

Terms of reference



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GENERAL INFORMATION

Title: REDD+ Support Specialist on Human Resource Administration (National, 1 post)

Project Name : REDD+

Reports to : Human Resources Associate

Duty Station: Jakarta

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

Duration of Assignment: July – September 2016 (55 working days)

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
X	Completed technical proposal

Need for presence of IC consultant in office:

☐ Partial (Explain)

☐ Intermittent (explain)

☒ full time/office based: consultant will come to office to work with team five days in a week.

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: < Enter name >

I. BACKGROUND

Background

The Government of Indonesia recognizes that unrestrained natural resource exploitation will undo existing development gains and render certain development goals unachievable. Neither do turnkey solutions for low carbon development exist. Thus, Indonesia continues to work to pioneer solutions for sustainable development. The commitment to balance and enable social equity, environmental health, and economic growth is clearly outlined within Indonesia's National Medium-Term Development Plan (RPJM-N) 2015-2019. These goals are underpinned by Indonesia's unprecedented voluntary commitment to reduce greenhouse gas (GHG) emissions by 26% and up to 41% by 2020, with international support including the REDD+ Indonesia-Norway Partnership. Indonesia's successful actualization of sustainable development, including the protection of its vast forests, is critical not only for its own national development and wellbeing, but in its significant contribution to global climate change mitigation.

To this end, Phase 1 of the REDD+ Partnership persistently emphasized collaborative ways to create enabling conditions for sustainable development: Work to strengthen the nation's geospatial infrastructure reinforced cross-ministerial collaboration. Information sharing under initiatives like the moratorium—and tackling unsustainable environmental exploitation through a Multi-Door Approach to regulatory due diligence and law enforcement—emphasised coordination and information sharing. Decade long participatory mapping efforts by masyarakat hukum adat (MHA) were integrated into the national One Map initiative. Key achievements include the release of the National REDD+ Strategy (Stranas) in September 2012, completing the groundwork for a Measurement, Reporting and Verification (MRV) system, the design and preparation of a Fund for REDD+ (FREDDI) and the development of safeguards called Principles, Criteria and Indicators for REDD+ Safeguards in Indonesia (PRISAI).

Following the completion of Phase 1, the National REDD+ Agency was established through Presidential Regulation 62/2013 to ensure the continued implementation of REDD+ in Indonesia. The Partnership entered into an Interim Phase centered on building the institutional capacity of the REDD+ Agency. This ensured that the foundational work completed by the Working Groups of the National REDD+ Task Force (SatGas REDD+) in gathering baseline information, supporting the establishment of and monitoring the moratorium, and ensuring the overall body of knowledge from Phase I was transferred. The Interim Phase also included a portfolio of time sensitive issues including preventing forest and peat fires, implementing the Constitution Court Ruling No. 35/2012 (MK 35) recognizing the tenure rights of masyarakat hukum adat, land conflict resolution in national parks, and strengthening gender inclusion.

Integration into Ministry of Environment and Forestry

In 2014, the newly elected Jokowi-Kalla administration laid out their priority agenda, Nawa Cita, and decisively integrated Indonesia's on-going reforms for more efficient, transparent, and accountable government with the country's commitment to achieve the "triple wins" of sustainable development: social equity, economic growth, and environmental sustainability. REDD+ serves a critical role in helping fulfil the prioritization on alleviating rural poverty and enabling development, emphasizing good governance and anti-corruption as keys to improve forest and peat land management, and supporting the shift towards low emissions development, a commitment reflected by the decision of the Administration to reduce fuel subsidies by 70% between 2014 and 2015.

Most markedly, these priorities resulted in merging the Ministries of Environment and Forestry (MoEF) or Kementerian Lingkungan Hidup dan Kehutanan (KLHK), and—through Presidential Decree No. 16 of 2015 issued on 21 January 2015—consolidating ad hoc climate change related institutions—including the REDD+ Agency and the National Climate Change Council (DNPI), previously responsible for representing Indonesia at the UNFCCC—under the new Directorate General for Climate Change Control (DG-CCC) within the new Ministry of Environment and Forestry (MoEF).

For the 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+.

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:

To support the ongoing activities of REDD+ transition phase, the project Operations Unit needs to strengthen its Human Resource team for better serve the project personnel in handling compensation and benefit as well as acting as project leave monitor to track personnel leave and make necessary correspondences. Under the guidance and supervision of the HR Associate, the HR Administration and Benefit Support Specialist provides HR services ensuring high quality, accuracy and consistency of work. The HR Adm & Benefit Support Specialist promotes a client-oriented and consistent with rules and regulations approach in the Unit.

Objectives of Assignment:

The objectives of the assignment are to facilitate and help the handling of compensation and benefit for REDD+ project's staff related to leave monitoring, HR related correspondence, overtime claim, medical claim, contract management, recruitment process involving government, communities and other parties involved; to support in learning and knowledge sharing, and HR meeting as necessary.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

- ❑ Full compliance of HR processes and records with UN/UNDP rules, regulations, policies and strategies.
- ❑ Assist in the implementation of recruitment process, such as; administrative support for written test/interview process including written test/ interview schedule arrangement; preparation of interview document; Collecting mandatory recruitment document such as; reference-check; P11 and education certificate; Establishment of recruitment files and updating e-recruitment file and maintenance of hardcopies documentation as following the HR/CO filling guidelines
- ❑ Support in contract management, such as submission of UNDP One click contract extension; compiling the supporting documents for contract initial/renewal;
- ❑ Assist in the project's HR related matter correspondences, e.g medical claim; references letter; work certificate.
- ❑ As site leave monitor for project, record, update and collect the necessary form and other supporting document for the manual attendance card. Oversee and ensure the staff leave monitoring system are updated for SC/FT/TA both in Main Office and Field Offices (around 68 staffs)
- ❑ Support in establishment and maintenance of proper filing system for HR records and documents for Recruitment File and Personnel Files both in soft copies and hardcopies.
- ❑ Participation in the trainings for the operations/projects staff on HR and contribute to knowledge sharing on the HR practices and benefits in the project.

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>
HR report for period of July 2016 <ul style="list-style-type: none">• Leave Record matrix for SC/FT/TA• Update of the personal file and recruitment file• Update the recruitment process on-going basis• Learning and Knowledge Sharing activities	15	29 July 2016	Operations Manager
HR report for period of August 2016 <ul style="list-style-type: none">• Leave Record matrix for SC/FT/TA• Update and monitor the SQE tracking matrix related due to project closure• Update of the personal file in soft file• Learning and Knowledge Sharing activities	20	31 August 2016	Operations Manager
HR report for period of September 2016 <ul style="list-style-type: none">• Leave Record matrix for SC/FT/TA• Update the Exit Clearance process related to project closure• Update the personal file in soft file• Learning and Knowledge Sharing activities	20	30 Sept 2016	Operations Manager

III. WORKING ARRANGEMENTS**Duration of the Work**

The duration of this work is expectedly for 3 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.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**I. Academic Qualifications:**

- Minimum Bachelor Degree in administration, economic, social, or other related field.

II. Years of experience:

- Minimum 3 years of professional experience in administration and project support; having experience in recruitment administration, staff absence, contracting and other HR related matter is desirable.
- Experience in UNDP administration both in operations and programme is an advantage
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);

III. Competencies:

- Fluency in written and spoken English.
- 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.

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 points 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> <ol style="list-style-type: none"> 1. <i>Minimum Bachelor Degree in administration, economic, social or other related field</i> 2. <i>Minimum 3 years experience in administration and project support, having experience in recruitment administration, staff absence, contracting and other HR related matter</i> 3. <i>Experience in UNDP administration both in operations and programme</i> 4. <i>Experience in environment or climate change project</i> 		20 20 20 10
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment</i> 		30
<ul style="list-style-type: none"> • <i>Criteria C: Further Assessment by Interview (if any)</i> 		

