

# Terms of reference



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## GENERAL INFORMATION

**Title:** Senior Specialist for Development of Peat Ecosystem Restoration Plan (*Rencana Restorasi Ekosistem Gambut – RREG*) and Annual Technical Plan (*Rencana Teknis Tahunan-RTT*) 2018.

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

**Reports to:** The Head of BRG Working Group for Planning

**Duty Station:** Jakarta

**Expected Places of Travel:** Pekanbaru, Jambi, Palembang, Pontianak, Palangkaraya, Banjarmasin, and Jayapura

**Duration of Assignment:** 70 working days within 4 months ( February – 31 May 2018)

## REQUIRED DOCUMENT FROM HIRING UNIT

V	TERMS OF REFERENCE
(4)	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist <b>(4) Senior Specialist</b> (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	Completed CV or P11 with at least three referees
V	Copy of education certificate
V	Completed financial proposal
V	Completed technical proposal

### Need for presence of IC consultant in office:

☐ partial

☐ intermittent (explain)

☒ full time/office based (needs justification from the Requesting Unit)

### Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

## I. BACKGROUND

In January 2016, The Peatland Restoration Agency of Republic Indonesia (Badan Restorasi Gambut – BRG) was established, through the Presidential Regulation No 1 of 2016. The agency is given a mandate to coordinate and facilitate peatland restoration of 2 million hectares in 7 provinces: Riau, Jambi, South Sumatra, West Kalimantan, Central Kalimantan, South Kalimantan and Papua.

To reach the restoration target, BRG needs to cooperate with donors. One of them is The Kingdom of Norway where United Nations Development Programme (UNDP) has been chosen to implement it through Support Facility for BRG (*Badan Restorasi Gambut*) Institutional Set-Up Project. Under this project, UNDP assists and facilitates BRG with administration, procurement, financial and monitoring support.

Since mid 2017, BRG develop 3 planning documents:

1. Peat Ecosystem Restoration Plan (*Rencana Restorasi Ekosistem Gambut – RREG*) for 7 provinces – National scale
2. RREG for each Province (Jambi, Riau, South Sumatra, West Kalimantan, South Kalimantan, Central Kalimantan, and Papua)
3. Annual Technical Plan (*Rencana Teknik Tahunan*) 2018 for each Province (Jambi, Riau, South Sumatra, West Kalimantan, South Kalimantan, Central Kalimantan, and Papua).

To finalize these documents in first semester 2018, BRG need a Senior Supervisor for Development of Peat Ecosystem Restoration Plan (*Rencana Restorasi Ekosistem Gambut – RREG*) and Annual Technical Plan (*Rencana Teknik Tahunan-RTT*) 2018. The consultant has responsibility to develop technical guidelines for these activities. He/She is also responsible to supervise, monitor, and evaluate the documents development of RREG and RTT 2018.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work:

Under general supervision of the The Head of BRG Working Group for Planning, the Consultant will undertake the following activities include, but are not limited to:

1. Provide main inputs for the development of a guideline for RREG and RTT development;
2. Develop a technical guideline for development of RREG and RTT Projects;
3. Contribute to the Establishment of Final RREG and RTT Documents
4. Supervise, monitor, and evaluate the documents development of RREG and RTT 2018.
5. Liaise with consultants of restoration planning project

### Expected outputs and deliverables:

These are the expected output and deliverables from the consultant

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1 <sup>st</sup> deliverable: Providing report in developing a technical guideline for the development of a guideline for RREG and RTT development of RREG 7 Provinces	Feb 2018 8 wds	

2 <sup>nd</sup> deliverable: Providing report on the development of RREG each province	Mar 2018 21 wds	The Head of BRG Working Group for Planning
3 <sup>rd</sup> deliverable: Providing report on the development of RTT 2018 each province	Apr 2018 21 wds	
4 <sup>th</sup> deliverable: Providing report on establishment of final RREG and RTT Documents	May 2018 20 wds	

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

The consultant will be supervised by and report to The Head of BRG Working Group for Planning of BRG who will also carry out a performance evaluation at the end of the assignment.

#### Duration of the Work

70 working days within 4 months (February 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	Pekanbaru	2 (two) times	6 (six)
2	Jambi	2 (two) times	6 (six)
3	Palembang	2 (two) times	6 (six)
4	Pontianak	2 (two) times	6 (six)
5	Banjarmasin	2 (two) times	6 (six)
6	Palangkaraya	2 (two) times	6 (six)
7	Jayapura	2 (two) times	6 (six)

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

- Bachelor Degree in Regional Planning, Engineering, Geography, Cartography, or related field. Master degree preferred.

#### Experience & Skills:

- Minimum 6 years (for Bachelor Degree) or 2 years (for Master Degree) of working experience in the field of GIS (Geographic Information System), Mapping, and/or Satellite Imagery, Project Management in environmental issues, Planning Development, or others related field;.
- Experience working in technical aspects of planning development, spatial analysis, spatial server, geographical data management and utilization
- Having work experience in research or data collection
- Having work experience in developing planning documents

- Experience in dealing with government, development sector and multi-stakeholders
- Excellent communication in English, analysis and writing skills

#### **Core Competencies:**

##### Corporate Competencies:

- Demonstrates commitment to BRG mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

#### **Functional Competencies:**

- Knowledge Management and Learning
- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

#### **Development and Operational Effectiveness**

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

#### **Leadership and Self-Management**

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

### **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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<b><u>Technical</u></b>		<b>100</b>
<b>Criteria A: qualification requirements as per TOR:</b>	<b><u>70%</u></b>	<b><u>70</u></b>
1. Bachelor Degree in Regional Planning, Engineering, Geography, Cartography, or related field. Master degree preferred.		20
		20

2. Minimum 6 years (for Bachelor Degree) or 2 years (for Master Degree) of working experience in the field of GIS (Geographic Information System), Mapping, and/or Satellite Imagery, Project Management in environmental issues, Planning Development, or others related field.		10
3. Experience working in technical aspects of spatial analysis, spatial server, geographical data management and utilization		
4. Having work experience in developing planning documents and research and data collection		10
5. Experience in dealing with government, development sector and multi-stakeholders		10
<i>Criteria B: Brief Description of Approach to Assignment (elaborate it in Technical Proposal)</i>	<b><u>30%</u></b>	<b><u>30</u></b>
<i>Criteria C: Further Assessment by Interview (if any)</i>	N/A	