# United Nations Development Programme
# Terms of reference

## GENERAL INFORMATION

**Title:** National Consultant for Development of Project Document of the Partnership for aAction on Green Economy (PAGE) project
**Project Name:** PAGE Indonesia
**Reports to:** Climate Change Programme Manager
**Duty Station:** Home based, with visits to Jakarta
**Expected Places of Travel (if applicable):** n/a
**Duration of Assignment:**  20 working days from October 2019

**REQUIRED DOCUMENT FROM HIRING UNIT**

| | |
|---|---|
| √ | TERMS OF REFERENCE |
| (5) | **CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select :** |
| | (1)  Junior Consultant |
| | (2)  Support Consultant |
| | (3)  Support Specialist |
| | (4)  Senior Specialist |
| | **(5)  Expert/ Advisor** |
| √ | APPROVED e-requisition |

**REQUIRED DOCUMENTATION FROM CONSULTANT**

| | |
|---|---|
| √ | CV / P11 with three referees |
| √ | Copy of education certificate |
| √ | Completed financial proposal |
| √ | Completed technical proposal |

***Need for presence of IC consultant in office:***
☐ partial  (for discussion and consultation)
√  intermittent : the works doesn't require a full attendance of the staff, but advisory and consultation on regular basis during the contract.
☐ 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: PAGE Indonesia Project

Signature of the Budget Owner: Marina Adel

## I.  BACKGROUND

The Partnership for Action on Green Economy (PAGE) is a global initiative that was launched in 2013 as a response to the call at Rio+20 to support those countries wishing to embark on greener and more inclusive growth trajectories. The initiative brings together the expertise of five UN agencies – UNEP, ILO, UNIDO, UNDP and UNITAR – and works closely with national governments to support countries to develop and implement national green economy strategies. PAGE's main objective is to enable countries to reframe economic policies around sustainability and put in place enabling policy conditions, reforms, incentives, business models and partnerships.

PAGE Indonesia intiative started in July 2018, after the approval by the PAGE Management Board, for four years of duration. The Ministry of National Development Planning, Bappenas, is the national implementing partner, while UNDP is the main coordinating partner amongst the five UN PAGE Agencies.

PAGE Indonesia has  prepared the Stoctaking Report which summarizes relevant economic, social and environment policies, identifies key national and international institutions and actors relevant for achieving PAGE objectives, reviews ongoing and planned initiatives and projects and summarizes economic and other relevant studies and assessments and initiates identification of priority work streams and action under the national PAGE partnership.

## II.  SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

In addition to the Stocktaking Report,  PAGE Indonesia will develop a  Project Document which will include project outputs, activities, monitoring and evaluation plan  and project results framework. The project document will be used by the project personnel to implement and achieve the project outputs.

The national consultant will develop and finalize the Project Document in close coordination with and under supervision of UNDP Indonesia (Climate Change Programme Manager).

For the development of the Project Document, the consultant will:
-   Identify the Project Document outline and guidelines according to UNDP's Project Document template.
-   Identify parts of the Stocktaking Report that will be used to develop the Project Document.
-   Develop a complete Project Document according to UNDP's Project Document template.

The development of the Project Document will be conducted mainly through desk and document review but also through consultations with UN PAGE Agencies and government counterpart if certain clarifiations would be needed.Additional supervision and guidance will be provided by PAGE focal point at UNDP.
From this process the consultant will prepare at least 100 pages of PAGE Indonesia Project Document.

| Expected Deliverables | Indicative due date and Payment | Reviewed and Required Approval |
|---|---|---|
| Submission of Work Plan for the Assignment and initial brief from desk review of reviewing the project document and stoctacking report document. | 5 working days  (30%) | Climate Change Programme Manager |
| Draft PAGE Indonesia Project Document | 10 working days (35 %) | Climate Change Programme Manager |
| Final PAGE Indonesia Project Document | 5 working days (35% | Climate Change Programme Manager |

## III.  WORKING ARRANGEMENTS

**Institutional Arrangement**

Under the supervision of the Climate Change Programme Manager, UNDP Indonesia, the Consultant must ensure the completion of the above deliverables through high quality advocacy, consultations and coordination with various parties internally and externally.

**Duration of the Work**

The assignment will be delivered within 1 (one) month in intermittent scheme with total of 20 days. The payment will be made to the consultant at each payment schedule, upon technical clearance from Climate Change Programme Manager, UNDP Indonesia.

**Duty Station**

The duty station/location for the consultant will be home based, with visits to Jakarta.

**Travel Plan**

There is no travel plan for the duration of the assignment.

## IV.  REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications
- Master's degree in Environment, Economics, Sustainable Development, Governance, or equivalent relevant field.

Years of experience
- At least 8 years of working experience in a relevant field such as Environment, Economics, Sustainable Development or Governance.
- Experience in working with multi-stakeholders at the national level.
- Experience in successfully preparing and developing projects on Green Economy and/or Sustainable Development
- Previous experience working with UNDP projects is an advantage

Competencies and skill requirements
- Strong analytical, writing & communication skills and fluency in the English language.
- Strong motivation & ability to work & deliver under short deadlines.
- Focuses on impact & result for the client & responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government strongly desired.
- Previous experience in conducting gender sensitive research is strongly desired.

## 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 |
|---|---|---|
| *Technical (70%)* | *100%* | *100* |
| Criteria A: qualification requirements as per TOR: | *70%* | |

| | | | |
|---|---|---|---|
| • Master's degree in Environment, Economics, Sustainable Development, Governance, or equivalent relevant field. | | *20* | |
| • A minimum of 8 (eight) years of working experience in a relevant field such as Environment, Economics, Sustainable Development, Governance | | *20* | |
| • Experience in working with multi-stakeholders at the national level. | | *10* | |
| • Experience in successfully preparing and developing projects on Green Economy and/or Sustainable Development. | | *10* | |
| • Previous experience working with UNDP projects is an advantage. | | *10* | |
| Criteria B: Brief Description of Approach to Assignment | *30%* | | |
| • Understands the task and applies a methodology appropriate for the task? | | *10* | |
| • Important aspects of the task addressed clearly and in sufficient detail? | | *10* | |
| • Is planning logical, realistic for efficient project implementation? | | *10* | |