

**UNITED NATIONS DEVELOPMENT PROGRAMME - TERMS OF REFERENCE**

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| I. POSITION INFORMATION  |
| Post title SupervisorDuty StationDuration of service  | : North Sumatera Provincial Platform Specialist: National Platform Manager with matrix to SPOI Implementation Adviser: Medan: 12 months for initial contract  |

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| **II. BACKGROUND**  |

*“*The rapid growth of palm oil production globally has largely come at the expense of forested areas. Indonesia, as one of the world’s largest producers of palm oil, has received much attention in recent years particularly from the global community concerning the sustainability of its palm oil production. For example, oil palm expansion caused one-quarter of all deforestation in Indonesia between 2009 and 2011 (Greenpeace 2013). Fifty-six per cent of the oil palm plantations in Indonesia have replaced forests (Koh & Wilcove 2008), most significantly in the provinces of North Sumatra, Riau and Jambi, and the south-western borders of Kalimantan (Romijin et al. 2013). Continued deforestation adds significant environmental pressures on ecologically sensitive areas, with extensive impacts on biodiversity, habitat fragmentation, land degradation and soil erosion.

To address the concern of the international community, the Government of Indonesia (GoI) has taken steps towards building a greener economy that promotes growth, equity, improved livelihood and environmental integrity including in the palm oil sector. Aiming to support the government’s actions, UNDP has been working together with the Indonesian Ministry of Agriculture to achieve the country’s goals of sustainable palm oil production through the Sustainable Palm Oil Initiative (SPOI). The initiative comprises of several focuses:

1. Support smallholder farmers via the creation of sustainable farmers support systems that will enhance their engagement, their organization and governance (through Farmers Groups) and their adoption of good agricultural practices;
2. Enhance dialogues, build consensus and reduce conflict related to palm oil production, and create more effective policy enabling environments;
3. Collaborate with the government to improve environmental monitoring and management; and
4. Strengthen the national palm oil ISPO standard and increase market access.

Starting in 2017, the SPOI project and the UNDP-GEF project, Support to Reduced Deforestation Commodity Production, (hereafter the ‘Production project’), which is a child project under the UNDP-GEF 6 Integrated Approach Pilot (IAP) program – Taking Deforestation out of Commodity Supply Chains will support the development of sustainable palm oil production in Indonesia. The Production project comprises of four components: (1) dialogue, action planning, policies and enforcement, (2) farmer support systems, and (3) land use mapping and planning, and (4) knowledge management. All interventions under these four components are expected to help the GoI achieve sustainable palm oil, in general, and strengthen the SPOI’s objectives, in particular.

**Context of the Recruitment**

The Government of Indonesia has agreed to move forward to achieve its sustainable palm oil goals through these five key components, which discussions and dialogues will utilize the national multi-stakeholder platform – FoKSBI [Forum Kelapa Sawit Berkelanjutan] – see [www.FoKSBI.id](http://www.inpop.id) for reference on missions and objectives of this platform. In extending FoKSBI at the provincial level, UNDP seeks to hire a **North Sumatera Provincial Platform Specialist** to coordinate platform-related activities in Medan, in close collaboration and engagement with UNDP’s partner – Conservation International (CI).

Reporting directly to **the National Platform Manager**, the North Sumatera Provincial Platform Specialist will manage the platform on a day-to-day basis in Medan. The Platform Associate is responsible for recommending decisions on platform implementation, and the development of Provincial Action Plan. Additionally, the Specialist will assist CI where necessary on the development of South Tapanuli District Strategy. He or She will ensure that the project produces the results fulfil the project’s quality standards, within the specified time and cost, and in line with UNDP guidance and methodology on commodity platforms.

In a close coordination with CI, the North Sumatera Provincial Platform Specialist will ensure that the formation and facilitation of the district forum is in accordance with UNDP’s commodity platform methodology, and that the district strategy is in line with the National Action Plan and Provincial Action Plan.

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| **III. DESCRIPTION OF RESPONSIBILITIES**  |
| 1. Effectively manage and coordinate the implementation of North Sumatera Provincial Platform, by:* Supporting the day-to-day platform implementation and ensuring the achievement of targets as outlined in the project work plan;
* Consulting with the National Platform Manager and/or National Project Manager or National Project Director for any issue that requires their attention, including any issue related to deviation from the approved budget, and work plan;
* Monitoring Platform performance and providing high quality and result-oriented progress reports to be submitted to UNDP via the National Platform Manager.
* Assisting Platform Manager in putting together background information related to drafting project and platform work plans, budgets, proposals, etc.;
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| 2. Ensure effective implementation of Provincial FoKSBI and Provincial Action Plan (PAP), by:* Coordinating the implementation of FoKSBI and PAP according to the work plan and ensuring that it remains within the tolerance level of the approved work plan;
* Supporting the organization of FoKSBI meetings and workshops, in collaboration with independent facilitator(s) and with multiple stakeholders;
* Preparing Platform reports including progress on the implementation PAP, in line with the standard template to be presented to SPOI management, GoI, the project assurance team and for public communication purposes.
* Ensuring that expectations/activities/discussions are responded and delivered;
* Ensuring all meeting notes and minutes are recorded and translated into English or Bahasa;
* Keeping frequent updates on the membership database of all stakeholders (individual or organization) who participate in Platform Activities;
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| 3. Create and nurture strategic partnerships, and support to the implementation of resource mobilization * Establishing and maintaining partnerships and good working relationship with development partners, government institutions, private sector, civil society and other stakeholders to contribute to the achievement of platform’s objectives;
* Identifying opportunities for resource mobilization for the platform activities; and preparing substantive briefs on possible areas of cooperation
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| 4. Facilitate knowledge building and management for and from the Platform and PAP implementation.* Identifying best practices and lessons learnt from the platform activities and PAP Implementation and from other initiatives that can be helpful in achieving platform goals and objectives;
* Participating in internal capacity building training to facilitate appropriate management and timely delivery of outputs;
* Contributing to the generation of knowledge products such as best practices and lessons learnt for knowledge sharing; and
* Contributing to knowledge networks and communities of practice.
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| 5. Ensure an effective and efficient provision of administrative and financial support services, by:* Documenting all files, ToRs, invitation letters, reports (i.e. minutes of meetings) and so on, related to platform activities.
* Support SPOI and UNDP admin and finance staffs to ensure the all documentations required are in place.
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| **V. Recruitment Qualifications** |
| Education:\* | Bachelor’s degree in agriculture, Environmental Management, Public Policy, Community Development or other relevant fields of study. |
| Experience:\* | * At least 4 years of relevant working experience in related fields, preferably with knowledge in palm oil related issues, local community empowerment, environmental protection, forest governance, climate change mitigation and rural development.
* Proven experience in working with government officials, as well as community organizations, and private sector; especially the ability to understand political/sensitive issues and act accordingly;
* Strong networks with local governments, palm oil sector, industry, smallholder organizations and NGOs;
* Proven ability in coordinating, engaging and working with multiple stakeholders (government, private sector, financial institutions, civil society, etc);
* Proven experience in the execution and implementation of projects with components related to facilitating inter-sectoral and intra-sectoral conflict management; and
* Good organizational skills, with strong experience in organizing and facilitating meetings and workshops
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| Language Requirements: | * Fluency in written and spoken English is an advantage;
* Fluency in written and spoken Bahasa Indonesia is required.
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| Other Requirements: | * Full time availability for platform management duties is essential.
* Knowledge in sustainable palm oil development is highly desirable
* Demonstrated ability in liaising, coordinating and working with NGOs, companies and government agencies at local level
* Knowledge in agriculture, forestry or environmental
* Excellent ability in writing reports and summary papers, and in delivering presentations to local and national-level audiences
* Excellent inter-personal and team building skills.
* Has empathy and excellent communication skills, both in presenting, speaking, pitching and listening.
* Has an entrepreneurial, self-motivating and positive attitude towards work and life.
* Is a fast and keen learner, who understands when to balance pushing forward and when to have patience with the process.
* Operates in a collaborative / participative leadership style.
* Up-to-date computer skills is required.
* Is comfortable using the internet, conference calling facilities, and Microsoft software.
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