Terms of reference

GENERAL INFORMATION

Title: Governance, Policy & Land Use Planning Specialist
Project Name : Food System, Land Use and Restoration (FOLUR) Impact Programme – Indonesia Child Project
Reports to: Programme Manager for NRM
Duty Station: Home Based
Expected Places of Travel (if applicable): Please see travel section
Duration of Assignment: From July 2019 to: Dec 2019

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

CATEGORY OF INTERNATIONAL CONSULTANT , please select :

(6) Junior Specialist
(7) Specialist
(8) Senior Specialist

✓	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓	P11
✓	Copy of education certificate
✓	Completed financial proposal
✓	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:
☐ partial (explain)
✓ intermittent (at least 2 times for presenting deliverables in agreed schedule)
☐ 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: N/A

I. BACKGROUND

"UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations."

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."

Indonesia's remaining tropical forests possess globally significant biodiversity which existence is vital to the livelihoods of over 30 million vulnerable individuals living under poverty line. Yet, these mega-diverse forests are threatened by continuous deforestation and forest degradation. Forest governance is one of the biggest challenges faced by the country, intertwined with layers of nested jurisdictional systems, poverty and tenure insecurity. Additionally, competing land use priorities and allocations, especially for commodity and crop production, have led to more forest losses attributed to agricultural expansion into forests and protected peatlands.

The seventh replenishment of the Global Environment Facility (GEF-7) delivery model incorporates three impact programmes which collectively address major drivers of environmental degradation and/or deliver multiple benefits across the many thematic dimensions the GEF is mandated to deliver. These Impact Programs also contribute in significant ways to each one of GEF's Focal Area Strategies while at the same time delivering multiple benefits across several Multilateral Environmental Agreements.

One of these impact programmes is the Food Systems, Land Use and Restoration Impact Programme (FOLUR IP), which recognizes that the environmental and sustainability challenges associated with food and commodity production systems require an integrated and multi-level approach working across local, national and global scale. Achieving this transition will require a holistic, system-wide approach integrating both horizontal (land and natural resources) and vertical (food value and supply chain) dimensions. Land degradation, declining agricultural productivity, malnutrition and rural poverty are interrelated problems that require a systems-level approach to planning, management, monitoring and decision making. The FOLUR IP will address this need to catalyze transformational shift through actions at priority landscape level, as well as at the national and regional levels through a combination of investments, policy and governance interventions, and convening coalitions of engaged partners globally or regionally working with value chain organizations and private sector actors to leverage new partnerships and investments toward transformative and sustainable outcomes.

To advance the FOLUR IP global agenda, the Government of Indonesia with technical support from UNDP and FAO proposed concept note to the GEF Trust Fund entitle "Strengthening sustainability in commodity and food systems, land restoration and land use governance through integrated landscape management for multiple benefits in Indonesia". The concept note was endorsed by GEF in the June 2019 Work Programme and a Project Preparation Grant (PPG) was approved to develop the corresponding funding proposals and project documents. The project aims for a transformational change in commodity and crop value chains as well as land governance by significantly reducing deforestation led by expansion of oil palm, coffee, cocoa and rice nationally, and in target jurisdictions by strengthening sustainability in the value chains of these commodities and crop. The project has selected 5 target geographies – each one corresponding to provincial administration boundary (jurisdiction) containing one key district (landscape) for pilot interventions. These are included Aceh, North Sumatera, West Kalimantan, South Sulawesi and West Papua provinces.

A range of private sector companies are also either sourcing commodities from or investing in commodity value chains in the target regions. These investments are linked to a number of relevant commodity standards and platforms integrating quality and sustainability elements. The project has identified and had preliminary engagement with a number of potential investments from PEPSICO, Mars, Olam, Danone and Nestle for sustainable production of palm oil, coffee, cocoa and rice.

UNDP as lead GEF Implementing Agency for FOLUR IP implementation in Indonesia is seeking a qualified national expert on governance, policy & land use planning to work together with other Project Preparation Grant (PPG) consultant team to undertake planned PPG activities (see below scope of works). The Specialist will support the PPG team leader to carry out research and consultations to develop detailed recommendations for Land Use Policies and their implementation in a comprehensive land use planning framework including capacity development needs assessment and capacity development plan. These deliverables will be part of all the preparatory works required to draft and finalize all the documentation required by the GEF for CEO Endorsement. The PPG phase will be underpinned by a participatory approach, with regular consultation and working meetings with all key PPG stakeholders throughout the PPG phase.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1) <u>Preparatory Technical Studies and Reviews (Component A)</u>: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
   a. Review of national, and provincial policy and legislative frameworks around land use planning (including the possibility of conservation/restoration set aside under concession area), commodity production, and sustainable forest management; identification of trends and opportunities for change;
   b. Review of relevant past and ongoing initiatives for lessons learnt and synergies through project;
   c. Profiling of wider target landscapes, including working with the provincial governments e.g. Land & Survey, Forestry sectors on mapping current land use, and identification of sites for on-the-ground interventions (in consultation with stakeholders – see Stakeholder Specialist ToR)
   d. Overview of relevant Technical Consultancies for implementation (with Forestry Expert – see the ToR)
   e. Support to Country Office on generating public sector co-finance
   f. Undertake capacity development needs assessment and prepare the indicative capacity development plan.

2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.

3) <u>Validation Workshop (Component C)</u>:
   a. Contribute to the validation workshop; and
   b. Support all necessary revisions that arise during the workshop, as appropriate.

Expected Outputs and deliverables
   a. Landscape profile – land use aspects.
   b. Report on site selection methodology.
   c. Report on the review of policy, legal and institutional framework around land use planning, commodity production and sustainable forest management.
   d. Review of relevant past and ongoing projects for lessons learnt and application to project design.
   e. Costed action plans for implementation.
   f. ToRs of technical consultancies for implementation.
   g. Recommendations for the platform designs and roadmaps.

The assignment will be delivered within 5 months (covering Jul - Dec 2019), with approximately no later than 40 working days including travel as described in further section. Schedule of payment will be in accordance with the timetable noted below:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
The 1st payment will be made upon submission of following outputs: 1. Desk review report on policy, legal and institutional framework around land use planning, commodity production (focusing on palm oil, coffee and cocoa) and sustainable forest management. 2. Proposed methodology for project site selection including criteria and indicators. 3. ToRs for field visit and stakeholder consultations both at national and sub-national levels covering meeting agenda and list of key intended participants.	10	20 Aug 2019	Programme Manager for Environment Unit, UNDP Indonesia and Regional Technical Adviser (RTA), UNDP Bangkok Regional Hub (BRH)
The 2nd payment will be made upon submission of following outputs: 1. Landscape profiles from land use perspective covering Aceh, North Sumatera, West Kalimantan and West Papua provinces. 2. Report on analysis of relevant past and ongoing projects for lessons learnt and application to project	20	10 Oct 2019	

design. 3. Stakeholders mapping for each project sites with contact details and expected roles in project implementation (corresponding to FOLUR IP Theory of Change). 4. ToRs of relevant FGDs and other meeting (if required).			
Final payment will be made upon submission of following outputs: 1. Recommendations for the platform designs and roadmaps. 2. Proposed costing of intended project activities for delivering project outputs. 3. Draft strategic results framework (baseline, indicators, annual targets) related to governance, policies and land use planning for sustainable production of selected commodities and better landscape management.	10	15 Dec 2019	

Furthermore, payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a "day" calculated as 8 hours of work) and outputs delivered.

III. WORKING ARRANGEMENTS

Institutional Arrangement

The Specialist will work closely with PPG Team Leader (International Consultant) as well as other PPG team both nationally and internationally recruited consultants. In addition, he/she should seek guidance from the UNDP/GEF Regional Technical Advisor and UNDP Indonesia Programme Manager on building communication with partners/stakeholders and targeted beneficiaries as well as more details project concept and UNDP-GEF policies. The Specialist will be given access to relevant information necessary for execution of the tasks under this assignment.

The specialist will be responsible for providing her/his own work station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection. Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones.

Duration of the Work

Proposed contract duration is 40 working days including travel/field visit that will be spread out in the period of July to December 2019.

Duty Station

The specialist will work from home. Travel costs for home-based to Jakarta and project sites should be included in the financial proposal and arranged by the consultant. While local transport for field visits (hiring car rental if the mission is conducted with other PPG team) will be arranged by UNDP or can be reimbursed upon in advance approval of UNDP.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Specialist 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.	Jakarta	6 times	10 days
2.	Bogor	2 times	3 days
3.	Medan	1 time	3 days

4.	Mandailing Natal	1 time	2 days
5.	Manokwari	1 time	4 days
6.	Pontianak	1 time	2 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master's degree or higher in a relevant field, such as forestry, agriculture, natural sciences, environmental studies or other related fields.

Years of experience:

- Minimum 10 years of demonstrable experience in land use policy and landscape planning.
- Good working knowledge of national policy processes and policy language.
- Practical experience in formulating evidence-based policies advice, programmes and strategic plans development would be advantage.
- Knowledgeable with land tenure and management issues in the Asia Pacific, particularly in Indonesia.
- Familiarity with community-based natural resource management and social land management issues.
- Good understanding of international policies and agreements related to sustainable land management.
- Excellent command of English both written and spoken.

III. Competencies and special skills requirement:

- A solid experience in the areas of sustainable development, poverty analysis, biodiversity management is preferable.
- Ability to conduct independent research and facilitate group discussion.
- Excellent 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 cumulative analysis. In this method, the contract will be made to the successful consultant who is:
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**
Criteria A: qualification requirements as per TOR	30%	
1. Relevance of Education/ Degree		4
2. Years of Relevant Experience		4
3. National and sub-national Experience		6
4. Expert in land use policy and landscape planning		12
5. Special Skills (GIS or similar tools)		4
Criteria B: Brief Description of Approach to Assignment	70%	
1. Understanding the task and applies appropriate methodology for the task		25
2. Important aspects of the task addressed clearly and in sufficient detail		25
3. Sound logical and realistic planning for delivering expected outputs		20