

Terms of reference

Position: < Enter position >

Closing date: < Enter closing date for proposals >



I. Position Information

Title: < Enter Title >

Department/Unit: < Enter Department/Unit >

Reports to: < Enter name >

Duty Station: < Enter name of Duty Station >

Expected Places of Travel (if applicable): < Enter data or list N/A>

Duration of Assignment: From< Enter date > to: < Enter date>

Need for presence of IC consultant in office:

partial (explain)

intermittent (explain)

full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: Yes No

Equipment (laptop etc): Yes No

Secretarial Services Yes No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >

Signature of the Budget Owner:.....

II. Background Information

< Enter concise background information on the context of the engagement., including pertinent project/program/issue to be investigated, the nature of the problem being pursued, historical, and environmental information as well as the organizational context in which the IC assignment will occur.

It should also situate the important stakeholders, including donors, partners, implementing agencies and organizations. This will flow into, and clarify, subsequent sections of the ToRs – particularly the objectives and the rationale for the assignment. >

III. Objectives of Assignment

< Enter the objectives of the assignment. The purpose/objectives/rationale for the evaluation provides a clear and succinct response to the question: Why are we doing this evaluation/task/assignment? >

IV. Scope of work

< Specify the scope of work. Must be consistent with the budget for the works, include monitoring and progress controls, including reporting requirements, periodicity, format and deadlines).

What is the time limit for the project?

Is that time limit reasonable? What will happen if the team exceeds the time limit?

Are there opportunities that might be missed?

Who is responsible for the monitoring of the IC personnel?

V. Expected Results

< Provide clear milestones and frequency of expected delivery. Note - this will be linked to the payment schedule. >

VI. Deliverables / Final Products Expected

< Enter the specific and detailed requirements for deliverable, activities to be performed and final products. Review/approval time required to review/approve the outputs prior to authorizing payments. >

Includes:

- Format (oral, written, video, etc)
- Dissemination materials (summary, briefs, presentation materials, newsletter article, etc.)
- Intended audience(s), content, length,
- *Method of delivery (All reports should be electronically delivered to IDRC in addition to any other form of delivery).*
- A clear and unequivocal definition of the final product(s) or deliverables (e.g., survey completed, workshop conducted, data collected, reports written, etc)

VII. Requirements

< Describe, in unambiguous language, the required degree of expertise and qualifications, including specialized knowledge, language needs, experience, selection criteria, qualifications and performance or other standards the Contractor must fulfil. >

VIII. Recruitment Qualifications

Education: (Indicate minimum education requirements, University degree in.....)

Experience: (Indicate the extent (in years), type and level of experience)

Language Requirements: (Proficient in English language, spoken and written. Ability to write reports, make presentation, provide training etc.) If knowledge of Bahasa Indonesia would be an asset.

IX. Other Selection Criteria

Specialised knowledge (explain)

Other standards the contractor must fulfil (explain, if any)

Other Selection Criteria (explain, if any)