

TERMS OF REFERENCE

Vacancy No	:	029/UCLG ASPAC/RCN/IX/2024
Procurement Title	:	Activity Assessment and Profiling Consultant (Pulau Pramuka & Pulau Panggang) – Kalibaru Hub
Purpose	:	To conduct a comprehensive assessment and develop an Assessment and Recommendations Report that outlines the feasibility and required adjustments for replicating the Kalibaru Hub model in the designated areas within Kepulauan Seribu, particularly in Pulau Panggang and Pulau Pramuka.
Division	:	Strategic and Programme – Kalibaru Hub
Duty Station	:	Remote & Onsite
Posting Date	:	23 September 2024
Closing Date	:	04 October 2024
Budget Code/Budget Line	:	50100 – UCLG ASPAC 2.2.1.3 Programme Support Consultant (under Secretariat)

A. BACKGROUND / INTRODUCTION

The United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the largest regional section of UCLG, the global network of cities and local governments. UCLG ASPAC represents local governments in the Asia-Pacific region, advocating for their interests and promoting sustainable urban development, good governance, and effective local self-government. With a mission to promote the interests of local governments and their citizens, UCLG ASPAC fosters cooperation, innovation, and knowledge sharing among cities and local governments in the region, aiming to address urban challenges and enhance the quality of life for all residents.

The Kalibaru Hub Project is currently being implemented by UCLG ASPAC in partnership with the Jakarta Provincial Government, with funding support from the Resilient Cities Network (RCN). This initiative addresses poverty in Jakarta by focusing on waste recycling, particularly in Kalibaru Village. The project's focus on recycling green mussel waste contributes directly to improving the socio-economic conditions of the local community in several ways, such as through skill development training. The project offers training and capacity-building programmes to equip community members with the skills needed for waste recycling and product development. It empowers them to grow and develop their small businesses, with the hope of leading to a greater economy.

To expand this initiative, the Kalibaru Hub project is planning to explore opportunities to expand its reach by adapting its business model to new locations in Kepulauan Seribu, specifically at Pulau Panggang and Pulau Pramuka. The background to identify these islands for project replication is their high population density with multi-dimension of socio-economy and culture, which presents unique challenges and opportunities for community engagement and impact. However, it is important to note that the activity will not necessarily be

similar to that of the Kalibaru Hub project but rather an adaptation to distinct environmental and social conditions of the islands.

A thorough assessment will be conducted to understand the local context better. This assessment will inform any necessary adjustments to the Kalibaru Hub's approach, ensuring that the initiatives are relevant and effective in the new setting. In summary, the replication of the Kalibaru Hub project to Pulau Panggang and Pulau Pramuka will involve careful adaptation of the existing model, taking into account the unique conditions of these islands to ensure that the programme can be successfully implemented and achieve its intended outcomes.

B. OBJECTIVES

The primary objective of this consultancy is to conduct a comprehensive assessment and profiling, as well as develop an Assessment and Recommendations Report that outlines the feasibility and required adjustments for possible replication of the Kalibaru Hub project in the designated areas within Kepulauan Seribu, particularly in Pulau Panggang and Pulau Pramuka.

C. TIMELINE

The timeline for this activity is as follows:

1. Public Announcement/Request for Proposal: 23 September – 04 October 2024
2. Pitching Process and Appointment: 05 October – 11 October 2024
3. Profiling Pulau Pramuka: 04 November – 08 November
4. Profiling Pulau Panggang: 11 November – 15 November
5. Final Report: 29 November

D. QUALIFICATION of SERVICES

The consultant shall have the following qualifications:

1. Excellent research, analytical, writing, and communication skills.
2. Relevant background in urban planning, environmental studies, public policy, social work, social welfare, or a related field.
3. Proven experience in sustainable development, environmental preservation, and social assessment.
4. Ability to work collaboratively with diverse stakeholders, including government officials, community leaders, and other relevant parties.
5. Experience in stakeholder engagement, facilitation of dialogues, and consensus building.

E. SCOPE OF WORK

The individual or company will be responsible for the scope of work, which includes, but is not limited to, the following:

1. **Initial Assessment:** The consultant will conduct a situational analysis of the designated areas in Kepulauan Seribu, identifying key social, economic, and environmental conditions that are relevant to the local context.
2. **Stakeholder Engagement:** Engage with local stakeholders, including community leaders, local government officials, and relevant organisations to gather their input and feedback.
3. **Feasibility Study:** Analyse the feasibility of project replication of the Kalibaru Hub project and tailor them to the needs of their local conditions by identifying potential challenges and opportunities.
4. **Adjustment Plan:** Develop a detailed plan outlining necessary adjustments to the Kalibaru Hub model to suit the specific conditions of the new locations. The consultant will propose strategies for addressing identified challenges and leveraging opportunities.
5. **Assessment and Recommendations Report:** Prepare a comprehensive assessment and recommendation report that includes the assessment findings, feasibility study results, and the adjustment plan, as well as providing recommendations for the implementation and sustainability of the project in the new locations.

F. DELIVERABLES

1. **Initial Report:** This report provides a comprehensive work plan and methodology for the assignment, focusing on the adaptation of the Kalibaru Hub model to the distinct environmental and social conditions of Pulau Panggang and Pulau Pramuka. It outlines initial strategies for addressing anticipated local challenges, incorporating findings from the situational analysis and stakeholder engagement. The report identifies specific needs, challenges, and opportunities unique to these islands, while also highlighting key differences from the conditions in Kalibaru.
2. **Assessment and Recommendations Report:** This comprehensive document presents a detailed analysis of the feasibility and adaptation of the Kalibaru Hub model for Pulau Panggang and Pulau Pramuka. It includes findings from the situational analysis, stakeholder engagement, and feasibility study, identifying unique challenges, opportunities, and risks specific to these islands. The report outlines tailored strategies for mitigating local constraints and provides a detailed adjustment plan to ensure the model is effectively adapted and implemented for local success. This blueprint serves as a guide for project replication across both islands, addressing environmental, social, and operational considerations.

G. HOW TO APPLY

This opportunity is open to individual consultants or consultancy companies. Interested individuals or companies should submit their portfolio and quotation with the subject line “Activity Assessment and Profiling Consultant – Kalibaru Hub Project” to procurement@uclg-aspac.org and copy to dianka.firsta@uclg-aspac.org by the latest **04 October 2024**. Interviews will be scheduled as soon as suitable individuals or companies are identified, potentially before the deadline. Only shortlisted individuals or companies will be contacted.