

Terms of reference



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GENERAL INFORMATION

Title: **Support Specialist for MTRE3 Project Implementation**

Project Name: **MTRE3**

Duty Station: **Jakarta**

Expected Places of Travel (if applicable): **Refers to UNDP rules and regulations if there are unforeseen travels**

Duration of Assignment: **120 days within December 2018 - May 2019 (6 months)**

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	(3) CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

partial (for discussion and consultation - to ensure smooth coordination and field work support to the project team)

intermittent (explain)

X full time/office based :

Provision of Support Services:

Office space: x Yes No

Equipment (laptop etc): x Yes No

Secretarial Services Yes No

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

to the contractor
?

Signature of the Budget Owner: Boyke Lakaseru

I. BACKGROUND

“Market Transformation through Design and Implementation of Appropriate Mitigation Actions in the Energy Sector (MTRE3)” Project is a collaboration project between UNDP and the Government of Indonesia through the Directorate General of New Renewable Energy and Energy Efficiency (DJEBTKE) Ministry of Energy and Mineral Resources (MEMR). This project is funded through grant from the Global Environment Facility (GEF). The objective of MTRE3 Project to support the design and implementation of appropriate climate change

mitigation actions in the energy generation and energy end use sectors. It is intended to incrementally support Government of Indonesia to achieve the voluntary GHGs emission target by supporting effective implementation of RAN-GRK and RAD-GRK in Energy Sector. During 5 years of its implementation, the project will put in place enabling environment and removing barriers to sustainable market of renewable energy and energy efficiency. To achieve these purposes, the project will focus its interventions in renewable-based electricity generation and energy efficiency in commercial building interventions.

The project consists of 3 main components: (1) Climate change mitigation options for the RE-based energy generation and energy efficiency; (2) Market transformation through implementation of appropriate mitigation actions; (3) Measurement, Reporting and Verification (MRV) system and national registry for mitigation actions.

To ensure that the project results specified in the project document are in line to the required standards of quality and within the specified time and cost, MTRE3 Project will recruit Support Specialist for MTRE3 Project Implementation who will be responsible for handling tasks on project administration / operation as well as data management.

The Individual Consultant (IC) will work under the supervision and report to the National Project Manager (NPM) and will closely coordinate with Project Associate as well as Technical Working Group Coordinators of Component 1 - 3.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Under direct supervision of the National Project Manager (NPM), Support Specialist for MTRE3 Project Implementation will carry out the following tasks and responsibilities:

Project Administration and Operation

- a. Identifying and supporting administrative tasks needed for MTRE3 project including office management and supplies, transportation, and travel assistance.
- b. Managing communication and administration in Coordination with Ministry of Energy and Mineral Resources, on daily basis, including all formal correspondence associated with MTRE3.
- c. Transferring and maintaining administrative records and files.
- d. Making purchases on goods and services needed for the operation of MTRE3 project, and maintain records for purchasing and inventory in

coordination with Junior Project Clerk.

- e. In coordination with the PMU for preparing and organizing relevant meetings and events as well as taking minutes of sections meeting and disseminating the same.
- f. *Any other supporting activities related to the working group(s)*

Project Finance

- a. Assistance in proper control of the supporting documents for payments and financial reports for DCT under P3TeK, Ministry of Energy and Natural Resources and/or any payment execution.
- b. Processing of financial documentation (request for payments, supporting documents, and any invoices, etc.) and maintaining internal expenditures control system by ensuring that payments processed are matched and completed, travel claims, monthly payment orders (MPOs) and other entitlements are duly processed.
- c. Provision of information for reports on financial status, procedures, exchange rates, costs and expenditures, routine correspondence (emails/faxes), memo/note to the files, based on SOP and project needs.
- d. Maintenance of the proper filing system for financial records and documents.
- e. Preparing budget estimation for workshops / meetings / seminars and requesting advance payment through PCA or Antavaya for cash distribution as well as preparing its settlement and ensure the documents are in line with UNDP requirements.

Project Data Management

- a. Establishing and maintaining a coherent document management system, classifying and coding material relating to a number of thematic subject areas which is easy for all staff to access and use
- b. Maintaining an up-to-date list of contact addresses and other record systems as necessary
- c. Maintaining and compiling documents, slides, statistical tables and reports from various types of source materials (including plain copy, rough drafts, etc.) in close coordination with TWG Coordinators
- d. Updating / uploading project data and information in the website regularly.

Deliverables:

The Support Specialist for MTRE3 Project Implementation will provide support to MTRE3 project team especially Component 1 on the operation, administration and finance. Specific outputs/deliverables expected are the following:

Expected Deliverables	Indicative due date and Payment	Reviewed and Required Approval
1. First payment upon submission and approval of report containing support to MTRE3 Project team on	Four weeks of assignment	National Project Manager

<p>administration, operation and finance as well as data management for December 2018. It includes providing back up support to P3TeK in preparing Letter of Agreement (LOA) amendment in term of budget estimation to be carried forward into 2019 including new schedule of payments as well as preparing quarterly financial report under DCT to be submitted to UNDP for the period of October – December 2018.</p>	<p>(31 December 2018) 20 days</p>		
<p>2. Second payment upon submission and approval of report containing support to MTRE3 Project team on administration, operation and finance as well as data management for January 2019. It includes providing back up support to P3TeK in preparing monthly financial report under DCT for January 2019 as well as ensuring documents are in line with UNDP requirements for spot check purpose which will be conducted in Q1 2019.</p>	<p>Four weeks of assignment (31 January 2019) 20 days</p>	<p>National Project Manager</p>	
<p>3. Third payment upon submission and approval report containing support to MTRE3 Project team on administration, operation and finance as well as data management for February 2019. It includes providing support to P3Tek in preparing monthly financial report under DCT for February 2019 as well as support to</p>	<p>Twelve weeks of assignment (28 February 2019) 20 days</p>	<p>National Project Manager</p>	

Dinas ESDM Province Riau in conducting first workshop to support improvement of RUED based on RUEN.			
4. Forth payment upon submission and approval report containing support to MTRE3 Project team on administration, operation and finance as well as data management for March 2019. It includes providing support to P3Tek in preparing final report under DCT as well as support to Dinas ESDM Province Jambi in conducting first workshop to support improvement of RUED based on RUEN	Sixteen weeks of assignment (31 March 2019) 20 days	National Project Manager	
5. Fifth payment upon submission and approval report containing support to MTRE3 Project team on administration, operation and finance as well as data management for April 2019. It includes providing support to Dinas ESDM Province East Nusa Tenggara in conducting first workshop to support improvement of RUED based on RUEN.	Twenty weeks of assignment (30 April 2019) 20 days	National Project Manager	
6. Sixth payment upon submission and approval report containing support to MTRE3 Project team on administration, operation and finance as well as data management for May 2019. It includes providing support to Dinas ESDM Province West Sulawesi	Twenty-four weeks of assignment (31 May 2019) 20 days	National Project Manager	

in conducting first workshop to support improvement of RUED based on RUEN.			
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III. WORKING ARRANGEMENTS

Duration of the Work

The assignment will be delivered within 24 weeks with approximately no later than 120 working days. The payment will be made to the consultant at each payment schedule, upon approval of the satisfactory submission of results from National Project Manager.

Duty Station

The duty station/location for the consultant is Jakarta.

Travel Plan

Travel will be arranged by Hiring Unit which refers to UNDP rules and regulations if Consultant is requested to travel outside Jakarta.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

- Bachelor degree in business, public administration and/or operation, computer science or other relevant field.

Years of experience

- A minimum of three year experiences in administration, management including finance, operation as well as data management in the context of development projects / programmes would be an asset.
- Having experience as website administrator including website operating especially updating / uploading / maintaining project data / information in the project website.
- Excellent to use computers (office software packages such as MS Word, Excel, Power Point, Outlook, etc),
- Experience in administration and/or finance tasks of the projects with UNDP or any UN agencies, or bilateral project,
- Experience to work with projects using Direct Cash Transfer (DCT) mechanism
- Experience to prepare documents for cash advance through PCA and its settlement as well to collect documents as required by UNDP.
- Experience to work with multitasking and good team work,
- Experience to work with Gov. projects or non-profit organization

Competencies and skill requirements

- Demonstrated ability to complete the assignment and to formulate conclusions/recommendations.
- Familiarity with government systems and procedures at various levels.
- Fluency in Bahasa Indonesia and English with excellent written communication skills.
- Fully proficient computer skills and use of relevant software and other applications, e.g word processing, spreadsheets, internal databases, internet, etc
- Very good interpersonal skills, including ability to operate effectively across organizational boundaries, ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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
<i>Technical (70%)</i>	<i>100%</i>	<i>100</i>
<i>Criteria A: qualification requirements as per TOR:</i>	<i>70%</i>	
<ul style="list-style-type: none">• Bachelor degree in business, public administration and/or operation, computer science or other relevant field.		<i>10</i>
<ul style="list-style-type: none">• A minimum of three year experiences in administration, management including finance, operation as well as data management in the context of development projects / programmes		<i>15</i>

<ul style="list-style-type: none"> • Experience as website administrator including website operating especially updating / uploading / maintaining project data / information in the project website • Experience to work with projects using Direct Cash Transfer (DCT) mechanism • Experience to prepare documents for cash advance through PCA and its settlement as well to collect documents as required by UNDP 		15	
<p><i>Criteria B: Brief Description of Approach to Assignment</i></p> <ul style="list-style-type: none"> • <i>Understands the task and applies a methodology appropriate for the task?</i> • <i>Important aspects of the task addressed clearly and in sufficient detail?</i> • <i>Is planning logical, realistic for efficient project implementation?</i> 	30%	10	