

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** LTA – Senior Technical Advisor in Forest Planning and Management (National position, one position)

**Project Name:** Strengthening Forest Area Planning and Management in Kalimantan (KALFOR Project)

**Reports to:** NPM of KALFOR Project

**Duty Station:** Jakarta

**Expected Places of Travel:** 12 KALFOR project's locations

**Duration of Assignment:** 240 working days (within 2 years)

## REQUIRED DOCUMENT FROM HIRING UNIT

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

☒ intermittent (regularly in coordination with KALFOR Project)

☐ 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:  
KALFOR Project

## I. BACKGROUND

*UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development."*

The UNDP Indonesia and the Government of Indonesia collaborate to run a project entitled "Strengthening Forest Area Planning and Management in Kalimantan (Kalfor)". The project is focused on the Kalimantan island. The island has to suffer from habitat loss, habitat degradation, overexploitation of biological resources and pollution. This is due to high demand on land or area for agricultural activities. Forest land conversion for palm oil production is blamed to be the highest portion in the process of forest land conversion. It is estimated that the conversion may exceed 9 million hectares, accounting for 26% of deforestation between 2005 and 2010. In the last 10 years, the average deforestation rate associated with palm oil production has been 300,000 ha/year. Expansion potential of oil palm plantation is estimated to be 24.5 million hectares of which 10.3 million hectares will be in Kalimantan up from the current planted area of 3.164 million hectares.

Researchers calculated that 47% of oil palm plantation development from 1990 to 2010 in Kalimantan was at the expense of intact forests, 22% at secondary or logged forests, and 21% at agro-forests, a mix of agricultural land and forests. Only 10% of expansion occurred in non-forested areas. It is estimated that by 2020, under current development scenarion, it would convert 9,384,400 hectare of Kalimantan's forest of which approximately 90% is forested lands with 41% intact forests, leading to massive carbon emissions.

Palm oil land areas have very low biodiversity values and their expansion causes near total loss of habitat value and habitat fragmentation and degradation, heavily impacting on biodiversity and ecosystem services on the island. Furthermore, oil palm monoculture contains lower biodiversity value due to the absence of the major components of forest vegetation, including forest trees, lianas and epiphytic orchids. Palm oil plantations were also reported to have caused water supply problems at downstream as a result of water use and fertilizer and pesticide application. These threats pose not only a negative impact on biodiversity and ecosystem services, but also have a significant economic cost to the provinces and the nation, from loss of natural capital. These are considered underlying causes include population growth, poverty, unclear land titles and tenure rights and weak natural resource governance.

In order to safeguard Kalimantan's globally significant biodiversity, it is critical for Indonesia to pursue a green economic growth path. Indonesia needs to define, plan for and create a better balance between the development and management of major estate crops such as rubber, coffee, and oil palm, and the need for improved forest protection. Improvement in palm oil siting and forest landscape planning and management in Kalimantan is one of the most important components for achieving the green development vision. To implement this issue, UNDP is working closely with the Ministry of Environment and Forestry - KLHK to run the Kalfor project.

The Kalfor project is designed to develop and implement various approaches to enhance protection of forested areas in non-national state forest land (APL), as well as lands within the convertible forest (HPK) category, both of which are subject to potential conversion (administratively and/or physically) to estate crops and other land uses. The project thus focuses on creating more effective land allocations and management of forest areas with high biodiversity and ecosystem services in the context of potential estate crop development in Kalimantan and particularly in the Heart of Borneo (HoB) area. Competing priorities between the country's targeted increase in palm oil production and associated growth and employment targets for the sector need to be reconciled

with commitments at both national and international levels to reducing rates of deforestation, forest fires and associated GHG emissions and biodiversity loss.

The project intervention will be focused on three pilot provinces: West Kalimantan, Central Kalimantan and East Kalimantan. The project aims to strengthen the capacity of the Ministry of Environment and Forestry (MoEF) and other key government institutions such as the National Planning Authority (Bappenas), the National Land Board (BPN) and Province/district governments as well as relevant sub-national government institutions to protect areas with retained forest cover from conversion to other landuses including estate crops. The project is structured into four components, with each component comprising a complementary suite of two to three outputs:

- i) Component 1: Mainstreaming of forest ecosystem service and biodiversity considerations into national, provincial, and district policies and decision-making processes for forest area planning and management;
- ii) Component 2: Strengthened and expanded implementation of best practises in the estate crops sector in maintaining biodiversity and ecosystem services in four target landscapes in Kalimantan;
- iii) Component 3: Creation of incentives system to safeguard forests, including biodiversity and ecosystem services, from estate crop sector;
- iv) Component 4: Knowledge management and M&E.

Concrete practices designed to consider and take account of biodiversity and ecosystem services will be mainstreamed into policies and practices for forest area planning and management and into land allocation decision-making for strategic plantations/commodities siting. In relation to this, UNDP is looking for a highly qualified individual to be a Senior Technical Advisor in Forest Planning and Management.

**Note on Long Term Agreement (LTA):**

*UNDP Indonesia shall enter into an on-exclusive long-term agreement (LTA) with the selected consultant(s) and shall provide specific deliverables and time frames for each task, as and when required. Prospective individuals are requested to take note of the following:*

- *Long Term Agreement is a mutual arrangement between UNDP and an individual to provide the required services at prescribed prices or provisions over a period of 12-14 months, with potential extension of one year. UNDP reserves the right to rescind the agreement during that period should performance of the consultant not meet its requirements*
- *Under a Long-Term Agreement, UNDP does not warrant that any quantity of services shall be purchased during the term of this agreement. Where a request for services arises, UNDP shall directly contract the consultant based on its need to carry out those activities. A specific Term of Reference (TOR) outlining the outputs for each assignment shall be provided and an Individual Contract (former SSA) would be issued to the consultant, detailing the time frame.*

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

### Scope of Work

The Senior Technical Advisor (STA) assignment will be under the coordination of Programme Manager (UNDP), the Implementing Partner (Ministry of Environment and Forestry), and National Project Manager (NPM), to contribute to the achievement of the Project objectives by the end of his/her assignment (the list of project's objectives may be revised by mutual agreement between the STA and the project's NPM).

### Technical Advice

- Provide overall technical guidance and quality assurance to the programme.

- Advise the programme on key policies, barriers, opportunities and partnerships
- Advise key national partners and UN Agencies on policy and strategy
- Advise the programme on the performance and capacity needs of national partners in programme implementation
- Develop recommendations or specific programmes/projects to work with, or partnerships that might be funded under the programme, in relation to key policy development.
- Identify and mobilize specific technical assistance required for the programme, including preparation of TOR for consultants and contractors
- Provide technical guidance to programme staff and national/international consultants and contractors
- Foster and establish technical best-practices links with other related sustainable forest management initiatives and, where appropriate, with other appropriate regional and global fora
- Review all the technical outputs (e.g. reports etc) to be generated within the scope of the programme, and improve and/or ensure improvement of such reports in accordance with the expectations of the GoI and UN Agencies.
- Support the NPM in collecting, analysing and sharing knowledge and information regarding forest planning initiatives in Indonesia, and international developments.
- Liaise with other initiatives and stakeholders to share knowledge and enhance coordination with regard to technical matters.

#### Project Management

- Support the NPM with coordinating preparation and implementation of work plans for programme outcomes, outputs and activities.
- Assist the NPM in establishing effective working relationship with the national and international counterparts
- Support the NPM in the coordination of activities and initiatives, collaboration and networking with other major national, global and regional players in the forest planning related arena both inside and outside the UN system, like (but not limited to) World Bank, ICRAF, CIFOR, USAID, GTZ, and others.
- Document and analyse the project's effectiveness, summarizing lessons learned, successful tools and methodologies and ensuring that the information is shared with all relevant partners.
- Assist NPM in supervising and coordinating the project to ensure its results are in accordance with the National Programme Document.
- Conduct comprehensive programmes for awareness raising and technical decision-making support to the Project's stakeholders including workshops, utilization of distance learning technology and personal development activities.
- Assist NPM in designing strategic follow up initiatives in close cooperation with the local government counterparts
- Develop and implement a mechanism for Technical Quality Assurance for the programme
- Work closely with MoEF and UN-Agencies for successful programme implementation.

#### **Expected Outputs and deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Review and Approvals Required</b>
1. First Quarter Report	8 working days	Payment will be made upon approval of each deliverable by NPM of KALFOR Project
2. Second Quarter Report	8 working days	
3. Third Quarter Report	8 working days	
4. Annual Report	8 working days	

5. First Quarter Workplan	8 working days	
6. Second Quarter Workplan	8 working days	
7. Third Quarter Workplan	8 working days	
8. Annual Workplan	8 working days	
9. First Quarter Kalfor Digest	8 working days	
10. Second Quarter Kalfor Digest	8 working days	
11. Third Quarter Kalfor Digest	8 working days	
12. Annual Kalfor Digest	8 working days	
13. Detailed TORs/RFPs/Micro Grants for each programme's outcome	8 working days	
14. Website contents and maintaining database	8 working days	
15. Project Identification Report	8 working days	

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The consultant will work closely with KALFOR Project NPM and PMU.

The Consultant is expected to liaise/interact/collaborate/meet with other UNDP operation unit.

#### **Duration of the Work**

240 Days (Within 2 years)

#### **Duty Station**

Jakarta

#### **Travel Plan**

The Consultant will be required to travel to 12 project locations (Bogor, Bekasi, Samarinda, Palangkaraya, Pontianak, Sintang, Ketapang, Pangkalan Bun, Sangatta, Bandung, Jogja, and Bali) 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.	Bogor	16 times travel	3 overnight stays
2.	Bekasi	8 times travel	3 overnight stays
3.	Samarinda	5 times travel	3 overnight stays
4.	Palangkaraya	5 times travel	3 overnight stays
5.	Pontianak	5 times travel	3 overnight stays
6.	Sintang	5 times travel	4 overnight stays
7.	Ketapang	5 times travel	4 overnight stays
8.	Pangkalan Bun	5 times travel	4 overnight stays
9.	Sangatta	5 times travel	4 overnight stays
10.	Bandung	8 times travel	3 overnight stays
11.	Jogja	2 times travel	3 overnight stays
12.	Bali	2 times travel	3 overnight stays

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Advanced degree in environment, natural resource management or development related fields

#### Years of experience:

Minimum 8 years relevant experience in the area proven by:

- The logical framework approach and other strategic planning approaches;
- Planning, design and implementation of M&E systems; M&E methods and approaches and data/ information analysis

**Functional Competencies:**

- A solid understanding of environmental management, with a focus on participatory processes, joint management, and gender issues;
- Familiarity with and a supportive attitude towards processes of strengthening local organisations and building local capacities for self-management;
- Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders;
- Technical report writing skill and a high-level of computer literacy
- Good knowledge and experience of Protected Area's policy, legal and management issues in Indonesia is required
- Fluency in written and spoken English and Bahasa Indonesia is required for the post
- Good personal organization, interpersonal and communication skills
- Working at national and sub-national level in national development issues is an asset
- Previous working experience with UNDP and other donors and development projects is an asset

**Competencies and special skills requirement:**

- Have good interpersonal and communications skills; Strong coordinating and relationship management skills;
- Proficient with the usage of Microsoft Office applications, such as MS Words, MS Excel, MS and Power Point;
- Ability to work independently and in a group;
- Proven networking, team-building, organizational and communication skills and ability to build strong relationships with government, private sector, local CSOs, international NGOs, and UNDP staff;
- Excellent public speaking and presentation skills;
- Fluency in English with excellent written communication skills, and strong experience writing reports.

## **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
<u>Technical</u>	70%	
<b>Criteria A: qualification requirements as per TOR:</b> <ul style="list-style-type: none"> <li>Advanced degree in environment, natural resource management or development related fields</li> <li>Minimum 8 years relevant experience in the area proven by: <ul style="list-style-type: none"> <li>a. The logical framework approach and other strategic planning approaches;</li> <li>b. Planning, design and implementation of M&amp;E systems; M&amp;E methods and approaches and data/ information analysis</li> </ul> </li> </ul>	30	10  10  10
<b>Criteria B: Brief Description of Approach to Assignment</b> Functional Competencies: <ul style="list-style-type: none"> <li>A solid understanding of environmental management, with a focus on participatory processes, joint management, and gender issues;</li> <li>Familiarity with and a supportive attitude towards processes of strengthening local organisations and building local capacities for self-management;</li> <li>Technical report writing skill and a high-level of computer literacy</li> <li>Good knowledge and experience of Protected Area's policy, legal and management issues in Indonesia is required</li> <li>Fluency in written and spoken English and Bahasa Indonesia is required for the post</li> <li>Good personal organization, interpersonal and communication skills</li> <li>Working at national and sub-national level in national development issues is an asset</li> <li>Previous working experience with UNDP and other donors and development projects is an asset</li> </ul>	70	10  10  10  10  5  10  5
<u>Financial</u>	30%	