

Terms of reference



Empowered lives.
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I. Position Information

Title: Green Economy Research Specialist for Low Emission Capacity Building (LECB) Project

Department/Unit: Environment Unit/ LECB Project

Reports to: LECB Project Coordinator

Duty Station: Home based

Expected Places of Travel (if applicable): N.A

Duration of Assignment: December 2014 to February 2015 (60 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

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

REQUIRED DOCUMENTATION FROM CONSULTANT

<input type="checkbox"/>	CV ✓
<input type="checkbox"/>	Copy of education certificate ✓
<input type="checkbox"/>	Completed Financial proposal and Technical proposal (if applicable)

Need for presence of IC consultant in office:

☒ partial (explain) : the consultant is home based and requesting for his/her presence at the office as requested by the Project Coordinator

☐ intermittent (explain)

☐ full time/office based at LECB project office

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:

LECB Indonesia Support Unit

Signature of the Budget Owner:.....

II. Background Information

The Low Emissions Capacity Building (LECB) Project is one of the leading activities to promote Green Economy Transition in Indonesia. The overall objective of the LECB project is to build capacities of national and subnational government institutions to design and develop finance-ready NAMAs and associated country-owned Measurement, Reporting and Verification (MRV) systems in the transport sector and a selected industrial sub-sector.

This objective will be achieved through the following three outputs:

- Green economy approaches integrated into the RAN-GRK and RPJMN as a basis to prepare the country for NAMAs and associated MRV Systems in a selected industrial sub-sector and the transport sector;
- Finance-ready NAMAs designed and developed in the selected industrial sub-sector and the transport sector for the Greater Jakarta area;
- MRV system developed for the NAMAs.

The project is chaired by UKP4 (the President's Delivery Unit for Development Monitoring and Oversight) as executing agency and co-chaired by BAPPENAS (the Indonesian National Development Planning Agency).

To support and accelerate implementation of the UNDP LECB Indonesia project, there is a need for additional capacity to support field research and survey to collect and to input data on development of green economy indicators. In this context, the Research Support Specialist is recruited.

III. Objectives of Assignment

Under the supervision of the LECB Indonesia project manager, the Research Assistant will generate demand driven research and data input to the on-going LECB work on Green Economy component.

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IV. Scope of work

Scope of work:

- Provide demand driven research input and analysis to lead consultants and technical staff engaged in the LECB Indonesia project on green economy transition related subjects;
- Assist in preparation of project events such Senior Consultant visits, conferences, meetings and so on;
- Draft minutes of meetings, event and regular project reports;
- Edit project related publications;
- Support the maintenance of the Green Economy Activity Data Base;
- Assess and maintain data bases which are available for GoI counterparts, LECB Indonesia project staff and UN agencies, on:
 - Data and information availability
 - Existing green economy activities in country
 - Key national and international publications

V. Expected Results/Deliverables

No.	Deliverables	Indicative Due Date
1.	a. Report on Secondary data collection and processing for the development of Jakarta Green Economy Model b. Report on Secondary data collection and processing for the revision of Central Kalimantan Green Economy Model.	10 December 2014 24 WDS 40%
2.	a. Report on Processing of GDP of the Poor survey data for planned publications to be launched during UNFFCC COP 20/CMP 10 in Lima, Peru. b. Report on Supporting the data-related engagement of line agencies for initial development of Jakarta Green Economy Model	20 December 2014 26WDS 60%

Satisfactory performance depends on:

- Quality delivered, as assessed by Supervisors.
- Timeliness, in terms of delivering documents against set timelines. The incumbent is required to deliver work within set timelines and if problems arise, consult with supervisors on a revised dead line.
- The contract performance will be assessed on the ability to deliver against the expected deliverables.

VII. Requirements

Functional Competencies:

- Proven ability to conduct survey and produce research products with minimal supervision;
- Excellent data management;
- Knowledge of and interest in sustainable development, green economy, and related subjects.

Core Competencies:

- a) Demonstrating/safeguarding ethics and integrity
- b) Demonstrate corporate knowledge and sound judgment
- c) Self-development, initiative-taking
- d) Acting as a team player and facilitating team work
- e) Facilitating and encouraging open communication in the team, communicating effectively
- f) Creating synergies through self-control
- g) Managing conflict
- h) Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing are the responsibility of each staff member.
- i) Informed and transparent decision making

VIII. Qualifications (please refer to standard qualification in line with category of consultant)
<p><u>Education:</u></p> <p>A bachelor or equivalent in Engineering, Environment, Development, or a related field relevant to the position.</p> <p><u>Background and Experience:</u></p> <p>Minimum three years of experience in research, survey or project development. Experience working in a multicultural environment, in Indonesia and/or in an international or government organisation is a distinct advantage.</p> <p>Familiarity with standard office software (Microsoft Office package, databases).</p> <p><u>Language Requirements:</u></p> <p>Fluency in Bahasa Indonesia and English, written and spoken is required.</p>
IX. Other Selection Criteria
N/A