

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Project Facilitation Support Specialist

Project Name : REDD+

Reports to: Work-stream Coordinator

Duty Station: Palembang

Expected Places of Travel : Ogan Komering Ilir District & Musi Banyu Asin District

Duration of Assignment: May - June 2016 (31 Working 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 (consultant needs to monitoring day to day KARHUTLA programme activities collaborate with CSO and UPTD of MoEF in Sumatera Selatan Province)

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:

Work Stream Coordinator

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.

Context of this TOR

Under the umbrella of Forest and Peatland Fire Prevention Programme REDD+ Project is currently implementing small grant activities in 5 fire prone provinces (Riau, Jambi, South Sumatra, Central Kalimantan and West Kalimantan). Small grant is deemed as the most efficient way to ensure community preparedness for incoming dry season that usually leads to land and peatland fire. Through these activities, REDD+ Project has engaged local CSOs as partner to work along with the local community as well as conduct activities implementation on the ground. As the programme has entered mid-term implementation, REDD+ Project is in need of local Project Facilitation Support Specialist to assist day-to-day coordination between REDD+ and the CSOs. Under the guidance of Work-stream Coordinator the incumbent shall work under Karhutla Programme to support smooth process of small grant implementation at the province. In coordination with Provincial Facilitator Specialist, the incumbent shall monitor activity implementation progress, ensure proper reporting of activity expenditure and follow up any impending issues related to the small grant implementation at provincial level.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under supervision of Work-stream Coordinator, the Project Facilitation Support Specialist shall work for REDD+ Project in general and Karhutla Programme in particular. The scope of work is as follows:

- Build and maintain good relationship with implementing partners at provincial level, including government agencies, CSO, NGO, etc.
- Monitoring the implementation of REDD+ Project at provincial level, particularly to ensure smooth process of small grant programme.
- Follow up any impending issues from provincial level to REDD+ Project Jakarta Office.
- Responsible on capacity building of local partners related to administrative reporting.

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>)
Report on facilitation given to support REDD+ monitoring team related to peat land and forest fire preventive	10	31 May 2016	Work –stream Coordinator
Report on facilitation given to REDD+ Project small grant programme related to Yayasan Kesejahteraan Masyarakat Desa (KEMASDA) and Syarekat Hijau Indonesia (SHI) mid-term report	21	30 June 2016	

III. WORKING ARRANGEMENTS

Institutional Arrangement

- Work –stream Coordinator of Forest fire prevention will directly supervise the Contractor, and to whom he/she will be directly responsible to, reporting to, seeking approval/acceptance of output from.
- Monthly report required.
- Contractor will liaise/interact/collaborate/meet with several institutions (the small grant and provincial/districts government).
- Contractor will working under forest and land fires working group, and also support others working group.

Duration of the Work

The duration of this work is expectedly for 31 working days and could be extended, depending on the need of the REDD+ Project, as well as the satisfactory of the consultant's performance.

Duty Station

The consultant will be stationed in Palembang, South Sumatra.

Travel Plan

The incumbent will require to travel with tentative schedule as follows:

<i>No.</i>	<i>Destination</i>	<i>Frequency</i>	<i>Duration/days</i>
1	Ogan Komering Ilir District & Musi Banyu Asin District	8 times during the whole assignment	14 days in total

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Minimum Bachelor's Degree in Social Sciences, Political Sciences, or related field.

Years of experience:

- Minimum 5 years of working experience particularly in local stakeholder coordination and community outreach and/ or capacity development for candidates with Bachelor Degree and 3 years for candidates with Master Degree.
- Having exposure in conducting activity financial settlement and reporting.
- Having exposure working in REDD+ and/ or environmental issues is an advantage
- Demonstrated experience as facilitator to disseminate information to the community and/or NGO/CSO

III. Competencies and special skills requirement:

- Ability to conceptualise issues and analyse data.
- Ability to coordinate and work with others.
- Ability to implement new systems (business side), and affect staff behavioural/attitudinal change; and
- Ability to demonstrate good knowledge on Climate Change and/or REDD+ issues.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexities.
- Fluency in English with strong oral and written communication skills.

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

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<u><i>Technical</i></u>	70%	100
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ul style="list-style-type: none"> • Minimum 5 years of working experience particularly in local stakeholder coordination and community outreach and/ or capacity development for candidates with Bachelor Degree and 3 years for candidates with Master Degree. • Having exposure in conducting activity financial settlement and reporting. • Demonstrated experience as facilitator to disseminate information to the community and/or NGO/CSO. • Having exposure working in REDD+ and/ or environmental issues is an advantage. • Fluency in English with strong oral and written communication skills. 		<p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p>
<i>Criteria B: Brief Description of Approach to Assignment</i>		0
<i>Criteria C: Further Assessment by Interview (if any)</i>		0