

## Terms of Reference – INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Position: **Senior Expert for Supporting the Development of a National and Sub-National Institutional Capacity for REDD+ Implementation** (National, 1 Post)

Closing date:



Empowering lives.  
Resilient nations.

### GENERAL INFORMATION

**Title:** Senior Expert for Supporting the Development of a National and Sub-National Institutional Capacity for REDD+ Implementation

**Department/Unit:** EU/PMU

**Reports to:** Advisor to the Pilot Province Working Group

**Duty Station:** Jakarta

**Expected Places of Travel (if applicable):** YES to relevant REDD+ programme implementation provinces

**Duration of Assignment:** From: March 2014 to: June 2014

### REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select :
<input type="checkbox"/>	(1) Junior Consultant
<input type="checkbox"/>	(2) Support Consultant
<input type="checkbox"/>	(3) Support Specialist
<input type="checkbox"/>	(4) Senior Specialist
<input checked="" type="checkbox"/>	(5) Expert/ Advisor
<input type="checkbox"/>	CATEGORY OF INTERNATIONAL CONSULTANT, please select :
<input type="checkbox"/>	(6) Junior Specialist
<input type="checkbox"/>	(7) Specialist
<input type="checkbox"/>	(8) Senior Specialist
<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 ( if applicable )

### Need for presence of IC consultant in office:

☒ **partial**, consultant will come to office to work with team and report progress

☐ intermittent (explain)

☐ 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:

Ratna Trihadji Pawitra

Signature of the Budget Owner: Roy Rahendra

## **I. BACKGROUND**

### **Context of the REDD+ initiative:**

Indonesia is the third largest emitter of carbon dioxide (CO<sub>2</sub>) and the world's largest emitter from agriculture, forestry and other land use. Over the past five years, Indonesia's annual deforestation rate has averaged around 1 million hectares, which contributes to an estimated 87 percent of Indonesia's annual emissions. In response to this situation, in 2009, President Susilo Bambang Yudhoyono, made a voluntary commitment to the world to reduce emissions as much as 26 percent under a business-as-usual scenario or up to 41 percent with international support by 2020.

According to the Second National Communication from Indonesia to the UNFCCC, Indonesia is expected to emit around 2.9 billion metric tons (gigatons) by 2020 under the business-as-usual scenario. A commitment to reduce that amount by 26 percent would mean a reduction of 0.8 gigatons, while 41 percent would amount to a reduction of 1.2 gigatons. A reduction from an expected 2.9 to 1.7 gigatons by 2020 is a challenging commitment for a country aiming to maintain its 7 percent annual growth rate. Nevertheless, this commitment has been translated into a comprehensive National Action Plan known as RAN-GRK (PP 61/2011).

The National Action Plan for the Reduction of Green-house Gas Emissions (RAN-GRK) estimates that 87 percent of the emission-reduction target - approximately 1 gigaton - relates directly to the forestry and peat land sectors and, to address this, the government has adopted an incentive mechanism to improve management of the country's vast forest resources while supporting climate-change mitigation. This mechanism, known as REDD+ (Reducing Emissions from Deforestation and Forest Degradation), has five primary objectives: (a) reduction of deforestation; (b) reduction of forest degradation; (c) conservation of carbon stocks; (d) sustainable forest management; and (e) enhancing carbon stocks.

On 26 May 2010 the Governments of Indonesia and Norway signed a Letter of Intent (LoI) to establish a REDD+ Partnership. The first phase of this REDD+ Partnership (Phase 1) was to establish an agency with the capacity to implement and manage REDD+ projects initially in the pilot province Central Kalimantan and progressively in other priority provinces across Indonesia. A Task Force (Satuan Tugas, Satgas) was established to support this initial phase and, as of June 2013 at the end of the Task Force's mandate, the following progress was achieved:

- Preparing an integrated Presidential Regulation regarding the establishment of a REDD+ Agency and governance of REDD+ in Indonesia;
- Finalisation of a REDD+ National Strategy (Stranas) and development of Provincial Strategies and Action Plans (PSAPs) for the eleven priority provinces;
- Agreement on, and legal basis for, the structure and operations of a REDD+ Financial Instrument (FREDDI); its implementation awaits the establishment of the REDD+ Agency and the subsequent release of funding for Phase 2 of the LoI;
- A methodology, partially trialled, for the structure and Standard Operating Procedures (SOPs) of the MRV technical unit; while international standards and an international/national REDD+ registry remain in development, the unit is ready for mobilisation following the establishment of the REDD+ Agency;

- Legal review of regulatory requirements related to REDD+ implementation in particular land tenure, forest and peat-land governance, forest monitoring and law enforcement, consolidation of land concessions, and a Moratorium on all new concessions for conversion of peat and natural forest in Indonesia; and
- Successful implementation of a wide range of projects by the REDD+ Task Force in the pilot province Central Kalimantan with a focus on developing an operational capacity and an enabling environment for REDD+ projects.
- A measurement, reporting and verification (MRV) scheme and drafts of their processes and forms.

These achievements have prepared a basic foundation for a future REDD+ national programme that aims to address the emission-reduction target for the forestry and peat-land sectors and the national long-term goals associated with sustainable economic development and poverty reduction.

### **Context of this TOR:**

The second phase of the Indonesian-Norway partnership will commence following the establishment of the REDD+ Agency and its technical units, the Funding Instrument (FREDDI) and the Measuring, Reporting and Verification (MRV). As the mandate of the REDD+ Task Force ended in June 2013, a REDD+ Special Team (Tim Khusus REDD+, Timsus) was established by UKP-PPP to oversee the transition period required for the REDD+ Agency to be formally established and operational. This Special Team was assigned to ensure that those activities initiated by the REDD+ Task Force are either completed or further advanced with clear milestones and a seamless hand-over to the REDD+ Agency. The mandate of this REDD+ Special Team has ended in December 2013 and a formal handing over was done on 19 December 2013, a week after the head of the REDD+ Agency was appointed by the President of the Republic of Indonesia.

For the second phase of the REDD+ Partnership (Phase 2) to commence, it is required that the REDD+ Funding Instrument (known as FREDDI) is formally established by the REDD+ Agency along with a legal basis for its operations. Considering the time involved in establishing a fully operational Funding Instrument, additional interim funding has been provided under the Indonesian-Norway Partnership to support any potential gaps that may arise after the REDD+ Special Team's assignment ends and the establishment of FREDDI. In addition, this funding will provide further resources for the capacity development of the REDD+ Agency in its preparations for the implementation of Phase 2 of the Indonesian-Norway Partnership.

After the REDD+ Agency established on 31 August 2013 and the head of the Agency was appointed on 12 December 2013, in order to not losing too much time for the Agency to operate, the head of the Agency has appointed a team with most of the personnel from the previous Special Team under the UKP-PPP to be a Special Team of 23 personnel under the Agency. To ensure that the second phase of the REDD+ program will run comprehensively, in line with the national development strategy and priorities, while pursuing strategic reforms for sustainable forest and peat land management. Therefore other than having a special team to ensure delivery timely the REDD+ Agency requires comprehensive yet rigorous advices to perform at national as well as international platforms. A board of advisors is required to provide the head of REDD+ Agency in providing in-depth analysis, inputs and recommendations in strategic decision making to materialize speedy yet accurate and well-targeted deliveries.

During this current transition phase maintaining keeping up with the momentum and continuity of the achievements and current relevant activities to implement REDD+ programmes is essential.

Furthermore, it is important that stakeholders are kept well-informed of current activities underway in preparing for a fully operational REDD+ Agency. It is in this context that UNDP is seeking to engage a Senior Expert for Supporting the Development of a National and Sub-national Institutional Capacity for REDD+ Implementation and to assist in capacity development and providing high-level communications with national and sub-national governments and other key stakeholders.

### **Summary of Key Functions:**

Core issues in enabling REDD+ to be implemented in Indonesia are related to the followings:

- Claims of customary land over forests;
- Limited community driven and participatory processes;
- Limited efforts in protecting indigenous Flora and Fauna, and other biodiversity;
- Increasing forest and peat land fires;
- Limited knowledge on measurement, reporting and verification (MRV) processes;
- Limited knowledge and supports in financing relevant REDD+ activities.

In addressing the above issues in collaboration with other members of the REDD+ advisory group key function expected of the Senior Expert are as followings.

- Build strategic relations with relevant ministries and agencies at provincial and district governments.
- Provide in-depth analysis, holistic inputs and comprehensive recommendations in line to the required knowledge and the issues being addressed.
- Provide assistance in coordinating oversight in the capacity development of various ministries, provincial and district governments emphasizing on paradigm shifts towards sustainable forest management.
- Provide in-depth analysis, holistic inputs and comprehensive recommendations as well as coordination in REDD+ project and activities implementations addressing the relevant issues from above.
- Keeping up with progress and situations of the relevant issues in managing REDD+ issues and projects at all levels of government.

## **II. SCOPE OF WORK RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

Under the supervision of the REDD+ Senior Management, the incumbent shall:

1. Provide liaisons between government ministries/institutions and the REDD+ Agency Special Team with an emphasis on paradigm shift by actively participating in high-level meetings with key stakeholders to ensure a comprehensive and mutual understanding of the model for the REDD+ system in Indonesia.
2. Assist in providing general expert knowledge related to the national and sub-national REDD+ Strategy and Action Plan implementation by specifically and actively participates in high-level meetings.
3. Assist in providing general coordination oversight related to the strengthening of the REDD+ institutions established at the national level and in designated priority provinces and, specifically in providing advices on capacity development programmes with a focus on strategic actions towards paradigm shifts in sustainable forest management as following.
  - Analyse and assess relevant existing organizations and structures within the three dimensional network of forest management in Indonesia involving all relevant stakeholders at various levels

of government, the civil society, and the indigenous population.

- Analyse and assess relevant existing laws, rules and regulations within the forest management system in Indonesia involving all relevant stakeholders at various levels of government, the civil society, and the indigenous population
  - Analyse and assess relevant existing human resource gaps and developing recommendations for closing these gaps and preparing the designated provinces for REDD+ implementation;
  - Analyse and assess the use of established information centres which assist in bridging the divide between the national REDD+ related agencies, the REDD+ agencies in the provincial and district governments;
  - Provide recommendations on trainings in new paradigm mainstreaming in sustainable forest management at the designated provinces and districts as well as its monitoring and supervision designs.
4. Provides expert oversight with regard to the coordination of current projects underway in all relevant provinces, specifically assist and advising REDD+ Agency's staffs on the following:
- Maintaining strategic communication channels with the existing relevant REDD+ institutions to facilitate the successful completion of the projects and activities;
  - Ensuring effective monitoring, evaluation and reporting of these projects and activities at national and sub-national levels; and
  - Finalising reports and other related documentation related to these pilot projects as required by the REDD+ Project Management team.

### **III. REQUIREMENT FOR EXPERIENCE AND QUALIFICATIONS**

#### **Academic Qualifications:**

Advanced university degree (Master's degree or equivalent) in Forestry or a closely related discipline. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

#### **Years of Experience:**

- A minimum of twenty (20) years of work experience related to forestry and environmental issues.
- Experience working with the Ministry of Forestry or Environment at an Echelon 1 level would be a considerable advantage.
- Strong knowledge and experience in land-based management in Indonesia with an emphasis on forestry and peat land.
- Knowledge on government systems at both a national and sub-national level is imperative.

#### **Language Requirements:**

Fluent in written and spoken Bahasa Indonesia and English.

#### **Competencies:**

##### **Core Competencies:**

#### Knowledge Management and Learning:

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example; and
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.

#### Development and Operational Effectiveness:

- Ability to conceptualise issues and analyse data;
- Ability to coordinate and work with others;
- Ability to implement new systems (business side), and affect staff behavioural/attitudinal change; and
- Ability to demonstrate good knowledge on Climate Change and/or REDD+ issues.

#### Management and Leadership:

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities; and
- Demonstrates strong oral and written communication skills.
- Ability to communicate information to a diverse range of people.
- Ability to work collaboratively with colleagues to achieve organisational goals.
- Excellent analytical and negotiation skills.

#### **Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without favouritism.

#### **Other requirements:**

In addition to the scope and output stated above, the incumbent will be required to undertake other ad-hoc tasks that may arise during the contract period. These tasks will be delegated by the Head of REDD+ Agency who will ensure that these ad hoc tasks do not impede on the incumbent's ability to meet contractual obligations/deliverables.

All materials and other intellectual property produced while working under contract including, but not limited to, documents, presentations, white papers, photographs and other media, will remain the property of the UNDP REDD+ Project and are required to be submitted to Knowledge Management System for archiving.

## **IV. EXPECTED RESULTS**

#### **Deliverables:**

- Regular advisory report gathered from liaison between the REDD+ Agency and its stakeholders, including but not limited to the Ministry of Forestry, the Ministry of Environment, the Ministry of Energy and Natural Resources, the BAPPENAS as well as the

relevant Provincial and District Governments with regards to the model for REDD+ system in Indonesia.

- Report on general expert knowledge related to the national and sub-national REDD+ Strategy and Action Plan.
- Report on expert oversight with regard the coordination of REDD+ pilot projects underway in targeted provinces.

Reports derive from the missions during contract period.

1. Report on the ad-hoc assignments given by the REDD+ Chief of Operation Officer and the Head of REDD+ Agency.
2. Facilitate knowledge building and management.
3. Other deliverables by agreement.

No.	Deliverables	Due Date	Payment
1	Report on the assessment result of existing provincial and district government structure and agencies relevant to REDD+ implementation.	31 March 2014	33.33%
2	Report on the assessment result of existing provincial and district government laws and regulations relevant to REDD+ implementation.	30 April 2014	33.33%
3	Report on the assessment result of existing provincial and district government human resource capacity in agencies relevant to REDD+ implementation.	31 June 2014	33.33%

## **I. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS (PART TO BE COMPLETED BY CONSULTANT)**

**Interested individual consultants must submit the following documents/information to demonstrate their qualifications:**

**1. NAME OF CONSULTANT:** .....

### **2. INTEREST AND AVAILABILITY**

*(i) Explaining why you are the most suitable for the work*

*(ii) Provide a brief methodology on how you will approach and conduct the work (if applicable)*

### **3. FINANCIAL PROPOSAL**

The financial proposal shall specify a total amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this amount.

Contract amount for all above deliverables/outputs: IDR \_\_\_\_\_

### **Travel:**

At estimate one time per month the incumbent needs to travel from Jakarta to the REDD+ Project

priority provinces, i.e. either to Central Kalimantan, East Kalimantan and Jambi. Duration of each travel is 3 days.

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

#### **4. PERSONAL CV, LATEST EDUCATION CERTIFICATE INCLUDING PAST EXPERIENCE IN SIMILAR PROJECTS**

## **II. EVALUATION**

Individual consultants will be evaluated based on the following methodologies

☒ 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 14 points (70% from 20 points) would be considered for the Financial Evaluation*

**ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS** – *[to be provided by procuring unit with the individual consultant procurement notice]*