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Terms of Reference - INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

GENERAL INFORMATION

Title: Small Grant Management Support Specialist

Project Name : REDD+ - Environment Unit

Reports to: Work-stream Coordinator

Duty Station: Jakarta

Expected Places of Travel (if applicable): South Sumatera, Riau, and Jambi

Duration of Assignment: 4 months (June-September 2016)

REQUIRED DOCUMENT FROM HIRING UNIT

X	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
	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

- ☐ Intermittent (consultant will come to office to works with team and report progress)
☒ Full time/office based : the coordination and monitor will be alot easier

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:

Falatehan Zainy

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:

Within the framework to reduce the negative impacts of forest fires, REDD+ Project has engaged local CSOs to implement the preparation for forest fire at the grass root level. The engagement is in a form of small grant. Currently the programme is on-going in 5 fire prone provinces of Riau, Jambi, South Sumatra, Central Kalimantan and West Kalimantan. In order to support the programme and to ensure it is running smoothly, REDD+ Project is looking to engage a Grant Management Support Specialist. Under supervision of Work-stream Coordinator, the incumbent shall facilitate and monitor small grant implementation particularly on the aspect of financial administration. In conducting his/ her work, the Grant Management Support Specialist will work in coordination with Small Grant Associate, Work-stream Coordinator and Project Coordinator.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Scope of Work

Under supervision of Work-stream Coordinator, the Grant Management Support Specialist shall work within the following scope of work:

- Assist the financial and administrative aspect of the small grants and/or co-funding programme.
- Assist in the proper monitoring, evaluation and reporting of the implementation of the small grant initiatives in the targeted provinces;
- Conduct and support field missions/surveys for data collection, field observation, and field verification in relation to implementation of proper accountability of the small grants and co-funding programme.
- Facilitate capacity building and knowledge sharing related to the small grant initiatives in the targeted provinces.
- Support, participate or mediate Meetings, Focus Group Discussions (FGD), Workshops and other consultative events related to the small grant initiatives in the targeted provinces.

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 mid-term financial reporting for small grant in Jambi, Riau and South Sumatra Province	18	30 June 2016	Work –stream Coordinator
Report on recurring issues (finance related) happens during post mid-term programme.	19	29 July 2016	
Report on final financial reporting for small grant in Jambi, Riau and South Sumatra Province	22	31 August 2016	
Report on lessons learned related to financial reporting from general implementation of small grant programme.	21	30 September 2016	

III. WORKING ARRANGEMENT

Duration of the Work

The duration of this work is expectedly for 4 months 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 Jakarta

Travel Plan

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

No.	Destination	Month	Frequency
1.	Jambi, South Sumatera or Riau	June – September 2016	Up to 6 nights per month

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (Bachelor's degree or equivalent) or higher in Business Administration, Finance, Law or Social Sciences or in lieu with previous working experiences.

II. Years of experience:

- A minimum of five (5) years' work experience related to finance;
- Extensive practical experience in project management and/or financial management;
- Experience conducting analytical reports, related to project implementation;
- Ability to work comfortably at local level;
- Experience in working with CSO and/or local government on small grant implementation will be an advantage;
- Having exposure working in environment and/or REDD+ related issue is an advantage;
- Ability to multi-task, learn new material, and manage time effectively in a dynamic and fast-paced working environment.

III. Language Requirements:

- Fluency in written and spoken Bahasa Indonesia and working English

VI. Other requirements

In addition to the scope and output stated above, the incumbent will be required to undertake other ad hoc tasks that may arise during the contract period. These tasks will be delegated by the Project Coordinator or the Work-stream Coordinator who will ensure that these ad hoc tasks do not impede on the incumbent's ability to meet contractual obligations/deliverables.

All materials and other intellectual property produced while working under contract including, but not limited to, documents, presentations, white papers, photographs and other media, will remain the property of the UNDP REDD+ Project and are required to be submitted to Work-stream Coordinator for archiving.

V. EVALUATION METHODS 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
Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none">• Bachelor degree with 5 years relevant working experience• Experience in reviewing financial report and financial settlement• Demonstrated experience in conducting capacity building for local partners• Experience in working with CSO and/or local government on small grant implementation• Having exposure working in environment and/or REDD+ related issue		25 25 20 20 10
<u>Financial</u>	30%	30