

Terms of reference



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GENERAL INFORMATION

Title: Smallholder Capacity Building Specialist (Re-Advertisement)

Project Name : Sustainable Palm Oil Initiative (SPO)

Reports to: Programme Manager Environment Unit

Duty Station: Project Office/Jakarta

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

Duration of Assignment: 125 working days within 7 (seven) months with possible extension

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
X	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT , please select :
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (explain) The specialist will liaise with Ministry of Agriculture projects staff and its stakeholder as well as attend meeting in the UNDP Office twice a week.

☐ 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:<Enter name>

Signature of the Budget Owner: Tomoyuki Uno

I. BACKGROUND

Indonesia is one of the world's largest producers of palm oil, and has received much attention in

recent years particularly from the global community concerned about the sustainability of palm oil production. In response, the Government of Indonesia is taking steps towards building a greener economy that promotes growth, equity, improved livelihood and environmental integrity. In order to promote sustainable palm oil production and operation in Indonesia, the Ministry of Agriculture, UNDP and several multinational companies have launched the Sustainable Palm Oil (SPO) Initiative. The SPO initiative aims to improve the capacity of palm oil smallholders and conserve natural resources together with the Government of Indonesia's Sustainable Palm Oil (ISPO) system, a mandatory national sustainable palm oil certification scheme managed by the Ministry of Agriculture, and through working with the Ministry of Forestry and relevant Government of Indonesia institutions.

The SPO Initiative with the Ministry of Agriculture is organized around five components: (1) Strengthen smallholders focusing on productivity and environmental management, 2) Strengthen ISPO to protect forests, enhance biodiversity conservation and mitigate and monitor GHG emissions, (3) Facilitate social responsibility, empowering related communities and mediation systems, (4) Reinforce ISPO framework and clarify ISPO standards for wider acceptance, and (5) Establish SPO national and provincial multi-stakeholder platforms to facilitate sustainable palm oil in Indonesia.

Large-scale changes in the palm oil industry would require close collaboration with smallholders who make up 40% of the production landscape. The SPO initiative will deliver substantial capacity building for smallholders, by strengthening the local government extension worker system, providing training and implementing dedicated pilot projects, in order to (i) prepare smallholders for ISPO certification, (ii) improve livelihoods, including increased selling prices and increased capacity to negotiate prices, (iii) and improve environmental management in the pilot areas and eventually reduce the deforestation rate in specific pilot areas.

Furthermore, the project has conducted baseline survey in 3 pilot areas in Riau province. The survey aimed to assess smallholder capacity for ISPO certification. Findings of the survey will be used to design project intervention in strengthening smallholders' capacity. Including activities for the program in pilot areas.

In order to achieve the goals and targets of Output 1, a Smallholder Capacity Building Specialist is being sought to support the SPO team. This position is located primarily in the SPO project office under the overall guidance of the National Project Manager.

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

The Smallholder Capacity Building Specialist is responsible to:

- Support the delivery of SPO Output 1, ensure to conduct all of its activities and targets including independent smallholder ISPO certification
- Liaise with palm oil companies and local DINAS to implement smallholder support pilot programs
- Draft MOUs between local government, companies, cooperatives etc, and signed with the Ministry of Agriculture and/or UNDP
- Support ISPO smallholder certification (legality, productivity, environment etc.)
- Develop detailed action plan for DINAS/extension workers, and company technicians to certify smallholders, including baseline report
- Develop district level ISPO smallholder certification action plan so pilot programs can be replicated in other areas
- Support Working Group 1

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master degree or higher in areas relevant of Social Studies, International Management and Public Policy.

II. Experience:

- A minimum of 15 years' experience working in development work, with at least 7 years' experience with smallholders.
- Experience in agriculture development, in particular that of palm oil sector is highly preferred.
- Experience working with Government and in interdepartmental procedures preferred, especially the ability to understand political/sensitive issues and act accordingly
- Proven experience to work with and establish working relationships with a broad range of stakeholders (ISPO Secretariat, government, private sector, financial institutions, civil society, NGOs, local communities, etc.)
- Good organizational skills, with strong experience in organizing and facilitating meetings, workshops and writing reports.
- Fluency in Bahasa Indonesia and proficient in English language, both spoken and written.
- Excellent ability to write project reports particularly for internationally funded projects and deliver presentations to wide audiences (list of project report should be provided).

III. Competencies:

- Have good interpersonal and communications skills
- Good coordination ability and team working spirit
- Proficient with the usage of Microsoft Office applications, such as MS Words, MS Excel, MS and Power Point
- Ability to work independently and in a group
- Proven networking, team-building, organizational and communication skills and ability to build strong relationships with government, private sector, CSOs and UNDP staff

IV. EXPECTED RESULTS

Objective

The Smallholder Manager will work together with various stakeholders to develop and implement planned activities that will achieve Output 1 targets and report the results and impact of the Output to a wide variety of stakeholders.

Deliverables

Key deliverables include the following:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)

1. Recommendation of intervention to enhance capacity of smallholders to participate in ISPO certification, taking into account findings of the assessment already conducted.	20 days	<i>Progamme Manager Environment Unit</i>
2. Detailed 2015 work plan of activities under Output 1 and Working Group 1 (Action Plan Draft including Smallholder Certification Strategy)	20 days	<i>Progamme Manager Environment Unit</i>
3.Draft MoU with plantation companies for implementation of pilot programs in pre-selected pilot areas in Riau province and.	20 days	<i>Progamme Manager Environment Unit</i>
4.Quarterly progress report on action plan implementation	20 days	<i>Progamme Manager Environment Unit</i>
5. Draft Guideline on training program for extension workers	20 days	<i>Progamme Manager Environment Unit</i>
6. Quarterly progress report on action plan implementation for working group	25 days	<i>Progamme Manager Environment Unit</i>