

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Government Liaison Consultant

Project Name : Sustainable Palm Oil Initiative (SPO)

Reports to: Programme Manager Environment Unit

Duty Station: Project Office/Jakarta

Expected Places of Travel (if applicable): < Enter data or list N/A>

Duration of Assignment: 45 working days within 3 (three) months with possible extension

REQUIRED DOCUMENT FROM HIRING UNIT

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

REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☒ partial (explain) The specialist will liaise between the Ministry of Agriculture projects 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 >

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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.

UNDP has been working together with the Ministry of Agriculture to develop and organize around five (5) key components to achieve the country's goals on sustainable palm oil. These key components include: (1) Strengthening smallholders focused on productivity and environmental management, (2) Strengthening 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 create access to markets, and (5) Establish SPO national and provincial multi-stakeholder platforms to facilitate sustainable palm oil forum in Indonesia. These 5 key components together with a multi-stakeholder approach towards issues and action plans, the government is confident to achieve their sustainable palm oil goals. The Ministry of Agriculture and UNDP developed and signed a project document covering the above components and have designed activities to support the achievement of the components' targets.

The SPO project document was signed in September 2014, and current priorities including establishing implementation arrangements of the project. An urgent priority is to ensure all government procedures and requirements are met with regards to projects utilizing foreign grants. There are various monitoring and reporting requirements within the Ministry of Agriculture, and also from the ministry of agriculture to the ministry of finance. It is imperative that the National Project Director is well supported to enable all legal requirements to be met. This is also important from a UNDP perspective since government delays in reporting will affect UNDP's ability to support implementation of project activities.

In this context, a government liaison expert is being sought to support the ministry of agriculture's internal and external reporting requirements.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

The consultant will be working under the overall guidance and supervision of the National Project Director of the SPO Project, the Director of Perennial Crops Ministry of Agriculture, and the Head of Environment Unit, UNDP Indonesia. The scope of work and the responsibility of the consultant will include:

Scope of work

- a) Support of government reporting of the project such as the registration of the project in the government system (Bappenas and Ministry of Finance) for 2015 onwards, and any other administrative requirements pertaining to government or UNDP rules and regulations.
- b) Developing an SOP on the ministry of agriculture's internal and external reporting requirements relevant to the SPO project, and ensuring all government administrative requirements are met
- c) Supporting the NPD to collect information and draft internal reports in the context of government reporting of foreign grant projects
- d) Facilitating coordination between the Ministry of Agriculture Directorate of perennial crops and the international cooperation bureau, and externally with Bappenas and the Ministry of Finance.
- e) Supporting the establishment of operational and financial management structures to be in line with Government and UNDP rules and regulations
- f) The Government Liaison Expert will regularly report to the UNDP Environment Unit while maintaining close communication over operational and strategic issues arising from project implementation. This is to ensure government and UNDP reporting and operational requirements are both met and aligned.
- g) The Government Liaison Officer will also conduct duties as instructed by the National Project Director in the Ministry of Agriculture which may include technical work relating to palm oil.

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
1. 1st Payment will be made upon submission and approval by UNDP of report on Directorate of Perennial Crops relational status towards SPO project	20 Days	05 July 15	Programme Manager Environment Unit
2. 2nd payment will be made upon submission and approval by UNDP of a report on the Directorate of Perennial Crops ownership level of the InPOP	25 Days	20 August 15	Programme Manager Environment Unit

III. WORKING ARRANGEMENTS

This position is located primarily in the SPO project office under the supervision of the National Project Manager of the SPO project and UNDP, with overall guidance from the National Project Director (Director of Perennial Crops, Ministry of Agriculture).

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I.Academic Qualifications:

Master's Degree in International Development, Public Administration, Natural Resources Management, Agricultural Business, Social Studies, Environmental Sciences

II.Years of experience:

- At least 15 years working experience with Indonesian government particularly with Ministry of Agriculture.
- Experience and knowledge of the Government of Indonesia, especially the structure of ministries; and policies and regulations, especially in the palm oil.
- Expertise in research on palm oil issues, land conflict, Indigenous People, ISPO, RSPO, vulnerability assessments, agriculture, Indonesian laws and policies, conflict management, project development, community and private sectors level assessments
- Proven track record of developing relation with a range of stakeholder; Ministry of Agriculture, Palm Oil Industry and other Government institutions, smallholder organizations and NGOs

III.Competencies

Language Requirements:

- Good in English language, spoken and written
- Proficient in Bahasa Indonesia language, spoken and written

Computer:

- Proficient with the usage of Microsoft Office applications, such as MS Words, MS Excel, MS and Power Point

Operational Aspects of Government Liaison

- Has strong managerial competency with experience working and coordinating various levels of government;
- Ability to work independently and in an group manner;

- . Planning & Organizing Ability to plan own work, manage conflicting priorities and work under pressure of tight and conflicting deadlines;
- . Demonstrates strong oral and written communication skills as well as strong diplomatic/mediation skills, and public relation skills.

Leadership and Self-Management

- . Exceptional organizational skills in performing both technical and administrative duties;
- . Proven networking, team-building, organizational and communication skills and ability to build strong relationships with government, private sector and UNDP staff.
- . Having a Self-starter mindset

Knowledge

- . Familiarity with Government systems, rules and procedures
- . Experience in the usage of computers and office software packages and data-based software
- . Expertise in research on palm oil issues, land conflict, Indigenous People, ISPO, RSPO, vulnerability assessments, agriculture, Indonesian laws and policies, conflict management, project development, community and private sectors level assessments

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

2. Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

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[illegible]

