

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Support Specialist to Head of Working Group of Internal Supervision

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

Reports to: Head of Working Group of Internal Supervision of BRG

Duty Station: Jakarta

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

Duration of Assignment: August 2017 – October 2017 (100 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

V	TERMS OF REFERENCE
(3)	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
V	(3) <u>Support Specialist</u>
	(4) Senior Specialist
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(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:

☒ partial (The consultant will come to office to work with the BRG team and to provide activity progress report to the Head of Working Group of Internal Supervision of BRG).

☐ intermittent

☐ full time/office based

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

I. BACKGROUND

At the 21st 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 a Support Specialist to Head of Working Group of Internal Supervision which is located in BRG Office. Under the overall guidance of the Head of Working Group of Internal Supervision, it is expected that through series of activities and expected outputs, the consultant can facilitate series of activities which include assistance, managing and compiling reports to the Working Group of Internal Supervision.

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

Under the guidance of the Head of Working Group of Internal Supervision of BRG, the consultant is tasked to provide report of researching, compiling and organizing information and reference materials for studies, briefings and meetings, monitoring and evaluation, and budget status for programs as detailed on the following deliverables.

III. EXPECTED RESULTS/ DELIVERABLES

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1 st Deliverable: Consultant is tasked to provide activity reports, conduct research, compile and organize information (data) and reference materials from reports, studies, briefings, meetings, and trips related to the Working Group.	18 wds (August 2017)	Head of Working Group of Internal Supervision of BRG
2 nd Deliverable: Consultant is tasked to provide activity reports covering the preparation and implementation developing activity report focusing on the following outputs: <ul style="list-style-type: none"> • Maintain programme calendar & schedule, monitor changes and communicate timely information to concerned Programme staffs and Project Coordinator. • Draft correspondences, memorandums, invitations, and other communications to stakeholders. • Prepare and process travel arrangements and forms related to official missions of Project Coordinator, Programme staffs, and consultants. 	19 wds (September 2017)	
3 rd Deliverable: Consultant is tasked to provide activity reports covering the preparation and implementation developing activity report focusing on the following outputs: <ul style="list-style-type: none"> • Update and maintain distribution lists for easy dissemination of reports, memos, communications, etc. • Organize events and meetings-in coordination with the Working Group. 	22 wds (October 2017)	
4th Deliverable: Consultant is tasked to develop activity report of technical support and logistical arrangements focusing on the following results: <ul style="list-style-type: none"> • Compile and writing project final report. • Secretarial/documentation support during meetings, workshops, etc. • Maintain payment roster for workshop participant. 	22 wds (November 2017)	
5th Deliverable: Consultant is tasked to develop activity report of financial support and logistical arrangements to prepare and process administrative forms and documents for action by the Programme staffs.	19 wds (December 2017)	

Institutional Arrangement

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

Duration of the Work

100 working days from August - December 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

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**I. Academic Qualifications:**

Bachelor degree in Business Administration, Management, Law, or other related fields.

II. Experience:

- Minimum 3 years of work experience in the field of project administration and legal field.
- Experience in dealing with government, development sector and multi-stakeholders is desirable
- Experience in monitoring & budget planning
- Experience in providing support for workshop, event & meeting
- Has a knowledge and experience in Peatland Restoration field.
- Client and result orientation skills
- Time management
- Authorities in his/her areas of responsibilities

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 programme

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 of Technical Evaluation would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		<u>100</u>
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ul style="list-style-type: none"> - <i>Bachelor degree in Business Administration, Management, Law, or other related fields.</i> - - <i>Minimum 3 year of relevant experience in field of project administration and legal field.</i> - <i>Has a knowledge and experience in monitoring & budget planning, and providing support for workshop, event & meeting</i> - <i>Experience in dealing with government, development sector and multi-stakeholders</i> 	70%	70 20 20 15 15
<i>Criteria B: Brief Description of Approach to Assignment (elaborate it in Technical Proposal)</i>	30%	30
<i>Criteria C: Further Assessment by Interview</i>	N/A	0