

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Event Management Consultant

Project Name : Environment Unit/ Sustainable Development Financing (SDF) – SIDA Funding

Reports to: National Programme Manager

Duty Station: Jakarta

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

Duration of Assignment: Approx. 66 working days from May to August 2016

REQUIRED DOCUMENT FROM HIRING UNIT

	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
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:

X partial (explain) : She/he will be partially in the office because one of the IC's task are to provide technical support to the arrangement of project meeting , workshop/training and productive working relationships with Governments, Non-Governmental Institutions which needs their presence in the meeting/workshop's venue.

☐ Intermittent (explain)

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

Provision of Support Services:

Office space: ☐ Yes xNo

Equipment (laptop etc): ☐ Yes xNo

Secretarial Services ☐ Yes xNo

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

Signature of the Budget Owner: Liliek Sofitri

I. BACKGROUND

Indonesia issued Presidential Regulation No. 61/2011 stipulating the National Action Plan on Greenhouse Gases Emissions Reduction (RAN-GRK) in 2011 which also include the responsibility of sub-national level government to develop Local Action Plan on GHGs Emission Reduction (RAD-GRK). This Regulation elaborates on Indonesia's commitment to make voluntary reduction to its Greenhouse Gases Emissions by 26% against a business-as-usual scenario using domestic resources, and reaching up to 41% with international support by the year 2020. The RAN-GRK specifies Indonesia's action plan to mitigate climate change by setting emissions reduction targets per sector to be implemented by 5 priority sectors contributing to Indonesia's emissions. In parallel to the RAN-GRK which states the national mitigation action plan, the Government of Indonesia has recently launched in February 2014 the RAN API which sets out adaptation action plan for the country.

As an input to the preparations for the implementation of Regulation on RAN-GRK, a Climate Public Expenditure and Institutional Review (CPEIR) was undertaken by the Fiscal Policy Agency of the Ministry of Finance with support from UNDP. The CPEIR was covering fiscal year of 2009 – 2011, with a focus on reviewing public expenditures related to climate change in the forestry and energy sectors. The outcome of the CPEIR was the development of Indonesia's Mitigation Fiscal Framework (MFF) which was adopted in 2012. The CPEIR study is to be regarded as an input to a longer term policy dialogue and development on climate finance in Indonesia.

Since the development of the MFF, the Government of Indonesia (GoI) has been striving to achieve a transition from the current brown economy to green economy development pathways. As a next step from the MFF. The GoI in October 2014 has agreed to implement Sustainable Development Financing (SDF) project supported by UNDP and UNEP. This project aims to strengthen the fiscal frameworks for the implementation of the country's environmental and climate commitments with sustainable financing and in a cost-effective manner. The government implementing partner of SDF project is the Fiscal Policy Agency of the MoF.

The overall objective of the project is to strengthen the capacities of the Government of Indonesia to enhance implementation of inclusive environmental activities (climate change mitigation, climate change adaptation and biodiversity). The project will develop fiscal instrument options and mechanisms for strengthening performance-based budgeting. This will be within the framework Indonesia's national climate mitigation plan (RAN-GRK), adaptation plan (RAN-API), and the Indonesia Biodiversity Strategic Action Plan (IBSAP) to support the transition to an inclusive, green economy for sustainable development.

The project provides an overarching chapeau to accommodate three separate, yet highly complementary regional/global projects: the Poverty and Environment Initiative (PEI); Biodiversity Finance Initiative (BIOFIN); and Strengthening the Governance of Climate Finance to Benefit the Poor and Vulnerable (Governance for Climate Finance) funded by SIDA. The project builds on the MFF prepared by the Fiscal Policy Agency of the Ministry of Finance. One of the activities recommended by the MFF was to develop a climate budget tagging and scoring system. This recommendation has been responded through a policy study known as Low Emission Budget Tagging and Scoring System (LESS) has been supported by UNEP and PEI and will be further developed and rolled out by the Sustainable Development Financing (SDF) project through national and provincial level pilots.

In addition to the mainstreaming climate actions into development planning and budgeting, the Government of Indonesia through Bappenas (National Development Planning Agency) has been capacitating provincial government in pro-poor planning and budgeting. P3BM (Pro-poor planning, budgeting and monitoring) is the tool that is being introduced for this purpose. The P3BM is a set of practical tools and instruments that local government can use to plan and monitor that local budget and plans are pro-poor and sensitive to socio economic inequalities. The tools of P3BM include (i) MDGs scorecard, (ii) Poverty spatial map by using Geographic Information System (GIS), (iii) Descriptive analysis on the quality of RPJMD, Strategic Planning, and Budget Plan (iv) Pivot table analysis to assess quality of development spending at local level. UNDP and Bappenas through PGSP project (Provincial Government Support Project) had introduced P3BM to several provinces. Having P3BM platform adopted by the provincial government, the CPEIR for climate mitigation and adaptation that will be conducted at the provincial level will seek synergy with the P3BM to strengthen

government planning and budgeting of climate actions that benefits the poor in cost-effective manner.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

This assignment is part of the Sustainable Development Financing (SDF)/SIDA project implemented by the Ministry of Finance with support from UNDP on strengthening governance of climate change finance to benefit the poor and vulnerable groups. The support specialist will work closely with National Project Manager and UNDP Operation team for this assignment. Specifically, she will be responsible for following tasks:

1. Provide technical support to the arrangement of project meeting and workshop/training, including sending invitation and confirmation
2. Prepare proceeding workshop/training
3. Develop and update contact details of project partners' database.
4. Assist the National Project Manager to prepare and update the procurement plan for each project.
5. Support procurement processes of the Projects including preparation of ICs documents, receipt of quotations, bids or proposals, and their preliminary evaluation.
6. Support monitoring/tracking payments for vendor and individual consultant based on invoice, certified reports, and relevant documents.
7. Develop and update of the rosters of consultants.
8. Maintain of project files and records relevant documents.
9. Maintain productive working relationships with Governments, Non-Governmental Institutions and other project partners.
10. Compile Data and provide reports on projects expenditures.
11. Any other relevant duties as assigned by NPM; upon agreement with the consultant.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Deliverable 1 Payment will be made upon the Submission and approval of progress report on the status of financial and administrative matters for projects, with indicative of : <ul style="list-style-type: none"> • 5 workshops / meetings arrangement and implementation • Procurement Plan and Annual Work Plan updated for projects • ICs are hired for relevant projects 	20 Working Days	May 2016	National Project Manager of SDF
Deliverable 2 Payment will be made upon the submission and approval of progress report on the status of financial and administrative matters for projects, with indicative of : <ul style="list-style-type: none"> • 4 workshops / meetings arrangement and implementation • Monitoring/tracking payments for vendor and individual consultant based on invoice, certified reports, and relevant documents ICs are hired for relevant projects • ICs are hired for relevant projects 	15 Working Days	June 2016	National Project Manager of SDF
Deliverable 3 Payment (will be made upon the submission and approval of progress report on the status of financial and administrative matters for projects with indicative of : <ul style="list-style-type: none"> • Rosters of consultants are developed and 	11 Working Days	July 2016	National Project Manager of SDF

<ul style="list-style-type: none"> updated 2 workshops / meetings arrangement and implementation Monitoring/tracking payments for vendor and individual consultant based on invoice, certified reports, and relevant documents ICs are hired for relevant projects 				
<p>Deliverable 4 Payment will be made upon the submission and approval of progress report on the status of financial and administrative matters for 4 projects (stage 4), with indicative of :</p> <ul style="list-style-type: none"> Project files and records relevant PPG documents are developed and maintained 4 workshops / meetings arrangement and implementation Monitoring/tracking payments for vendor and individual consultant based on invoice, certified reports, and relevant documents ICs are hired for relevant projects 	20 Working Days	August 2016	National Project Manager of SDF	

III. WORKING ARRANGEMENTS

Institutional Arrangement

- She/he will work under the supervision of the National Project Manager, Ministry of Finance and also close coordination with Environment Unit in Menara Thamrin-Jakarta;
- She /he will be required to report in monthly basis and the report must be approved by National Project Manager for Sustainable Development Financing (SDF)-Sida Funding;
- She/he will liaise with UNDP Environment Unit, Ministry of Finance, State Ministry of National Development Planning (Bappenas), and other related institutions;
- She/he will be the person in charge for all trainings/meetings for project Sustainable Development Financing (SDF)-Sida Funding ;
- The project will provide the office space and logistic support for the consultant.

Duration of the Work

- The consultant is expected to complete all deliverables in 66 days ;
- She/he is expected to start work on May 2016 and finish by August 2016;

Duty Station

- She/he will be based in Project Office – Ministry of Finance.

Travel Plan :

(N/A)

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Minimum Bachelor Degree in any background

Experiences:

- Seven years of experience in project management, procurement, event organizer, and/or project finance.
- Experience in the area of Project Management especially in arranging meetings and trainings
- Experience in handling event involving high level participants, international participants and multi cultures participants
- Experience in using web based system

Competencies, Experience and special skills requirement:.

- 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.

V. EVALUATION METHOD AND CRITERIA

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:

- responsive/compliant/acceptable, and
- 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 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		30
Criteria A: qualification requirements as per TOR: <ol style="list-style-type: none"> Minimum Bachelor Degree in any educational background Seven years of experience in project management, procurement, event organizer, and/or project finance Experience in the area of Project Management especially in arranging meetings and trainings Experience in handling event involving high level participants, international participants and multi cultures participants Experience in using web based system 	40%	5 10 10 10 5
Criteria B: Brief Description of Approach to Assignment: <ol style="list-style-type: none"> Understands the task and applies appropriate methodology. Address in sufficient details the important aspects of the task as required in ToR. Propose realistic and logical work plan 	60%	70 20 20 20