

Terms of reference



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GENERAL INFORMATION

Title: Expert for National Action Plan Development

Project Name: Sustainable Palm Oil Initiatives

Reports to: National Project Manager and Technical Officer Environment Unit

Duty Station: Home Based, with meetings in UNDP Indonesia office in Jakarta

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 30 working days

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
5	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select :
	(6) Junior Specialist
(7) Specialist	
(8) Senior Specialist	
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV / P11
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (The specialist will liaise between the Ministry of Agriculture projects as well as attend meeting in the UNDP Office.)

☐ 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 >

I. BACKGROUND

To ensure various efforts to promote sustainable palm oil are synergized and knowledge and experience utilized, UNDP has set up a multi-stakeholder national platform.

The vision is of a coordinated Indonesian palm oil industry in which all actors and sectors work toward a common goal; the long-term sustainability of palm oil which supports environmental conservation and continued economic development

The Indonesia Palm Oil Platform (InPOP) is a multi-stakeholder forum coordinated by the government that identifies the sector's problems and solutions through a national action plan for the sustainable development of palm oil in Indonesia. Specifically looking at the following outcomes:

Strengthen the capacity of smallholders through the Indonesia Sustainable Palm Oil standard (ISPO)
Enhance environmental integrity within the Ministry of Agriculture
Improve governance and mediation between palm oil stakeholders
Support ISPO to operationalise and strengthen its standing internationally

Four working groups are working on the subjects related to the above outputs:

1. Enhancing the capacity of smallholders
2. Environment management and monitoring
3. Governance and mediation
4. ISPO certification and market access

The consultant will be responsible for creating an environment of trust for participants and for methodologically delivering successful dialogue workshops, and recording and codifying the outcomes of this dialogue so they can easily feed into the development of publications – most notably, the Final Root Cause Analysis report and the Final Draft National Action Plan.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The consultant will be responsible for creating an environment of trust for participants and for methodologically delivering successful dialogue workshops, and recording and codifying the outcomes of this dialogue so they can easily feed into the development of publications – most notably, the Final Root Cause Analysis report and the Final Draft National Action Plan.

- To be prepared from the beginning so as to understand the relationships between dialogue participants; power dynamics; the social, political and cultural context; and the historical background.
- Prepare facilitation notes and design of agendas for InPOP workshops and events to support the logical flow of content and group process dynamics.
- To use tools to build consensus and generate trust between participants.
- Deliver independent process facilitation of InPOP workshop/events to support meeting stated objectives
- To guide participants by generating curiosity and asking respectful questions, without siding with any of the groups.
- To listen, understand and return to the group what is being said in order to promote reflection.
- To keep the group focused on the subject at hand in order to keep momentum.
- To summarize and emphasize agreements and disagreements.
- To use culturally appropriate techniques during the meetings to draw out technical information and input from participants (e.g. break-out groups, flip charts, post-it notes etc.)
- To record what happens during the dialogue, and produce workshop/event minutes and reports accurately and in a timely manner.

- To work with the UNDP team to coordinate and incorporate stakeholder positions and technical information that may have been expressed outside the physical working group meetings, into the discussion and/or documents
- To review, analyse, and present information from FP2SB, UNDP internal RCA and the working groups' RCA analysis in the format of a first draft of the National Action Plan (NAP) in collaboration with UNDP team.

To provide translation from Bahasa to English of the final NAP draft (the contractor may do this directly or secure external translation services)

Expected Outputs and Deliverables

The assignment will be delivered within 3 months, with 60 working days with possibility of extension. Schedule of payment will be in accordance with the timetable noted below:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1st payment will be made upon submission and approval by UNDP of the Report on the Draft2 of the National Action Plan Indonesia Palm Oil Platform/InPOP, ensuring the recommendations of the technical information to be presented in the draft3 and steps to be taken	10	February 2017	National Project Manager SPOI and Technical Officer Environment Unit
2nd payment will be made upon submission and approval by UNDP of the Root Cause Analysis Final Draft Report, based on input from four working groups (Enhancing the capacity of smallholders, Environment management and monitoring, Governance and mediation, ISPO certification and market access)	10	March 2017	
3 rd payment will be made upon submission and approval by UNDP of: Final report incorporating all outputs stated in this TOR (and any other items agreed between UNDP and the consultant), following the advice of UNDP Technical Officer	10	April 2017	

III. WORKING ARRANGEMENTS

The incumbent will report to the National Project Manager SPOI and Technical Officer, Environment Unit, UNDP Indonesia.

Travel Plan

There may be unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
	N/A		

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master degree or higher in economics, agricultural development, natural sciences, environmental studies, development studies, or other related fields.

Years of experience:

- A minimum of 10 years professional experience in leading consulting company preferably in the context of Indonesian agricultural / palm oil development and smallholders.
- Minimum of 5 years' experience in managing project
- Proven experience in working with and establishing working relationships with a broad range of Indonesian ministries including Ministry of Agriculture ,Ministry of Environment and Forestry (KLHK), Bappenas, the Ministry of Home Affairs, the Ministry of Finance, ministers and high level officials, Indonesian palm oil industry and also with smallholder organizations and NGOs
- proven experience working with various procedural approaches and tools for group facilitation

Competencies and special skills requirement:

- Have good interpersonal and communications skills;
- Ability to work independently and in a team;
- Fluency in English and Bahasa Indonesia and good written communication skills.
- Has an excellent a collaborative work style.
- Has excellent communication and advocacy skills.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical (70%)</u>		

<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ol style="list-style-type: none"> 1. Master degree or higher in economics, agricultural development, natural sciences, environmental studies, development studies, or other related fields. 2. A minimum of 10 years professional experience in leading consulting company preferably in the context of Indonesian agricultural / palm oil development and smallholders 3. Proven experience in working with and establishing working relationships with a broad range of Indonesian ministries including Ministry of Agriculture ,Ministry of Environment and Forestry (KLHK), Bappenas, Indonesian palm oil industry and also with smallholder organizations and NGOs 4. proven experience working with various procedural approaches and tools for group facilitation 	40%	40	
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment</i> <ol style="list-style-type: none"> 1. Understands the task and applies an appropriate methodology for the task 2. Addressing Important aspects of the tasks (clear and sufficient details) 3. Logical and realistic planning with detail timeline to deliver the expected outputs 	60%	60	