

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Commodity Production and Farmer Support 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

<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	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 commodity production and farmer support system to work together with other Project Preparation Grant (PPG) consultant team in undertaking planned PPG activities (see below scope of works). The Specialist will support the Team Leader with preparation of the supply chain report through collection of data, organisation of meetings with the respective government and other agencies at the national and provincial levels. 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

The list below outlines key responsibilities and deliverables of this contract. The PPG Initiation Plan for this project provides further and more detailed guidance regarding the responsibilities of the prospective PPG team and must be consulted accordingly.

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
 - a. Analyze commodity production, map the production and categorize producers;
 - b. Identify main drivers of unsustainable production and key interventions needed to transform production to be sustainable;
 - c. Develop national and local public and private systems for farmer support to become sustainable;
 - d. Develop strategies to link production with demand for deforestation-free jurisdictions;
 - e. Identify financing needs for producers
 - f. Support to Country Office on generating public sector co-finance
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.
- 3) Validation Workshop (Component C):
 - a. Contribute to the validation workshop; and
 - b. Support all necessary revisions that arise during the workshop, as appropriate.

Expected Outputs and deliverables

- a. Analytical report of commodity production in the target geographies and recommend interventions to transform to sustainable production
- b. Sample survey of small-scale farming communities in target landscape especially selected intervention sites for sustainable farming & agroforestry – current practices, value chains and extension needs
- c. Costed action plans for implementation
- d. Inputs to joint reports (e.g. reports on value chain analysis, market and demand assessments, recommendation for prioritizing investments in medium term investment plan, etc.);
- e. Contributions to consultation and other workshops and capacity building events.

The assignment will be delivered within 5 months (covering Jul - Dec 2019), with approximately no later than 35 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 1 st payment will be made upon submission of following outputs: <ol style="list-style-type: none">1. Desk review report on current practices of small-scale farming communities particularly in target landscape/selected intervention sites for sustainable farming & agroforestry.2. Proposed methodology for value chain analysis, market and demand assessments.3. ToRs for field visit and stakeholder consultations both at national and sub-national levels covering meeting agenda and list of key intended participants.	8	20 Aug 2019	Programme Manager for Environment Unit, UNDP Indonesia and Regional Technical Adviser (RTA), UNDP Bangkok Regional Hub (BRH)
The 2 nd payment will be made upon submission of following outputs: <ol style="list-style-type: none">1. Draft analytical report of commodity production in the target geographies and recommend interventions to transform to sustainable production2. Survey report on extension needs of small-scale farming communities particularly in target landscape/selected intervention sites for sustainable farming & agroforestry.3. Reports on value chain analysis, market and demand assessments including recommendation for prioritizing investments in medium term investment	15	10 Oct 2019	

plan.			
4. ToRs of relevant FGDs and other meeting (if required).			
Final payment will be made upon submission of following outputs:	12	15 Dec 2019	
1. Final analytical report of commodity production in the target geographies and recommend interventions to transform to sustainable production.			
2. Proposed costing of intended project activities for delivering project outputs.			
3. Draft strategic results framework (baseline, indicators, annual targets) related to sustainable commodity production and smallholder capacity building.			

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 35 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 financial proposal. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Individual Consultant (IC) wish to travel on a higher class he/she should do so using their own resources. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis between the respective business unit and IC, prior to travel and will be reimbursed based on provision of supporting documentation.

No	Destination	Frequency	Duration/days
1.	Jakarta	6 times	6 days
2.	Bogor	2 times	3 days
3.	Medan	1 time	3 days
4.	Mandailing Natal	1 time	2 days
5.	Takengon	1 time	2 days
7.	Pontianak	1 time	2 days
8.	Putussibau	1 time	4 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master's degree or higher in a relevant field, such as forestry, agriculture, marketing, management or other related fields.

Years of experience:

- At least 5 years of practical experience in the field of agriculture and/or rural development in Indonesia.
- Good working knowledge of national policy and regulation related to crops commodity production (oil palm, coffee and cocoa).
- Practical experience in formulating capacity building for smallholder farmers would be an advantage.
- Knowledgeable with sustainable commodity production issues in the Asia Pacific, particularly in Indonesia.
- Familiarity with community-based natural resource management and social land management issues.
- Good understanding on sustainable development goals and national commitments on international agenda.
- Strong communication skills and good writing skills in English.

III. Competencies and special skills requirement:

- Have a working network with the government agencies, private sector and provincial administrations as well as communities.
- A solid experience in the areas of poverty analysis, gender mainstreaming, and community empowerment programme is preferable.
- Ability to conduct independent research and facilitate group discussion.
- Excellent presentation skills.
- 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. The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment). Further, applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including latest education certificate.

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Criteria	Weight	Maximum Point
Technical	70	100
Criteria A: qualification requirements as per TOR	30%	
1. Relevance of education and years of relevant experience		5
2. Strong experience writing reports		5
3. Knowledgeable with sustainable commodity production, policies and regulations		12
4. Experience in formulating capacity building for smallholder farmers		8
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