

Terms of reference



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GENERAL INFORMATION

Title: Capacity Development and Project Design Specialist (International Consultant)

Project Name : Capacity Development for Implementing Rio Conventions through Enhancing Incentive Mechanism for Sustainable Watershed/Land Management

(Cross Cutting Capacity Development – CCCD)

Reports to: Technical Officer for NRM, Environment Unit

Duty Station: Home-based

Expected Places of Travel (if applicable): Jakarta, Bogor and/or Bandung

Duration of Assignment: December 2014 to June 2015

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
8	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 ✓
<input checked="" 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
<input checked="" type="checkbox"/>	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

- ☒ partial (project related meeting/workshop)
☐ 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: N/A

Signature of the Budget Owner:

I. BACKGROUND

Indonesia has faced a number of challenges in addressing the issues of the loss of biodiversity, climate change and land degradation. First, Indonesia accommodates the second highest value of biodiversity and endemism only after Brazil. Second, Indonesia is among the top ten countries with greenhouse gas emissions (GHG). Indonesia emitted about 2.1Gt CO₂e in 2005, which is equivalent to 4.97% of global GHG emission. Third, land degradation is progressing in Indonesia. In the early 1980s Indonesia had more than 75% of the total area under forests. According to a study of the World Resources Institute in 1989, one-third of the cultivated mountain areas of Java was eroding to such an extent that one million hectares were already useless for farming, threatening the livelihoods of 12 million poor. The other islands of Indonesia which have less resources/capacities than Java, are expected to have more severe land degradation. Further by 2009, the forested area in Indonesia declined to about 52% and more than half of the forests are secondary forest with various level of degradation due to rapid deforestation.

Given that Indonesia is still suffering from bottlenecks that hamper the effective implementation of the Rio Conventions, namely the United Nations Framework Convention on Climate Change (UNFCCC), the United Nations Convention on Biological Diversity (UNCBD) and the United Nations Convention to Combat Desertification (UNCCD), while a number of efforts are underway and put into place to build blocks, “Capacity Development for Implementing Rio Conventions through Enhancing Incentive Mechanism for Sustainable Watershed/Land Management” project (hereinafter, “the Project”) is designed to promote incentive mechanisms to support integrative approaches towards land degradation, climate change and biodiversity, in particular focusing on sustainable watershed and land management in order to assure effective implementation of the Rio Conventions in Indonesia.

Based on its several objectives which are to establish baseline context, to clarify GEF increment, and to develop results and resources framework as well as plan activities with relevant stakeholders, the Project Identification Form (PIF) and Project Preparation Grant (PPG) for funding the Project under the GEF Trust Fund - Indonesia, have obtained the GEF CEO and Chairperson’s approval in last June 2014 with GEF OFP’s letter of endorsement for the Project dated 23 April 2014.

Referring to the UNDP-GEF procedures, an Initiation Plan for a GEF PPG is required to develop a Project Document for full-size project implementation. During the initiation plan period, a number of studies and stakeholder consultations will be undertaken with a view to further develop the approved project concept into a fully formulated project document. The final output of the initiation plan will be a UNDP-GEF project document and GEF CEO Endorsement template ready for submission to UNDP and GEF.

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

The Specialist will serve as a team leader in collating inputs of other consultants and take the lead in developing the full project plan in collaboration with key stakeholders and implementing and executing agencies. The work involves facilitating the implementation of the PPG activities ensuring quality and timely completion of expected key results.

During the process, the Specialist will:

- finalize PPG work plan, TOR for LCs, and design consultation and validation workshops;
- provide guidance and direction on the work of the national consultants;
- review and analyze baseline information delivered by the national experts;
- develop the full logical framework of the project based on the project framework, with

SMART indicators, baseline and targets;

- develop the threats and root causes matrix, and the description of the barriers to the implementation of the Rio Conventions at national level;
- carry out an incremental analysis and cost effectiveness analysis of the project strategy;
- assess the socioeconomic impact and sustainability of suggested project outcomes and outputs;
- assess global environmental benefits sought from the project;
- develop the project strategy; detailed budget, work plan, monitoring and evaluation and logical frameworks, develop a replication strategy;
- ensure linkages with other government, donor and GEF financed projects in Indonesia;
- prepare necessary ToRs for the project staffs and key consultancies;
- take a lead in collating the inputs of different team specialists; and
- assume main responsibility for finalizing the full UNDP project document and GEF CEO Approval request fully compliant with the enforced GEF and UNDP rules and standards with additional revision(s) when necessary to satisfy all parties.

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

As requirement and qualifications, the Specialist should have:

- Understanding of multilateral environmental agreements and the Rio Conventions;
- Expertise in a project proposal and project logical framework development;
- Expertise in Natural Resources Management and sustainable development;
- Expertise in capacity need assessment with a good knowledge of assessment methodology;
- At least a Master's degree in natural sciences, environmental studies or related field;
- A minimum of 7 years' relevant professional experience. Previous experience in the region will be an advantage;
- Previous successful experience in development and approval of the GEF project documents, preferably in the GEF CCCD/CB2 Project scope;
- An ability to analyze current policies and institutional framework of natural resources and land management in Indonesia and other countries (with understanding of their functions and relationship between them); and
- A good knowledge of sustainable financing mechanisms.
- Demonstrates commitments to the organization's mission, vision and values
- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure

IV. EXPECTED RESULTS

The assignment will be delivered within 6 (six) months (covering 1 December 2014 – 31 May 2015), with approximately no later than 30 working days. Schedule of payment will be in accordance with the timetable noted below:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Report on the threats, root causes matrix, and the description of the barriers to the implementation of the Rio Conventions at national level;	31 January 2015 (9 working days)	UNDP-GEF Senior Technical Advisor and UNDP Indonesia
2. Report on assessment of the socioeconomic impact and sustainability of suggested project outcomes and outputs; and		
3. Report on an incremental analysis and cost effectiveness analysis of		

the project strategy.		Technical Officer for NRM
4. Relevant GEF Tracking tools – Capacity Development Scorecards; 5. ToRs for the project staffs and key consultancies.	31 March 2015 (9 working days)	
6. Final UNDP Project Document, GEF CEO Approval request, Environmental and Social Screening Summary and Co-financing support letters to the GEF Secretariat based on clearance by the UNDP Principal Technical Advisor; 7. Response matrix to the GEF Secretariat's comments that will be technically cleared by the Principal Technical Advisor; and 8. A power point presentation (about 20-25 slides) covering the key points of the Project.	31 May 2015 (12 working days)	

The payment will be made to the consultant at each payment schedule, upon technical clearance from UNDP-GEF Senior Technical Advisor and approval of the satisfactory submission of results from Technical Officer for NRM. Travel costs for field visits and stakeholders consultations (if required) will be arranged by UNDP or can be reimbursed upon in advance approval of Technical Officer for NRM.