

# Terms of reference



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## GENERAL INFORMATION

**Title:** Assistant to Head of Peatland Restoration Agency  
**Project Name:** Support Facility for BRG Institutional Set-Up  
**Reports to:** Head of BRG  
**Duty Station:** Jakarta  
**Expected Places of Travel (if applicable):** N/A  
**Duration of Assignment:** April – May 2017 (40 Working Days)

## REQUIRED DOCUMENT FROM HIRING UNIT

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

## REQUIRED DOCUMENTATION FROM CONSULTANT

V	CV / P11
V	Copy of education certificate
V	Completed financial proposal
V	Completed technical proposal

### ***Need for presence of IC consultant in office:***

☐ intermittent (explain)

V full time/office based (The post is requested to provide full support to Head of BRG, especially relate to coordination, flow of communication with Deputies, and operational support)

### **Provision of Support Services:**

**Office space:** ☐ Yes V No  
**Equipment (laptop etc):** ☐ Yes V No  
**Secretarial Services** ☐ Yes V No

## I. BACKGROUND

At the 21<sup>st</sup> Conference of Parties (COP) of the United Nations Framework Convention on Climate Change (UNFCCC) held in Paris at the end of 2015, President Joko 'Jokowi' Widodo reaffirmed Indonesia's ambition to address the recurring problem of peat fires while restoring large swathes of degraded peatland, and conserving remaining peatland, especially forested peat domes. In his opening address of the climate conference, he announced the imminent establishment of a new agency mandated to improve forest fire prevention and coordinate the restoration of two million hectares of peatland by 2020.

In January 2016, the Peat Restoration Agency (*Badan Restorasi Gambut*/BRG) was created through Presidential Decree No 1 of 2016. The BRG has the mandate of coordinating and strengthening peatland restoration; planning, controlling and collaborating on peatland restoration; mapping peatland hydrology; designating protection and production zones; coordinating rewetting implementation; restoring burned peatland areas; raising awareness on peatland restoration efforts; and supervising the restoration process.

Of the estimated eight to ten million hectares of degraded peatland in Indonesia, the BRG is tasked with the restoration of two million hectares located in the provinces of Riau, South Sumatra, Central Kalimantan, Jambi, West Kalimantan, South Kalimantan and Papua. The BRG intends to restore 30 per cent of the two million target by the end of 2016. To meet this ambitious goal, the head of BRG will work with four deputies and a secretary appointed by the President. A Steering Committee and Expert Committee will guide the work of the Agency while provincial work units will coordinate the implementation of activities at the local level. While the state budget will be allocated to finance the Agency, its success in its early days of existence will rely on close coordination of donor efforts and international financial support. The BRG may mobilize resources from external sources to fulfil its mandate.

To this end, UNDP seeks to hire the consulting services of a support specialist to BRG. Under the overall guidance of the Climate Change Coordinator and the Secretary to Peatland Restoration Agency, the Support specialist will produce specific deliverables contributing to the project outputs.

### Objective

To this end, UNDP seeks to hire Senior Specialist to Head of Peatland Restoration Agency (BRG). Under the overall guidance of the Head of BRG, the position is located in BRG Office. It is expected that through series of activities and expected outputs, the position is expected to facilitate series of activities which include assistance, managing and compiling reports to the Head of BRG.

## II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the guidance of the Head of BRG, the consultant is tasked to:

1. Compiling financial reports, taking notes of meeting, preparing memo and letters as well as reports as requested by Head of BRG
2. Provide operational support to Head of BRG

3. Provide support to Head of BRG in ensuring the flow of information within the BRG team in accordance to communication protocols and time keeping the execution of activities in accordance to work plan
4. Managing internal and external communication in coordination with working group and technical team with the Head of BRG and core team

### III. EXPECTED RESULTS/ DELIVERABLES

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
Report on the Administrative and Financial expenses of the Head of BRG Office, including coordination report with Secretary of BRG and Programme Assistant of Deputies of BRG.	21 wds (30 April 2017)	Head of BRG
Report on the compilation of data on communication protocols and implementation of activities under the Head of BRG office (workshop, seminars, meeting with key stakeholder and Programme implementations)	19 wds (31 May 2017)	

### IV. WORKING ARRANGEMENT

#### Institutional Arrangement

The Consultant will be supervised by and report to the Head of BRG who will also carry out a performance evaluation at the end of the assignment.

#### Duration of the Work

40 working days from April – May 2017

#### Duty Station

Jakarta, Indonesia

#### Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also 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	N.A	N.A	N.A

## V. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

Bachelor's Degree (BA.) in accounting, or economics.

### II. Experience:

- Minimum 6 years of experience in project management and logistics management.
- Experience in managing Microsoft Office operations
- Client and result orientation skills
- Time management
- Familiar in using Word, Power Point and Excel
- Demonstrated familiarity with environmental project in Indonesia, especially with the experience in peatland sector whether in the government office or international organizations
- Knowledge of and experience in managing multi-stakeholder communication will be highly desirable

### **Functional Competencies:**

#### Knowledge Management and Learning

Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

Ability to formulate analysis and ideas in simple message  
Good knowledge of peat restoration sector

#### Management and Leadership

Focuses on impact and result for the client  
Consistently approaches work with energy and a positive, constructive attitude  
Demonstrates good oral and written communication skills  
Demonstrates openness to change and ability to manage complexities

## VI. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis using weighted scoring method will be applied to evaluate the applicant. The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable with reference to ToR, and
- 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 of Technical Evaluation would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<b><u>Technical</u></b>		<b><u>100</u></b>
Criteria A: qualification requirements as per TOR:	<b>70%</b>	<b>70</b>
1. Bachelor's Degree (BA.) in accounting or economics.	20%	20
2. Minimum 6 years of experience in project management and office operations	20%	20
3. Familiar in using Word, Power Point and Excel	15%	15
4. Has experience to deal with government and development sector	15%	15
Criteria B: Brief Description of Approach to Assignment <b>(describe it in Technical Proposal)</b>	<b>30%</b>	<b>30</b>
Criteria C: Further Assessment by Interview (if any)	N/A	