

SCOPE OF WORK

TITLE: TECHNICAL EXPERT
UNIT: FOOD POLICY PROJECT

I. BACKGROUND/ PURPOSE

- The Food Policy Project at CISDI requires a Technical Expert to support a quantitative study on the impact of sweetened and sugary beverages (SSBs) taxes on Burden of Diseases in Indonesia.
- The technical expert is responsible for leading the data analysis process to ensure the research is finished in a timely manner according to the timeline as well as providing the research team with capacity building in terms of technical skills.
- The technical expert consultant must not work or be affiliated with any food, beverage, or alcohol companies
- The technical expert consultant works with the Food Policy project at CISDI in coordination with donors, external stakeholders, and other assigned experts (if any) from June 2023 to December 2023.
- The main role of the technical expert consultant is to assist the activities of the Research team at CISDI Food Policy project in 1) study design, 2) establishing research methods, 3) data collection, 4) leading the data analysis, 5) writing the research report and manuscript, and 8) dissemination.

II. ACTIVITIES/DELIVERABLES

- The Expert is expected to work at least 3 days per month (approximately 21 working hours), including attending 3-4 monthly meetings with the team (negotiable).
- Key activities include

MAIN RESPONSIBILITIES	ACTIVITIES	OUTPUT/ MEASUREMENT
1. Study design	<ul style="list-style-type: none"> • Supporting the CISDI team in determining an appropriate study design, including the data set, and meeting the needs of advocacy objectives. • Finding and obtaining all appropriate data sources necessary for the research 	<ul style="list-style-type: none"> • One concept note
2. Establishing research methods	<ul style="list-style-type: none"> • Conduct the literature review process to find empirical research methods. • Establishing rigorous research methods, including estimating the changes in SSB consumption, calorie intake; BMI, prevalence, incidence, and mortality of NCDs; and calculating changes in cost- 	<ul style="list-style-type: none"> • One concept note

MAIN RESPONSIBILITIES	ACTIVITIES	OUTPUT/ MEASUREMENT
	effectiveness measures (e.g., DALYs, QALYs, HALYs) due to the hypothesized SSB tax along with the technical consultant and the research team.	
3. Data collection and analysis	<ul style="list-style-type: none"> Conducting the data cleaning and data analysis as well as overseeing the overall research process Mitigating unexpected obstacles and providing alternative solutions during the research process 	<ul style="list-style-type: none"> All documentation of the analysis process One draft research report Data analysis result to be available and upload in the CISDI drive
4. Research process assistance	<ol style="list-style-type: none"> Leading the data analysis of the research with the CISDI team Writing and providing inputs for research outputs, reports, and publication drafts Writing and providing inputs for research outputs aimed at policy advocacy. 	<ul style="list-style-type: none"> One draft research report
5. Research product translation	<ol style="list-style-type: none"> Conveying and communicating the research results to stakeholders (i.e. high-level policymakers and relevant departments, coalition partners, and the general public) that may influence agenda setting Actively involved in the dissemination activities (i.e. seminars, press conference/media interviews/briefings, one-on-one meeting with policymakers) Coordinating and communicating directly with both national and global experts and partners 	<ul style="list-style-type: none"> Well-targeted dissemination One research report One policy brief One deck of slides for dissemination One journal manuscript

III. DURATION OF CONTRACT

The contract duration for the quantitative study started from June - December 2023 with the possibility of extension with or without additional remuneration, depending on the agreement and other influencing factors

IV. TIMELINE AND REMUNERATION DESCRIPTION

DELIVERABLES	DURATION OF PROJECT	TIMELINE
<ul style="list-style-type: none"> • Concept note • Obtaining data (Risksdas) • Uploaded data in CISDI drive 	6 months (20 meetings; 3-4 meetings/month)	June 2023 Study design
<ul style="list-style-type: none"> • 1 draft policy brief • 1 final policy brief • 1 draft report • 1 Full final report 		July-Aug 2023 Attend the research orientation Technical meeting with Food Policy team data collection and analysis Advise and review research draft 1
<ul style="list-style-type: none"> • 1 Draft manuscript • 1-2 revised manuscript (depending on the journal) • 1 deck for dissemination • 1 Dissemination • All documents and data uploaded in CISDI drive 		Aug-Sep 2023 Assist and write on study report and writing Advise on dissemination strategy Sep-Oct 2023 Assist and write on study report and writing Advise and prepare on study presentation Leading on research dissemination Main spokesperson for the closed and public dissemination and stakeholders consultation meeting Oct-Nov 2023 Advise and writing on manuscript writing and ideation Nov-Dec 2023 Writing and submission

DELIVERABLES	DURATION OF PROJECT	TIMELINE
		of the manuscript

V. COORDINATION AND REPORTING

Role	Responsibility
Food Policy Lead	Routine coordination on work progress
Health Economic Research Associate	Routine coordination on technical research and analysis
Health Economic Expert	Routine coordination on technical research and analysis
Chief of Policy and Research	Review and approval of outputs.

VI. PROJECT TIMELINE

Activities	Month						
	1	2	3	4	5	6	7
Research preparation							
Research analysis							
Report writing							
Dissemination of study							
Manuscript writing and submission							

VII. TERMS AND CONDITIONS

These agreements set forth the terms under which the Technical Expert may access and use the data sources made available in the designated data source owned by CISDI. By accessing and using the data, you agree to comply with these terms:

1. **Data Ownership:** All data contained within the database is the exclusive property of CISDI. The Technical Expert acknowledges that the data is classified and confidential, and agrees to handle it with the utmost care and maintain its confidentiality.
2. **Authorized Use:** You are granted access to the data source solely for the purpose of conducting research as the Technical Expert for CISDI. You shall not use the data for any other purposes without prior written consent from CISDI.
3. **Non-Disclosure:** You shall not disclose, share, or distribute the data accessed through the data

source to any third parties, except as explicitly authorized by CISDI in writing.

4. Data Integrity: You shall not modify, alter, or manipulate the data unless explicitly authorized by CISDI in writing.
5. Ownership: All intellectual property rights, including copyrights, trademarks, and any other proprietary rights, in the data accessed through the data source, shall remain the sole property of CISDI.

VIII. QUALIFICATIONS

- Minimum a Master's Degree in public health or other relevant field.
- Minimum 5 years of related research experience.
- Excellent knowledge and experience in conducting quantitative research.
- Demonstrates experience in Burden of Diseases research and modeling/simulations
- Great competence in advocacy and academic writing in English and Bahasa Indonesia.
- An advanced skill in data analysis (MS.Excel) and statistical software (STATA and/or R is required).

PERSYARATAN PENDAFTARAN

Untuk mendaftar tender sebagai individu/lembaga penyedia jasa yang dibutuhkan, berikut dokumen yang perlu dikirimkan:

No	Dokumen persyaratan	Individu	Badan/Lembaga	UMKM
1	Penawaran Harga/Quotation	✓	✓	✓
2	KTP (individu/ketua badan)	✓	✓	✓
3	NPWP (individu/instansi)	✓	✓	✓
4	CV	✓		✓
5	Portofolio	✓	✓	✓
6	Nomor rekening (foto/scan buku tabungan)	✓	✓	✓
7	Akta Pendirian dan Perubahan		✓	
8	Surat Keterangan Domisili		✓	
9	Surat Izin Pendirian Usaha (SIUP)		✓	
10	Tanda Daftar Perusahaan (TDP)		✓	
11	Nomor Induk Berusaha (NIB), (NIB dapat menggantikan SIUP dan TDP)		✓	✓
12	IUMK (IZIN USAHA MIKRO KECIL)			✓

Keterangan Tambahan :

- Harga Penawaran yang dilampirkan sudah termasuk dengan Pajak Penghasilan (akan dipotong langsung oleh CISDI dan bukti pemotongan pajak akan diberikan kepada Vendor terkait) .
- Untuk Perusahaan Kena Pajak (PKP) dapat mengajukan PPN
- Jika ada biaya pengiriman dapat dimasukkan kedalam Harga Penawaran

Alamat pendaftaran & Informasi lebih lanjut	:	admfinance@cisdi.org
Batas Pendaftaran	:	11 Agustus 2023 Pukul 17:00
Subjek Email	:	Project_ TECHNICAL EXPERT Ex: Pengadaan_SU_Interpreter Pengadaan_Coms_Lensa