

Terms of reference



GENERAL INFORMATION

Title: Support Specialist for GIS Peatland for Peatland Rewetting Infrastructure (National Position)

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: Pekanbaru, Jambi, Pontianak

Duration of Assignment: 61 working days within 3 months (March 2018 – May 2018)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	(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
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	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 will come to office to work with the BRG team and to provide activity progress report about GIS (Geographic Information System) to the Deputy II 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.

As a newly born institution, BRG was not ready yet. To prepare BRG to be institutionally ready 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 established.

Under this project, UNDP assisted and facilitated BRG with administration, procurement, financial and monitoring support to make it institutionally ready for facilitating and coordinating 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 peat hydrological unit (KHG).

After one year of these support, BRG has achieved significant progress: BRG has been institutionally ready as a government institution, having it equipped with adequate staff, expert team, working unit, 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 efforts: 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 an 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.

Among the Deputy's function are: Planning, control and cooperation of the implementation of peat restoration; Area planning, mapping and zoning of peatlands protected and cultivation areas; Development of overseas relations and cooperation in the context of funding needs, peat management science and technology, and management of peat restoration; Implementation of coordination with regional coordinators according to their tasks and functions; and Implementation of monitoring and evaluation in the field of planning and cooperation.

In implementing the peatland restoration actions, BRG establishes 3 (three) main approaches: Peat Rewetting, Revegetation, and Revitalization of local livelihoods. The third approach is better known as the 3R approach. Peat Rewetting activities are carried out through the development of peat wetting infrastructure such as canal blocking, canal backfilling and deep wells, while revegetation activities include nursery activities, seed bank development, planting, and natural regeneration. Meanwhile, the revitalization activities of land-based livelihoods and water-based livelihood, such as non-burning land agriculture, paludiculture, livestock, fishery, honey bee cultivation, and others.

To accelerate the implementation of these task and functions, the GIS Support Specialist for Peatland Rewetting Infrastructure is needed. The Support Specialist will provide optimal results to support the development activities of rewetting infrastructure for six (6) of BRG target provinces (Riau, Jambi, West Kalimantan, Central Kalimantan, South Kalimantan and Papua).

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

Under general supervision of the Deputy II of BRG, the Consultants will undertake the following activities include, but are not limited to:

1. Provide information of GIS data on Peatland Rewetting Infrastructure that being built by BRG in year 2017.
2. Collect a Spatial and non-spatial data as well a spatial data on peat destruction in each province and regency in 6 Priority Provinces of BRG Working Area;
3. Provide Spatial and non-spatial data of SLRG and UPRG for 84 peat hydrological unit (*Kesatuan Hidrologi Gambut* – KHG) in 6 Priority Provinces of BRG Working Area (Riau, Jambi, West Kalimantan, Central Kalimantan, South Kalimantan, South Sumatra);
4. Support the team of Deputy II for development of Spatial and Non Spatial Data Document of Compliance Spot of Peat Rewetting Infrastructure in each 6 priority provinces of BRG Working Area (Riau, Jambi, West Kalimantan, Central Kalimantan, South Kalimantan, South Sumatra);

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 spatial and non-spatial data as well a spatial data on peat destruction in each province and regency in 6 Priority Provinces of BRG Working Area which is in line with Rewetting Infrastructure Indicative Map	March 2018 20 wds	
2 nd deliverable: Report on spatial and non-spatial data documents of SLRG and UPRG in each Province and District in 6 Priority Provinces of BRG Working Area for development of BRG Indicative Map	April 2018 21 wds	
3 rd deliverable: Report on Spatial and Non Spatial Data Document of Compliance Spot of Peat Rewetting Infrastructure in each 6 priority	May 2018 20 wds	

provinces of BRG Working Area (Riau, Jambi, West Kalimantan, Central Kalimantan, South Kalimantan, South Sumatra);		
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III. WORKING ARRANGEMENTS

Institutional Arrangement

The GIS Support Specialist 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

61 working days within 3 months (March 2018 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 – Pontianak	1 time	2 overnight stays

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

1. Bachelor Degree in Geography, Cartography, Management or related field.

Experience & Skills:

1. Minimum 3 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
2. Experience in support the collection of data for spatial server, geographical data management and utilization
3. Having work experience in support the development of planning documents
4. Experience in dealing with government, development sector and multi-stakeholders

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
- 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 of Technical Evaluation would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
Technical	70%	
Criteria A: qualification requirements as per TOR:		<u>70</u>
1. Bachelor Degree in Geography, Cartography, Urban and Regional Planning or other related fields		20
2. Minimum 3 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		20
3. Experience in support the collection of data for spatial server, geographical data management and utilization using GIS software		15
4. Having work experience in making research for mapping community and mapping potential area related to the environment issue		15
Criteria B: Brief Description of Approach to Assignment (elaborate it in Technical Proposal)		<u>30</u>
Criteria C: Further Assessment by Interview (if any)	N/A	
Financial	30%	30