

REQUEST EXPRESSION OF INTEREST

INDIVIDUAL CONSULTANT Scholarships Program for Strengthening Reforming Institutions (SPIRIT)

No. 010/PENG/PPBJ-PHLN/04/2013

The Government of Indonesia through Ministry of National Development Planning/BAPPENAS has received loan and credit from the International Bank for Reconstruction and Development (IBRD) Loan No.: 8010-IND, and intends to apply part of the proceeds of this loan and credit to payments under the individual contracts for the followings:

Placement and Education Consultant (PEC)

Main task:

Placement and Education Consultant ("Consultant") is assisting the PIU Bappenas to provide educational and placement consultancy and support services to SPIRIT Participating Agencies and to the scholarships candidates and participants. The main assignment of the Consultant is to ensure that the placement of SPIRIT candidates and participants are well managed and according to the policies assigned in the program.

Selection Criteria

- Minimum Bachelor's Degree in Management, Education, Communication, Public Relations or a related field of study, Master Degree preferred;
- Minimum 5 (five) years experience in placement and education management;
- Experience in building and maintaining good relationship with universities and other education institutions in Indonesia and abroad;
- Fluent in English and Indonesian (written and oral) is essential; Mastery in other foreign language skills will be an advantage;
- Strong communications and negotiation skills;
- Proven ability to resolve issues and problems with the Government and maintain a trusting relationship;
- Computing competence in Microsoft Office;
- Ability to meet deadlines;

Applicants may submit their Expression of Interest and current Curriculum Vitae to the following address by indicating the Reference Number not later than 24th April 2013.

Procurement Committee
Sekretariat Pengadaan Barang dan Jasa-PHLN
Gedung Madiun Lt. Basement, Jl Taman Suropati No. 2
Jakarta 10310, Indonesia, Phone/Fax: +622131931392
pengadaanphln@bappenas.go.id

Jakarta, 10th April 2013

TERMS OF REFERENCE

INDONESIA

**Scholarship Program for
Strengthening Reforming Institutions (SPIRIT)**

**Loan IBRD No. 8010-ID
CONSULTING SERVICES**

Placement and Education Consultant

March 2013

TERMS OF REFERENCE
PLACEMENT AND EDUCATION CONSULTANT
Scholarships Program for Strengthening Reforming Institutions (SPIRIT)

BACKGROUND

1. Government of Indonesia with the International Bank for Reconstruction and Development, World Bank Group, signed a Loan Agreement to commence the Scholarships Program for Strengthening Reforming Institutions (SPIRIT) with a project period of 2011 – 2017.
2. This scholarship program is developed to support the Bureaucracy Reform initiative in the central government and aims at: (1) improving the agency's human resources through the development of technical, managerial, and leadership skills of civil servants working in the *core functional areas* of the agency; and (2) improving the internal operating environment through the enhanced ability of these civil servants to implement Bureaucracy Reform within the agency as well as the impact on organizational culture and processes of sufficient numbers (or a 'critical mass') of skilled and reform-minded staff in the agency.

SPIRIT PROGRAM COMPONENTS

3. The SPIRIT program has three components with a total cost estimated at US\$ 112.65 million, all of which financed through IBRD Loan No. 8010-ID and each component is described below:

Component 1: Degree Scholarships Program for Ministry of Finance

- Sub-component 1.1: Competitive selection of candidates and provision of pre-departure language training to selected candidates.
- Sub-component 1.2: Award of scholarships for overseas and joint domestic and overseas (link) degrees to successful candidates in fields relevant to the work of the Ministry of Finance.

Component 2: Degree Scholarships and non-degree training, for the Bappenas cluster of Participating Agencies

- Sub-component 2.1: Competitive selection of candidates and provision of pre-departure language training to selected candidates.
- Sub-component 2.2: Award of scholarships for domestic, overseas, and joint domestic and overseas (link) degrees and overseas and domestic non-degree training to successful candidates in fields relevant to the work of the respective Participating Agency.

The 10 participating agencies coordinated by the Bappenas Project Implementing Unit (PIU) are:

1. Ministry of National Planning Development/National Planning Development Agency (BAPPENAS)
2. National Civil Service Agency (BKN)
3. Investment Coordination Board (BKPM)
4. Supreme Audit Board (BPK)
5. Financial and Development Supervisory Board (BPKP)
6. National Land Agency (BPN)
7. Ministry of Foreign Affairs (MoFA)
8. Ministry of Home Affairs (MoHA)
9. National Institute of Public Administration (LAN)
10. Ministry for Administrative and Bureaucracy Reforms (MenPAN)

These particular agencies were selected for participation in the program as they are either: (a) key government agencies that are responsible for public sector financial, economic, and human resource management (Bappenas, MenPAN, LAN, BKN, BPK, BPKP); (b) key agencies responsible for improving the investment climate in Indonesia (MoFA, BKPM, BPN); or (c) agencies that are responsible for managing and implementing Bureaucracy Reform (MenPAN, and MoHA).

Component 3: Program support

- Sub-component 3.1: Program management
 - Support for scholar placement, including matching of scholars to institutions and courses, and the payment of living stipends to scholars and tuition fees to institutions.
 - Support for project management, including administrative and financial management, disbursement, and procurement, and routine monitoring of scholars.
- Sub-component 3.2: Quality assurance, and monitoring and evaluation
 - Carrying out of annual technical audits of the program's compliance with scholar eligibility, selection, and implementation procedures as set out in the Project Operational Manual (POM).
 - Provision of support for the development and implementation of a scholar re-entry and career development program.
 - Carrying out of an alumni and Participating Agency staff survey in relation to alumni satisfaction with the program and of a broader Participating Agency staff assessment of program impact on agency capacity development.

SPIRIT PROJECT DEVELOPMENT OBJECTIVE

4. The Development Objective of the project is to build participating agencies' capacity by (a) strengthening their human resources in core functional areas; and (b) enhancing their ability to initiate and manage reforms. Central to the achievement of this PDO is the preparation and implementation of a good quality Human Capital Development Plan (HCDP).
5. These HCDPs provide the framework for agency capacity development and would:
 - Specify the agency's medium term vision and goals, and its strategy for meeting those goals.
 - Identify priorities to improve core business and capacity to reform.
 - Analyze the key competencies and skills needed to achieve these goals of improving core business and of reforming internal processes, and the existing skills gaps (a "needs analysis").
 - Define fields of study relevant for the required capacity building.
 - Identify the specific degree and non-degree learning and development programs that would be required.
 - Specify the procedures for reintegrating staff into the organization once they have completed their programs so that their newly acquired knowledge can be most effectively utilized to build capacity and to improve the internal operating environment.

SOURCE OF FUNDS

6. The source of funding for the recruitment of the Placement and Education Consultant is the IBRD Loan 8010-ID. The expenditure will be funded from Category 1 (Goods and non-consulting services, Consultancies, Training and Operating Cost).

SELECTION OF SCHOLARS

7. Selections of scholars are executed through competitive requirements and are executed by each Participating Agencies. Results are forwarded to the PIU for approval.
 - Administrative selection
 - a. Applications for specific priority areas identified by HCDPs
 - b. Age requirements
 - c. Length of service
 - d. GPA

- Written Selection
 - a. Academic selection (TPA – Tes Potensi Akademik)
 - b. Language Selection (TOEFL or IELTS)
- Interview

Interview panel of at least 3 Interview results made public in agency

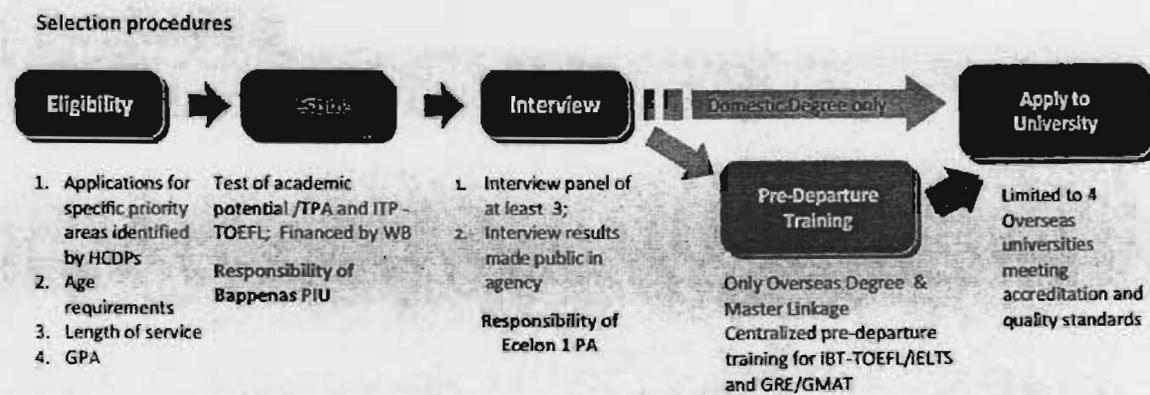


Figure 1. SPIRIT Selection Procedures

8. Candidates are selected through a set of eligibility, academic and interview criteria which is indicated in the Project Operating Manual (POM).
9. A maximum of nine (9) months of pre-departure training for PIU Bappenas, consisting of English for Academic Purposes (EAP), Academic Bridging Program (ABP) and a Cultural Orientation for Participants' Effectiveness (COPE) is provided for candidates, according to their TOEFL/IELTS performance, to equip candidates in university applications and study preparations. Candidates will start applying to universities in this period.
10. Candidates in the Bappenas PIU may apply for Degree Programs (Master and Doctorate Domestic; Master Linkage; and Master and Doctorate Overseas), Non Degree Programs (overseas internship programs, domestic and overseas ready-made and tailored training, certifications, seminars, conferences).

OBJECTIVE OF THE ASSIGNMENT

11. Placement and Education Consultant ("Consultant") is assisting the PIU Bappenas to provide educational and placement consultancy and support services to SPIRIT Participating Agencies and to the scholarships candidates and participants. The main

assignment of the Consultant is to ensure that the placement of SPIRIT candidates and participants are well managed and according to the policies assigned in the program.

SCOPE OF WORK

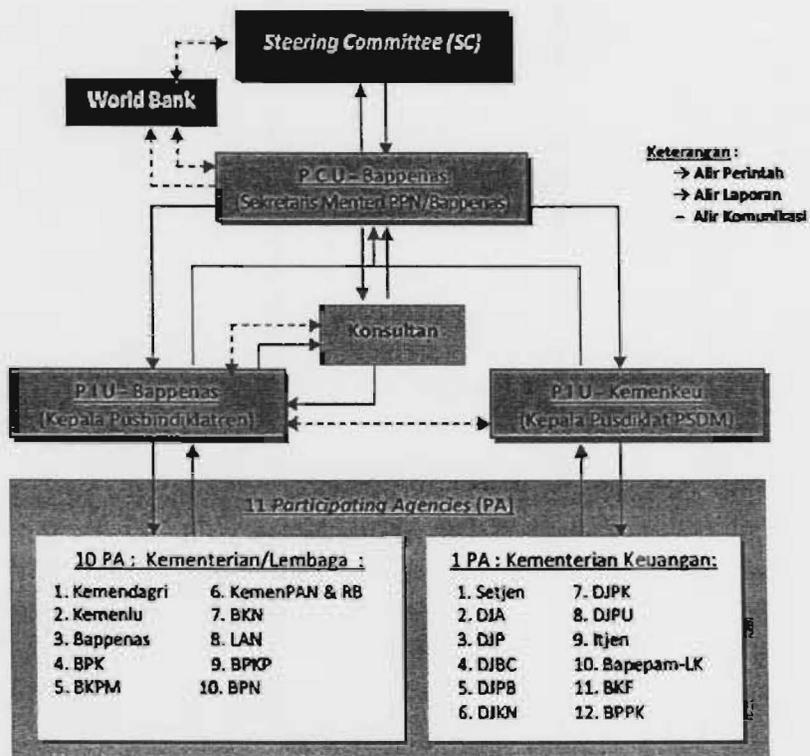
Scope of work of the Consultant are as follow:

- a). Provide recommendations as needed to candidates and participants on program and university/provider selections based on their GPA, educational background, iBT-TOEFL/IELTS grade or/and GMAT/GRE grade, and other related information;
- b). Ensure and provide recommendations for the program selections to be based on the respective Participating Agencies need as identified in the Human Capital Development Plan;
- c). Assist the PIU in managing the pre-departure program (EAP, ABP and COPE);
- d). Provide information as needed regarding universities, field of studies, requirements, costs, study environment, facilities, training program and other supporting data;
- e). Build and manage relationships with Universities to allow better placement and education management;
- f). Provide assistance as needed on application forms on the basis of the students' profile, data and delivery of the applications to the designated univeristy;
- g). Provide assistance as needed in the preparation of visa applications in accordance with the destination country including on any necessary interviews;
- h). Provide information as needed regarding accomodation options for the fellows/scholars/participants at the destination;
- i). Provide assistance as needed on the arrangement or departure tickets in accordance with the destination country, and on alternative transportation;
- j). Provide information on degree and non-degree programs that are feasible for SPIRIT candidates into the TRANSPAR system;
- k). Identify and take inventory of the problems and impediments that may have arisen that could hamper the implementation and schedule of the program/activity;; and
- l). Formulate recommendations for resolving problems and impediments based on the findings mentioned in point k) above;

DELIVERABLE, REPORTING AND GOVERNANCE STRUCTURE

13. The Consultant will support and coordinate directly to the Project Management Consultant as the Team Leader of Project Management Unit (PMU) to develop the project report (annual, mid term, and final), which will be delivered to the Project Coordination unit (PCU), Steering Committee (SC).
14. The Consultant will also collaborate and support the Division of Degree Program and Non Degree Program under the Centre for Planner's Development, Education, and Training, Bappenas.

15. Consultant will be supported by 1 (one) assistant focusing in degree programs and 1 (one) assistant focusing in non-degree programs.
16. Monthly progress report as necessary on academic/non-academic progress, issues and recommendations to the PPK and Head of Centre for Planner's Development, Education, and Training, Bappenas as the Head of SPIRIT's Project Implementing Unit.
17. SPIRIT program governance is as the following:



QUALIFICATIONS OF THE CONSULTANT

18. The SPIRIT project will select a Consultant on a competitive basis. Qualifications for the Consultant include:
- a) Minimum Bachelor's Degree in Management, Education, Communication, Public Relations or a related field of study, Master Degree preferred;
 - b) Minimum 5 (five) years experience in placement and education management;
 - c) Experience in building and maintaining good relationship with universities and other education institutions in Indonesia and abroad;
 - d) Fluent in English and Indonesian (written and oral) is essential; Mastery in other foreign language skills will be an advantage;
 - e) Strong communications and negotiation skills;
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 - g) Computing competence in Microsoft Office;
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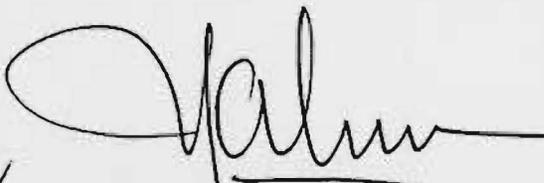
LENGTH OF ASSIGNMENT

19. The Placement and Education Consultant will be offered 1 (one) year initial contract with the possibility of extension approximately until 2017 based on annual performance evaluation.

The project may terminate the contract at any time if the Consultant deemed to be unperforming.

Jakarta, April 5, 2013

Head of Center for Planner's Development , Education and Training
Ministry of National Development Planning/National Development Planning Agency



Ir. Yahya Rachmyana Hidayat, MSc., PhD
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