



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 September 2014

Country: UNDP Asia-Pacific Regional Centre

Description of the assignment: 2 positions - Evaluation Team Leader (International) and Evaluation Specialist (a national of Indonesia) for Mid-term Review of UNORCID

Duty Station: Indonesia with possible in-country travel

Period of assignment/services (if applicable): October - November 2014 with maximum 30 working days

Proposal should be submitted by email to rcb.procurement.th@undp.org no later than **29 September 2014**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Asia-Pacific Regional Centre will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Following a MoU between the Republic of Indonesia and the UN System, the United Nations Office for REDD+ Coordination in Indonesia (UNORCID) was opened by the UN SG in Indonesia on 17 November 2011. UNORCID draws upon the collective strengths of the entire UN System, and especially its Partner Agencies, namely FAO, ILO, UNDP, UNEP, UNESCO, UNODC, UNOPS, UNU and WFP. UNORCID supports the National REDD+ Agency and promotes informed and meaningful involvement of all stakeholders, including customary and other forest-dependent communities, in fostering REDD+ implementation in Indonesia.

UNORCID supports REDD+ readiness efforts in Indonesia at national and province level in 11 provinces, with Pilot Province Offices in the REDD+ Pilot Provinces of Central Kalimantan and Jambi (Papua and Aceh are forthcoming) through coordination and support to national and provincial REDD+ action through analyses, methodologies, tools, data and best practices. Its purpose is to strengthen the collaboration between the government body responsible for REDD+ in Indonesia (formerly the National REDD+ Task

Force, currently the National REDD+ Agency) and the UN System and to enhance the level of coordination, efficiency and effectiveness in the Government's implementation of the National REDD+ Programme.

UNORCID is a flexible in-country structure that evolves with the needs of the Government. Since the opening of the Office, many changes have taken place, both externally and within UNORCID. As the REDD+ landscape and country needs evolve, UNORCID reviews its objectives to ensure it is meeting the needs of Indonesia and the REDD+ provinces as they gradually move beyond the Quick Start and initial readiness phase.

As such, it is time to take stock. As foreseen in the Mou, 'a midterm review of the results achieved by UNORCID is to be undertaken jointly by the UN and the Government 2 (two) years after the date of signing of the MoU, which may be renewed or amended by written agreement of the Parties'.

FAO, UNDP and UNEP, the three agencies participating and supporting the UNORCID Mid-Term Review, assist UNORCID through in-kind contributions (senior staff) in accordance with their expertise and comparative advantages. FAO on technical issues related to forestry, natural resources and supporting specifically the development of REDD+ monitoring, including measurement, reporting and verification (MRV) systems; UNDP on national coordination and partnership, with its focus on governance, socio-economic implications of REDD+ and the engagement of Indigenous Peoples and civil society; and UNEP in convening expertise and decision-makers in the REDD+ agenda, increasing knowledge and capacity on multiple benefits of REDD+ and facilitating the conditions to move towards a low carbon economy by transforming the forest sector through analysis, scenario development and assessment of options for investments. Other entities of the UN system competent in the thematic area of REDD+ have provided technical expertise and assistance in support of the National REDD+ Programme through UNORCID.

2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

SCOPE OF WORK

The MTR will be conducted as described in the overall ToR for the UNORCID MTR attached as Annex I.

The primary objective of the MTR is to review UNORCID's performance and contributions in terms of relevance, effectiveness against the Office's expected outputs and outcomes; efficiency in order to identify achievements, shortcomings and lessons learned, process improvements and program opportunities and when necessary recommend mid-course adjustments to improve performance and increase sustainable development impacts and benefits. Related to the sustainability issue, the MTR will also assess whether UNORCID's mandate should be extended beyond the current end Sept 2015 timeline and potential options to resource the continuation of UNORCID's presence as applicable.

The MTR will cover performance and contributions under the following terms: (i) to provide evidence of results to meet accountability requirements, (ii) to promote learning, feedback and knowledge sharing

through results and lessons learned among UNORCID, UN System and other partners, and, (iii) to inform possible extension of the UNORCID mandate and the revision of its engagement strategy, and indicate potential options to resource the continuation of UNORCID's presence as relevant.

The scope of the MTR is to review the results achieved by UNORCID from the time of its inception in November 2011 to August 2014. The review will encompass the activities and geographical scope of UNORCID as a whole, including both the national and the provincial level offices respectively.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

MTR Evaluation Team Leader (one position): responsible for overall coordination of the MTR team, and for the overall quality and timely submission of the MTR report to the UNDP.

Specifically, the MTR Team Leader will lead and manage the MTR mission; design the detailed MTR scope and gender sensitive methodology (including the methods for data collection and analysis); decide the division of tasks and responsibilities within the MTR team; conduct an analysis of the outcome, outputs and partnership strategy (as per the scope of the MTR described above); present MTR findings when needed; draft related parts of the MTR report and finalize the whole MTR report.

Qualification and Competency requirements for MTR Team Leader:

- Advanced university degree in Forestry, Environmental sciences, international development or other relevant social science areas;
- At least 8-10 years of solid experience in undertaking evaluations/MTRs of similar types of programmes for international organizations, preferably including UN agencies, and with the role in at least two of these evaluations/MTR assignments as the team leader
- In-depth knowledge and good technical understanding of REDD+, forestry and Climate Change issues;
- Knowledge of the UN, in particular of the UN REDD Programme and the UN System partners of UNORCID;
- First-hand experience of large, regional programme coordination and management;
- Excellent analytical, strategic thinking skills, inter-personal, teamwork, and communication skills
- Extensive knowledge of qualitative and quantitative evaluation methods
- Knowledgeable of gender equity, minorities and other social and cultural issues;
- Experience in working with national governments and senior government officials;
- Prior work and experience in the Asia and Pacific region will be an asset
- Ability to meet tight deadlines.
- Excellent report writing and editing skills in English

Evaluation Specialist who is an Indonesian national: responsible for performing the tasks as per the MTR division of tasks and responsibilities drawn up in consultation with the MTR Team Leader.

Qualification and Competency requirements for evaluation specialist:

- Advanced university degree in Forestry, Environmental sciences, international development or other relevant social science areas;
- Good knowledge of evaluation and assessment methods with minimum of 5-7 years of professional working experience of having taken part in reviews and evaluations;
- Good technical understanding of the REDD+ field, and of sustainable forestry and Climate Change issues;
- Knowledge of the UN, in particular of the UN REDD Programme and the UN System partners of UNORCID;
- Civil society / indigenous community experience and knowledge of gender equity, minorities and other social and cultural issues;
- Excellent interpersonal and teamwork skills;
- Good report writing skills in English;
- Indonesian national.

Language requirements for both consultants:

- Fluency of English language is required

Potential consultants will be expected to be independent and objective; therefore, they should not have any prior involvement in design, implementation, decision-making or financing of the UNORCID or any of its related activities.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration of the Work

Estimated Work Days: 30 days per consultant of the two persons MTR consultant Team with the MTR process starting in October and MTR Report finalization latest by end of November 2014.

It is proposed that the MTR Team schedule the first 10 work days of the consultancy for the desk review and preparation of the Inception Report; 18 days for the MTR report and 2 days for appropriate revisions of final draft MTR Report following review by and feedback from relevant stakeholders.

At least a week should be provided for review and feedback following the sharing of the Inception and MTR Reports with MTR focal points and other relevant stakeholders.

Duty Station

In Indonesia with possible in-country travel. The MTR will entail meeting in-country partners and staff on the ground to acquire a comprehensive understanding of the work conducted. The MTR team will report to the Indonesia Country Office at the start of the review work to discuss and agree on details related to reporting, required presence in office, relevant logistic support, etc.

5. FINAL PRODUCTS

The MTR team is expected to produce the following deliverables:

- i. Inception Report detailing the MTR team's understanding of what is being reviewed and why, showing how each MTR question will be answered (which methodologies will be used), a proposed schedule of tasks;
- ii. Draft MTR Report to be shared with the MTR Focal Points and relevant stakeholders;
- iii. Final MTR Report and Executive Summary.

The Inception Report will be shared with the MTR Focal Points from the Government of Indonesia, the three participating UN Organizations (FAO, UNEP and UNDP) and UNORCID staff before it is finalized.

The Draft MTR Report will be submitted first to the MTR Focal Points, who will review the document for quality and completeness and request enhancements from the consultants as needed. The revised draft report will then be circulated among the three participating UN Organizations, Government of Indonesia, UNORCID and other key stakeholders for comments.

Comments will be incorporated as deemed appropriate by the MTR team. A "Response to comments matrix" will be prepared by the MTR team to show how comments received have been dealt with in the

Final MTR Report. The MTR Team is fully responsible for its independent report, which may not necessarily reflect the views of implementing agencies, the Government of Indonesia and other key actors.

Review time required for the Inception and MTR Report - At least a week after submission of these deliverables for review and to provide feedback by the MTR focal points and other relevant stakeholders.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The UNORCID MTR will adhere to the UNDG Norms & Standards and will be conducted over a period of 30 working days by two independent consultants under the overall responsibility and management of the relevant headquarter, regional and country staff of the participating UN Organizations. The MTR will begin in October with the MTR report finalization latest by the end of November 2014.

The MTR will be conducted by an independent team of consultants consisting of one Evaluation Team Leader and an Evaluation Specialist.

The participating three UN agencies and the Government of Indonesia will appoint MTR Focal Points, preferably persons that are not directly involved with UNORCID but sufficiently knowledgeable about UN-REDD, to provide technical backstopping and quality assurance over the MTR process and products to ensure that they meet the required UN standards.

The UNDP Regional Bureau for Asia and Pacific will provide the over-all coordination and facilitation for the MTR process with necessary guidance from the UNDP Principal Policy and Technical Advisor for REDD+. The Indonesia Country Office will provide necessary in-country supervision of the MTR team and assist with the procurement, logistics and other related support for the MTR process at the country level. UNORCID will provide necessary documentation and other relevant information, and will assist the MTR process as needed.

The final MTR report will be submitted to the Chair of UNDG for sharing and relevant discussions with Government of Indonesia representatives.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or [P11](#)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself or the team as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.

- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in Indonesian Rupiah.

Incomplete proposals may not be considered.

For any clarification regarding this assignment please write to [rcb.procurement.th @undp.org](mailto:rcb.procurement.th@undp.org)

8. FINANCIAL PROPOSAL

The technical and financial proposals for the Team Leader and Evaluation Specialist positions can be submitted individually or as a team with a detailed cost breakdown of each individual cost.

Consultants must send a financial proposal based on Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment.

Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Submission and approval of Inception Report - 25 % of total contract amount
- Submission of draft MTR Report - 30 % of total contract amount
- Approval of MTR Report and Executive Summary/Brief following review and feedback - 45% of total contract amount

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

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9. EVALUATION

Evaluation Method and Criteria

Individual consultants will be evaluated based on the Cumulative analysis. Each consultancy/position will be individually evaluated. The award of the contract shall 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 set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points):

Criteria A: qualification requirements as per TOR - Max points 30

- i. Relevance of Education/ Degree
- ii. Years of Relevant Experience
- iii. Regional Experience
- iv. Adequacy of Competencies for the Assignment
- v. Others / Special Skills, Language, etc.

Criteria B: Brief Description of Approach to Assignment - Max points 40

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

ANNEXES

Annex I – UNORCID MTR Terms of Reference (ToR)

Annex II – Individual Contract General Terms and Conditions

Annex III – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

