

Terms of reference



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GENERAL INFORMATION

Title: Support Consultant – Drafter for Special Task Force for Riau, Jambi and South Sumatera Provinces

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

Reports to: Deputy II of BRG

Duty Station: Jakarta

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

Duration of Assignment: 120 working days (December 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	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 regarding social safeguard of all BRG's 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 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.

Under Article 4 of Presidential Regulation No. 1 2016, BRG is required to prepare the Peatland Restoration Management Plan (RREG) which includes a five year design, planning and management of pilot restoration activities in the seven Priority Provinces. This five year plan will then be translated into an Annual Action Plan (RTT) for each year.

The first step BRG has taken towards peatland restoration was the mapping of priority peat restoration areas by categorizing them into indicative protection zones and cultivation zones. BRG has started to facilitate peatland restoration in a number of provinces this year: Riau, Jambi, South Sumatra, South Kalimantan and Central Kalimantan, while learning from existing peatland restoration activities including those practiced by traditional and local communities.

The biggest challenge for the implementation is the current budget of ABPN does not include support for experts and personnel to assist with preparations for peatland restoration. Due to these challenges, BRG need urgent support for recruitment of experts through a Special Task Force team consist of Senior Civil Engineers, Junior Civil Engineers, Hydrologists, Silbviculturists, and Drafter, to prepare for implementation.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

Under the general supervision of the Deputy II of BRG, the Drafter will undertake the following activities:

1. Support the development of a Terms of Reference for rewetting infrastructure development in Riau, Jambi, and South Sumatra provinces;
2. Develop detailed engineering drawings of deep wells, canal blockings, backfilling and long storage (embung) for Riau, Jambi and South Sumatra provinces;
3. Report the development of owner estimate s of the above peat rewetting infrastructures for Riau, Jambi and South Sumatra provinces;
4. Develop a technical report on peat rewetting infrastructure for Riau, Jambi and South Sumatra provinces;
5. Provide inputs for the development of guidelines on peat rewetting infrastructure for Riau, Jambi and South Sumatra provinces.

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: Terms of Reference for rewetting infrastructure development in Riau, Jambi, and South Sumatra provinces.	31 December 17 19 wds	Deputi II of BRG
2 nd deliverable: Drawing of deep wells and backfilling for Riau Province	30 January 18 22 wds	
3 rd deliverable: Drawing of canal blockings for Riau Province.	28 February 18 19 wds	
4 th deliverable: Drawing of deep wells and backfilling for Jambi Province	31 March 18 20 wds	

5 th deliverable: Drawing of canal blockings for Jambi Province.	30 April 18 20 wds	
6 th deliverable: Drawing of deep wells and backfilling for South Sumatera Province for South Sumatera Province.	31 May 2018 20 wds	

III. WORKING ARRANGEMENTS

Institutional Arrangement

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

Duration of the Work

120 working days within 6 months (December 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	1 st : 2 days 2 nd : 3 days Total = 5 days
2	Jakarta – Jambi	2 times	1 st : 2 days 2 nd : 3 days Total = 5 days
3	Jakarta – Palembang	2 times	1 st : 2 days 2 nd : 3 days Total = 5 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Minimum Diploma degree in Engineering, Bachelor Degree preferred

Experience & Skills:

- Minimum 3 years of relevant work in the field of engineering or public work on building or infrastructure;
- Experience working in technical drawing of building or infrastructure;
- Experience working on construction project of building, housing, or infrastructure;
- Familiarity with peat or environment management and protection issues;
- 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

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<i><u>Technical</u></i>		<i>100</i>
<i>Criteria A: qualification requirements as per TOR:</i>	<i><u>70%</u></i>	<i><u>70</u></i>
1. Minimum Diploma degree in Engineering, Bachelor Degree preferred		20
2. Minimum 3 years of relevant work in the field of engineering or public work on building or infrastructure		20
3. Experience working in technical drawing of building or infrastructure		15
4. Experience working on construction project of building, housing, or infrastructure		15

<i>Criteria B: Brief Description of Approach to Assignment</i> (elaborate it in Technical Proposal)	<u>30%</u>	<u>30</u>
<i>Criteria C: Further Assessment by Interview (if any)</i>	N/A	