

# Terms of reference



Empowered lives.  
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## GENERAL INFORMATION

**Title:** Sustainable Palm Oil Initiative strategy and stakeholder Senior Specialist

**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:** 48 working days

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	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
8	
<input checked="" type="checkbox"/>	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	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

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. UNDP works in environmental management, and part of the work is working in the palm oil supply chain.

Indonesia is one of the world's largest producers of palm oil and has received much attention in recent years particularly from the global community concerned about the sustainability of palm oil production. In response, the Government of Indonesia is taking steps towards building a greener economy that promotes growth, equity, improved livelihood and environmental integrity. AS part of the Green Commodities Programme, and in order to promote sustainable palm oil production and operation in Indonesia, the Ministry of Agriculture, UNDP and several multinational companies have launched the Sustainable Palm Oil (SPO) Initiative. The SPO initiative aims to improve the capacity of palm oil smallholders and conserve natural resources together with the Government of Indonesia's Sustainable Palm Oil (ISPO) system.

The SPOI is managed by a National Project Manager, who also acts as the FoKSBI coordinator. The SPO Initiative with the Ministry of Agriculture is organized around five components:

(1) Strengthen smallholders focusing on productivity and environmental management, (2) Strengthen ISPO to protect forests, enhance biodiversity conservation and mitigate and monitor GHG emissions, (3) Facilitate social responsibility, empowering related communities and mediation systems, (4) Reinforce ISPO framework and clarify ISPO standards for wider acceptance, and (5) Establish SPO national and provincial multi-stakeholder platforms to facilitate sustainable palm oil in Indonesia.

To achieve the outcomes and outputs, the project has identified key activities to support the project, including:

1. Smallholders Strengthened
2. Environmental Integrity Enhanced
3. Improved Governance and Mediation between Palm Oil Stakeholders
4. ISPO Operationalization and International Standing Facilitated
5. Sustainable Palm Oil platforms established

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

The Sustainable Palm Oil (SPO) Initiative advisor on strategy and stakeholders is required to assist the Sustainable Palm Oil Initiative (SPOI) National Project Manager (NPM) in the following areas:

- 1) Stakeholder engagement
- 2) Operation of the Indonesia Palm Oil Platform (FoKSBI)
- 3) Strategic direction of FoKSBI and SPOI

The consultant will have a set of responsibilities as follows:

- 1) Develop and implement strategies to engage stakeholders into the FoKSBI and wider SPOI
- 2) Provide strategic oversight to the operations of the Indonesia Palm Oil Platform
- 3) Provide strategic input into FoKSBI and SPOI

### 1. Develop and implement strategies to engage stakeholders into the FoKSBI and wider SPOI

- Identify key private sector and NGO stakeholders to engage into the FoKSBI and wider SPOI, building on previous work and current participants

- Work with the NPM to develop clear messaging for stakeholders (including how and why stakeholders should participate e.g. working groups, public consultations, informal meetings), with input from the global Green Commodities Programme advisors
- Directly engage private sector and NGO stakeholders, through meetings, written correspondence, telephone calls, attendance at public/invitation events representing FoKSBI, etc.
- Provide input, for the NPM, on strategic approach to government stakeholders
- Provide advice, and input and direct engagement, on request from the NPM to manage stakeholder relationships, criticisms and crises which may arise

## **2. Provide strategic oversight to the operations of the Indonesia Palm Oil Platform**

- Act as a support for the contracted FoKSBI facilitator to help complete the NAP.
- Identify critical issues, help troubleshoot problems and develop solutions to the overall processes of FoKSBI implementation, including where possible, attendance at FoKSBI meetings
- Analyse and make recommendations to the NPM for decisions related to the contracted FoKSBI facilitator and FoKSBI process
- Work with the contracted FoKSBI facilitator and the NPM to ensure that development of the National Action Plan (NAP) includes actions addressing the root causes of sustainability issues in the palm oil sector (oil palm plantations and processing) for 1. Smallholders, 2. Environment, 3. Governance and 4. ISPO and market access
- Provide technical review of outputs of the FoKSBI process, including for example the draft National Action Plan: identify any gaps, and work with the NPM to identify and implement strategies to address the gaps, such as additional input from stakeholders and/or experts and/ or directly adding to the NAP strategic policy recommendations necessary for long term sustainability of palm oil sector in Indonesia, complementing recommendations provided by FoKSBI WGs
- Work with the NPM and global Green Commodities Programme advisors to ensure that the FoKSBI operates in line with the global methodology and best practices for multi-stakeholder processes, taking into account local and cultural contexts

## **3. Provide strategic input into FoKSBI and SPOI**

- Support NPM on strategic decision-making related to both FoKSBI and SPOI
- Participate in SPOI team meetings, providing expertise and strategic input
- Participate in joint management calls/meetings with NPM and global Green Commodities Programme advisors, providing expertise and strategic input

### **Expected Outputs and Deliverables**

The assignment will be delivered within 6 months, with 50 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 Draft Private sector strategy and private sector meetings especially with CGM companies	10	March 2017	National Project Manager SPOI and Technical Officer Environment Unit
2nd payment will be made upon submission and approval by UNDP on Report of National Private Sector Engagement for National Action Plan Development	10	April 2017	
3rd payment will be made upon submission and approval by UNDP on Report of International Private Sector Engagement for National Action Plan Development	10	May 2017	
4th payment will be made upon submission and approval by UNDP of Report on Result of Private Sector Engagement	8	June 2017	
5th payment will be made upon submission and approval by UNDP of the Review Draft5.0 National Action Plan	10	August 2017	

<b>III. WORKING ARRANGEMENTS</b>
<ul style="list-style-type: none"> <li>• The incumbent will report to the National Project Manager SPOI and Technical Officer, Environment Unit, UNDP Indonesia.</li> <li>• Direct supervisor: National Project Manager (NPM)</li> <li>• The contractor will report to the supervisor based on the table below indicating the expected outputs and their timelines.</li> <li>• The Contractor is expected to liaise/interact/collaborate/meet with in the course of performing the work with CO's, Project Managers, Regional Technical Advisors (RTAs), Companies, Governments, other consultants, other agencies, donors, communities, local government units, etc</li> </ul>

**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, international relation, international law, ecology, environmental studies, development studies, or other related fields.

Years of experience:

- A minimum of 15 years professional experience in environmental consultancy, preferably in the context of Indonesian agricultural / palm oil development
- 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
- Experience in engaging with palm oil companies in Indonesia.

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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical (70%)</u>		
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ol style="list-style-type: none"> <li>1. Master degree or higher in economics, agricultural development, natural sciences, international relation, international law, ecology, environmental studies, development studies, or other related fields.</li> <li>2. A minimum of 10 years professional experience in environmental consultancy, preferably in the context of Indonesian agricultural / palm oil development</li> <li>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, 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</li> <li>4. Experience in engaging with palm oil companies in Indonesia.</li> </ol>	40%	<p>40</p> <p>15</p> <p>15</p> <p>5</p> <p>5</p>
<ul style="list-style-type: none"> <li>• <i>Criteria B: Brief Description of Approach to Assignment</i> <ol style="list-style-type: none"> <li>1. Understands the task and applies an appropriate methodology for the task</li> <li>2. Addressing Important aspects of the tasks (clear and sufficient details)</li> <li>3. Logical and realistic planning with detail timeline to deliver the expected outputs</li> </ol> </li> </ul>	60%	<p>60</p> <p>20</p> <p>20</p> <p>20</p>