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Terms of reference

GENERAL INFORMATION

Title: Technical Assistant for BRG Working Unit of Restoration Research (2 positions)

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

Reports to: Head of Working Unit for Restoration Research under Deputy IV BRG

Duty Station: Jakarta

Expected Places of Travel (if applicable): Pekanbaru, Jambi, Palembang, Palangkaraya

Duration of Assignment: 150 working days during 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 must give update report regarding technical support for working unit of restoration research under Deputy IV of 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.

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 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 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 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.

Deputy for Research and Development is cooperating with 12 universities and 2 research institutions throughout Indonesia to conduct research and development activities of 61 pilot projects. The entire package of activities is divided into 8 research topics and 5 Pilot Project topics.

To accelerate the implementation of these activities, the Working Unit of Restoration Research under Deputy IV of BRG requires two Technical Assistants. The Assistants will support the administrative and technical tasks contributing to effective and efficient implementation of research and pilot projects. Specific responsibilities will be detailed in the Scope of Work (SOW).

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

Under the general supervision of the Head of Working Unit for Restoration Research under Deputy IV of BRG, the Technical Consultant will undertake the following activities:

1. Supervise Research and Pilot Project Development activities conducted by BRG in cooperation with partner universities and research institutions;
2. Provide inputs and mentoring to peat research team;
3. Conduct monitoring research activities and to evaluate research report;
4. Review on scientific papers
5. Involve in national and international scientific communities related to peatland
6. Prepare TOR and assess research proposals;
7. Organize scientific meetings and act as moderator in the meetings;
8. Take note on national and international scientific meetings.

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: Report on supervision of research/pilot project activities	October 2017 7 wds	Head of Working Unit for Restoration Research under Deputy IV of BRG
2 nd deliverable: Report on inputs provided to research/pilot project activities	November 2017 22 wds	
3 rd deliverable: Report on the list of scientific writings review	December 2017 19 wds	
4 th deliverable: Research/pilot project reports during 2017	January 2018 22 wds	
5 th deliverable: Research/pilot project proposals for 2018	February 2018 19 wds	
6 th deliverable: Report on Terms of Reference (TOR) development for research/pilot projects for 2018	March 2018 21 wds	
7 th deliverable: Notes/resume of national scientific meetings	April 2018 20 wds	

8 th deliverable: Notes/resume of international scientific meetings	May 2018 20 wds	
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III. WORKING ARRANGEMENTS

Institutional Arrangement

The Consultant will be supervised by and report to the Head of Working Unit for Restoration Research under Deputy IV of 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 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 • 1 st travel: 3 overnight stays • 2 nd travel: 3 overnight stays

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master Degree in Biophysics, Biology, Forestry, Agriculture, or Environmental Science.

Experience & Skills:

- Minimum 5 years of relevant work on environment field, including on peatlands or environmental project or research;
- Experience working on the field related to Government administration or cooperation;
- Experience writing in national scientific journal;
- Good communication in written in English for report writing and evaluation;
- Good analytical skill proven by previous and current works;
- Good knowledge on Government system and procedures;
- Good knowledge on peat restoration, climate change issues, carbon emission and GIS;
- Result orientation skill;
- Time management.

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. Master Degree in Biophysics, Biology, Forestry, Agriculture, or Environmental Science		20
2. Minimum 5 years of relevant work on environment field including on peatlands or environmental project or research		20
3. Experience working on the field related to Government administration or cooperation		15
4. Experience writing in national scientific journal		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	