

# Terms of reference



Empowered lives.  
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## GENERAL INFORMATION

**Title:** Senior Specialist on Local Sustainable Economic Development

**Project Name:** Papua Platform for the Acceleration of Sustainable Development in Papua and West Papua

**Reports to:** Head of Democratic Governance and Poverty Reduction Unit (DGPRU)

**Duty Station:** Jakarta, Indonesia

**Expected Places of Travel (if applicable):** Papua, West Papua

**Duration of Assignment:** July 2018 - February 2019

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b>
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	<b>(4) Senior Specialist</b>
	(5) Expert/ Advisor
	<b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b>
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
4	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

X	P11
X	Copy of education certificate
X	Completed financial proposal
x	Completed technical proposal (if applicable)

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

partial (the IC will be based at the Papua Desk Office at Bappenas)

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: Ms. Siliwanti Raden

## I. BACKGROUND

UNDP has worked together with the Government of Indonesia (GOI) to establish the Papua Platform. The Papua Platform is led by the Papua Desk in Bappenas and is expected to facilitate coordination and communication among development actors and programmes in Papua and West Papua. The Papua Platform was agreed for the sustainable development strategy across ministries and agencies. The platform has the potential to prioritize a few strategic development areas, and in 2018 there is an opportunity to

include environment and climate for appropriate climate action ingrained in local policies and programmes to conserve the biodiversity of the two provinces and improve the lives of forest dependent people.

At the subnational level, the Provincial Government of West Papua has already set forth a bold vision. The 'Conservation Province' initiative may be the best opportunity to show how sustainable development can be consensual between Jakarta and Manokwari, and can be translated into effective plans that aim to balance opportunities and mitigate risks.

UNDP, with the support of UKCCU, will provide Technical Assistance package through the Papua Platform to the Ministry of National Development Planning (Bappenas) and West Papua Research and Development Agency (BALITBANGDA). In doing so, UNDP will assist the both national and provincial government to work together on development acceleration agenda, including the conduct of the International Conference on Biodiversity, Ecotourism and Creative Economy in Manokwari, West Papua, October 2018. UNDP will support both national and the West Papua province in preparatory work from Jakarta to Manokwari, especially those expected to elaborate provincial deliverables for The Conference.

UNDP is well positioned to support the national government, under the Papua desk, to assist the local government in Tanah Papua to support ICBE to demonstrate:

1. What it means to be a Conservation Province?
2. What it takes to become/be a Conservation Province?
3. What it costs to be a Conservation Province?

To achieve this goal, and to make it happen in the provinces, a significant amount of coordination should be conducted to ensure what agreement is possible (politically) in advance of 2018, namely at the national level. UNDP TA aims to bridge the work and communication on the following topic areas:

- new Spatial Plan(s) for West Papua and Papua with a reduction of the productive forest area from 65 percent to 30 percent;
- new conserved areas – to underpin a new conservation pledge that represents millions of hectares of protected forest and biodiversity;
- stringent license review that safeguards millions of hectares of prime forest not yet cleared, but still in the hands of economic operators;
- a green economic vision endorsed by the private sector that champions conservation and biodiversity in Papua; and
- a consensual blueprint for a future School of Sustainability and/or Natural History Museum.

The theme for the ICBE 2018 has a strong focus on the sustainable development solutions to become a conservation province – and the Papua desk in BAPPENAS can use this opportunity to showcase clear reform priorities for the provinces, within each subtheme on conservation, and participation in economic development in the province.

In view of the above, building a coherent policy from the national and the local level is critical to ensure that environment and climate aspects are considered in defining the development agenda and priorities for Tanah Papua. This will be attempted through the TA package that will be implemented by UNDP with the funding from UKCCU, and in close collaboration with The Asia Foundation (TAF).

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

### **Scope of Work**

- Examining proposed and ongoing programmes and activities of government institutions (both structural and non-structural, and national or sub-national levels) on local economic development in Papua and West Papua to ensure its coherence with national priorities, the Papua Platform, and sustainable development;
- Examining planned and ongoing partners' activities on the local economy in Papua and West Papua and understanding how such activities may contribute significantly to support local sustainable economic development;
- Identifying best practices in reducing poverty through community initiatives, private sector action, or government programmes;
- Providing substantial inputs to the upcoming 2018 International Conference on Biodiversity in Manokwari, West Papua in the areas of agenda formulation, topics for speakers, and key conclusions of the conference;
- Developing policy briefs and strategic measures to integrate the key recommendations of the 2018 International Conference on Biodiversity in Manokwari, West Papua;
- Participating and facilitating relevant meetings on local sustainable economic development;
- Developing a strategy on local sustainable economic development as the basis for expanding the green economy in Tanah Papua;
- Studying the linkage between Upstream and downstream of commodities.

### Expected Outputs and deliverables

- A Programme Concept Note (PCN) on five (5) strategic commodities for Papua and West Papua
- A policy brief that highlights a linkage between the proposed and ongoing programme and activities with the Presidential Instructions on Papua Development Acceleration and Papua Development Platform and its contribution to addressing the underlying causes of poverty in Papua and West Papua;
- A technical analysis that informs the linkage between the planned and ongoing development partners' activities on economic development with the Presidential Instruction on Papua Development Acceleration and Papua Platform;
- An innovative set of programmes and activities recommended on enhancing the green economy that can be replicated at the community level, in the private sector, or through government-based initiatives;
- A short report based on the results and recommendations from ICBE 2018 to identify a set of follow-up actions required to strengthen Tanah Papua's green economy;
- Substantial notes developed and shared with relevant stakeholders;
- Develop a clear timeline of plenary meetings, technical working group meetings, and expert consultations; and
- Roadmap and Action Plan for Papua Island development acceleration.

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
A Programme Concept Note (PCN) on five (5) strategic commodities for Papua and West Papua	10	28 July 2018	Head of Democratic Governance and Poverty Reduction Unit
A first draft policy brief that highlights a linkage between the proposed and ongoing programme and activities with the Presidential Instructions on Papua Development Acceleration and Papua Development Platform and its contribution to addressing the underlying causes of poverty in Papua and West Papua;	10	28 August 2018	Head of Democratic Governance and Poverty Reduction Unit

Final draft policy brief that highlights a linkage between the proposed and ongoing programme and activities with the Presidential Instructions on Papua Development Acceleration and the Papua Platform and its contribution to addressing the underlying causes of poverty in Papua and West Papua;	10	28 September 2018	Head of Democratic Governance and Poverty Reduction Unit
A technical analysis that informs the linkage between the planned and ongoing development partners' activities on economic development with the Presidential Instruction on Papua Development Acceleration and Papua Platform;	10	28 October 2018	Head of Democratic Governance and Poverty Reduction Unit
A strategy for scaling up of LSED programmes based on best practices from development partners' activities on economic development in line with the Presidential Instruction on Papua Development Acceleration;	10	28 November 2018	Head of Democratic Governance and Poverty Reduction Unit
An innovative set of programmes and activities recommended on enhancing the green economy that can be replicated at the community level, in the private sector, or through government-based initiatives;	10	28 December 2018	Head of Democratic Governance and Poverty Reduction Unit
A short report based on the results and recommendations from ICBE 2018 to identify a set of follow-up actions required to strengthen Tanah Papua's green economy;	10	28 January 2019	Head of Democratic Governance and Poverty Reduction Unit
1) A clear timetable of plenary meetings, technical working group meetings, and expert consultations; 2) Substantial notes developed and shared with relevant stakeholders; and 3) Roadmap and Action Plan for Papua Island development acceleration.	10	28 February 2019	Head of Democratic Governance and Poverty Reduction Unit

### III. WORKING ARRANGEMENTS

### **Institutional Arrangement**

The IC will be reporting to the Head of DGPRU in seeking approval and acceptance of the abovementioned outputs. The IC is expected to be in regular contact with the Team Leader of DGPRU and update and report on his/her progress on a weekly basis. The IC will be liaising with relevant government, private, and non-profit stakeholders who are engaged in environmental and climate mitigation action initiatives in completing the above deliverables.

### **Duration of the Work**

Expected duration of work is from July 2018 - February 2019. The IC is expected to support these deliverables on a part-time basis (10 working days per month).

### **Duty Station**

The IC will be based at the Papua Desk Office at BAPPENAS working under the Deputy Director of BAPPENAS Papua Desk but is responsible to also report to the Head of DGPRU. The IC is expected to be present at the office for the duration of this part-time assignment.

### **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	Papua	2 Times / Month	5 Days
2	West Papua	2 Times / Month	5 Days

## **IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### Academic Qualifications:

Master's degree in Development Economics, Green Economy or a similar field.

### Years of experience:

- Minimum 2 years of relevant professional working experience at the national and/or international level including Indonesia;
- Experience in local economic development and sustainable development in Indonesia;
- Experience in research on local economic development and green growth in Indonesia; and
- Experience in producing high quality reports and publications.

### Language Requirements:

- Fluency in English with excellent written communication skills, and strong experience writing reports is required;
- Fluency in Indonesian with excellent communication skills is required.

### III. Competencies and special skills requirement:

- Strong analytical, reporting and writing skills;
- Openness to change and ability to receive/integrate feedback;

- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- A good understanding of migratory trends, informal economy, urban issues, and the SDGs, especially in the Asia Pacific context
- Proficiency in the use of office IT applications and internet in conducting research;
- Good presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## V. EVALUATION METHOD AND CRITERIA

### 2. 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

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	70	100
Criteria A: Qualification Requirements as per TOR:		70
1. Criteria 1: Master's degree in Development Economics, Green Economy or a similar field;		20
2. Criteria 2: Minimum 2 years of relevant professional working experience at the national and/or international level including Indonesia;		20
3. Criteria 3: Experience in local economic development and sustainable development in Indonesia;		15
4. Criteria 4: Experience in research on local economic development and green growth in Indonesia; and		10
5. Criteria 5: Experience in producing high quality reports and publications.		5
Criteria B: Brief Description of Approach to Assignment		30
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		10
2. Important aspects of the task addressed clearly and in sufficient detail		10
3. Logical, realistic planning for efficient project implementation		10

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