

Terms of reference



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GENERAL INFORMATION

Title: Social and Gender Consultant for Development of IFC Standard Social and Environmental Assessment for 3 MW Palm Oil Mill Effluent (POME) Biogas Power Plant Project

Project Name: MTRE3

Reports to: NPM MTRE3 Project, UNDP.

Duty Station: Jakarta

Expected Places of Travel (if applicable): Rokan Hulu district, Riau

Duration of Assignment: 40 working days from October – December 2018

REQUIRED DOCUMENT FROM HIRING UNIT

✓	TERMS OF REFERENCE
(4)	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor
✓	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓	CV / P11 with three referees
✓	Copy of education certificate
✓	Completed financial proposal
✓	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (for discussion and consultation)

☒ intermittent : the works doesn't require a full attendance of the staff, but advisory and consultation on regular basis during the contract.

☐ full time/office based

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: MTRE3 project.

Signature of the Budget Owner: Boyke Lakaseru

Booke Lakaseru
2/12

I. BACKGROUND

Market Transformation towards Renewable Energy and Energy Efficiency (MTRE3) is a project that is being implemented by UNDP for the DG of New and Renewable Energy and Energy Conservation (EBTKE) of the Ministry of Energy. The MTRE3 project is funded by the Global Environment Facility. One of the project's expected output is to de-risking investment in renewable energy project below 10 MW capacity, thus, reducing barrier to financing for renewable energy projects in Indonesia.

The 3 MW POME Biogas power plant project is located in Sukadamai village, subdistrict Ujung Batu, Rokan Hulu District of Riau Province. The project has been developed since 2017 by Independent Power Producer (IPP) PT. Pasadena Biofuels Mandiri (PT. PBM). PT PBM is co-financing partner of the MTRE3 project, that has committed since the initiation phase of the MTRE3. The biogas project will apply anaerobic lagoon biogas recovery system by utilizing POME. The project has signed Power Purchasing Agreement (PPA) with PT PLN (Persero) in August 2018 with expected Commercial Operation Date in October 2019. The project has acquired Environmental Permit and Recommendation UKL-UPL No.660/DLHAM/11/2018/015 from Environmental Agency of the Rokan Hulu District dated 6 March 2018. The POME feedstock will be supplied, and land of the project is owned by palm oil mill PT. Bumitama, which has established agreement with PT PBM to provide the POME supply and land for 20 years and in return they will get the biogas anaerobic lagoon system.

The IFC standard Social and Environmental Assessment (SEA) is required as prerequisite of the project financing from Indonesia Infrastructure Finance (IFF) for the project. Prior to making the investment, IFF expects the project to develop SEA as an integrated project assessment to identify social and environmental risks poses by the project and to put in place social and environmental risk management throughout the project life cycle.

As part of de-risking investment in renewable energy, MTRE3 project provides support to the development of IFC standard SEA for the 3 MW Biogas project of PT. PBM. It is expected that by provision of the SEA the project will be able to have financial closure with IFF.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Under the supervision of the NPM MTRE3 Project, the consultant will be responsible in:

Develop Social and Gender Assessment Report that meets IFC standard for 3 MW Palm Oil Mill Effluent (POME) Biogas power plant project in Rokan Hulu District, Riau province which will include the following activities:

1. Reviewing of applicable regulatory framework for the proposed biogas project, both in Indonesia regulatory framework and International Standards (referring to IFC's guidelines).
2. Reviewing of available project related activities and their impacts on various components of social and gender.
3. Collection and compilation of available secondary baseline data from different resources.
4. Conducting site visit to collect qualitative data for scoping purpose.
5. Categorization of Project as per IFC guidelines.

References:

<http://www.iif.co.id/en/social-environment-principles/iif-s-s-e-principles>

<http://www.iif.co.id/en/social-environment-principles/s-e-management-system>

Table 2.1: Principles to be followed by IIF

No	S&E Principle	Remarks
1	Social and Environmental Assessment and Management System (SEMS)	<p>Incorporates the following elements:</p> <ul style="list-style-type: none"> • Screening and categorization of projects; • Social and environmental (S&E) Assessment; • S&E management program; • Organizational capacity and competency; • Training; • Emergency preparedness and response; • Stakeholder engagement; • Monitoring and review; and • Reporting.
2	Labor and Working Conditions	<ul style="list-style-type: none"> • Promote the fair treatment, non-discrimination, and equal opportunity of workers; • Establishes, maintains and improves worker- management relationship; • Addresses child labour, forced labour, migrant workers, workers engaged by third parties, and workers in the client's supply chain; and • Promotes safe and healthy working conditions and practices.
3	Pollution Prevention and Abatement and Climate Change	<ul style="list-style-type: none"> • Addresses pollution prevention and management of impacts arising from project activities; • Ensures conformance with global good practice and standards; • Promote more sustainable use of resources; and • Ensures that climate change issues associated with projects activities are assessed, mitigated and monitored over the life of IIF's investment.
4	Community Health, Safety	<ul style="list-style-type: none"> • Seeks to avoid or minimize the risks and impacts to Affected

No	S&E Principle	Remarks
	and Security/Dam Safety	<p>Community health, safety and security that may arise from project activities;</p> <ul style="list-style-type: none"> • The project's direct impacts on priority ecosystem services may result in adverse health and safety risks and impacts to Affected Communities; • Ensures that the safeguarding of personnel and property is carried out in accordance with relevant human rights principles and in a manner that avoids or minimizes risks to the Affected Communities; and • Includes special requirements related to the safety of dams associated with projects.
5	Land Acquisition and Involuntary Resettlement	<ul style="list-style-type: none"> • Refers to both physical displacement (relocation or loss of shelter) and economic displacement (loss of assets or access to assets that leads to loss of income sources or means of livelihood) as a result of project-related land acquisition; • Does not apply to physical or resettlement resulting from voluntary land transactions; • Avoid, minimize, mitigate or compensate for adverse social and economic impacts from land acquisition or restrictions on land use through the process of Social and Environmental Assessment under Principle 1; and • No forced evictions will be carried out except in accordance with law and the requirements of this Principle.
6	Biodiversity Conservation and Natural Resource Management	<ul style="list-style-type: none"> • Includes protection, conservation and sustainable management of biodiversity and living natural resources; • Maintain the benefits from ecosystem services; and • Evaluate primary suppliers' risk of significant conversion of natural and/or critical habitats.
7	Indigenous Peoples (IP)	<ul style="list-style-type: none"> • Includes identification of all impacts (positive & negative) on IP; social assessment, informed consultation and Participation (ICP) to Indigenous Peoples' Development Plan (IPDP); • Anticipate and avoid, or when avoidance is not possible, minimize and/or compensate project adverse impacts on communities of Indigenous Peoples; and • Applies to projects that impact individuals or communities that meet the definition of Indigenous People, determination of which may require Free, Prior, Informed, and Consent (FPIC).
8	Cultural Property and	<ul style="list-style-type: none"> • Recognizes the importance of cultural property and heritage
	Heritage	<p>for current and future generations, consistent with the Convention Concerning the Protection of the World Cultural and Natural Heritage; and</p> <ul style="list-style-type: none"> • Seeks to guide IIF project sponsors in identifying and protecting cultural heritage in the course of project design and execution.

Expected Deliverables	Indicative due date and Payment	Reviewed and Required Approval
Draft Social Assessment Report for 3 MW POME Biogas Project in Rokan Hulu district.	30 working days 80%	NPM MTRE3 Project
Final Social Assessment Report for 3 MW POME Biogas Project in Rokan Hulu district.	10 working days 20%	NPM MTRE3 Project

III. WORKING ARRANGEMENTS

Institutional Arrangement

Under the supervision of the NPM MTRE3 Project, UNDP Indonesia, the Consultant must ensure the completion of the above deliverables through high quality advocacy, consultations, coordination with various parties internally and externally. The Consultant is also expected to interact with the Ministry of Energy and Mineral Resources, National Planning Agency, and other relevant institutions, (e.g., other agencies, project co-implementers, donors, communities, local government units, etc.)

Duration of the Work

The assignment will be delivered within 3 (three) months in intermittent scheme with total of 40 days. The payment will be made to the consultant at each payment schedule, upon technical clearance from NPM MTRE3 Project, UNDP Indonesia. Travel costs occurred to support the above assignment can be reimbursed upon advance approval of MTRE3 Project, UNDP Indonesia.

Duty Station

The duty station/location for the consultant will be in Jakarta, with possible mission to Rokan Hulu district, Riau.

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	Rokan Hulu District	1	6

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications

- Master degree in social, environment.

Years of experience

- At least 5 years of working experience in social and gender assessment following IFC standards.
- Experience develop social-gender mainstreaming strategy in any development projects.
- Experience in review and advise on gender issues is essential.
- Experience in development of policies, regulation and guideline to ensure gender equal access in any development projects.

Competencies and skill requirements

- Computer literacy (word processing, spread-sheets, PowerPoint) is expected with statistical and or spatial analysis skills a plus;
- Proficient in English language, both spoken and written, understanding Bahasa would be an advantage. Ability to write project reports particularly for international funded project, make presentation.

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
Technical (70%)	100%	100
Criteria A: qualification requirements as per TOR:	70%	
<ul style="list-style-type: none">• Master degree in social, environment.		20
<ul style="list-style-type: none">• A minimum of 5 (five) years experiences in social and gender assessment following IFC standards.		20
<ul style="list-style-type: none">• Experience develop Social-Gender mainstreaming strategy in any development projects.		10
<ul style="list-style-type: none">• Experience in review and advise on gender issues is essential.		10
<ul style="list-style-type: none">• Experience in development of policies, regulation and guideline to ensure gender equal access in any development projects.		10
Criteria B: Brief Description of Approach to Assignment	30%	
<ul style="list-style-type: none">• Understands the task and applies a methodology appropriate for the task?		10
<ul style="list-style-type: none">• Important aspects of the task addressed clearly and in sufficient detail?		10
<ul style="list-style-type: none">• Is planning logical, realistic for efficient project implementation?		10