

# Terms of reference



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## GENERAL INFORMATION

**Title:** Mid-Term Review (MTR) Consultant for TNC Project (International)

**Project Name:** Third National Communication to United Nations Framework Convention on Climate Change (UNFCCC)

**Reports to:** Programme Manager/ Officer of Environment Unit

**Duty Station:** Home based

**Expected Places of Travel (if applicable):** Jakarta

**Duration of Assignment:** 14 September – 25 October 2016 (30 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

	<b>TERMS OF REFERENCE</b>
(8) Senior Specialist	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select :</b> (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 (deliverables – based)**

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

### 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:

## I. BACKGROUND

Third National Communication to the United Nations Framework Convention on Climate Change (PMIS 5019) or known as TNC project is a 3 year nationally implemented project support from Global Environment Facility (GEF) through UNDP since 2014, with Ministry of Environment and Forestry as the Implementing Partner. In addition to GEF fund of USD 4,500,000 and UNDP grant USD 61,000, the project has been supported by in-kind contribution and parallel activities from the Government of Indonesia in the amount of USD 14,600,000 and UNDP in the amount of USD 89,000. There were also parallel JICA's activities of USD 6,122,040 and GIZ's parallel activities amounting to USD 150,000.

Indonesia signed the Climate Change Convention (UNFCCC, United Nations Framework Convention on Climate Change) in 1992, which was then ratified in 1994 through Law number 6/1994. Under this framework, Indonesia, which is a non-Annex I party, is committed to fully implementing the Convention. Under one of the requirements of the Convention, Indonesia has to report its activities aimed at addressing the climate change to UNFCCC through National Communication on Climate Change. The non-Annex I parties should also submit Biennial Update Report (BUR) consistent with their capabilities and the level of support provided for reporting. The purpose of BUR is to provide an update to the most recently submitted National Communication.

Indonesia submitted its Initial National Communication (INC) document to UNFCCC in 1999, and Second National Communication (SNC) in 2010. Indonesia has submitted its First BUR in 2016. It is preparing the Third National Communication document at the moment. The TNC document contains information on National Circumstances and Institutional Arrangement, National GHG inventory, Measures to Facilitate Adaptation and Mitigation of Climate Change, Constraints and Gaps and Related Financial as well as Technical and Capacity Building Needs.

The preparation of the first BUR and TNC has been involving multi-stakeholder forum. The forum are the Government policymakers at national and sub national levels, local communities, scientific community, industry and others who have concerns upon the Climate Change. At national level, the project has established a National Steering Committee (NSC) under leadership of Deputy Minister for Control of Environment Degradation and Climate Change (then continued by Director General of Climate Change). While at operational level, the project is led by the National Project Director (NPD) supported by the Project Management Unit (PMU).

The TNC project is aimed at enabling the Government of Indonesia to design public policies and measures for mitigation and adaptation to address climate change through:

- a) Strengthening technical capacity and institutional arrangement at national and sub national levels.
- b) Assessing environment, social and economic impacts of implementing mitigation and adaptation policies, and
- c) Assisting the Government of Indonesia to carry out all necessary activities to prepare BUR and TNC to comply with its commitments to the UNFCCC.

As stipulated in TNC project document and in line with UNDP – GEF guideline on Mid-Term Review, an international consultant will be recruited to conduct Mid-Term Review for TNC project.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

In general, the consultant is expected to carry out these following activities:

- a) Assess progress towards achievement of the project outputs and outcomes as specified in the Project Document.
- b) Assess early signs of project success or constraints aimed at identifying necessary recommendations for better improvement.
- c) Review project strategy and its risks to sustainability.
- d) Apply a collaborative and participatory approach ensuring close engagement with the Implementing Partner, Project Team and UNDP.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Compliance

In compliance with the Guidance for the Mid Term Review, the consultant is expected to assess four categories of project progress and produce a draft and final mid term Review report, i.e. (1) Project Strategy, (2) Progress towards results, (3) Project implementation and adaptive management, and (4) Sustainability.

The selected consultant has to follow the guidance outlined in the document Guidance for Conducting Mid-Term Review:

[http://web.undp.org/evaluation/documents/guidance/GEF/midterm/Guidance\\_Midterm%20Review%20\\_EN\\_2014.pdf](http://web.undp.org/evaluation/documents/guidance/GEF/midterm/Guidance_Midterm%20Review%20_EN_2014.pdf)

### Expected outputs and deliverables:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Submission of agreed Work Plan, Recommendation on the reviewed of TNC project document and Letters of Agreements with partners	4	3 <sup>rd</sup> week of Sept 2016	UNDP & TNC National Project Director
Inception Report: the consultant clarifies objectives and method of Mid Term Review and further feedback on the reviewed of project document	2	4 <sup>th</sup> week of Sept 2016	UNDP & TNC National Project Director
Stakeholders Meeting and interviews completed (will be randomly selected)	3	1 <sup>st</sup> week of October 2016	UNDP & TNC National Project Director
Presentation of initial findings	1	1 <sup>st</sup> week of October 2016	UNDP & TNC National Project Director
Prepare draft report	10	4 <sup>th</sup> week October 2016	UNDP & TNC National Project Director
Final Report Revised report with annexes audit trail detailing how all received comments have and have not been addressed in the final MTR report.	10	1 <sup>st</sup> week of November 2016	UNDP & TNC National Project Director
<b>Total Number of Working Days</b>	<b>30</b>		

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

- a) The principal responsibility for managing this MTR resides with the Commissioning Unit. The Commissioning Unit for this project's MTR is UNDP Indonesia.
- b) The Commissioning Unit will contract consultants and ensure the timely provision of per diems and travel arrangement within the country for the MTR .
- c) The TNC Project Management Unit (PMU) will be responsible for liaising with MTR to provide all relevant administrative and financial support to provide documents, set up stakeholder interviews and arrange field visit (if needed) for the completion of the work.
- d) The expected frequency of the reporting is as stated in the Expected Deliverable mentioned above.

#### **Duration of the Work**

- a) Duration of work is 30 working days from September to October 2016.
- b) Expected starting date is September 2016 and expected completion of work is on November 2016.
- c) Unforeseen delay will be further discussed by UNDP as a basis for possible extension.
- d) Feedback from UNDP and government partners to the submitted report can be expected within 10 working days from the date of submission.

#### **Duty Station**

- a) The contractor's duty station will be home based with possible travel to Jakarta or other places (if needed).
- b) The contractor is working on the output based, thus no necessary to report or present regularly.

#### **Travel Plan**

- a) Return travel cost from country of origin to **Jakarta and cost of living allowance in Jakarta for 7 (seven) days is to be included in the financial proposal consist of**
- b) Other travel cost to project sites (if needed) will be covered by the project based on the agreed plan.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Academic Qualifications:**

A Master's degree in environment science, social science, economics.

#### **Years of experience:**

- Experience in relevant technical areas for at least 15 years;
- Experience working in climate change adaptation and mitigation projects. Working in Asia Pacific countries would be an advantage but not mandatory;
- Experience with Result-Based Management Review methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Experience working with the GEF or GEF Reviews would be an advantage but not mandatory.

#### **III. Competencies and special skills requirement:**

- Competence an adaptive management, as applied to GEF – Special Climate Change Fund;
- Demonstrate understanding of issues related to gender and climate change adaptation/mitigations;
- Experience in gender sensitive Review and analysis;

- Excellent communication and writing skills;
- Demonstrate analytical skills;
- Project Review/review experience with United Nations system will be considered an asset.

## 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 point** would be considered for the Financial Evaluation.

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>	
<b>Technical</b>			
<ul style="list-style-type: none"> <li>Criteria A: qualification requirements as per TOR:               <ol style="list-style-type: none"> <li>A Master's degree in environment science, social science, economics.</li> <li>Experience in relevant technical areas for at least 15 years.</li> <li>Experience working in climate change adaptation/mitigation projects and in Asia Pacific countries and would be an advantage but not mandatory.</li> <li>Experience with Result Based Management evaluation methodologies.</li> <li>Experience applying SMART indicators and reconstructing or validating baseline scenarios.</li> <li>Experience working with the GEF or GEF review would be an advantage but not mandatory.</li> </ol> </li> </ul>	40%	5 10 10 5 5 5	
<ul style="list-style-type: none"> <li>Criteria B: Brief Description of Approach to Assignment               <ol style="list-style-type: none"> <li>Understands the task and applies a methodology appropriate for the task.</li> <li>Important aspects of the task addressed clearly and in sufficient details.</li> <li>Planning logical, realistic for the efficient project implementation.</li> </ol> </li> </ul>	60%	25 20 15	
<ul style="list-style-type: none"> <li>Criteria C: Further Assessment by Interview (if any)</li> </ul>	NA		