

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: *Support Specialist - Civil Engineer for Special Task Force (3 position)*

Project Name : Strengthen BRG institution through Office Support and Capacity Building (OSCB)

Reports to: Deputy II BRG

Duty Station: Jakarta

Expected Places of Travel (if applicable): Palembang, Pontianak and Palangkaraya

Duration of Assignment: 155 days from October 2017 – May 2018

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" 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
<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 update report regarding environment safeguard of all BRG's activities

☐ 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 CO₂e.

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 co-ordination and strengthening of the peatland restoration process; plan, control and collaborate on peatland restoration; map peatland hydrology; designate protection and production zones; co-ordinate 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.

The first step BRG has taken towards peatland restoration was the mapping of priority peat restoration areas by categorizing them into indicative protection zones and cultivation zones. BRG has started to facilitate peatland restoration in a number of provinces this year: Riau, Jambi, South Sumatra, South Kalimantan and Central Kalimantan, while learning from existing peatland restoration activities including those practiced by traditional and local communities.

The biggest challenge for the implementation is the current budget of ABPN does not include support for experts and personnel to assist with preparations for peatland restoration. Due to these challenges, we need urgent support for recruitment of Support Specialist – Civil Engineer to prepare for implementation.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

SCOPE OF WORK

Under direct supervision of the Deputy II of BRG, through the Head of BRG Working Unit (Kapakja) region Sumatera and Kalimantan, the *Senior Civil Engineer* is expected to conduct the following tasks:

- Develop Terms of Reference for rewetting infrastructure development in six provinces (Jambi, South Sumatera, Riau, West Kalimantan, South Kalimantan, Central Kalimantan);
- Develop detailed engineering designs with specifications of deep wells, canal blockings, backfilling and long storage (embung);
- Create owner estimate of peat rewetting infrastructure;
- Develop a technical report on peat rewetting infrastructure;
- Provide inputs for the development of guidelines on peat rewetting infrastructure

Expected outputs and deliverables:

These are the expected output and deliverables from the consultant

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1st payment shall be made upon satisfactory submission and approval by UNDP/BRG on Terms of Reference for rewetting infrastructure development in Provinces Jambi and South Sumatera	October 2017 - 12 wds	Deputy II Badan Restorasi Gambut
2nd payment shall be made upon satisfactory submission and approval by UNDP/BRG on Terms of Reference for rewetting infrastructure development in Provinces Riau and West Kalimantan	November 2017 – 22 wds	
3rd payment shall be made upon satisfactory submission and approval by UNDP/BRG on Detailed engineering designs with specifications of deep wells, canal blockings, backfilling and long storage (embung).	December 2017 – 19 wds	
4 th payment shall be made upon satisfactory submission and approval by UNDP/BRG on Detail estimate the Bill of Quantities for both canal blockings and deep wells;	January 2018 – 22 wds	
5 th payment shall be made upon satisfactory submission and approval by UNDP/BRG on Technical Report on engineering detailed design and specifications of canal blockings and deep wells;	February 2018 – 19 wds	
6 th payment shall be made upon satisfactory submission and approval by UNDP/BRG on Report/analysis on inputs for the development of the guidelines on peat rewetting infrastructure.	Maret 2018 – 21 wds	
7 th payment shall be made upon satisfactory submission and approval by UNDP/BRG on Report on summary of technical assistant by providing inputs to construction design and cost estimation to support the tendering process under deputy II.	April 2018 – 20 wds	

8 th payment shall be made upon satisfactory submission and approval by UNDP/BRG on Activity Report for collaboration work with Junior Engineer in Support for the implementation of Rewetting Construcion under Deputy 2.	May 2018 – 20 wds		
---	-------------------	--	--

III. WORKING ARRANGEMENTS

Institutional Arrangement

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

Duration of the Work

155 working days within 8 months (October 2017 to May 2018)

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
1	Jakarta – Palembang	Two times/round trips	Total 6 days: - 1 st travel : 3 days - 2 nd travel : 3 days
2	Jakarta - Pontianak	Two times/round trips	Total 6 days: - 1 st travel : 3 days - 2 nd travel : 3 days
3	Jakarta - Palangkaraya	Two times/round trips	Total 6 days: - 1 st travel : 3 days - 2 nd travel : 3 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Minimum Bachelor degree (Master Degree preferred) in Civil Engineering.

II. Experience:

- Minimum 6 years of experience in construction supervision and design of infrastructure, preferably in wetlands;
- Having experience on water management and/or peat related issues;
- Experience in provide reporting and communication report.
- Spoken English will be an advantage proven by the certificate if any;
- Result orientated skills;
- Time management.

Core Competencies:

- Having knowledge on engineering design and construction;
- Understanding of existing policy framework on forestry, peat land, natural resources, rural areas, and community rights;
- Able to communicate in Bahasa Indonesia and English both written and spoken;
- understanding of environmental issues, mainly on existing conditions in peat land areas.

Functional Competencies:

- Knowledge Management and Learning
 - ✓ Actively works towards continuing personal learning and development in one or more practice areas .
 - ✓ Acts on learning plans and applies newly acquired skills.
- Development and Operational Effectiveness
 - ✓ Ability to formulate analyses and ideas in simple messages.
 - ✓ Have knowledge of peat restoration
- Management and Leadership
 - ✓ Focuses on impact and result for clients.
 - ✓ Consistently approaches work with positive energy and a constructive attitude.
 - ✓ Demonstrates good oral and written communication skills.
 - ✓ Demonstrates openness to change and ability to manage complex issues.

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

Criteria	Weight	Maximum Point
<u>Technical</u>		100
<i>Criteria A: qualification requirements as per TOR:</i>	<u>70%</u>	<u>70</u>

1. <i>Minimum Bachelor degree (Master Degree preferred) in Civil Engineering</i>		20
2. <i>Minimum 10 years of experience in construction supervision and design of infrastructure, preferably in wetlands</i>		20
3. <i>Having working experience on engineering design and construction;</i>		15
4. <i>Having working experience in water management and/or peat restoration field</i>		15
<i>Criteria B: Brief Description of Approach to Assignment (elaborate it in Technical Proposal)</i>	<u>30%</u>	<u>30</u>
<i>Criteria C: Further Assessment by Interview (if any)</i>	N/A	