



Empowered lives.
Resilient nations.

Terms of Reference

GENERAL INFORMATION

Title: PPG National Coordinator (Institutional and Policy Expert)
(National Consultant)
Project Name: Integrated Sound Management of Mercury in Indonesia's
Artisanal and Small-scale Gold Mining (ASGM) or ISMIA Gold
Report to: Programme Manager, Environment Unit
Duty Station: Home-based
Expected Places of Travel: Bogor, Sumbawa NTB
Duration of Assignment: 125 (one hundred twenty five) days within 9 (nine) months

REQUIRED DOCUMENT FROM HIRING UNIT

(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
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

- ☐ partial (explain)
☒ Intermittent (explain): The consultant will be working for 125 working days within 9 months period of contract.
☐ 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:

Elin Shinta (elin.shinta@undp.org)

I. BACKGROUND

As one of the Implementing Agencies of the Global Environment Facility (GEF), UNDP is supporting developing countries to develop and implement projects aimed at the elimination and/or sustainable management of mercury to meet their obligations under the newly established Minamata Convention on Mercury. Recognizing the multi-dimensional impacts of artisanal and small-scale gold mining (ASGM) on the environment, health and poverty, the “Global Opportunities for Long-Term Development of ASGM” (GEF GOLD) programme was approved at the October 2016 council meeting of the GEF. GEF GOLD is a programmatic approach on ASGM involving three UN agencies (UNDP, UNEP, and UNIDO) and one NGO (Conservation International). The GEF GOLD programme has a global component on communications and knowledge management, which is managed by UNEP and country-level projects in eight countries: Burkina Faso (UNIDO), Colombia (UNDP), Guyana (Conservation International), Indonesia (UNDP), Kenya (UNDP), Mongolia (UNEP/UNIDO), Peru (UNDP), and Philippines (UNEP/UNIDO).

The main objective of the programme is to achieve Global Environmental Benefits by reducing mercury releases from ASGM practices through the introduction and promotion of best practices and techniques for gold extraction.

With this background, and in order to support the efforts of the Government of Indonesia to protect human health and the environment from mercury releases originating from the intentional use of mercury in ASGM, UNDP in its capacity as the Implementing Agency for the GEF, requires the support of a PPG Coordinator & Institutional and Policy Expert (National Consultant). The consultant is requested to work together with relevant parties (PPG Phase International Coordinator, UNDP Programme Manager, BPPT and KLHK) to facilitate the Project Preparation Grant (PPG) phase during which the detailed preparation of a country project for Indonesia will take place.

The consultant is expected to support the design and preparation of a UNDP/GEF project document for the GEF GOLD programme in Indonesia and support the preparation of additional supporting documents required for approval by the GEF.

General Objective

In close coordination with relevant parties, the consultant is requested to coordinate and provide guidance throughout the process of programme/project design, ensure the preparation and finalization of the UNDP/GEF Project Document (ProDoc), the GEF OFP endorsement, GEF CEO endorsement document and other supporting documents (GEF Tracking Tools, Social and Environmental Screening Procedures, among others) required for approval by the GEF-OFP, the Government of Indonesia and UNDP.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

This post is for a senior consultant with recognised expertise in the management of chemicals (experience in the management of mercury would be preferred) or in the ASGM sector. (S)he would oversee and coordinate the PPG process throughout its entire duration and be responsible for the overall coordination of processes and consultations needed for project development and the preparation of the UNDP-GEF Project Document and the GEF CEO Endorsement Form, in direct collaboration with the international coordinator and national/international consultants.

The role of the PPG Coordinator includes the supervision and coordination of the national consultants; the hiring of consultancies and/or consultants; and, ensuring the delivery of necessary information for project preparation. The PPG Coordinator role also includes coordinating the consultation processes with national and international project partners and stakeholders at the different stages of the PPG phase and facilitating the flow of information and communication between the various consultants involved in the project's preparation, including communication with the international coordinator.

General Scope of Work and Activities

- Organize Inception Workshop and prepare Inception Workshop Report.
- Prepare Evaluation Reports of the consultancies and assessments to be hired during PPG phase.
- Review and comment on reports and deliverables prepared by national and international consultants as part of their individual contracts.
- Review and comment on the annotated outline of the UNDP Project Document prepared by the International Coordinator.
- Provide necessary information to the International Coordinator for her/him to prepare a first draft of the Project Document.
- In coordination with the National and International ASGM experts, conduct a study on the current legislative and policy framework (policies, plans, regulations, standards and measures), its implementation and monitoring pertaining to the management of mercury, the use and phase-out/phase-down of mercury in the ASGM sector, and the formalization of miners (Comp. A; I Baseline; (a)).
- In coordination with the National and International ASGM experts, conduct a study to assess the current capacity of governmental institutions and entities (including educational and training institutions), private and NGO/CBO entities and organizations (both at local and national level) that have responsibilities pertaining to the management of mercury (in ASGM) (Comp. A; I Baseline; (b)).
- In coordination with the National and International ASGM experts, conduct an assessment to determine current collaboration, information exchange (including communication) and awareness between and among national, sub-national and local ASGM stakeholders (Comp. A; I Baseline; (c)).
- In coordination with national and international experts, identify past, on-going and planned projects and activities that will constitute the project's baseline (some of which might be considered as co-financing) (Comp. A; II Project Alignment).
- Review and comment on the first draft of the Project Results Framework (PRF), draft of the UNDP Project Document as well as associated annexes (e.g. Work Plan), prepared by the International Coordinator.
- Finalize the PRF in coordination with the International Coordinator and ensure that the PRF contains appropriate objective-level and outcome level quantitative and qualitative indicators (Verify the inclusion of socio-economic and gender disaggregated indicators), and end-of-project targets.
- Prepare a multi-year budget for the project in coordination with the International Coordinator.
- Explore multilateral, bilateral and national co-financing opportunities and ensure that co-finance letters are obtained from co-financing partners (which includes organizing and participating in meetings to ensure commitments, explaining to project partners what co-financing entails, support the drafting of co-financing letters, review draft co-financing letters, etc.)
- Facilitate and provide necessary inputs for finalizing the Project Document.
- Organize a Validation Workshop and prepare Validation Workshop Report.
- Review the GEF CEO endorsement request, UNDP-GEF Project Document, SESP and GEF TT to make sure feedback from the Validation Workshop has been incorporated, and help the RTA and the International Coordinator finalize all documentation and prepare it for submission.

Specific tasks would include undertaking:

1. Technical assessments

- In coordination with the **National and International ASGM experts**, conduct a study on the current legislative and policy framework (policies, plans, regulations, standards

and measures), its implementation and monitoring pertaining to the management of mercury, the use and phase-out/phase-down of mercury in the ASGM sector, and the formalization of miners **(Comp. A; I Baseline; (a))**.

- In coordination with the **National and International ASGM experts**, conduct a study to assess the current capacity of governmental institutions and entities (including educational and training institutions), private and NGO/CBO entities and organizations (both at local and national level) that have responsibilities pertaining to the management of mercury (in ASGM) **(Comp. A; I Baseline; (b))**.
- In coordination with the **National and International ASGM experts**, conduct an assessment to determine current collaboration, information exchange (including communication) and awareness between and among national, sub-national and local ASGM stakeholders **(Comp. A; I Baseline; (c))**.

2. Design, inputs and finance

- Based on the information resulting from the baseline studies (Component A; I Baseline), guide international and national consultants on the projects and activities that constitute the project's baseline (some of which might be considered as co-financing). This information will be provided to the International Coordinator as input to the first draft of the Project Document.
- Review and comment on the first draft of the Project Results Framework (PRF), draft of the UNDP Project Document as well as associated annexes (e.g. Work Plan), prepared by the **International Coordinator**.
- Finalize the PRF in coordination with the **International Coordinator** and ensure that the PRF contains appropriate objective-level and outcome level quantitative and qualitative indicators (Verify the inclusion of socio-economic and gender disaggregated indicators), and end-of-project targets.
- Prepare a multi-year budget for the project in coordination with the **International Coordinator**.
- Explore multilateral, bilateral and national co-financing opportunities and ensure that co-finance letters are obtained from co-financing partners (which includes organizing and participating in meetings to ensure commitments, explaining to project partners what co-financing entails, support the drafting of co-financing letters, review drafts co-financing letters, etc.)
- Review and comment on the annotated outline of the UNDP Project Document prepared by the **International Coordinator**.
- Provide necessary information to the **International Coordinator** for her/him to prepare a first draft of the Project Document.
- Facilitate and provide necessary inputs for finalizing the Project Document.
- Review the GEF CEO endorsement request, UNDP-GEF Project Document, SESP and GEF TT to make sure feedback from the Validation Workshop has been incorporated, and help the RTA and the **International Coordinator** finalize all documentation and prepare it for submission.
- Prepare a multi-year budget for the project in coordination with the International Coordinator.

3. Consultation functions

- Organization and running of the consultation processes in all the components and final validation.

4. Coordination functions

- Organize the PPG Inception Workshop and prepare an Inception Workshop Report.
- Organize a PPG Validation Workshop and prepare a Validation Workshop Report.
- Liaise with national, provincial and local stakeholders to ensure information flow and baseline data collection.

- Liaise with project stakeholders, in particular the project's executing agency, to ensure their inputs into and review of all stages of the process.
- Liaise with the international coordinator.
- Liaise with the UNDP Country Office on budgetary aspects related to the Initiation Plan.
- Ensure that final products are delivered on time and are of good quality (Review and comment on reports and deliverables prepared by national and international consultants as part of their individual contracts; Prepare Evaluation Reports of the consultancies and assessments hired during PPG phase).

Coordination and Supervision

The consultant will be supervised by the Programme Manager UNDP Country Office and the UNDP MPU/Chemicals Regional Technical Advisor to facilitate the implementation of the programme. He/she should carry out his/her tasks in accordance with the rules and procedures of UNDP and those of the Government of Indonesia.

Place of Work

The consultant shall perform his/her functions remotely but will be in regular contact with the international PPG coordinator, other national and international consultants by skype, e-mail and other means.

Expected Deliverables/ Outputs

Deliverables/ Outputs	Target Due Date	Review and Approval	Working Days	%
1. Annotated outline of UNDP/GEF Project Document with a clear indication of the information, which is required for each of the sections and that is to be provided by the project team.	28.04.2017	International PPG Coordinator & Programme Manager	12 days	10%
2. Draft of the final UNDP/GEF Project Document in English based on input obtained from experts. The draft Project Document will be presented at the national validation workshop and submitted for UNDP internal review.	28.07.2017	International PPG Coordinator & Programme Manager	94 days	75%
3. Final version of: 3.1. UNDP/GEF Project Document (prodoc), 3.2. GEF CEO Endorsement and associated annexes (SESP, GEF Tracking Tools, Management Arrangements, Budget, etc.) for submission to the GEF. The final versions of these documents will take into account the feedback/comments from the validation workshop and from UNDP's internal review. All documents will	31.08.2017	International PPG Coordinator & Programme Manager	19 days	15%

<p>have been prepared in English.</p> <p>3.3. Matrix addressing comments/specific technical issues and questions raised by the GEF Secretariat, STAP and GEF Council members.</p> <p>3.4. Final UNDP/GEF Project Document, CEO Endorsement and associated annexes including comments/specific technical issues and questions from the GEF Secretariat, STAP and Council members</p>				
---	--	--	--	--

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of Programme Manager in Environment Unit and will coordinate closely with Programme Adviser in Bureau Regional Hub (BRH) and PPG International Coordinator.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverables could be proposed by the incumbent and shall be agreed jointly.

Duration of the Work

The consultant will perform his/her assignment with the following timeline:

- He/she will have 125 total of working days within 9 months to complete his/her assignment.
- The expected effective working date is started in April 2017.
- He/she should submit the deliverables within the suggested time frame in compliance with the international requirement.
- Delay on submitting report will impact on the completion of works and release of payment.

Duty Station

The consultant will be a home-based contract modality.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The expert 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 be come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Bogor	3 times	6 days
2	Sumbawa, NTB	1 time	4 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications:
 - 1.1. Master OR equivalent combination of education and the solid/ extensive relevant professional experience in related area.
2. Years of experience:
 - 2.1. Experience in the development, implementation, support and management of environmental projects, including design, monitoring activities, evaluation and monitoring.
 - 2.2. At least 8 years of experience in the design or implementation of projects related to chemical and/or hazardous waste management, including mercury substances.
 - 2.3. Experience in the design of chemicals management projects in (name of region) is required.
 - 2.4. Thorough knowledge of international conventions related to the management of chemical substances and/or hazardous waste (Stockholm, Basel, Rotterdam, Minamata and SAICM).
 - 2.5. Experience and/or familiarity with UNDP or other UN organizations' projects, processes, guidelines and structure will be considered an advantage.
 - 2.6. Familiarity with the goals and procedures of the GEF, in particular in relation to its chemicals portfolio is required.
3. Competencies and special skills requirement:
 - 3.1. Understanding of the political, cultural and socio-economic context and development challenges in Indonesia;
 - 3.2. Confidence and comfortable to liaise and communicate with very senior government officials
 - 3.3. Good interpersonal and cross-cultural communication skills;
 - 3.4. Ability to negotiate and troubleshoot relationships with national stakeholders; and
 - 3.5. Advanced proficiency in operating Microsoft office applications
 - 3.6. Ability to write reports particularly for International funded project

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract will 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</u>	70%	
<ul style="list-style-type: none"> • Criteria A : Qualification requirements as per TOR 		60
1. Master degree or equivalent combination of education and the solid/extensive relevant professional experience in related area.		10
2. 8 years of experience in the design or implementation of projects related to chemical and/or hazardous waste management, including mercury substances.		10
3. Experience in the development, implementation, support and management of environmental projects, including design, monitoring activities, evaluation and monitoring; implementation of projects related to chemicals and/or hazardous waste management including mercury substances;		10

4. Experience in design of chemicals management projects in the region.		10
5. Excellent technical writing skills both in Bahasa Indonesia and English (list of writings or articles would be a benefit).		5
6. Experience in political, cultural and socio-economic context and development challenges in Indonesia.		5
7. Experience in coordinating and communication with Senior Government Officials		
<ul style="list-style-type: none"> Criteria B: <i>Brief Description of Approach to Assignment</i> 		40
<u>Financial Criteria</u>	30%	