

Terms of reference



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GENERAL INFORMATION

Title: Support Consultant – Administrative for BRG Secretariat

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

Reports to: Head of Working Group of General Support and Human Resources

Duty Station: Jakarta

Expected Places of Travel: n/a

Duration of Assignment: March 2018 – 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.

The support that currently needed by BRG is Support Consultant – Administrative for BRG Secretariat. Under the supervision by the Head of Working Group of General Support and Human Resources, the consultant will perform financial administrative, prepare financial project report, and liaison with consultants of restoration planning project.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

Under the general supervision of the Head of Working Group of General Support and Human Resources, the Support Consultant will undertake the following activities:

Scope of Work:

The candidate is expected to facilitate the following support:

1. Support in financial and administrative tasks in preparation of financial project's reports
2. Support in the preparation of Budget Realization Report
3. Supporting the administrative process and travel arrangement for business trip of all staff under the BRG Secretariat

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
1 st deliverable: <ul style="list-style-type: none">• Report on the preparation of business trip of the Secretariat Staff to 7 provinces (papua, sumsel, riau, jambi, kalsel, kalbar, kalteng)	21	March 2018	Head of Working Group of General Support and Human Resources
2 nd deliverable: <ul style="list-style-type: none">• Report on the Administrative and financial for Peatland Ecosystem Restoration Plan for 7 provinces (papua, sumsel, riau, jambi, kalsel, kalbar, kalteng)	21	April 2018	
3 rd deliverable: <ul style="list-style-type: none">• Report on the preparation of quarterly financial reports of BRG.	20	May 2018	

III. WORKING ARRANGEMENTS

Institutional Arrangement

The Consultant will be supervised by and report to the Head of Working Group of General Support and Human Resources of BRG who will also carry out a performance evaluation at the end of the assignment.

Duration of the Work

62 working days within 3 months (March to May 2018)

Duty Station

Jakarta

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Bachelor degree in Accounting, Administration, Computer Management, Business, Environment or a closely related field

II. Experience & Skills:

- Minimum 3 years of relevant work experience in project and/or office Administration
- Having experience in providing administrative and financial reports for project and/or office management
- Experience in managing project documents

III. Functional Competencies:

- Good communication and team work, willing to work under pressure
- *Excellent communication and writing skills;*

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

- a. Responsive/compliant/acceptable, and*
- b. Offering the lowest price/cost*

"responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.

Criteria	Weight	Maximum Point
<u>Technical</u>		100
Criteria A: qualification requirements as per TOR:	<u>100%</u>	<u>100</u>

1. Bachelor degree in Accounting, Administration, Computer Management, Business, Environment or a closely related field		40
2. Minimum 3 years of relevant work experience in project and/or office Administration		30
3. Having experience in providing administrative and financial reports for project and/or office management		15
4. Experience in managing project documents		15
<i>Criteria B: Brief Description of Approach to Assignment</i>	N/A	
<i>Criteria C: Further Assessment by Interview (if any)</i>	N/A	



Florentina Madar
Project Coordinator