

Better Policies Better Lives

Request for Proposal (RFP)

Name of Consultant:	Evaluation Specialist
Description of Assignment:	Evaluation of the Indonesia Development Forum (IDF) 2017
Period of Assignment (Start / Finish):	Mid-June 2018 to end November 2018
Level of Effort (LOE):	Up to 52 days
Gross Daily Rate	Level C4 of DFAT's Aid Adviser Remuneration Framework
Location of work:	Home-based and Indonesia (mostly Jakarta)
Date of Issue of RFP:	9 May 2018
Submit Proposal to:	dratu@ksi-indonesia.org
Date Questions from Interested Applicant(s) Due:	Wednesday, 16 May 2018 2 pm Jakarta time at dratu@ksi-indonesia.org
Date Proposal Due:	Monday, 21 May 2018 2 pm Jakarta time
Approximate Date of Consultant Agreement Issued to Successful Applicant(s)	Monday, 4 June 2018

I. Background and objectives

Indonesia is a large and diverse country facing increasingly complex policy challenges. Decision makers working on public policies to address these challenges need access to quality and timely evidence about the potential – and actual – impacts of their decisions.

The Knowledge Sector Initiative (KSI) supports Indonesian policymakers to develop more effective development policies through better use of research, data and analysis. KSI works with research providers and key government agencies to strengthen the quality and policy-relevance of research and how it used for policymaking and to improve the broader environment to enable evidence-based policy-making.

KSI seeks to address three focus areas:

- Improving the quality of policy research and how it is communicated to policymakers
- Increasing the amount of funding for policy research and how it is spent; and
- Enhancing the availability of data and information for policymakers and how it is managed.

KSI is a partnership between the governments of Indonesia and Australia. It is funded by the Department of Foreign Affairs and Trade (DFAT) and implemented in cooperation with the Ministry of National Development Planning/National Development Planning Agency (*Kementerian Perencanaan Pembangunan Nasional/Badan Perencanaan Pembangunan Nasional, Bappenas*).

The first phase of KSI concluded in June 2017 and the second phase has funding of AUD 45 million and runs from July 2017 to June 2022.

KSI seeks to achieve five End of Program Outcomes (EOPOs) by 2022:

1. EOPO1: Clearer and more coordinated research agendas in selected ministries, themes or regions, underpinned by funding mechanisms for quality policy research
2. EOPO 2: Clearer initiatives and career paths for university lecturers to produce quality policy research
3. EOPO 3: Increased interaction, knowledge sharing and collaboration between researchers, policy-makers and other key players in the knowledge sector
4. EOPO 4: Quality data on the performance and impact of development programs is integrated into planning, budgeting, and ongoing implementation
5. EOPO 5: Policy research organisations increasingly produce quality policy research, communicate it effectively, and collaborate as key players in Indonesia's knowledge sector.

Policymakers tend to use evidence from researchers with whom they have trusted personal connections. However, there are few formal spaces or mechanisms providing opportunities for researchers and policymakers to establish and strengthen these connections. EOPO 3 seeks to address this issue by establishing sustainable mechanisms to enable increased interaction, knowledge sharing and collaboration between researchers, policy analysts, policymakers and other key players.

One of key initiatives that contribute to EOPO 3 is the Indonesia Development Forum (IDF). IDF envisaged as a sustainable platform convened by Bappenas for presenting quality research to inform development policy and provide space for researchers, policymakers, policy analysis and other key stakeholders in the knowledge sector to engage with one another and share knowledge, discuss ideas and identify opportunities for collaboration to strengthen the use of evidence in policy processes in Indonesia.

The IDF is planned to be conducted annually. The first IDF was conducted on 9 – 10 August 2017 in Jakarta with the theme of “Fighting Inequality for Better Growth”. The event convened almost 1500 national and local government policymakers, academics, civil society organisations and development partners around the issue of inequality in Indonesia. The second IDF is planned to be conducted 10 – 11 July 2018 in Jakarta with the theme of “Pathways to Tackle Regional Disparities across the Archipelago”. It will include pre and post-conference events to encourage ongoing interaction and collaboration between participants and a clearer link to policy.

KSI will engage with two consultants to undertake a formative evaluation of the effectiveness of IDF 2018 in achieving its expected outcomes. The evaluation will be used by the KSI team and Bappenas to improve its approach in supporting IDF in future years. The evaluation findings will be used to communicate the results of IDF to DFAT, Bappenas and other key stakeholders.

II. Specific tasks

An international evaluation specialist will be engaged to carry out an evaluation of IDF 2018. Under the direction of KSI's Performance Monitoring and Evaluation Lead, the International Consultant will undertake the following tasks:

- Lead the evaluation of IDF 2018
- Participate in briefings with KSI
- Review key documents
- Develop the evaluation plan (including methodology and tools)
- Lead the data collection and analysis.
- Present preliminary evaluation findings to KSI and other key stakeholders
- Be responsible for writing the draft and final evaluation reports, taking on board feedback from KSI and other key stakeholders.

The Evaluation Specialist will be home-based, with some travel to Jakarta or other areas as required. The Evaluation Specialist will be supervised by and report to KSI's Performance Monitoring and Evaluation Team Leader. She/ he will also coordinate closely with the program team.

The Evaluation Specialist will apply mixed methods to address the following key evaluation questions:

1. To what extent has IDF enabled engagement between researchers, policy analysts, policy-makers and other key players in the knowledge sector? What is the quality of that engagement?
2. To what extent has IDF contributed to new collaborations on policy issues between researchers, policy analysts and policy-makers and others?
3. What is the quality and relevance of research presented at IDF to the needs of policy-makers, especially Bappenas?
4. How has the IDF informed policy-making in Indonesia?
5. How has IDF influenced how other large government-run consultative forums are run (such as the Musrenbangnas)?
6. To what extent is Bappenas likely to be able to run IDF in future years?
7. For all of the questions above, what factors have enabled and/or inhibited that situation?
8. How has KSI contributed to these changes?
9. To what extent does the IDF represent value for money?

III. Evaluation approach and timing

The evaluation will be conducted in two stages as outlined below. The exact timing and input days will be determined based on discussions with the Evaluation Specialist and preparation of the evaluation plan.

Stage 1: mid July 2018 (up to 15 days, including travel to Jakarta)

The purpose of Stage 1 is to attend and evaluate the IDF Conference which will be held on 10-11 July 2018 in Jakarta. This will include examining the:

- appropriateness of the conference design for enabling interactions
- level and quality of engagement between participants
- initial impressions from participants of the usefulness and relevance of IDF to their needs; and
- quality of research and evidence presented at the conference.

The Evaluation Specialist will prepare an evaluation plan for Stage 1 and indicative plan for Stage 2 of the evaluation. Possible methods for Stage 1 include:

- Structured observation of IDF sessions
- Participant survey
- Interviews with participants (during or after the Conference)
- Assessment of a sample of IDF papers and the peer review mechanism

Prior to departing Jakarta, the Evaluation Specialist will present the preliminary findings to KSI and other key stakeholders. Upon return to their home-base, the Evaluation Specialist will finalise data analysis and prepare an interim evaluation report.

Stage 2: September – November 2018 (up to 37 days, including travel to Indonesia)

The purpose of Stage 2 is to evaluate the extent to which participants in the IDF have continued to engage and collaborate with each other on policy issues, networks that have started to form and the extent to which IDF has been used to inform policy.

Given the difficulty in predicting what this collaboration and use may look like, the Evaluation Specialist will update the evaluation plan prior to commencing data collection. Possible methods which may be used include:

- Online follow-up survey and in-person interviews with IDF participants
- Structured observations of KSI-facilitated workshops with IDF participants
- Case studies of examples of collaboration to which IDF has contributed.
- Social network analysis (either survey-based or participatory methods)

Data collection will be conducted in Indonesia, with the location to be determined depending upon the selection of case studies of collaboration. The follow-up survey may be conducted remotely. While in-country, the Evaluation Specialist will present preliminary findings to KSI and key stakeholders. Upon return to their home-base, the Evaluation Specialist will finalise data analysis and prepare a draft evaluation report covering findings from Phase 1 and 2. The Evaluation Specialist will prepare the final evaluation report taking into consideration feedback from KSI and other key stakeholders.

IV. Key deliverables

The Evaluation Specialist will produce the key deliverables below in English. Exact timing for submission will be confirmed following approval of the evaluation plan.

Deliverable	Timing for submission
<p>Evaluation plan (including methodology). This should be developed in consultation with KSI and include:</p> <ul style="list-style-type: none"> • Outline of the evaluation approach • More detailed evaluation questions based on this Scope of Work • Description of the methods that will be employed to gather information to answer each evaluation question, including key respondents to be consulted • Developed tools to be used for the evaluation (eg survey instrument, interview guide, observation checklist) • List of respondents • Guidance on scheduling to enable KSI to develop the itinerary • Clearly allocating responsibilities between team members; and • Travel arrangements. 	<p>Mid-June 2018</p>
<p>Power-point presentation of preliminary findings from Phase 1 of the evaluation to KSI and other key stakeholders.</p>	<p>Mid-July 2018</p>
<p>Draft Interim Evaluation Report. This document should report on data collected and analysed from Phase 1 of the evaluation. It should include:</p> <ul style="list-style-type: none"> • An executive summary (up to 3 pages) • Summary of the methodology • Findings and analysis which addresses the key evaluation questions, including explaining underlying factors accounting for the changes or issues observed and implications. • References to the evidence being used to supporting findings. • Conclusions which logically flow from the analysis. 	<p>Late July 2018</p>
<p>Final Interim Evaluation Report – meeting the requirements above.</p>	<p>Within 1 week of receipt of KSI's comments on the draft report.</p>
<p>Updated evaluation plan</p>	<p>September 2018</p>
<p>Draft Evaluation Report. This document should report on data collected and analysed from Phase 1 and 2 of the evaluation. It should include:</p> <ul style="list-style-type: none"> • An executive summary (up to 3 pages) • Summary of the methodology • Findings and analysis which address the key evaluation questions, including explaining underlying factors accounting for the changes or issues observed and implications. • References to the evidence being used to support findings. • Conclusions and recommendations which logically flow from the analysis and are feasible to implement. 	<p>November 2018</p>
<p>Final Evaluation Report – meeting the requirements above.</p>	<p>Within 1 week of receipt of KSI's</p>

	comments on the draft report.
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V. Selection Criteria for Evaluation Specialist

The Evaluation Specialist should have the following skills and experience:

1. Demonstrated practical experience and skills in mixed methods research and evaluation methodology, conduct and management. This includes in developing sound methods and tools, conducting data collection activities, analysing data, interpretation and dissemination of results and report preparation. Experience with use of methods and tools relevant to this assignment, including structured observations of group dynamics and social network analysis, would be an advantage.
2. Experience in evaluating international development programs.
3. A high standard of report writing and oral communication skills.
4. Cultural and gender sensitivity.

VI. Remuneration and travel costs

The Evaluation Specialist position falls within Level C4 of DFAT's Aid Adviser Remuneration Framework.

KSI will book and pay for a maximum of 3 round trip air fares from Homebased-Jakarta (economy class) and accommodation in Jakarta (4-star hotel) for the Team Leader. The following out of pocket expenses can be reimbursed to the Team Leader through invoices:

- a. Ground transport in homebased and Jakarta (home - airport, airport - hotel, hotel – KSI office)
- b. Per diem during travel (as per DFAT regulations)

The Evaluation Specialist will be provided with a local transportation arrangement during visit to sub-national, work space and internet access at the KSI office during all visits. An interpreter will be provided if required.

Applicants shall submit their CV as an email attachment to KSI Procurement @ procurement@ksi-indonesia.org no later than **Monday 21 May 2018**.