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Terms of reference

GENERAL INFORMATION

Title: Technical Support Specialist for Deputy IV BRG

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

Reports to: Deputy IV of BRG

Duty Station: Jakarta

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

Duration of Assignment: 131 wds (November 2017 – May 2018)

REQUIRED DOCUMENT FROM HIRING UNIT

V	TERMS OF REFERENCE
(3)	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	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 give update report of technical support to 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.

To support the Deputy's function in implementing those activities, the Technical Support Specialist is needed. The Consultant will provide daily administrative and secretarial support to the Deputy IV. 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 Deputy IV of BRG, the Technical Consultant will undertake the following activities:

1. Handling correspondence, maintaining diaries and arranging appointments;
2. Organising and servicing meetings (producing agendas and taking minutes);
3. Coordinating mail-shots and similar publicity tasks;
4. Supervise filing and database task undertaken by the support consultant;
5. Support technical and administrative tasks for mainstreaming research and development result;
6. Prepare technical and administrative tasks for scientific activities conducted by Deputy IV;
7. Support to build knowledge management of peat restoration.

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 opening, sorting and distributing incoming correspondence in Deputy IV BRG	November 2017 10 wds	Deputy IV of BRG
2 nd deliverable: Report on financial support contributed to International Roundtable activity	December 2017 19 wds	
3 rd deliverable: Report on travel and meeting arrangement for Deputy IV BRG during 2018	January 2018 22 wds	
4 th deliverable: Report on correspondence arrangement for Deputy IV for attending <i>Jambore Masyarakat Gambut</i>	February 2018 19 wds	
5 th deliverable: Report on supervising filing management and database development in Deputy IV BRG	March 2018 21 wds	
6 th deliverable: Report on contribution to mainstreaming research in Deputy IV BRG	April 2018 20 wds	
7 th deliverable: Report on administrative support contributed to BRG scientific activities	May 2018 20 wds	

III. WORKING ARRANGEMENTS

Institutional Arrangement

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

Duration of the Work

131 working days for 7 months (November 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 - 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:

Minimum bachelor degree in any discipline

Experience & Skills:

- Minimum 3 years of working experience in administrative support areas;
- Familiar in dealing with financial report and handling event;
- Experience in dealing with Government and/or Non-Governmental Organizations;
- Good communication in written in English;
- Good analytical skill proven by previous and current works;
- 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. Minimum bachelor degree in any discipline		20
2. Minimum 3 years of working experience in administrative support areas		20
3. Familiar in dealing with financial report and handling event		15
4. Experience in dealing with Government and/or Non-Governmental Organizations		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	