

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Support Specialist for Knowledge Management Consultant
Project Name: Partnership for Market Readiness Indonesia (PMR)
Reports to: PMR National Project Manager
Duty Station: PMR Office, Jakarta
Expected Places of Travel (if applicable): N/A
Duration of Assignment: July 2018 – December 2018 (103 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

x	TERMS OF REFERENCE
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	
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	Duly signed P11 with three referees
x	Copy of education certificate
x	Completed Technical proposal
x	Completed Financial proposal

Need for presence of IC consultant in office:

- ☐ partial (explain)
☐ Intermittent (explain)
☒ full time/office based (needs justification from the Requesting Unit)

The consultant will work together with the PMR's Technical Officers and collect relevant information in producing the knowledge management materials for PMR Project as outlined in the expected outputs under the supervision of the PMR's National Project Manager. Therefore, the consultant need to be present at the project office on daily basis.

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:

I. BACKGROUND

Climate change is an important issue in Indonesia. The country consists of thousands of islands with low-lying coastal areas liable to floods as well as arid lands and a fragile mountainous ecosystem. The country's GHG emissions is large and continuing to increase rapidly not only because of a growing population, but also the increasing growth rate of the economy. Indonesia continues to actively participate in international negotiations on formulating effective efforts in combating global GHG emissions. In 2016, Indonesia has published the first National Determined Contribution (NDC) and ratified the Paris Agreement under Law No.16 Year 2016, which has set unconditional reduction target of 29% and conditional reduction target up to 41 % of the business as usual (BAU) scenario by 2030. The BAU scenario is projected to be approximately 2.869 GtCO₂e in 2030.

One of the biggest challenge to achieve the emission reduction target is funding. Government budget alone will not be sufficient to ensure deliverance of the NDC target. Government needs to leverage the private and public participations to scale up the mitigation actions, which could be done by utilizing market-based instruments. An MBI will work by putting economic value on every unit of emission reduction, either directly as carbon pricing or indirectly as through a carbon crediting mechanism. The Paris Agreement recognizes this need by providing references to link global ambition target of GHG emission reduction to market-based approaches. In its NDC, Indonesia welcomes this concept of scaling-up national mitigation efforts by facilitating a market-based approach to incentive emission reduction within developing countries, or between developed and developing countries.

Partnership for Market Readiness project background

The Partnership for Market Readiness (PMR) is a platform designed to specifically help countries prepare for market-based policy choices and future implementation. As a PMR implementing country, Indonesia developed a Market Readiness Proposal (MRP), which was endorsed by the PMR's 7th Partnership Assembly meeting in Marrakech on October 22-23, 2013. PMR Indonesia programme has been kicked off on March 2017.

The World Bank, through the PMR project, provides funding for the implementation of the MRP, and the UNDP Indonesia Country Office has been appointed as the delivery agent responsible for project implementation. The Coordinating Ministry of Economic Affairs is the main government counterpart. Other key government stakeholders are the Ministry of Environment and Forestry (KLHK), the Ministry of Energy and Mineral Resources (ESDM), the Ministry of Industry (MOI), the Ministry of Finance, as well as the state-owned electricity state-owned enterprise, PLN and industry associations.

The ultimate project aims to support the government to determine an appropriate market-based instrument (MBI) to reduce GHG emissions. This will be achieved through activities which is categorized in five different components, as follow:

- Component 1. Profiling emissions in the power and industry;
- Component 2. Design of governance aspects of an MRV system;
- Component 3. Piloting an MRV system;
- Component 4. Development of a market-based instrument framework;
- Component 5. Organization, communication, consultation and engagement.

To support the implementation of the activities, CMEA has formed three working groups, namely Power Working Group, Industry Working Group, and Market-based Instrument Working Group. The power WG coordinates all activities related with power sector.

Context of this TOR

Under component 2 and 3, power working group is developing an online GHG reporting system in power sector. The online system is being developed in line with the guideline for MRV GHG emission that has been launched recently. It is expected that the online system will be embed into Ministry of Energy and Mineral Resource's website. Directorate General of Electricity (DJK) has a plan to pilot the online system in specific area in semester two 2018. Under these component, industry working group is also developing guidelines for MRV GHG emission for some energy intensive industries sub sectors.

Under component 4, MBI working group has a plan to strengthen national registry system by developing an online MRV system for mitigation actions. It is planned that the system will be piloted in the specific sector.

Under the umbrella of component 2, 3, 4 and 5, PMR seeks to hire a Knowledge Management consultant to support the development and piloting online MRV systems in working groups of power, industry, and market-based instrument. Knowledge Management consultant will also be responsible for the design and production of communication materials, support the preparation and implementation of events, and manage and maintain PMR's communication channels.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Under the overall guidance and supervision of the National Project Manager – PMR Indonesia, the consultant is expected to accomplish the following:

1. Support the development and piloting MRV system in power and industry sectors

- In collaboration with a web programmer, develop features of online GHG reporting system in power sector including but not limited to features of reporting, analysing, registry system, and import/export data;
- Design website layout according to PMR' and KESDM' specification;
- Support website integration into KESDM' website including but not limited to develop technical document prior to the system integration, liaise with technical staff and relevant government staff for any necessary support and preparation, and provide technical inputs for integration and testing.
- Support piloting the online GHG reporting system in power sector and provide inputs for necessary improvement;
- Design booklet and publication materials;

2. Support the piloting a market-based instrument

- Support the identification of prerequisites and development of a work plan for registry system development;
- Provide technical inputs during preparation and development of registry system;
- In collaboration with a web programmer, design, develop, and finalize registry system;
- Design booklet and publication materials according to MBI working group' specification.

3. Knowledge management and communication

- Be responsible for maintenance, updating and configuration of PMR website, including necessary upgrading and/or installing necessary plugins/modules/components required for smooth running of PMR website.
- Support design and production of communication material;
- Provide support for the preparation and implementation of PMR' events;
- In collaboration with communication unit, manage and maintain PMR's communication channels.

Expected Outputs and Deliverables

The consultant is expected to deliver the following:

No	Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
1.	<ul style="list-style-type: none"> Work plan developed. Report on development of features of reporting, analysing, registry system, and export/import data. 	17 days	30 July 2018	PMR NPM
2.	<ul style="list-style-type: none"> Report on development of features of reporting, analysing, registry system, and export/import data. Report on development on website integration. Website design according to PMR and KESDM's specification finalized. 	17 days	31 August 2018	PMR NPM
3.	<ul style="list-style-type: none"> Report on website integration. Report on preparation of MBI registry system development. Report on technical support provided with recommendation for improvement during piloting MRV system in power sector. 	17 days	28 September 2018	PMR NPM
4.	<ul style="list-style-type: none"> PMR website updated and improved. Report on development of MBI registry system. 	17 days	31 October 2018	PMR NPM
5.	<ul style="list-style-type: none"> Report on development of MBI registry system. Report of technical support provided for communication. Booklets design finalized. 	18 days	30 November 2018	PMR NPM
6.	<ul style="list-style-type: none"> Report on technical support provided for communication unit. Booklets design finalized. PMR website updated and improved. 	17 days	31 December 2018	PMR NPM
	Total	103 days		

4. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of PMR National Project Manager and PMR Technical Officer for Power Working Group, and will coordinate closely with Power WG and other relevant stakeholders.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverables could be proposed by the incumbent and shall be agreed jointly.

Duration of the Works

The duration of this work is expectedly for 6 months with total of 103 working days and could be extended depend on the need of the PMR as well as the satisfactory of consultant's performance.

Duty Station

The consultant will be stationed in PMR office, Jakarta.

5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Bachelor Degree in Communications, Social, Graphic Designer, Information System, or others with equivalent relevant works in website development.

Years of experience:

- Minimum 3 years experiences in communication and website development platforms used across multiple sectors and organizational units.
- Professional experiences developing an online reporting system.
- Professional experiences in working with government particularly with Energy and Environmental institution, and/or have professional experiences in working with international donors.

Other Competencies and special skills requirement:

- Language skills: good spoken and written in English and Bahasa Indonesia;
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multi-disciplinary and multi-cultural environment;
- Demonstrated ability to take initiative and work independently while also having the skills and interests to work effectively within teams;
- Have skills in software and graphic programming, creativity and imagination, and adaptable and able to pick up new techniques
- Familiarity with issues related to development and climate change.

6. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted average method, the award of the contract will 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
<u>Technical (70%)</u>		
Criteria A: qualification requirements as per TOR: 1. Bachelor Degree in Communications, Social, Graphic Designer, Information System, or others with equivalent relevant works in website development; 2. Minimum 3 years experiences in communication and website development platforms used across multiple sectors and organizational units; 3. Professional experiences developing an online reporting system; 4. Professional experiences in working with government particularly with Energy and Environmental institution, and/or have professional experiences in working with international donors;	70	10 20 20 20
Criteria B: Brief Description of Approach to Assignment 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?	30	10 10 10
<u>Financial Criteria (30%)</u>		