Terms of reference

I. Position Information

Title: IT Specialist for Low Emission Capacity Building (LECB) Project
Department/Unit: Environment Unit/ LECB Project
Reports to: LECB Project Coordinator
Duty Station: Jakarta
Expected Places of Travel (if applicable): N.A
Duration of Assignment: December 2014 to February 2015 (60 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

x	TERMS OF REFERENCE
3	CONFIRMATION OF CATEGORY OF CONSULTANT, please select :

        (1) Junior Consultant
        (2) Support Consultant
        (3) Support Specialist
        (4) Senior Specialist
        (5) Expert/ Advisor

x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

	CV ✓
	Copy of education certificate ✓
	Completed Financial proposal and Technical proposal (if applicable)

Need for presence of IC consultant in office:
☐partial (explain)

☐intermittent (explain)

V 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 in developing and programming relevant online/web user interfaces (UI) for the System Dynamic modelling application; also to support the IT components for the 'Satu Data' framework development. In this context, the **IT Specialist** is recruited.

III. Objectives of Assignment

Under the supervision of the LECB Indonesia Project Coordinator, the IT Specialist will generate demand driven online/web application development, and IT software engineering and programming support to the on-going LECB work on all components where required.

IV. Scope of work

Scope of work:
- Provide demand driven online/web application development, and IT software engineering and programming support to lead consultants, technical staff and project management unit engaged in the LECB Indonesia project;
- Draft minutes of meetings, event and regular project reports relevant to the projects IT/Web (online)/Knowledge Management system;
- Edit project IT/Knowledge Management related publications;
- Support the maintenance of the projects IT/Web (online)/Knowledge Management system environment;
- Assess and maintain IT/Web (online)/Knowledge Management system and environment so they are available for GoI counterparts, LECB Indonesia project staff and UN agencies
- Assist in preparation of project events such Senior Consultant visits, conferences, meetings and so on;

V. Expected Results/Deliverables

No.	Deliverables	Indicative Due Date
1.	a. Report on the Adjustment content, layout, and features of LECB E-Learning based on feedback from RAN GRK Secretariat. b. Report on the Deployment of LECB E-Learning and LECB website on RAN GRK Secretariat's server. c. Report on Deployment of Indonesia Green Economy Model, Kalimantan Tengah Green Economy Model, and Jakarta Economy Model User Interface on LECB E-Learning.	10 December 2014 40% 24 WDS
2.	a. Report on Development and validation of Indonesia Green Economy Model User Interface on Forio. b. Report on Development and validation of Kalimantan Tengah Green Economy Model User Interface on Forio. c. Report on Development and validation of Jakarta Green Economy Model User Interface on Forio.	20 December 2014 60% 36 WDS

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 assesses on the ability to deliver against the expected deliverables.

VII. Requirements

Functional Competencies:

- Proven ability web/online application programming and information/knowledge system development;
- Proficiency in program language i.e. C, C++, Java, PHP, Cake, CodeIgniter, etc.;
- Knowledge of and interest in IT application development in sustainable development, green economy, NAMA, MRV, 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)

Education:

A bachelor or equivalent in Computer Science, Informatics Engineering, or a related field relevant to the position.

Background and Experience:

Minimum three years of experience in web application programming, software engineering, and information system development. Experience working in a multicultural environment, in Indonesia and/or in an international or government organisation is a distinct advantage.

Familiarity with standard office software (Microsoft Office package, databases).

Language Requirements:

Fluency in Bahasa Indonesia and English, written and spoken is required.

IX. Other Selection Criteria

N/A