

Terms of reference



Empowered lives.
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GENERAL INFORMATION

Title: **Support Specialist for Government Partnership**

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: **190 days within January - October 2019 (10 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: ☒ 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

for the consultant

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 (DJEETKE) 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 achievement of project outputs especially component 1 and 2, cooperation with government such as BPPT (Badan Pengkajian dan Penerapan Teknologi), P3TEK KEBTKE (Pusat Penelitian dan Pengembangan Teknologi Kelistrikan, Energi Baru, Terbarukan, dan Konservasi Energi), and other government agencies through LOA (Letter of Agreement) have been developed. BPPT supports IGA (Investment Grade Audit) and development of Standards, Certification and Accreditation of Energy Efficiency (EE) and Renewable Energy (RE) as well as Specific Energy Consumption (SEC) for commercial building in 4 provinces (Riau, Jambi, NTT and West Sulawesi) and 4 cities (Jakarta, Surabaya, Bandung and Medan). P3TEK KEBTKE develops the database and GIS mapping of the existing and potential energy generation in 4 pilot provinces (Riau, Jambi, NTT and West Sulawesi).

It is to ensure that LOA is developed in accordance with UNDP rules and regulation in term of financial and operational aspects as well as project reporting meet the required standards of quality and within the specified time, MTRE3 Project will recruit Support Specialist for Government Partnership who will be responsible for day-to-day tasks on project finance as well as administration / operation.

The Individual Consultant (IC) will work under the supervision and report to the National Project Manager (NPM) and will closely coordinate with Project Associate, Technical Working Group Coordinator of Component 2 as well as government agencies.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

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

Project Administration and Operation

- a. Responsible for coordination and liaison on project administrative and financial matters with UNDP and GOI, as appropriate
- b. Assist the logistical preparation of Workshops & Meetings
- c. Managing communication and administration in Coordination with project partners, on daily basis, including all formal correspondence associated with

MTRE3.

- d. 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.
- e. *Any other supporting activities related to the working group(s)*

Project Finance:

1. To support project team during LOA preparation / amendment in order to ensure that financial proposal in line with UNDP rules and regulation.
2. To prepare and to consolidate quarterly financial report under Direct Cash Transfer (DCT) mechanism for submission to UNDP.
2. To assist project partners for managing budget and appropriately recording the financial report, by ensuring that:
 - a) request for quarterly project funds are prepared in accordance with UNDP standard and procedure
 - b) expenditures are made in accordance with UNDP standard and procedure
 - c) accounting records and supporting documents are kept,
 - d) required financial reports are prepared,
 - e) financial operations are transparent and financial procedures/regulations are properly applied;
 - f) ready to stand up for spot check and audits at any time.
3. To perform other relevant project duties as requested by project partners

Deliverables:

The Support Specialist for Government Partnership will provide support to MTRE3 project team especially Component 1 & 2 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 BPPT team in preparing Letter of Agreement (LOA) amendment in term of budget estimation to be carried forward into 2019 including new schedule of payments and workplan.	Two weeks of assignment (31 January 2019) 10 days	National Project Manager
2. Second payment upon submission and approval of report containing support to BPPT team as well as back up support to P3TEK team in preparing financial report under DCT for January – February 2019. It includes ensuring documents are in line with UNDP requirements for spot check purpose which will be conducted in Q1 2019.	Six weeks of assignment (28 February 2019) 20 days	National Project Manager
3. Third payment upon submission and approval report containing support to BPPT team and back up support to P3TEK team in preparing final financial report under DCT for Q1 (January – March) 2019.	Ten weeks of assignment (31 March 2019) 20 days	National Project Manager
4. Forth payment upon submission and approval report containing support to BPPT team in preparing LOA on SEC (Specific Energy Consumption) for commercial buildings in 4 provinces	Fourteen weeks of assignment (30 April 2019) 20 days	National Project Manager

(Jambi, Riau, NTT and West Sulawesi) and 4 cities (Jakarta, Bandung, Medan and Surabaya) including reviewing financial proposal to ensure the proposal in line with UNDP rules and regulation.		
5. Fifth payment upon submission and approval report containing administrative and financial support to BPPT team in conducting kick off / workshop on SEC socialization in 4 provinces and 4 cities as well as preparing monthly financial report under DCT for April and May 2019	Eighteen weeks of assignment (31 May 2019) 20 days	National Project Manager
6. Sixth payment upon submission and approval report containing administrative and financial support to BPPT team in refining workplan of SEC as well as preparing quarterly financial report for Q2 (April – June) 2019.	Twenty-two weeks of assignment (30 June 2019) 20 days	National Project Manager
7. Seventh payment upon submission and approval report containing financial and administrative support to BPPT team in identifying survey location as well as preparing monthly financial report under DCT for July 2019	Twenty-six weeks of assignment (31 July 2019) 20 days	National Project Manager
8. Eight payment upon submission and approval report containing administrative and financial support to BPPT team in collecting data as well as preparing monthly financial report under DCT for August 2019.	Thirty weeks of assignment (31 August 2019) 20 days	National Project Manager
9. Ninth payment upon submission and approval report containing administrative and financial support to BPPT team in conducting stakeholders meeting to discuss draft report as well as preparing quarterly financial report under DCT for Q3 (July – September) 2019.	Thirty-four weeks of assignment (30 September 2019) 20 days	National Project Manager
10. Tenth payment upon submission and approval report containing final report on administration and financial issues for smooth handover to BPPT as well as supporting BPPT team during spot check and its follow up recommendations.	Thirty-eight weeks of assignment (31 October 2019) 20 days	National Project Manager

III. WORKING ARRANGEMENTS

Duration of the Work

The assignment will be delivered within 38 weeks with approximately no later than 190 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 QUALIFICATIONSAcademic Qualification

- Bachelor Degree in Finance / Accounting, Management, Law, Social Science or other related field

Years of experience

- A minimum of 5 years increasingly responsible professional experience in finance/accounting, ideally within a UN context.
- 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 handle spot check and audit by Kantor Akuntan Publik (KAP) or BPKP
- 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 methodology:

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> <ul style="list-style-type: none"> • Bachelor degree in finance/accounting, management, law, social science or other relevant field. • A minimum of five years experiences in finance/accounting in the context of development projects / programmes • Experience to work with government projects • Experience to work with projects using Direct Cash Transfer (DCT) mechanism • Experience to handle spot check and/or audit conducted by Kantor Akuntan Publik (KAP) and BPKP. 	<i>70%</i>	10 15 15 15 15	
<i>Criteria B: Brief Description of Approach to Assignment</i> <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> 	<i>30%</i>	10 10 10	

