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Terms of reference

GENERAL INFORMATION

Title: Consultant to Deputy III on Finance

Project Name: BRG Support Facility

Reports to: Deputy III of BRG

Duty Station: Jakarta

Expected Places of Travel: Pekanbaru, Palangkaraya, Pontianak

Duration of Assignment: 155 working days (October 2017 – May 2018)

REQUIRED DOCUMENT FROM HIRING UNIT

V	TERMS OF REFERENCE
(2)	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
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 must prepare financial report for all Deputy III 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

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.

To prepare BRG to be ready as an institution 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 then established.

Under this project, UNDP assisted and facilitated BRG with administration, procurement, financial and monitoring support to make it institutionally ready to facilitate and coordinate 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 the Peat Hydrological Unit (KHG).

After one year of this support, BRG has achieved significant progress: BRG has become more established as a government institution, having it equipped with adequate staff, expert teams, working units, 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 effort, 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 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. Several events, meeting and workshop will be conducted in its implementation.

To support the smooth operational of activities implemented, the Deputy III need a Consultant to undertake financial support on the events, meetings and workshop conducted under the Deputy. The consultant will also support other financial related activities.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

Under the general supervision of the Program Expert of Deputy III, the Consultant will undertake the following activities:

1. Provide technical support for BRG trainings on Development of Village-owned enterprise in three regions, Sumatera, Kalimantan, and Papua. Support includes:
 - a. Develop technical guidelines for budget request and approval using State-budget mechanism.
 - b. Supervise and develop financial reports for the training in accordance of the State Budget mechanism.
2. Provide technical support for BRG trainings on Finance Management for Community Groups in three regions, Sumatera, Kalimantan and Papua. Support includes:
 - a. Develop technical guidelines for budget request and approval using State-budget mechanism
 - b. Supervise and develop financial reports for the training in accordance of the State Budget mechanism.
3. Provide technical support for Peat Care Village Forum in seven districts (Palembang, Jambi, Pontianak, Palangkaraya, Banjarmasin, Jayapura, Pekanbaru) according to BRG (Badan Restorasi Gambut) workplan. Support includes:
 - a. Develop technical guidelines for budget request and approval using State-budget mechanism
 - b. Supervise and develop financial reports for the training in accordance of the State Budget mechanism.
4. Provide technical support for Rural Zoning Workshops in fifteen districts. Support includes:
 - a. Develop technical guidelines for budget request and approval using State-budget mechanism
 - b. Supervise and develop financial reports for the training in accordance of the State Budget mechanism.
5. Provide technical support for the preparation of Peat Jambore. Support includes:
 - a. Develop technical guidelines for budget request and approval using State-budget mechanism
 - b. Supervise and develop financial reports for the training in accordance of the State Budget mechanism.
6. Develop technical guidelines for provincial finance staff of Deputy III on the use of State Budget for Deputy III's 2018 activities.
7. Develop monthly financial and disbursement reports for Deputy III.

Expected outputs and deliverables:

These are the expected output and deliverables from the consultant

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1 st deliverable on the submission and approval from UNDP/Deputy III of BRG on budget plan financial reports on Development of Village-owned Enterprise (Badan Usaha Milik Desa - BUMDes) trainings using state budget.	October 2017 12 wds	Deputi III of BRG
2 nd deliverable on the submission and approval from UNDP/Deputy III of BRG on the report of Finance Management for Community Groups trainings using state budget	November 2017 22 wds	
3 rd deliverable on the submission and approval from UNDP/Deputy III of BRG on financial reports on Peat Village Forums using state budget.	December 2017 19 wds	
4 th deliverable on the submission and approval from UNDP/Deputy III of BRG on financial reports on Peat Farmer Field Visit using state budget.	January 2018 22 wds	
5 th deliverable on the submission and approval from UNDP/Deputy III of BRG on financial plan and report for Peat Jambore using state budget.	February 2018 19 wds	
6 th deliverable on the submission and approval from UNDP/Deputy III of BRG on technical guidelines for provincial finance staff on the use of Deputy III budget using State-budget scheme	March 2018 21 wds	
7 th deliverable on the submission and approval from UNDP/Deputy III of BRG on technical guidelines for budget approval using State Budget mechanism for Village Facilitators recruitment.	April 2018 20 wds	
8 th deliverable on the submission and approval from UNDP/Deputy III of BRG on completed financial and disbursement reports for Deputy III's activities in 2017.	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

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	2 times (2 roundtrip)	Total 4 days stays. <ul style="list-style-type: none">• 1st travel : 2 days• 2nd travel : 2 days
2	Jakarta – Palangkaraya	1 time (1 roundtrip)	2 days
3	Jakarta – Pontianak	1 time (1 roundtrip)	2 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Minimum Bachelor Degree in Accounting, Management, and/or Industrial engineering.

Experience & Skills:

- Minimum 5 years working experience in the field of financial or managerial
- Have working experience in making budget plan and financial reports using state budget scheme
- Have working experience working in the field of peatland area
- Have working experience in communicating with every level of stakeholder involved in peat restoration (community, local government, civil society organizations, and/or private companies)

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 in 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

Criteria	Weight	Maximum Point
<u>Technical</u>		<u>100</u>
<i>Criteria A: qualification requirements as per TOR:</i>	<u>70%</u>	<u>70</u>
1. Minimum Bachelor Degree in Accounting, Management, and/or Industrial engineering.		20
2. Minimum 5 years working experience in the field of financial or managerial		20
3. Having work experience in developing budget plan and financial reports using state budget scheme		15
4. Having work experience in communicating with every level of stakeholder involved in peat restoration (community, local government, civil society organizations, and/or private companies)		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	