

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Contract Management Consultant

Project Name : REDD+

Reports to: Procurement Officer

Duty Station: Jakarta

Expected Places of Travel (if applicable): NA

Duration of Assignment: April till 31 May 2016 (2 Months) with possible extension

REQUIRED DOCUMENT FROM HIRING UNIT

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

Need for presence of IC consultant in office:

Full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: Yes

Equipment (laptop etc): No

Secretarial Services No

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

• 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:

- Decrease greenhouse gas (GHG) emissions due to deforestation;
- Reduction of emissions from degradation of forest and peat lands;
- Maintenance and enhancement of forest carbon reserves through conservation, sustainable forest management and rehabilitate and restoration of degraded forest land; and
- 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:

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

• SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

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

- Preparation of all Purchase/Procurement dossier of the year 2015 and to be ready for Audit process
- Ensure all missing document completed including justification and/or Note to File if necessary;
- Gather files/document to be filed from departments and employees base on requested on "check list document"
- Ensure all the hardcopy get scanned and archived properly; will be supported by internship

- Keep record of the archives data base as per report at the end of the job holder contract
- Modify and improve filing systems, or implement new filing systems.
- Enter document identification codes into Archives Database in order to determine locations of documents to be retrieved.
- Support Procurement Unit to organize 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;
- 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;
- 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;
- 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;

Expected Outputs and deliverables

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>)
Reports on all Purchase/Procurement Dossiers of year 2015	15	April 30, 2016	Procurement Officer
Report all the Procurement Processes of goods, works and services; number of vendor selected for June 2016 and Handover Note to Procurement Officer	20	May 31, 2016	Procurement Officer

• 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 2 months with total of 35 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.

• **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Education:

Minimum Diploma 3 Certification in Finance, Administration, Economic or other related field.

Experience:

- Minimum 5 years of professional experience in Finance; Administration and procurement;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- Experience with UNDP Rules and Regulation will be advantage;
- Familiar with the environmental issues.
- 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:

Good in written and spoken English

• **EVELUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

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

Criteria	Weight	Maximum Point
<u>Technical</u>	70%	100
<ul style="list-style-type: none">• <i>Criteria A: qualification requirements as per TOR:</i>• Relevant of Education/Degree• 5 Years of Relevant Experience in finance, Administration and procurement• Familiar with UNDP Rules and Regulation will be advantage• Familiar with the environmental issues		25 25 25 25
<ul style="list-style-type: none">• <i>Criteria B: Brief Description of Approach to Assignment</i>	NA	
<ul style="list-style-type: none">• <i>Criteria C: Further Assessment by Interview (if any)</i>	NA	
<u>Financial</u>	30%	30