Terms of reference

	GENERAL INFORMATION

Title: Main Researcher for Participatory Governance Assessment (PGA) Data Collection in East Kalimantan Province
Project Name : Participatory Governance Assessment (PGA)
Reports to: Project Manager
Duty Station: Home Based
Expected Places of Travel (if applicable): Berau and Kutai Kertanegara District in East Kalimantan Province
Duration of Assignment: 3 Months (60 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

v	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

v	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

v	CV
v	Copy of education certificate
v	Completed financial proposal
v	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:
☐ partial (explain),
☒ intermittent (explain, meetings at UNDP office if required)
☐ 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

Signature of the Budget Owner:

I. **BACKGROUND**

Indonesia has the third largest tropical forest coverage in the world. What happens to Indonesia's forests not only affects the quality of life and economic well-being of all Indonesians, but it also affects the entire global community. It is for this reason that, when the President of Indonesia made a global commitment to cut greenhouse gas emissions by 26% by 2020 using the country's own

resources, or by 41% with international support, the world took note.

Partly because of this, in late 2010 the Government of Indonesia signed a Letter of Intent with the Government of Norway to embark on an ambitious program to halt deforestation and forest degradation, while at the same time ensuring that the country continues to grow. In other words, the collaboration is intended to support Indonesia in its quest for a greener path towards growth and prosperity.

In order to address deforestation and land degradation, it is also important to address critical issues on forest governance. Good forest governance is critical to the success or failure of the implementation of REDD+1 in particular, and forest and land management in general. In the context of forest and land management, the existing structure and practices of forest governance directly affect how issues are defined, policies are made and later implemented to reach set goals.

Although there are good initiatives to address forest governance issues i.e. forest moratorium, one map policy, timber certification, sustainable palm oil, law enforcement on forest related crimes, the overall score of the 2012 Indonesia Forest, Land and REDD+ Governance Index indicates that there is a lot of room for improvement. The report uses a scale of 1 to 5 to calculate an overall index value of forest, land and REDD+ governance. The result was an index of 2.33 in 2012, which is still below the ideal score of 3.5 and above. This value is derived from the average Forest Governance Index at the central level (2.78) combined with the average index value calculated for the 10 provinces with the largest forest areas (2.39), and the average index value of 20 districts surveyed within these provinces (1.8).

The inadequate forest governance, problems with protected forest and forest conservation management, huge gaps in the management of state forest areas have been recognized by the government. Several initiatives have been launched to complement existing ones. The latest one saw 12 ministries and agencies sign a Memorandum of Understanding to accelerate forest gazettement in state forest areas, which is expected to clarify the status of state forest areas. At the same time, it will also function to resolve forest related conflicts and overlapping rights among forest users. The MoU was initiated by KPK (the Corruption Eradication Commission) and UKP4 (the Presidential Delivery Unit for Development Monitoring and Oversight).

Following Constitutional Court Ruling No. 35/2012 on Customary Forests, a series of actions are being implemented. To ensure a strong legal basis, the Parliament and Government are legalizing the Protection and Recognition of the Customary Law Community. The Coordinating Ministry of People's Welfare along with relevant ministries and agencies have also set up several agendas i.e. identification of good practices on the recognition of customary forests in Indonesia; preparation of the Instruction Letter of the Minister of Home Affairs on Customary Forests (including an information package for existing regulations and policies on customary communities, government social welfare programs and conflict resolution mechanisms).

In the Ministry of Forestry, a series of efforts have been undertaken to strengthen forest governance. They are the establishment of a one-roof forestry permit system - including an online system - which aims to reduce direct interface between clients and government officers in the ministry. The Ministry of Forestry also signed a MoU with law enforcement institutions to apply a multi-door approach in dealing with organised forest crimes. In addition, the Ministry of Forestry is also working closely with KPK to monitor corruption practices at the ministry. Several ministerial regulations have also been issued. They are related to forest partnerships with the community, establishment of forest boundaries and the simplification of the forest permit process. There is also an action plan for corruption prevention and an MoU with 12 ministries and agencies.

Although initiatives to tackle forest governance issues are in place, they need sufficient resources,

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[1]REDD+ is a global commitment which provides financial incentives to developing countries for the reduction of greenhouses gases from deforestation and forest degradation as well as conservation of carbon stock, sustainable management of forests and enhancement of forest carbon stocks.

instruments, institutional support and good working relationships with other non-government actors (civil society organizations, community-based organizations and private sectors) to be able to implement the agreed plan. The problems are complicated, involving many interests and covering vast areas throughout Indonesia. KPK and UKP4 could allocate some resources to collaborate with specific ministries and agencies, but their resources are inadequate to reach provincial and district levels. In fact, what is quite challenging is to operationalize the whole plan at the local government level. Not only does it require more resources to provide technical assistance, but it also requires wide and effective network with other players who are working with the same objectives.

While all planning and implementation arrangements are prepared at the central level, they also need to be equipped with monitoring instruments. Those instruments need to be tested. Capacity building needs to be provided to government officials who will be responsible for implementing the plan in the field. A mechanism also needs to be developed to engage non-government actors - including the private sector - to achieve the set target. The existing plan (MoU between 12 ministries and agencies) has planned to pilot in one province. However, the instruments also need to be tested in other provinces to obtain more lessons so that they can be scaled up at other regions.

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The forest governance condition in Indonesia will be measured through four aspects, namely (1) certainty over forest areas, (2) fairness over forest resources, (3) transparency over forest management and (4) capacity of law enforcement. Each aspect is consisted of three variables, namely regulation and policy framework, actors' capacity and forest governance performance and each variable is consisted of indicators. The applied indicators and data collection instrument for the development of the 2014 PGA Index are attached.

The selected researcher is expected to do the following consultancy work:

- Identifying one qualified research assistant in each selected district in which the qualified candidate will collect the whole needed data according to each PGA's indicator
- Liaising and building partnership with key stakeholders i.e. BAPPEDA, Dinas Kehutanan, Kesbangpol, Law Enforcement Institution, Civil Society Organizations, Customary Community Organization, Private Sector Association at province and two selected
- Collecting required data and information by applying multi methods i.e. content analysis of the relevant documents, structured interview and data analysis according to each PGA indicators
- Compiling all collected data and information and placing them into order.

Deliverables:

- Raw materials of data collection taken from document and data analysis as well as in-depth interviews with applying structured interview are provided both at province and two selected districts.
- Preliminary progress report on data collection process is submitted in time after one month of data collection activities conducted against each PGA indicators both at province and two selected districts.
- The completed narrative report of the data collection acclivity is consolidated and analyzed against the respective indicator both at province and two selected districts.
- The data collection is expected to be finalized within two months after the signing of the contract.

REPORTING AND MONITORING

For administrative and operational matters, the selected researcher will report to the Admin and Finance Associate and Data Collection Officer of the Participatory Governance Assessment Project in Indonesia.

For substantive matters and to ensure overall cohesiveness of the data collection process, the selected researcher will also need to communicate regularly with the Project Manager of

Participatory Governance Assessment in Indonesia. The work plan and activity reports describing the detail of the services rendered as per submitted proposal should be submitted by the selected researcher on a monthly basis.

The selected researcher will also facilitate monitoring visits done by PGA expert panel to observe the data collection process, learn preliminary findings and provide suggestions on the data collection process to make it better.

The main researcher along with the proposed researcher in each district must attend inception meeting to discuss and agree on data collection instruments and process, payment processes, reporting schedules and formats, monitoring, etc.

III.   REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Participatory Governance Assessment (PGA) for REDD+ Implementation invites qualified candidate having specialization in Forest Governance related issues in East Kalimantan Province with the following required qualifications:

- Education: Bachelor degree (preferably Master degree) in relevant fields;
- Experience: Five (5) years of experience in forest governance related issues particularly in East Kalimantan Province and research experience in governance related to issues as reflected in the applicant's CV;
- Competency: Good   knowledge   on   forest   policy/forest   governance/public administration/Indigenous people and civil society organization/business in forest sector/climate change issues;
- Experience in working with government, international organization.

IV.   EXPECTED RESULTS

Review/approval time required to review/approve the outputs prior to authorizing payments.
The report submitted will be in MS format, with following deliverables.

Deliverables	Due Date	Payment
• Raw materials of data collection taken from document and data analysis as well as in-depth interviews with applying structured interview are provided both at province and two selected districts (Berau and Kertanegara).	May 2014	30 %
• Preliminary progress report on data collection process is submitted in time after one month of data collection activities conducted against each PGA indicators both at province and two selected districts (Berau and Kertanegara).	June 2014	30%
• The completed narrative report of the data collection activity is consolidated and analyzed against the respective indicator both at province and two selected districts and the data collection is expected to be finalized within two months after the signing of the contract.	July 2014	40%

V.   ANNEX 3_PGA DATA COLLECTION INSTRUMENT