

SUSTAINABLE MANAGEMENT OF AGRICULTURAL RESEARCH AND TECHNOLOGY DISSEMINATION

Terms of Reference for Advisory services on academic placement and strategic staffing

Job Title	International consultancy services to support HRD		
Programme/Project	SMARTD		
Location	Jakarta		
Expected Start Date of Assignment	Duration:	2013 - 2016	
Reports to	Ir. Agus Muharam, MS.	Title:	Manager SMARTD

BACKGROUND AND OBJECTIVES TO BE ACHIEVED

The objective of the Sustainable Management of Agricultural Research and Technology Dissemination (SMARTD) Project is to strengthen the Indonesian Agency for Agriculture Research and Development (IAARD)'s capacity to develop and disseminate international best practice technologies for improved agricultural productivity, profitability and sustainability. The project is executed by IAARD and managed by a Project Management Unit (PMU) lead by a manager under the overall supervision of a Director. To assist the PMU in the execution of the project we are looking for an International consultancy services company to support Human Resource Development (HRD) Activities.

The objective of the assignment is to support SMARTD Human Resource Development and Management component aimed at strengthening the scientific skills and research implementation and delivery capacities of IAARD's professional staff. This consultant will specifically: (i) support IAARD in reviewing its process on strategic staffing consideration and decisions as well as support the implementation of the long term and short term training opportunities offered in SMARTD: an advanced degree program (150 MSc. and Ph.D. degrees to be obtained in prominent overseas universities), a sandwich system degree training program, a post doctoral program to complement formal training and/or up-date of the capacities of existing researchers that already hold a Ph.D., a scientific exchange program with international centres of excellence in the areas of particular interest for the agency.

The consultant will as well provide recommendations to better define **IAARD grand design in Human Resource Development** (Including but not limited to the optimal ratio needed of academic levels and backgrounds) to fulfill its vision and mission to become a world class institution and improve the selection process in IAARD based on the reviewed strategic staffing process and ensure that the host academic institutions match IAARD institutional needs

SCOPE OF THE SERVICES

Under the overall supervision of the SMARTD director and the guidance of the SMARTD Manager, the consultancy company will work with the Indonesian Agency for Agricultural Research and Development (IAARD) on the implementation of the Sustainable Management of Agricultural Research and Technology Dissemination (SMARTD) program.

The consultant will be in charge of the following tasks:

a) Selection of host institution

1. Develop guidelines for the selection of host institution for IAARD long term and short term international training program taking in consideration IAARD needs and priorities. The selection criteria include scientific recognition, potential for future institutional collaboration, as well as full cost/benefit analysis taking into account accommodation grants academic tuition and fees, language requirements, insurance.
2. Assist IAARD in screening host institutions abroad for the long and short term degree training programs for its researchers - 150 MSc. and Ph.D. degrees to be obtained in prominent overseas universities

b) Support for short term and long term program implementation

3. Develop and implement a work plan to provide ongoing operational support to IAARD for the duration of the SMARTD program and within the budget allocated for this activity to implement its long term training, short term advanced training as well as the technical management training activities, activities should include but are not limited to:
 - a. Identification of host university, assistance with obtention of **letter of acceptance** and general support for student preparation
 - b. Guidance and support for **pre-departure preparation** of the selected candidates including providing information on the logistical needs to reach their destination.
 - c. **Guidance and counselling** to IAARD officers participating in the long term degree program, including provide some advice on how to better cope with usual problems encountered when studying abroad (stress, financial and others)

c) Review Human Resource development processes

4. Review IAARD's
 - a. Strategic staffing processes and considerations providing recommendation to improve the process of recruiting, retaining and developing its staff to perform jobs in line with IAARD strategic objectives and goal taking in consideration the optimal ratio between technicians and scientists as well as the ratio needed between academic levels and background.
 - b. Process for the selection of candidates to its long term advanced degree training program, and its technical and research management training and provide recommendations for improvement.
 - c. Processes – or develop new ones if necessary - to match capacity strengthening needs in IAARD with short term training opportunities including post doctoral training and the sandwich program.
 - d. Develop guidelines for the sandwich program.
5. Provide recommendations to improve the reviewed procedures to refine IAARD strategic vision and grand design in human resource development .

The consultant will carry out the above assignment in close collaboration with the PMU

REPORTS AND TIME SCHEDULE

Expected outputs:

1. Guidelines for the selection of host institutions and list of potential hosts for SMARTD based on IAARD strategic staffing issues and research priorities
2. Work Plan for ongoing support developed and approved by SMARTD Manager
3. Outputs provided as per agreed workplan including guidelines for pre-departure preparation
4. Analysis of IAARD selection process
5. Guidelines for the sandwich program
6. Final report including recommendations to define or improve IAARD grand design on Human Resource Development

Required Completion Date:

July 2013
 July 2013
 Ongoing
 Ongoing
 July 2013
 November 2013

QUALIFICATIONS

Academic Qualifications: Consulting firm with international expertise in matching institutional needs with academic institutions and expertise in strategic staffing issues.