

Terms of reference



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GENERAL INFORMATION

Title: Project Reporting and CSO Engagement Expert

Project Name: Transforming Effectiveness of Biodiversity Conservation in Sumatran Priority Landscapes

Reports to: National Project Manager – Transforming Effectiveness of Biodiversity Conservation in Sumatran Priority Landscapes Project

Duty Station: Home Based

Expected Places of Travel (if applicable): Bogor and Jakarta

Duration of Assignment: 40 working days

REQUIRED DOCUMENT FROM HIRING UNIT

5	TERMS OF REFERENCE
	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
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	P11
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (at least three days for presentation and consultation)

☐ 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

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >

I. BACKGROUND

The objective of Project entitled: 'Transforming Effectiveness of Biodiversity Conservation in Sumatran Priority Landscapes' is to enhance biodiversity conservation in priority landscapes in Sumatra through adoption of good management practices in protected areas and adjacent production landscapes, using tiger recovery as a key indicator of success. Mainly funded by the Global Environment Facilities (GEF), the Ministry

of Environment and Forestry lead this project implementation in partnership with UNDP, BAPPENAS and few NGOs.

Across Sumatra, the principal threat to biodiversity is habitat loss and forest degradation, with forest cover shrinking from 25.3m hectares in 1985 to 12.8m hectares in 2009, with clearance driven by commercial oil palm and timber fibre plantations, followed by subsistence agriculture, while the main driver of forest degradation has been commercial logging. In addition, the wildlife trade is a significant pressure on species, with an estimated fifty Sumatran tigers poached annually between 1998 and 2002.

The main barriers to achieving this vision are weak natural resource governance and limited protected area management capacity, poor inter-agency coordination for wildlife and forest conservation outside of the PAs, and inadequate financial planning and management for protected areas. To achieve the objective, project develops strategies through three components, namely: Component 1. Increased effectiveness of key protected area management institutions; Component 2. Inter-sectoral coordination systems developed for priority landscapes; and Component 3. Sustainable financing for biodiversity management.

As part of project activities, specific gaps in term of institution capacity and competency of national park's staff which may hamper effective management of protected area have been identified. Technical skill related to wetland management has been identified as a gap for one of the national park. Furthermore, in order to effectively manage the national park, more information related to wildlife crime law enforcement initiative is needed. In addition to gap related to technical capacities, lack of competency related to soft skill of national parks staff have also been documented. The soft skill covers, amongst others: decision making, problem solving and conflict resolution issues. Therefore, support from consultant with strong partnership building experience is needed to support project in partnering with qualified organization and individual with experience of working with national parks to fill the gap related to the said competencies.

With regards to project monitoring and reporting, as requested by GEF as the donor of the project, the implementation progress of project should be reported through a web-based reporting system called Project Implementation Report (PIR). Considering the wide range of project activities, which are implemented by several project partners in four national parks across Sumatra, technical input from a qualified expert with strong natural resource management (NRM) background and with experience on GEF-based project monitoring scheme is necessary to ensure compliance with the reporting policy and standard.

The Project Reporting and CSO Engagement Expert will work under supervision of National Project Manager of Transforming Effectiveness of Biodiversity Conservation in Sumatran Priority Landscapes project. In general, the expert will: 1) provide technical input on the Project Implementation Report as required by the donor; 2) provide technical and non-technical support related to engagement process of two potential CSO, which will support project implementation in the three targeted National Parks; and 3) develop project stories based on field visit to showcase project progress and success.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Project Reporting and CSO Engagement Expert will work closely with the other project partners, BAPPENAS and project team, with the specific tasks to:

- Lead the preparation of CSO engagement process by coordinating with the Project Management Unit (PMU) under leadership of the NPM. The selected CSO should fit with the requirement that has been identified in the assessment which has been conducted earlier by project.
- Liaise with relevant supporting unit at UNDP CO Indonesia to ensure smooth and timely CSO-engagement process according to UNDP policy and regulation
- Prepare set of evaluation and supporting documents which are required to engage CSO and potential consultant through UNDP mechanism, including participation in the CSO Panel Meeting;
- Review the proposal received from CSO candidate and prepare the technical evaluation on the received proposals by considering the technical aspects as well as managerial capacity of the CSO candidate

- Liaise with potential CSO partners on the requirement of supporting document needed from the CSO side for the engagement process
- Arrange consultation meetings with Project Implementing Partners and CSOs partners to ensure compliance with UNDP policy and regulation and to ensure MoEF's ownership to the process;
- Support Technical Officer of NRM Cluster and other programme team at Environment Unit UNDP to seek and ensure endorsement of the proposed MGCs from UNDP CSO Panel as required;
- Address any issue in contracting process for the selected engagement modalities;
- Develop ToR to engage consultant for reviewing current wildlife crime law enforcement initiative in Indonesia
- Support Technical Officer of NRM Cluster and other programme team at Environment Unit UNDP to secure issuance of signed contract for all partners as required.
- Develop at least two topics of project success stories, under collaboration with project team and project implementing/CSOs partners.
- Provide technical input and review the 2nd Project Implementation Report to ensure highest standard and compliance with requirement of GEF project reporting

As listed above, the expert will take the lead in the engagement process of CSO whom will provide support in strengthening technical and non-technical capacity of park staff in the targeted landscapes. The expert is also expected to facilitate a certain meeting to discuss with project management and other project partners to develop the term of reference in engaging CSOs, as well as national park agencies as part of beneficiaries.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
1 st payment will be made upon submission and approval by UNDP of following outputs: (i) Terms of Reference (ToR) for Engagement of two CSO partners (ii) Compilation of required supporting documents for CSO Panel process. (iii) Development of Technical Evaluation, Capacity Assessment Matrix, Risk Analysis and Quality Assurance strategy for two CSO Panel Process	15	30 May 2018	Project Manager of Environment Unit, UNDP Indonesia
2 nd payment will be made upon submission and approval by UNDP of following outputs: (i) Matrix response and revised supporting documents to address recommendations from two CSO Panels on CSO engagements. (ii) Draft of technically-reviewed Project Implementation Report (PIR)	12	30 June 2018	

(iii) Draft of Micro Capital Grant Agreements for two CSO			
3 rd payment will be made upon submission and approval by UNDP of following outputs: <ul style="list-style-type: none"> (i) Term of References for contracting Individual Consultant (IC) for review current wildlife crime law enforcement initiative in Indonesia (ii) Draft Project stories in the selected landscapes according to the required format (iii) Final document of Project Implementation Report (PIR) for submission to RTA GEF-UNDP in Bangkok 	10	30 July 2018	
4 th Payment will be made upon submission of following outputs: <ul style="list-style-type: none"> (i) Matrix response on PIR report based on feedback and comments by RTA GEF-UNDP Bangkok (ii) Final project stories in the selected landscapes according to the required format 	3	30 August 2018	

Travel costs for home-based to Jakarta will be included in the financial proposal and arranged by the consultant. While domestic travel costs for field visits and stakeholder consultations will be arranged by the UNDP or can be reimbursed upon advance approval of the UNDP.

III. WORKING ARRANGEMENTS

Institutional Arrangement

The Project Reporting and CSO Engagement Expert will report to the National Project Manager of Sumatran Biodiversity Conservation, UNDP Indonesia. The expert will assist the project manager and other team in obtaining guidance from the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.

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	5 times	5 days
2	Bogor	6 times	8 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

A Master degree in forestry sciences, environmental studies, or other related fields in natural resources management.

Years of experience:

- A minimum eight years of working experience in forestry sector, biodiversity management and international funded projects.
- Experience in procurement activities and partner engagement through competitive process and/or direct selection method;
- Experience in international donor-based technical project monitoring and reporting; GEF-related experience would be an added value;
- Experience in conducting coaching and consultation meeting/FGD arrangement;
- Experience in writing project stories related to NRM by providing proof or evidence (link or list of written project stories or reports).

III. Competencies and special skills requirement:

- Strong network with national government institutions, international organizations and NGOs related to Natural Resource Management (NRM);
- Strong knowledge on project design, programme monitoring and evaluation and project management; would be an advantage
- Excellence technical writing and communication skills both in Bahasa Indonesia and English;
- Proficient with the usage of Microsoft Office applications, such as MS Words and MS Excel; and
- Ability to work independently and in a team.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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

a) responsive/compliant/acceptable, and

b) 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
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<u>Technical</u>		40	
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ol style="list-style-type: none"> 1. A Master degree in forestry sciences, environmental studies, or other related fields in natural resources management; 2. A minimum eight years of working experience in forestry sector, biodiversity management and international funded projects; 3. Experience in procurement activities and partner engagement through competitive process and/or direct selection method; 4. Experience in international donor-based technical project monitoring and reporting; GEF-related experience would be an added value; 5. Experience in conducting coaching and consultation meeting/FGD arrangement; 6. Experience in writing project stories related to NRM by providing proof or evidence (link or list of written project stories or reports; 	40%	10 7 7 6 5 5	
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment</i> <ol style="list-style-type: none"> 1. Comprehensiveness: have the important aspects of the task been addressed in sufficient detail? 2. Suitability: is the scope of task well defined and does it correspond to the TOR? 3. Clarity and logic: is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? 	60%	60 (maximum) 20 20 20	