

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Support Specialist on Social Data Mapping Process

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

**Reports to:** Deputy III of BRG

**Duty Station:** Jakarta

**Expected Places of Travel:** Pekanbaru, Jambi, Palembang, Palangkaraya

**Duration of Assignment:** 159 days (October 2017 – May 2018)

### REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	(3) <b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) <b>Support Specialist</b> (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 support regarding the development of report of social data mapping process

☐ 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

In January 2016, The Indonesia Peat Restoration Agency (Badan Restorasi Gambut – BRG) was established, through the Presidential Regulation No 1 of 2016. The agency is mandated to coordinate and facilitate peat restoration of 2.6 million hectares in 7 provinces: Riau, Jambi, South Sumatra, West Kalimantan, Central Kalimantan, South Kalimantan and Papua.

As a newly born institution, BRG was not ready yet. To prepare BRG to be institutionally ready to undertake its mandate, it requested support from international donors. The Kingdom of Norway has provided assistance to BRG that was implemented by the United Nations Development Programme (UNDP). The BRG Support Facility project was established.

Under this project, UNDP assisted and facilitated BRG with administration, procurement, financial and monitoring support to make it institutionally ready for facilitating and coordinating peat restoration efforts, harmonize national policy on peat protection and management through acceleration of the revision of Government Regulation No. 71 Year 2014, and develop models for peat restoration at peat hydrological unit (KHG).

After one year of these support, BRG has achieved significant progress: BRG has been institutionally ready as a government institution, having it equipped with adequate staff, expert team, working unit, office space and equipment, developed peat indicative map and strategic planning that served as the basis for the agency to coordinate and facilitate peat restoration efforts; BRG has accelerated the revision of the Government Regulation No 71 Year 2014 on Peat Protection and Management into the new Regulation No 57 Year 2016 which marked significant change in the approach of peat restoration efforts: emphasizing inclusive approach of peat restoration including the government, private sectors and the community, and incorporating efforts to address the root causes or driving factors of peatland damage that expected to emerge with a proper peat restoration solution; And finally BRG has been developing models for peat restoration implementation that includes all restoration activities (rewetting, re-vegetation and revitalization of community livelihood) in KHG of Pulau Padang, Riau Province.

The above achievement gave immediate impact to BRG in leveraging the state budget (APBN) as its main financing source. In the last quarter of 2016, BRG was granted an IDR 24 Billion (USD 1.8 Million) in state funding. In 2017, the state funding for BRG was increased in a massive scale amounting to IDR 865 Billion (USD 64 Million).

The Kingdom of Norway continues supporting BRG to strengthen BRG institution through Office Support and Capacity Building Project (OSCB) managed by the UNDP. The OSCB project will provide short-term administrative, logistical, and capacity building support, aiming at BRG institutional capacity is in full position to coordinate and facilitate peat restoration and protection in the first year priority provinces and move forward to other priority provinces.

UNDP will implement OSCB project for 12 months and prepare smooth transition to BRG. It is expected that by the end of March 2018, BRG will be in full capacity to carry over the activities under this project through a Project Management Unit or Government Mechanism. The capacity development of BRG will be achieved through the fulfilment of these indicators: BRG has recruited all essential staff personnel through state budget financing, number of agreements (MoU, community sub-projects, etc.) that are signed, and number of technical staff hired and number of guidelines prepared and adopted.

BRG, under Deputy III (Education, Socialization, Participation, and Partnership) places the community as an important part of the peat restoration strategy. Some of the Deputies function includes collection and accommodation of community's participation and support, coordination with provincial stakeholders and monitoring and evaluation. Those functions were translated into a Peat Care Village (Desa Peduli Gambut – DPG) program, on the basis of KHG as its territorial unit. Since KHG coverage is mostly cross-village, Rural Areas, as regulated in Village Law no. 6 year 2014, becomes the policy concerned. To support the implementation of these activities, Support Specialist on Social Data Mapping Process is needed.

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

### Scope of Work:

Under the general supervision of the Legal Specialist within Deputy for Socialization, Education, Participation and Partnership, the Support Specialist on Social Data Mapping Process will undertake the following activities:

1. Collect, complete and process data on the results of Social Mapping and spatial data generated by BRG's Social Mapping Consultants and other agencies supporting the Peat Care Village Program;
2. Report in the development of village profiles based on the results of social mapping;
3. Present the latest data from villages located in Peat Care Village activities for the purposes of policy formulation, monitoring and evaluation, and BRG activities interventions;
4. Develop the implementation of FPIC (*padiatapa*) by BRG and monitoring the implementation of FPIC by other parties;
5. Provide other support regarding the development of Peat Care Village.

### Expected outputs and deliverables:

These are the expected output and deliverables from the consultant

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1 <sup>st</sup> deliverable on the submission and approval from UNDP/Deputy III of BRG on database of village social and economic resources mapping	October 2017 17 wds	Deputy III of BRG
2 <sup>nd</sup> deliverable on the submission and approval from UNDP/Deputy III of BRG on report of village profiles in seven targeted provinces	November 2017 22 wds	
3 <sup>rd</sup> deliverable on the submission and approval from UNDP/Deputy III of BRG on presentation of data from villages located in Peat Care Village activities for the purposes of policy formulation, monitoring and evaluation, and BRG activities interventions	December 2017 18 wds	
4 <sup>th</sup> deliverable on the submission and approval from UNDP/Deputy III of BRG on report of FCIP (free, prior, informed consent)/ <i>padiatapa</i> implementation and progress by BRG and other parties	January 2018 22 wds	
5 <sup>th</sup> deliverable on the submission and approval from UNDP/Deputy III of BRG on the report of the implementation of village mapping and peat care village activities	February 2018 19 wds	

6 <sup>th</sup> deliverable on the submission and approval from UNDP/Deputy III of BRG on the analysis report of the implementation village mapping and peat care village activities	March 2018 21 wds	
7 <sup>th</sup> deliverable on the submission and approval from UNDP/Deputy III of BRG on the report of the obstacles and risks faced in the implementation peat care village	April 2018 20 wds	
8 <sup>th</sup> deliverable on the submission and approval from UNDP/Deputy III of BRG on the progress report of risk mitigation strategy in implementing peat care village	May 2018 20 wds	

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

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

#### Duration of the Work

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

#### 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
1.	Jakarta – Pekanbaru	1 time	2 overnight stays
2.	Jakarta – Jambi	1 time	2 overnight stays
3.	Jakarta – Palembang	1 time	2 overnight stays
4.	Jakarta – Palangkaraya	2 times	Total 6 overnight stays <ul style="list-style-type: none"> <li>• 1<sup>st</sup> travel: 3 overnight stays</li> <li>• 2<sup>nd</sup> travel: 3 overnight stays</li> </ul>

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### **Academic Qualifications:**

- Minimum Bachelor Degree. Preferably in Sociology, Economics, Agricultural Economics or other related fields

##### **Experience & Skills:**

- 5 years of experience in village or community development;
- Having experience working in data processing and analysis;
- Proven understanding of public service and peat restoration issues;
- Having experience working with various stakeholders involved in peat restoration (community, local government and/or civil society organizations)
- Ability or skills to produce good quality reports periodically;

##### **Core Competencies:**

- Ability to think strategically and conduct coordination and dialogues with multi-stakeholders across project implementation levels;
- Demonstrated capacity to undertake operational and analytical tasks, work in teams, coach staff at sub-national supporting units and KPHs and share knowledge;
- Track record of dealing effectively with external and internal clients;
- Demonstrated ability to work independently with limited supervision, and achieving results with agreed upon objectives and deadlines;
- Strong client orientation with commitment to results on the ground;
- Strong communication skills, English skills will be advantage.

##### **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 messages.

Good knowledge of the loan and investment environment Indonesia.

###### 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:  1. Minimum Bachelor Degree. Preferably in Sociology, Economics, Agricultural Economics or other related fields  2. 5 years of experience in village or community development  3. Having work experience in data processing and analysis  4. Having experience working with various stakeholders involved in peat restoration (community, local government and/or civil society organizations)	<b><u>70%</u></b>	<b><u>70</u></b>  20  20  15  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	