

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Senior Specialist to Deputy II of BRG
Project Name: Support Facility for BRG Institutional Set-Up
Reports to: Deputy II of BRG
Duty Station: Jakarta
Expected Places of Travel: N/A
Duration of Assignment: 6 February 2017 – 31 May 2017

REQUIRED DOCUMENT FROM HIRING UNIT

V	TERMS OF REFERENCE
(4)	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor V CATEGORY OF INTERNATIONAL CONSULTANT, please select: (6) Junior Specialist (7) Specialist (8) Senior Specialist
V	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

V	CV/P11
V	Copy of education certificate
V	Completed financial proposal
V	Completed technical proposal

Need for presence of IC consultant in office:

☒ **partial**

The consultant must give updates to Peatland Restoration Agency regarding the concept papers and research reports in a weekly basis including to provide presentations on the findings of the research which will need further action to take

☐ intermittent

☐ full time/office based

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

I. BACKGROUND

One of the key lessons learned from the 2015 peat and forest fires is that suppressing fires on drained deep tropical peatland is extremely difficult, ineffective, and costly. The total economic loss is already estimated to be in excess of USD \$ 15 billion (MoEF, 2015; CIFOR, 2015 and the World Bank, 2016). This does not include the loss of biodiversity, carbon emission and the irreversible long-term health impacts. Global Fire Emission Database estimated this event emits roughly 1,750 million metric tons of CO₂e.

Acknowledging this major lesson from 2015, the Government has concluded that prevention is by far the most effective way to tackle the fires, and concerted efforts should be made to that effect. Recent analyses find that fire vulnerability has increased over the past two decades, and that the government's previous efforts have not yet been fully effective. Following this, fire prevention in 2016 and beyond will adopt a more anticipatory and systematic approach. The establishment of BRG is one key element of this strategy, initiated at the highest levels of government.

In his opening address of the climate conference in COP 21 Paris, President Joko 'Jokowi' Widodo announced the establishment of the Peatland Restoration Agency/BRG, mandated to improve forest fire prevention and coordinate the restoration of degraded peatland by 2020. The Agency was formally established through Presidential Regulation No 1 of 2016 in January 2016.

The Regulation mandates BRG to coordinate and facilitate peat restoration in the 7 provinces of Riau, South Sumatra, Central Kalimantan, Jambi, West Kalimantan, South Kalimantan and Papua. The President has since added East Kalimantan to the list. BRG's main tasks will include co-ordination and strengthening of the peatland restoration process; plan, control and collaborate on peatland restoration; map peatland hydrology; designate protection and production zones; co-ordinate rewetting implementation; restore burned peatland areas; raise awareness on peatland restoration efforts; and supervise the restoration process.

The BRG is mandated to restore 2 million hectares of degraded peatland by 2020, but no decision on where and how has been made yet. The President has appointed one Agency Head, four Deputies and one Secretary to lead the agency and its undertakings. In addition, both a government appointed Steering Committee and an Expert Committee guides the work of the Agency. Provincial work units will coordinate the implementation of activities at the local level. Gradually the state budget will provide necessary funding, but to allow the Agency a head start, the government has invited partners to provide assistance.

Objective

The Government has pledged to address the underlying problems immediately. As the peatland fires are a recurring seasonal event, it is paramount that preventive measures are put in place quickly, to avoid in the fall of 2016 a repeat of the 2015 fire season.

Under BRG Secretary & Head of Expert Team Panel, the consultant is expected to report under below mentioned deliverables.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

1. Support the Deputy 2 portfolio to cover technical aspects such as data arrangement, general administration and regulations
2. Provide support services ensuring high quality of work, ensuring accuracy of time delivery services

Expected outputs and deliverables:

These are the expected output and deliverables from the consultant

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Ensure the finalization of the following results: a. Compiles, summarizes, and presents research of basic information/data on specific Deputy 2 portfolio and related topics or issues b. Reviews relevant documents for completeness and compliance with relevant BRG Deputy 2 direction prior to submission for final approval and signature; identifies inconsistencies; distributes relevant documents to relevant parties upon approval.	26 Days, March 13, 2017	BRG Secretary & Head of Expert team panel
2. Technical inputs on peat agricultural socio-economics management perspective for draft final of BRG Strategic plan and peat restoration action plan a. Finalize and support the effective reporting on progress of Deputy 2 work plan implementation focusing with following results b. Preparation of annual and activity plans as well as Deputy 2 regular meeting, operational and financial closure of a meeting. To provide administrative support for preparation of results oriented progress reports.	26 Days, April 20, 2017	
3. Ensure the finalization of the following results: a. Provide report in updating database of the relevant public and development partners private sector, civil society and other stakeholders who are counterparts for the project. a. In coordination with BRG's Communication unit and other relevant counterpart communications department, provide documentation of the Deputy 2	25 Days, May 31, 2017	BRG Secretary & Head of Expert team panel

Portfolio activities as a tool to communicate results, deepen stakeholder knowledge and buy-in to the project, and resource mobilization for the project.		
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III. WORKING ARRANGEMENTS
<p>Institutional Arrangement</p> <p>The Consultant will be supervised by and report to the BRG Secretary & Head of Expert Team Panel who will also carry out a performance evaluation at the end of the assignment.</p> <p>Duration of the Work 77 working days (6 February 2017 – 31 May 2017)</p> <p>Duty Station Jakarta, Indonesia</p> <p>Travel Plan N/A</p>

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

- Bachelor's Degree (BA.) in Social Science

II. Working Experience:

- Minimum 6 years of relevant experience as researcher
- Has experience in working in peatland sector
- Has experience in working with government and/or development sector

III. Other Competencies (if applicable):

- Expertise in using Word, Power Point, Excel and other graphic and database programmes
- Basic accounting and financial management
- Client and result orientation skills
- Time management
- Ability to persuade and manage others
- Authorities in his/her areas of responsibilities
- Event Organizing skills
- Demonstrated familiarity with UNDP development projects in Indonesia is an advantage
- Knowledge of and experience in managing multi-stakeholder communication will be highly desirable

Functional Competencies:

Knowledge Management and Learning

Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

Ability to formulate analysis and ideas in simple message

Good knowledge of peat restoration

Management and Leadership

Focuses on impact and result for the client

Consistently approaches work with energy and a positive, constructive attitude

Demonstrates good oral and written communication skills

Demonstrates openness to change and ability to manage complexities

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis using weighted scoring method will be applied to evaluate the applicant. The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable with reference to ToR, 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

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<u><i>Technical</i></u>		<i>100</i>
<i>Criteria A: qualification requirements as per TOR:</i>	<i>70%</i>	
<i>1. Minimum Bachelor Degree in Social Science</i>		<i>20</i>
<i>2. Years of Relevant Experience – Minimum 6 years of professional experience in research</i>		<i>20</i>
<i>3. Has working Experience in Peatland sector</i>		<i>15</i>
<i>4. Has experiences to deal with Government and development sector</i>		<i>15</i>
<i>Criteria B: Brief Description of Approach to Assignment (describe it in Technical Proposal)</i>	<i>30%</i>	<i>30</i>