

Terms of reference



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GENERAL INFORMATION

Title: Support Specialist to Deputy Construction, Operation and Maintenance of BRG

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

Report to: Deputy II of BRG

Duty Station: Jakarta

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

Duration of Assignment: 74 working days (October 2017 to January 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
<input checked="" type="checkbox"/>	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 updates to Peatland Restoration Agency regarding the report on establishment of peat village including progress report to Deputy II and team

☐ 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

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.

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 Deputy II of BRG, the consultant is expected to report under below mentioned deliverables.

To this end, UNDP seeks to hire the consulting services as a Support Specialist to Deputy Construction, Operation and Maintenance of BRG. Under the overall guidance of the Deputy II of BRG, the Support Specialist will produce specific deliverables contributing to the project outputs.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

The candidate is expected to facilitate the following support:

- Support the administration and communication related to Deputy for Construction, Operation and Maintenance both to internal and external stakeholders
- Support the effective of finalization of reporting on monthly progress of Deputy for Construction, Operation and Maintenance work plan implementation to Head of BRG and President of Republic of Indonesia
- Communicate, develop proposal, and prepare documents of local community groups in Sumatera/Kalimantan to run revitalization of local livelihood (R3) programs
- Support to liaise with the Universities and local community groups

Expected outputs and deliverables:

These are the expected output and deliverables from the consultant

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
1st deliverable Report on following activities: <ul style="list-style-type: none">a. Review relevant documents for completeness and compliance with relevant BRG Deputy for Construction, Operation and Maintenanceb. Finalize and support the effective reporting on monthly progress of Deputy for Construction, Operation and Maintenance work plan implementation to Head of BRG and President of Republic of Indonesiac. Compiles, summarizes, and presents research of basic information/data on specific Deputy for Construction, Operation and Maintenance portfolio and related topics or issues	12	October 2017	Deputy II of BRG
2nd deliverable Report on following activities: <ul style="list-style-type: none">a. Support and monitor the progress of R1 (Rewetting) and R3 (Revegetation) programs run by Universities and local community groupsb. Support the BRG's programs and activities in 23rd Conference of Parties (COP)	20	November 2017	

<p>3rd deliverable</p> <p>Report on following activities:</p> <ul style="list-style-type: none"> a. Provide report in updating database of the relevant public and development partners private sector, civil society and other stakeholders who are counterparts for the project b. Finalize and support the effective reporting on monthly progress of Deputy for Construction, Operation and Maintenance work plan implementation to Head of BRG and President of Republic of Indonesia c. In coordination with other BRG units to provide documentation of the Deputy of Construction, Operation and Maintenance portfolio activities 	20	December 2017	Deputy II of BRG
<p>4th deliverable</p> <p>Report on following activities:</p> <ul style="list-style-type: none"> a. Prepare annual and activity plans as well as Deputy for Construction, Operation and Maintenance regular meeting, operational and financial closure of a meeting. b. In coordination with other BRG unit to prepare and provide workplan activities of the Deputy of Construction, Operation and Maintenance 	22	January 2018	

III. WORKING ARRANGEMENTS

Institutional Arrangement

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

Duration of the Work

74 working days (October 2017 to January 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
N.A	N.A	N.A	N.A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Minimum of Master degree in Social Science, Agriculture, Environment or a closely related field.

II. Experience & Skills:

- Minimum 2 years of relevant work experience in Administration related to Project Management/Project Implementation
- Having work experience in climate change field, particularly those related to peatland restoration
- Having work experience in coordination with various stakeholders (community, organization, or private sector)
- Having experience in providing report for project management
- Ability to support the project implementation especially in related to peatland restoration activities

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

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>
Criteria A: qualification requirements as per TOR:	<u>70%</u>	<u>70</u>
1. Minimum of Master degree in Social Science, Agriculture, Environment, or a closely related field		20
2. Having work experience in coordination with various stakeholders (community, organization, or private sector)		20
3. Having work experience in climate change field, particularly those related to peatland restoration		15
4. Minimum 2 years of relevant work experience in Administration related to Project Management /Project Implementation		15
Criteria B: Brief Description of Approach to Assignment (please elaborate in Technical Proposal)	<u>30%</u>	<u>30</u>
Criteria C: Further Assessment by Interview (if any)	N/A	