expected to develop at the start of the assignment a mechanism for coordination the inputs of the consultants and ensuring that the work of the firm is aligned with the work of the other members of the preparation team. The firm will be provided with a more detailed implementation plan early December.

13. The following specialists are expected to be included in the proposal:

14. **Financial Management specialist (international, 2 person-months, national 5 person-months).** Experienced financial management specialists, with at least 10 years of experience and be a Chartered Accountant, Chartered Public Account or a comparable relevant degree. The specialists will be responsible for (i) financial management assessment, including reviewing earlier financial management assessment, assessing financial management capacity, reviewing disbursement procedures and risk rating, and suggest mitigating actions and a risk

management approach, (ii) costing, (iii) financial projection and financial analysis, and (iv) financial reporting. If financial viability is deemed a risk specific financial indicators for covenants are to be proposed. The specific guidance for the financial due diligence is provided in <http://www.adb.org/projects/operations/financial-management-resources>.

15. **Monitoring and Evaluation Specialist (national, 2 person months).** An experienced Monitoring and Evaluation specialist with at least 5 years of experience and a relevant degree. Together with MORTHE and the universities the specialist will assist in developing the monitoring and evaluation framework, setting the relevant targets and indicators, and design the data collection, data analysis and data reporting strategy. This involves both project monitoring as well as results monitoring, including tracer study and other mechanisms. The specialist will also assist if required in the sector analysis.

16. **Procurement specialist (national, 4 person months).** An experienced procurement specialist, with at least 5 years of experience and a relevant degree to conduct procurement capacity assessment of EA and IAs, identify mitigating actions, conduct capacity development where needed, advise on procurement arrangements, and support development of the procurement plan for goods, works and consulting services, including development of required documents in line with to be employed procurement methods, terms of reference for the PMU and the PIU and all consulting services, and advance actions, if any. The specialist needs to be familiar with both ADB and government procurement system and procedures. For all construction related activities, the specialist will work with civil engineer to develop relevant procurement documents.

17. **Gender and Social Development Specialist (national, 3 person months).** An experienced gender and social development specialist, with at least 5 years of practical experience in mainstreaming gender, preferably in the education sector, and a relevant degree in social studies, gender studies, or related area, to conduct a social, poverty and gender analysis related to higher and vocational education, skills development, transition from school to work, especially in the priority sectors in Riau, Aceh and Jambi, and for vocational education teachers, collection of baseline data disaggregated by sex and other relevant factors (such as sectors and regions) for all education and employment related indicators that will possibly be included in the DMF and gender action plan (GAP), identify gender design features for the project and develop a draft GAP for the project based on the gender gaps and issues identified in the gender analysis and considering the baseline data for setting evidence based gender targets, local stakeholder consultations and the social safeguards framework, in close consultation with the relevant ADB officers, and ensure with relevant consultants and ADB officers that adherence to labor standards is include in the construction work, and gender sensitive and inclusive infrastructure is proposed.

18. **Environment specialist (national, 1 person month).** An experienced environment specialist, with at least 5 years of experience and a relevant degree, to support assessment of possible environmental impacts, identify mitigating actions, conduct capacity development workshop and development of the EARF, in close consultation with the relevant ADB officers.

19. The firm will be recruited using quality- and cost-based selection (90:10) method and using bio-data technical proposals. This assignment employs maximum budget selection type.

20. All experts engaged under the contract, whether key or non-key experts, must be citizens of one of the ADB member countries.

d. Management and Reporting Requirements

21. The firm will provide monthly report for each Due Diligence activity following the guidance notes provided by the ADB team and the team coordinator, for the following activities:

- (i) Fiduciary assessment, including procurement capacity assessment of MORTHE and the universities;
- (ii) Financial management assessment, financial evaluation, and financial analysis;
- (iii) Gender and poverty analysis, including collection of baseline data, gender action plan, and
- (iv) Safeguard screening and categorization results, including safeguard documents on environment, involuntary resettlement, and/or indigenous peoples

22. The firm will provide draft versions for each chapter of the project administration manual as mentioned in para VIII:

- (i) Financial Management arrangements,
- (ii) Costing and disbursement planning,
- (iii) Procurement and consulting services section,
- (iv) Monitoring and Evaluation Plan, including careful review of quality of indicators,
- (v) Gender Action Plan,
- (vi) Social and Environmental safeguards frameworks, and
- (vii) Related implementation arrangements

23. Deliverables (i) and (ii) are to be prepared by the Financial Management Specialists, (iii) by the Procurement Specialist, (iv) by the Monitoring and Evaluation Specialist, (v) by the Gender and Social Development Specialist; (vi) by the Environment Specialist; and (vii) are to be prepared jointly.

24. Specific reporting requirements are:

- (i) Inception report within one week of fielding
- (ii) Monthly Report for each Due Diligence Activity
- (iii) Two monthly progress reports
- (iv) Final results of the due diligence for the four mentioned categories as per the guidance notes requirements (End of assignment)
- (v) Draft chapters for the Project Administration manual (End of assignment)

25. The reports stipulated in para 22 are to be prepared jointly by the experts under the coordination of the firm

26. The firm will closely collaborate with ADB, MORTHE and the four individual consultants. The firm will report to the ADB Technical Assistant Leader and is expected to closely collaborate with ADB, MORTHE and the four individual consultants in preparing the deliverables. Deliverables are to be deemed acceptable by ADB.

The firm will be recruited using quality- and cost-based selection (90:10) method and using bio-data technical proposals.