

Terms of reference



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GENERAL INFORMATION

Title: Support Specialist for BRG Working Unit of Data Development

Project Name: BRG (*Badan Restorasi Gambut*) Support Facility

Reports to: Head of Working Unit on Data Development of Deputy IV BRG

Duty Station: Jakarta

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

Duration of Assignment: 150 working days for 8 months (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 is needed to organize technical and administrative support for Working Unit on Data Development of Deputy IV BRG

☐ 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.

The Deputy IV of BRG (on Research and Development) aims to enhance the restoration efforts through research and development. Among the Deputy's task are conducting continuous research and development on peatland hydrology management, development of high conservation value peatlands to support climate change mitigation, coordinate and monitor research and development activities throughout BRG target provinces. Therefore, Technical Support Specialist for Deputy IV of BRG is required. The consultant will develop and maintain technical and administrative support to Deputy IV of BRG.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

Under general supervision and guidance from Head of Working Unit on Data Development of the Deputy IV BRG, the consultant is tasked to provide technical and administrative support including its financial, mailing, schedule, event and workshop conduction, and logistical activities.

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: Activity reports covering the preparation and implementation of each designated workshop and conference of Deputy IV of BRG for Peatland Mapping	October 2017 7 wds	Head of Working Unit on Data Development of Deputy IV BRG
2 nd deliverable: Report covering preparation of <i>GMPDGS (Gerakan Mahasiswa Peduli Desa Gambut Sejahtera)</i>	November 2017 22 wds	
3 rd deliverable: Report on financial and evaluation of <i>GMPDGS (Gerakan Mahasiswa Peduli Desa Gambut Sejahtera)</i>	December 2017 19 wds	
4 th deliverable: Report on the internal and external communications conducted between key stakeholders and Deputy IV of BRG	January 2018 22 wds	
5 th deliverable: Activity report compiling and organizing information (data) and reference materials from expert meetings in designing policy and regulatory instruments	February 2018 19 wds	
6 nd deliverable: Provide list report on review travel document of the Deputy IV of BRG	March 2018 21 wds	
7 th deliverable: Report on the financial recapitulation, budgeting and complement on financial reporting in accordance with state budget (<i>APBN</i>)	April 2018 20 wds	
8 th deliverable: Completed financial and disbursement reports for Deputy IV's activities	May 2018 20 wds	

III. WORKING ARRANGEMENTS

Institutional Arrangement

The Consultant will be supervised by and report to Head of Working Unit on Data Development of Deputy IV BRG who will also carry out a performance evaluation at the end of the assignment.

Duration of the Work

150 working days within 8 months (October 2017 – 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 - Palangkaraya	1 time (1 roundtrip)	3 Days
2	Jakarta - Palembang	1 time (1 roundtrip)	2 Days
3	Jakarta - Pontianak	1 time (1 roundtrip)	2 Days
4	Jakarta - Pekanbaru	1 time (1 roundtrip)	3 Days
5	Jakarta - Jambi	1 time (1 roundtrip)	3 Days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Bachelor on Social science or other related fields

Experience & Skills:

- Minimum 5 years of relevant experience, preferably in the field of administration and project management
- Have working experience in management of project output (the accounting for procurement, utilization and disposal of the project assets)
- Have working experience in handling event, including travel, cash advance and cash distribution management
- Having minimum 5-year experience in dealing with development sector and multi-stakeholders

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

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>		100
<i>Criteria A: qualification requirements as per TOR:</i>	<u>70%</u>	<u>70</u>
1. Bachelor on Social science or other related fields		20
2. Minimum 5-year work experience in administration field and project management, including utilization and disposal of the project assets		20
3. Have working experience in handling event, including travel and its financial report		15
4. Having minimum 5-year work experience in dealing with development sector and multi-stakeholders		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	