

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Consultant to REDD+ Vendor Management (National, 1 post)

Project Name: REDD+

Reports to: Operation Manager, REDD+ Project

Duty Station: Jakarta

Expected Places of Travel (if applicable): -

Duration of Assignment: 3 months (62 days)

REQUIRED DOCUMENT FROM HIRING UNIT

V	TERMS OF REFERENCE
3	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
V	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

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

Need for presence of IC consultant in office:

- ☐ partial (explain)
- ☐ intermittent (explain)
- ☒ full time/office based: Nature of the consultant's works and deliverables will require a full time basis.

Provision of Support Services:

Office space:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Equipment (laptop etc):	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Secretarial Services:	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

If yes has been checked, indicate here who will be responsible for providing the support services: < Ratna Pawitra>

I. BACKGROUND

"UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations."

"UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development."

Context of the REDD+ initiative

The Government of Indonesia has made a voluntary commitment to the world to reduce emissions as much as 26 percent under a business-as-usual scenario or up to 41 percent with international support by 2020. The commitment was later supported by signing of a Letter of Intent (LoI) between the Governments of Indonesia and Norway to establish a REDD+ Partnership on 26 May 2010. The first phase of this REDD+ Partnership (Phase 1) was to establish the infrastructure for REDD+ implementation including establishment of an agency with the capacity to coordinate and manage REDD+ projects in the country with eleven priority provinces across Indonesia. Under the Presidential Decree number 62 of 2013 about establishment of REDD+ Agency, the Government of Indonesia with the assistance from the Government of Norway was in the process of strengthening the REDD+ implementation in the country through the National REDD+ Agency. In January 2015 with the changing of the government, the National REDD+ Agency function was integrated into the Ministry of Environment and Forestry (MoEF) to ensure that REDD+ implementation is fully function under the Government of Indonesia system and integrated with policies in the environment and forestry sectors.

For REDD+ Partnership, this means continued implementation is lead by a new Directorate General, where it is understood that REDD+, as a multi-sector programme, will be mainstreamed in policies and plans across several Directorate Generals (Echelon I) within the ministry, as well as with the requisite engagement of other relevant ministries. The new, more streamlined bureaucracy has the potential to ensure better coordination of climate change issues by one mandated body, including REDD+.

The integration of the former National REDD+ Agency into the new directorate general includes responsibility for overseeing the entirety of the former Agency's mandate, namely coordinating, synchronising, planning, facilitating, managing, monitoring, supervising, and controlling the implementation of REDD+ in Indonesia and ensuring the following:

1. Decrease greenhouse gas (GHG) emissions due to deforestation;
2. Reduction of emissions from degradation of forest and peat lands;
3. Maintenance and enhancement of forest carbon reserves through conservation, sustainable forest management and rehabilitate and restoration of degraded forest land; and
4. Improvement in environmental quality, biodiversity, and welfare of local communities and masyarakat hukum adat (MHA).

While the integration of the REDD+ Agency into the new Directorate General delayed the start of Phase 2, this period has been instrumental to ensure thorough handover of the functions and responsibilities of the former REDD+ Agency to the DG-CCC.

Transition Phase

The Interim Phase remains the implementation platform of the Partnership for nine (9) more months. Under this arrangement, the Ministry of Environment and Forestry is mandated to establish both a REDD+ funding instrument and the mechanism for Measurement, Reporting and Verification (MRV).

The Interim Phase will also focus on providing technical support to the MoEF on six priority REDD+ programs based on the foundational work completed in Phase 1 and by the former National REDD+ Agency, and in line with the objectives of Indonesia's National Medium-Term Development Plan (RPJM-N) 2015-2019. These are:

1. Forest and Peat fire prevention in fire prone provinces;
2. Law enforcement, Legal review of licenses and compliance audit for fire management;
3. Improvement of community welfare and sustainable land and forest management through social forestry;
4. Resolution of land-related conflicts;
5. Participatory mapping of territories by Masyarakat Hukum Adat and local communities; and
6. Institutional strengthening, stakeholder engagement and awareness raising on related social, economic, and environmental issues for the preparation of Phase 2.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

1. Organizes procurement processes for REDD+ project and at the request of other Agencies focusing on achievement of the following results:

- a. Organization of procurement processes including preparation and conduct of RFQs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations;
- b. Preparation of Purchase orders and contracts outside Atlas, preparation of Recurring Purchase orders for contracting of services, vendor creation for Atlas, buyers profile in Atlas;
- c. Preparation of Individual Contractor (IC) contracts including IC solicitation process management, follow up IC contract process to hiring unit, maintenance of database of ICs, maintenance of IC contract management online and offline;
- d. Support on submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP);
- e. Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems;
- f. Support on presentation reports on IC contracts in the REDD+ and/or CO;
- g. Development and update of the rosters of consultants;
- h. Participation in the trainings for the PMU/projects staff.

Expected Outputs and deliverables

No	Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1	Draft procurement documents including solicitation documents, evaluation reports, payment vouchers etc. related to procurement processes for the transactions during the period of December 2015 –	21	January 2016	Operation Manager

	January 2016.			
2	Report on the preparation of purchase orders and IC contracts (initial contracts as well as contract amendments) including IC solicitation process management, vendor creation, maintenance of database of ICs, process of IC payments based on certified reports, development and update of the rosters of consultants for the period of January 2016 and February 2015.	20	February 2016	Operation Manager
3	Report on the number of vendor that has been selected for the month of December 2015 – March 2016 as well as the selection plan from April – May 2016	21	March 2016	Operation Manager

III. WORKING ARRANGEMENTS

Institutional Arrangement

With the integration of the REDD+ Agency (BP-REDD+) into the Ministry of Environment and Forestry (MoEF) by the President's Regulation 16/2015, there is an urgent need to strengthen the capacity of MoEF in term of REDD+ and to ensure smooth technical knowledge transition from BP-REDD+ into MoEF. REDD+ plays an important portion in the climate change. To ensure a successful output delivery of REDD+ project particularly in relation to land based mitigation and GHG inventory issue, a support specialist of Forest and Land Use will be hired.

Under the supervision of the Operation Manager and in collaboration with procurement team, the Contractor will be working closely with the Procurement team to support the project team to ensure effective project planning, budgeting, and implementation.

Duration of the Work

The duration of this work is expectedly for 3 months with total of 62 working days and could be extended depend on the need of the REDD+ Project as well as the satisfactory of consultant's performance.

Duty Station

The duty station will be in Jakarta in REDD+ Project office, the post will be interact intensively with personnel within the REDD+ Project.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

Minimum Diploma 3 Certification in administration, economic, Engineering or other related field.

Experience:

- Minimum 5 years of professional experience in administration and procurement;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- Knowledge of spread sheet, database packages, and experienced in handling of web based management systems.
- Ability to work comfortably at local, national, and international levels.
- Demonstrated experience in working with government institutions will be advantage
- Experience in environment or climate change project.
- Ability to multi-task, learns new material, and manages time effectively in a dynamic and fast-paced working environment.

Language:

Fluency in written and spoken English.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

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

Criteria	Weight	Maximum Point
<u>Technical</u>	70	100
<ul style="list-style-type: none">• Criteria A: qualification requirements as per TOR:<ul style="list-style-type: none">1. <i>Relevance of Education/ Degree</i>2. <i>Years of Relevant Experience</i>3. <i>Regional Experience</i>4. <i>Adequacy of Competencies for the Assignment</i>5. <i>Others / Special Skills, Language, etc.</i>		20 20 20 20 20
<ul style="list-style-type: none">• Criteria B: Brief Description of Approach to Assignment		

<ul style="list-style-type: none">Criteria C: Further Assessment by Interview (if any)		