

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Support Consultant for Asset Management & Information and Communication Technology (ICT)

**Project Name:** Support Facility for BRG (*Badan Restorasi Gambut*) Institutional Set-Up

**Reports to:** Head of Working Group of BRG

**Duty Station:** Jakarta

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

**Duration of Assignment:** 95 working days within 5 months (August to December 2017)

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	(2) <b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant <b>(2) Support Consultant</b> (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> (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 consultant must give updates to Peatland Restoration Agency regarding the report on support of Information and Communication Technology (ICT)

☐ 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

## I. BACKGROUND

One of the key lessons learned from the 2015 peat and forest fires is that suppressing fires on drained deep tropical peatland is extremely difficult, ineffective, and costly. The total economic loss is already estimated to be in excess of USD \$ 15 billion (MoEF, 2015; CIFOR, 2015 and the World Bank, 2016). This does not include the loss of biodiversity, carbon emission and the irreversible long-term health impacts. Global Fire Emission Database estimated this event emits roughly 1,750 million metric tons of CO<sub>2</sub>e.

Acknowledging this major lesson from 2015, the Government has concluded that prevention is by far the most effective way to tackle the fires, and concerted efforts should be made to that effect. Recent analyses find that fire vulnerability has increased over the past two decades, and that the government's previous efforts have not yet been fully effective. Following this, fire prevention in 2016 and beyond will adopt a more anticipatory and systematic approach. The establishment of BRG is one key element of this strategy, initiated at the highest levels of government.

In his opening address of the climate conference in COP 21 Paris, President Joko 'Jokowi' Widodo announced the establishment of the Peatland Restoration Agency/BRG, mandated to improve forest fire prevention and coordinate the restoration of degraded peatland by 2020. The Agency was formally established through Presidential Regulation No 1 of 2016 in January 2016.

The Regulation mandates BRG to coordinate and facilitate peat restoration in the 7 provinces of Riau, South Sumatra, Central Kalimantan, Jambi, West Kalimantan, South Kalimantan and Papua. The President has since added East Kalimantan to the list. BRG's main tasks will include coordination and strengthening of the peatland restoration process; plan, control and collaborate on peatland restoration; map peatland hydrology; designate protection and production zones; coordinate rewetting implementation; restore burned peatland areas; raise awareness on peatland restoration efforts; and supervise the restoration process.

The BRG is mandated to restore 2 million hectares of degraded peatland by 2020, but no decision on where and how has been made yet. The President has appointed one Agency Head, four Deputies and one Secretary to lead the agency and its undertakings. In addition, both a government appointed Steering Committee and an Expert Committee guides the work of the Agency. Provincial work units will coordinate the implementation of activities at the local level. Gradually the state budget will provide necessary funding, but to allow the Agency a head start, the government has invited partners to provide assistance.

### Objective

The Government has pledged to address the underlying problems immediately. As the peatland fires are a recurring seasonal event, it is paramount that preventive measures are put in place quickly, to avoid in the fall of 2016 a repeat of the 2015 fire season. Under the Head of Working Group of BRG, the consultant is expected to report under below mentioned deliverables.

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

### Scope of Work:

1. Monitor and maintain Internet and Local Area Network
2. Ensure the security of internet network

3. Monitor and maintain IT equipment
4. Report submission of attendance list based on finger print
5. Provide advice and recommendation for hardware and software procurement
6. Maintain the usability of hardware and software
7. Maintain web system, hosting, and internal server

**Expected outputs and deliverables:**

These are the expected output and deliverables from the consultant

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b>
<b>1. Report on support activities of the project team to ensure effective asset management focusing on achievement of the following results:</b> <ul style="list-style-type: none"> <li>• Maintain the condition of the building and its relationship with other entities.</li> <li>• Manage the usage of operational vehicles.</li> <li>• Control the usage of the meeting room.</li> </ul>	13	31 August 2017	Head of Working Group BRG
<b>2. Report on support activities of the project team to ensure effective asset disposal and transfer focusing on achievement of the following results:</b> <ul style="list-style-type: none"> <li>• Record assets received from both donors &amp; states and quality control to fit the needs.</li> <li>• Fix damaged assets and contact the related vendors.</li> <li>• Determine the position of goods and work space of the building to form a comfortable and safe working atmosphere.</li> </ul>	19	30 September 2017	
<b>3. Support to the effective reporting on progress of Information and Communication Technology (ICT) focusing on achievement of the following results:</b> <ul style="list-style-type: none"> <li>• Maintain internet network stability through hardware and software maintenance as well as relationships with vendors.</li> <li>• Strengthen network security from cyber-attacks and irresponsible parties.</li> <li>• Maintain system reliability of printer, scanner and other goods &amp; services that related with information technology.</li> </ul>	22	31 October 2017	Head of Working Group BRG

<ul style="list-style-type: none"> <li>Recording and controlling the use of information technology assets.</li> </ul>			
<p>4. <b>Provides technical support to the effective reporting on progress of network focusing on achievement of the following results:</b></p> <ul style="list-style-type: none"> <li>Maintain domain hosting server brg.go.id.</li> <li>Monitor the usage of email and activity from the domain brg.go.id.</li> <li>Monitor the status and use of internal servers.</li> </ul>	22	30 November 2017	Head of Working Group BRG
<p>5. <b>Report on support activities of strategic database of Geographic Information Systems and support to the implementation of resource mobilization focusing on the following results:</b></p> <ul style="list-style-type: none"> <li>Creation of GIS project management system and monitoring for the mapping team.</li> <li>Creation of data centre to accommodate BRG's operational support software.</li> </ul>	19	29 December 2017	Head of Working Group BRG

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

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

#### Duration of the Work

95 working days within 5 months (August to December 2017)

#### Duty Station

Jakarta

#### 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

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

Bachelor's Degree (BA.) in Information Technology, Information System, or Management.

#### II. Experience & Skills:

- Minimum 3 years (Bachelor) of relevant experience in ICT/MIS system and asset management.
- Experience in IT networking and/or programming and management support
- Experience in the network system administration and maintenance, including computer networking and office software packages and database packages
- Has experiences to deal with government and development sector
- Result orientation skill

#### III. 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

##### 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

## V. 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 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><u>70%</u></b>	<b><u>70</u></b>
1. Bachelor's Degree (BA.) in Information Technology, Information System, or Management.		20
2. Minimum 3 years (Bachelor) of relevant experience in ICT/MIS system and asset management.		20
3. Experience in the network system administration and maintenance, including computer networking and office software packages and database packages		15
4. Experiences in dealing with government and development sector		15
Criteria B: Brief Description of Approach to Assignment (elaborate it in Technical Proposal)	<b><u>30%</u></b>	<b><u>30</u></b>
Criteria C: Further Assessment by Interview (if any)	N/A	