

CARDNO EMERGING MARKETS (AUSTRALIA) PTY LTD
POSITION DESCRIPTION

Position Title:	Disability Evaluation Senior Adviser (International STA)
Reports to:	MAHKOTA Deputy Team Leader
Location:	MAHKOTA Office - Jakarta
Duration:	4 (four) months
Period of Performance:	February – May 2020
Level of Effort:	Up to 30 days
ARF professional discipline category and job level:	C4

<p>1. Organizational Goals</p> <p>MAHKOTA (Towards a Strong and Prosperous Indonesian Society) is an Australian Government-funded program supporting Government of Indonesia (GoI) to strengthen its social protection system. MAHKOTA operates as a flexible facility that responds to GoI priorities, provides top Indonesian and international expertise as well as allows GoI to attempt innovative policy reforms and initiatives. Through strengthening of the social protection system, MAHKOTA contributes to sustainable and inclusive economic growth in Indonesia.</p> <p>MAHKOTA's goals are for a comprehensive and equitable social protection system for the whole of Indonesia by 2025 and to reduce poverty and inequality. To achieve these goals, MAHKOTA has three contributing outcomes:</p> <ol style="list-style-type: none"> 1. Effective coverage of Inclusive Social Protection and Productive Inclusion 2. Improved Access to inclusive Social Protection 3. Contributions to macro-economic policy related to inequality and social protection <p>Objectives and Scope of Work</p> <p>Background: The Government of Indonesia (GoI) ratified the National Disability Law (Law No 8/2016) to address socio-economic exclusion faced by Persons with Disabilities (PwDs). Following the passage of this law, GoI is in the process of drafting eight supporting regulations Rancangan Peraturan Pemerintah (RPP) in order to implement the Law. Two of the regulations—the PP for Social Welfare and the PP for Planning have been finalised. A third supporting regulation, the RPP for (Re)Habilitation is expected to be signed in December 2019.</p> <p>MAHKOTA has supported GoI to draft the Social Welfare and (Re)Habilitation RPPs. MAHKOTA's helped to facilitate: the involvement of DPOs (Disabled Persons' Organisations) in the drafting process; the convening of relevant government actors and DPOs; and technical input from national and international experts. In August 2019 the Social Welfare RPP was signed. The (Re)Habilitation RPP is expected to be signed in December 2019.</p> <p>Objectives: MAHKOTA is conducting a study to investigate and document its contributions to the process of developing the RPPs. This study will provide MAHKOTA and other stakeholders with important learning to inform similar approaches to future policy formulation.</p> <p>The evaluation is expected to answer the following key questions:</p>
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1. What was MAHKOTA's role in shaping the RPP drafting process?
2. How did MAHKOTA expand participation in the process to DPOs and what was the result?
3. How did MAHKOTA link stakeholders, both within Gol, and also between Gol and other stakeholders?
4. What impact that MAHKOTA's contributions have on the resulting content of the RPPs?

MAHKOTA expects to utilise a contribution analysis methodology for this study. See for example:

- Mayne, J. (2012). Contribution analysis: Coming of age? *Evaluation*, 18(3), 270–280.
- Kane, R; Levine, C; Orians, C & Reineit, C. (2017). *Contribution Analysis in Policy Work Assessing Advocacy's Influence*.

Scope: MAHKOTA is looking to recruit a Short-Term Consultant that will lead the evaluation, including designing the evaluation, collecting and analyzing data, and producing a final report.

2. Position Outline

The Disability Evaluation Senior Adviser will be responsible for overall evaluation coordination and management, including managing the evaluation team, ensuring the evaluation is meeting expected design and implementation standards and regularly communicating and updating the MAHKOTA Deputy Team Leader on progress and any issues that require support from MAHKOTA. The Disability Evaluation Senior Adviser will be responsible for producing a final report summarizing key findings.

Principal Accountabilities

Specific Tasks & Responsibilities:

The Disability Evaluation Senior Adviser will be responsible for (refer to Table 1):

- Evaluation preparation, including reading background documentation provided by MAHKOTA and participating in briefings/discussions with stakeholders.
- Overall development of the evaluation design/plan, to be developed in close consultation with other evaluation team members and MAHKOTA. The evaluation plan will be expected to meet quality assurance standards as set out in DFAT guidelines.
- Preparation and implementation of the evaluation, including coordination and management of evaluation team inputs, ensuring that data is collected and analysed in a rigorous way that is consistent with internationally recognised evaluation practices and standards;
- Overall development of the evaluation report, including coordination of evaluation team inputs, ensuring that the report meets quality assurance standards (to be provided by MAHKOTA) and a presentation (power point) of the evaluation report.

Deliverables:

The Disability Evaluation Senior Adviser will be expected to provide the following deliverables:

- **Evaluation design/plan** that meets quality assurance standards, including: sub-questions for each key evaluation question, clear theory of change, clear descriptions of methods to answer the evaluation questions, a plan for how the data will be collected and what analyses are expected to be conducted, and a schedule for the evaluation. The evaluation design will be developed in close coordination with the MAHKOTA M&E Advisor (**up to 5 days**).
- **Preliminary findings briefing for MAHKOTA**. Working closely with MAHKOTA M&E Team to ensure the quality of data and led the final stage of data analysis. The preliminary findings briefing should cover the initial findings of the evaluation and preliminary recommendations (**up to 15 days**).
- **Draft evaluation report** that meets quality assurance standards, including whether the evaluation was implemented according to plan (outline of the evaluation methodology); strengths and weaknesses in the evaluation approach; and evidence to support key findings. The final deliverables

include a final report (maximum of 25 pages) produced in English, as well as a policy brief for Government of Indonesia audiences in Bahasa Indonesia **(up to 5 days)**

- **Final evaluation report** that responds to comments/feedback provided by stakeholders through MAHKOTA's Deputy Team Leader **(up to 5 days)**. This report will include an executive summary policy brief for GoI high level audience.

4. Key Selection Criteria

The Senior Adviser will be expected to possess the following qualifications, skills and experience:

- Masters or PhD in evaluation, applied research or in another relevant discipline;
- At least six years' experience designing and conducting program evaluations of international development investments;
- Demonstrated experience in conducting evaluations (examples may be requested by MAHKOTA);
- Expert in analysing qualitative data and presenting this data to non-technical audiences;
- Demonstrated understanding of GoI, including social protection program, government regulation and disability issues;
- Previous work and evaluation experiences in social protection are highly desirable;
- Excellent communication skills in written and spoken English. Bahasa Indonesia ability is preferred, but not essential.

Annex 1: Methodology for disability evaluation

The study will use the contribution analysis methodology developed by John Mayne in 2011. Below are six key steps in undertaking a contribution analysis:

- Step 1: Set out the cause-effect Issue to be addressed, and identify the casual problem and the nature and extent of the contribution expected
- Step2: Develop the postulated program theory and risks to it, including rival explanations. Develop the program theory and the roles of other Influencing factors (stakeholders and programs)
- Step 3: Gather evidence on the program theory; collecting both existing information (reporting, media monitoring) and new information (Interviews, workshops and field work)
- Step 4: Assemble and assess the contribution claim, including challenges to it.
- Step 5: Seek out additional evidence: identifying where there are gaps in the contribution claims and gathering this evidence.
- Step 6: Revise and strengthen the contribution story and describe the contribution story based on evidence.

This evaluation will be carried out by MAHKOTA’s internal M&E team and an external M&E consultant between February – April 2020. The analysis will be qualitative, utilizing semi-structured interviews, focus group discussions, and a document review.

Study Approach

This evaluation will be conducted in collaboration with in-house resources and external support through recruiting an external evaluator. MAHKOTA M&E Team will be responsible to lead evaluation preparation, evaluation design and data collection. Meanwhile, the external evaluator will be responsible for conducting the final stage data analysis, report writing and aide memoire presentation.

Table 1: Operational steps of Disability Evaluation

Step	Key Responsibilities	
	MAHKOTA M&E Team	Evaluation Consultant
Step 1: Set out the cause-effect issue to be addressed; identify the casual problem and the nature and extent of the contribution expected	<ul style="list-style-type: none"> • Develop key evaluation questions • Document review of initiative portfolio • Induction meeting with implementing colleagues 	<ul style="list-style-type: none"> • Provide inputs and feedback on key evaluation questions – remote support
Step2: Develop the postulated program theory and risks to it, including rival explanations; develop the program theory and the roles of other influencing factors (stakeholders and programs)	<ul style="list-style-type: none"> • Develop Theory of Change • Discuss and consult the ToC with the respective team member 	<ul style="list-style-type: none"> • Provide inputs and feedback on Theory of Change – remote support
	<ul style="list-style-type: none"> • Evaluation instrument development; interview guideline and FGD program • Document review of initiative portfolio 	<ul style="list-style-type: none"> • Provide inputs and feedback on evaluation instruments for both interview and FGD – remote support

<p>Step 3: Gather evidence on the program theory; collecting both existing information</p>	<ul style="list-style-type: none"> • Lead and facilitate one day FGD with all respective stakeholders • Conduct key informant interview with selected stakeholders based on stakeholder mapping 	<ul style="list-style-type: none"> • Observe and provide inputs for FGD workshops – if possible (in country support)
<p>Step 4: Assemble and assess the contribution claim, including challenges to it.</p>	<ul style="list-style-type: none"> • Compile and manage data collected from various method and sources • Lead on preliminary analysis using qualitative based approach • Discuss the findings with Evaluation Consultant 	<ul style="list-style-type: none"> • Lead on findings review and re-confirmation of preliminary result • Lead on findings discussion with respective team member
<p>Step 5: Seek out additional evidence, identifying where there are gaps in the contribution claims and gathering this evidence.</p>	<ul style="list-style-type: none"> • Support in providing additional data needed. 	<ul style="list-style-type: none"> • Conduct further analysis to fill out the gaps • Identify additional data needed to enrich the final analysis
<p>Step 6: Revise and strengthen the contribution story, describe the contribution story based on evidence.</p>	<ul style="list-style-type: none"> • Support logistics need for Aide memoire presentation • Liaise with MAHKOTA KMC to produce report 	<ul style="list-style-type: none"> • Lead and produce an evaluation report • Conduct a half day aide-memoire presentation with respective stakeholders • Discuss the findings with respective team member

