

Terms of Reference - INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.
Resilient nations.

Position: FREDDI Institutional Arrangement Support Specialist
(National, 1 post)

Closing date:

I. Position Information

Title REDD+ FREDDI Institutional Arrangement Support Specialist **(National, 1 post)**

Department/Unit: EU/PMU

Reports to: Funding Instrument Advisor

Duty Station: Jakarta

Expected Places of Travel (if applicable): Central Kalimantan, East Kalimantan, Jambi, West Sumatra

Duration of Assignment: May – August 2014; OUTPUT based

REQUIRED DOCUMENT FROM HIRING UNIT

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

Need for presence of IC consultant in office:

☐ partial (explain), at least once in every week to consult with the supervisor

☐ intermittent (explain)

☒ 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: Vitri Sekar Sari

Signature of the Budget Owner: Roy Rahendra

II. Background Information

Context of the REDD+ initiative:

Indonesia is the third largest emitter of CO₂ 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 more than 80 percent of Indonesia's estimated annual emissions.

In this contexts, on May 26, 2010 the Governments of Indonesia and the Kingdom of Norway signed a Letter of Intent to establish a Partnership for REDD+ (Reducing Emissions from Deforestation and Forest Degradation) to tackle greenhouse gas emissions from deforestation and forest and peat land degradation. REDD+ is a global mechanism which provides an opportunity for developing countries like Indonesia to move towards a sustainable green economy. For Indonesia it also offers a way to achieve the Indonesian government's voluntary commitment to the world to reduce emissions as much as 26 percent or up to 41 percent with international support by 2020.

Committed to the cause of reducing emission, the Government of Indonesia has been designing structure of REDD+ Agency along with the funding/ grant channelling mechanism as well as monitoring, reporting and verifications (MRV). To support this, and to make a breakthrough in the field of grant channelling, the Government of Indonesia has also designing a mechanism of fund channelling for small grant related to REDD+ issues. In particular, the Fund for REDD+ Indonesia (FREDDI) is being developed as a credible and accountable trust fund for REDD+ financing in Indonesia designed under the REDD+ Agency. In relations to this matter, several small grants pilot project identified through FREDDI funding windows will be conducted. The government liaison facilitator will play important role in developing/managing relationship with government institution for implementation of pilot projects in Central Kalimantan.

The implementation of REDD+ will be an important step in the development of a green economy, and an opportunity to reform forest and peat land governance across Indonesia.

Context of this ToR:

*The Workstream Funding Instrument of REDD+ Agency is currently focusing on the first modality of funding management and disbursement which derives from grant. On this basis, the workstream Funding Instrument have designed structure of funding instrument for REDD+ in Indonesia on the basis of Government Regulation Number 10 year 2011 and Presidential Decree Number 80 year 2011. Due to the stipulation of the legal basis, the next step to be taken by the REDD+ Agency to launch the funding instrument is to conclude: i) regulatory product of the institutional establishment of the funding instruments and ii) grant agreement between the Government of Indonesia and Norway as the initial donor for REDD+ funding (**"Establishment of Legal Instruments by Joint Concept Note and Contribution Agreements"**), and iii) Standard Operating Procedures for the Operationalization and management capacity for FREDDI in national and sub-national levels. In the first three months of 2014, the initial draft of Standard Operating Procedures has been developed, and intensive discussions with key parties have been initialized for further institutional arrangement of FREDDI. At this moment, the next step to be completed for the operationalization of FREDDI is to disseminate the Standard Operating Procedures and gaining feedbacks from the key counterparts so that it can be finally implemented. Furthermore, in order to establish FREDDI as a legit Trust Fund, there are regulatory products that need to be further produced and processed such as the recommendation paper on the Amandment of Perpres 80/2011, the recommendation paper on the recognition of carbon as asset class, as well as report on the legal studies on the FREDDI's instrument namely PRISAI (Principle, Criteria and Indicator of Safeguard REDD+ Indonesia) and Benefit Sharing Design for REDD+. In addition, for supporting the FREDDI's work in strategic and urgent project pipeline, the development of concept note on Forest Fire Prevention and Management from legal perspective is also considered pivotal to be finalized at this stage. In order to expedite the development of the required documents to make FREDDI operational, the REDD+ Agency with the assistance of UNDP is seeking to engage REDD+ FREDDI Institutional Arrangement Support Specialist.*

Expected Travel

Central Kalimantan 2 times (travel duration: 4 days 3 nights)
East Kalimantan 2 times (travel duration: 3 days 2 nights)
Jambi 2 times (travel duration: 3 days 2 nights)
West Sumatera 2 times (travel duration: 3 days 2 nights)

III. Objectives of Assignment

Overall objective of this assignment is to seek assistance from one (1) legal and institutional arrangement support specialist to support the workstream funding instrument in providing its deliverables in a timely manner and ensure all researches on legal aspects related to the Establishment of FREDDI through the Amendment of Perpres 80/ 2011 on Grants, the feasibility and effectiveness of FREDDI SoP against the envisioned output of REDD+ Management Agency, and the recognition of carbon as asset class can be completed and utilized as the vital materials for FREDDI institutional arrangement.

IV. Scope of work

Scope of work:

1. Conducting research to support the process of drafting and finalizing Recommendation papers and memo for Amendment of Presidential Regulation 80/2011 on Grants.
2. Conducting research and writing review and comparative study on FREDDI Standard Operating Procedures.
3. Conducting research and writing legal memo on the recognition of carbon as asset class.
4. Leading a round series of discussion with key experts on the recognition of carbon as asset class.
5. Drafting the FREDDI SoP for Structural and Governance Setting
Drafting and finalizing other FREDDI related documents such as ToR, legal memo, analysis package, and etc.

V. Expected Results

The position is expected to complete and report the following results during the period of contract:

No.	Deliverables	Due Date	Payment
1.	<ul style="list-style-type: none">- Progress report on research and studies for assisting the development of Recommendation papers and memo for Amendment of Presidential Regulation 80/2011 on Grants.- Progress report on research for review and comparative study of FREDDI Standard Operating Procedures.	19 June 2014	25 %
2	<ul style="list-style-type: none">- Progress Report on the dissemination of FREDDI Standard Operating Procedure on Procurement and Asset Management to key stakeholders in national and sub national levels.	19 July 2014	25 %
3	<ul style="list-style-type: none">- Progress Report on the research for recommendation and legal memo for the process of recognition of carbon as asset class.	19 August 2014	20 %
4	<ul style="list-style-type: none">- Progress report on the further development of FREDDI SOP for Structural and Governance Setting.- Progress Report on the assistance of establishing FREDDI 2.0, including but not limited the selection process of Board of Trustee and Trustee	19 Sept 2014	30 %

VI. Deliverables / Final Products Expected

Deliverables:

- 1 Research Note for the Recommendation papers and memo for Amendment of Presidential Regulation 80/2011 on Grants.
- 2 Research Note for review and comparative study of FREDDI Standard Operating Procedures.
- 3 Progress Report on the dissemination of FREDDI Standard Operating Procedure on Procurement and Asset Management to key stakeholders in national and sub national levels.
- 4 Research Note for the Recommendation Paper on the process of recognition of carbon as asset class.
- 5 Draft of FREDDI SOP for Structural and Governance Setting.
- 6 Progress Report on the assistance of establishing FREDDI 2.0, including but not limited the selection process of Board of Trustee and Trustee
- 7 Other documents related to FREDDI institutional arrangement.

VII. Requirements

Academic Qualifications:

- A Bachelor's Degree in Law.

Background and Experience:

- Excellent knowledge in REDD+ concepts.
- Extensive knowledge of national and sub-national laws and regulations and international agreements related to forestry and REDD+ issues.
- Ability to conduct and manage in-depth legal research and review of relevant laws and regulations.
- Ability to draft and review Standard Operating procedure for institutional arrangement and management capacity.
- At least three (3) years' experience preferably in legal field. Experience in prominent legal firm is essential.
- Solid knowledge and analytical ability in laws and regulations related to investment, banking, finance, forestry, environment and other.
- Ability to lead negotiations with third parties to establish and implement financial instruments.
- Experience in drafting contracts with third parties to establish and implement financial mechanisms.

Language Proficiency:

Fluent in written and spoken Indonesian and proficient in English.

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.

Functional 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 the work of others;
 - Ability to implement new systems (business side), and affect staff behavioural/attitudinal change;
 - Good knowledge of Results Management Guide and Toolkit; 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;
 - Leads teams effectively and shows mentoring as well as conflict resolution skills; and
 - Demonstrates strong oral and written communication skills.

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 incumbent's workstream Associate/ Coordinator 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 REDD+ Agency and are required to be submitted to WG Associate for archiving.