

Terms of reference - INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.
Resilient nations.

Position:

Senior Specialist for Biochar Application Strategy

Closing date:

GENERAL INFORMATION

Title: Senior Specialist for Biochar Application Strategy (National, 1 post)

Project Name: Strategic Planning and Action to Strengthen Climate Change Resilience of Rural Communities in Nusa Tenggara Timur (SPARC)

Reports to: UNDP Technical Officer

Duty Station: Jakarta

Expected Places of Travel (if applicable): Sabu Raijua, NTT

Duration of Assignment: 63 working days in duration of June 2017 – Sep 2017

REQUIRED DOCUMENTS FROM HIRING UNIT

X	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	1. Junior Consultant
4	2. Support Consultant
	3. Support Specialist
	4. Senior Specialist [x]
	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 / P11
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

Need for presence of IC consultant in office:

- partial (the consultant will be presence during project related meeting/workshop)
- intermittent (deliverables-based)
- full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: Yes X No
Equipment (laptop, etc.): Yes X No
Secretarial Services Yes X No

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

Signature of the Budget Owner: Christian Usfinit <christian.usfinit@undp.org>

1. BACKGROUND

UNDP and Norwegian Geotechnical Institute have established agreement to implement project on “Biochar as adaptation strategy for climate change” funded under Klimaforsk proposal. This is a continuation from previous year collaboration in introducing biochar or charcoal technology for improving soil quality and for making briquette as alternative cooking fuel for replacing firewood. This year project will be focused on initiating sustainable dissemination of biochar and related technologies at the community level as adaptation action, conducting researches on economic and environmental aspects of biochar application, and the mainstreaming of biochar in the climate change adaptation strategy agenda. For this purpose, UNDP is recruiting one senior specialist to support the project’s implementation.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED SUPPORT WORK

Provide top-quality technical and advisory services to support the implementation and mainstreaming of biochar and other related technologies for agro-ecosystem climate change adaptation:

- To design and implement sustainable biochar dissemination strategy in East Sumba and Sabu Raijua;
- To support researches of Norwegian Geotechnical Institut in economic and environmental aspects of biochar application;
- To facilitate supports to non-governmental, governmental and community based partners in community implementation of biochar based technologies and their dissemination;
- To develop information, education and communication (IEC) materials as a component to support the mainstreaming of biochar in governmental climate change adaptation strategy agenda.

Expected Outputs and Deliverables

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Acceptance of report on the progress in the development of clean biomass stove design ; Dissemination of biomass production technology has been conducted in 2 villages in Sabu Raijua.	18 working days	UNDP Country Office Indonesia, Technical Officer in Environment Unit
2. Acceptance of report on the progress in the performance of clean biomass stove design being developed; Dissemination of biomass production technology has been conducted in 2 other villages in Sabu Raijua.	18 working days	
3. Progress on the development of supply chain for the commercialisation of clean biomass stove.	12 working days	
4. Acceptance of report on final design of clean biomass stove; Promotional material for clean biomass stove.	15 working days	

3. WORKING ARRANGEMENTS

Institutional Arrangement

- a. The contractor will be responsible to UNDP Technical Officer for seeking acceptance of the report.
- b. The expected frequency of the reporting is as stated in the Expected Deliverables mentioned above.
- c. The contractor is expected to liaise and conduct discussion with relevant stakeholders (government, CSOs, academician, private sector, etc) in order to gather data and seek feedback.
- d. The project will provide support administratively and financially for conducting FGD/workshops with stakeholders as required for the completion of the work.

Duration of the Work

- a) The duration of work is 63 working days in span from May to September 2017.
- b) The expected starting date is 22th May 2017 with expectation of completion on 29th September 2017.

- c) The unforeseen delay will be further discussed with UNDP as basis for possible extension.

Duty Station

- a) The contractor’s duty station will be in Jakarta with possibility of travel to other provinces.
 b) The contractor is working on the output-based, thus no necessity to report or present regularly.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Sabu Raijua	5 times during the whole assignment	20 overnight stays in total

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Minimum Master degree in Environmental Science/Economics/Engineering or a closely related field.

II. Experience:

- Minimum 3 years of relevant experience in working with environmental and community issues and acquired technical knowledge on biomass-based energy.
- Experience in community facilitation.
- Proved engagement with biomass technology projects.
- Acquiring knowledge on the rural development issue.

III. Competencies and special skills requirement:

General Competencies:

Other Competencies (if applicable) :

- Strong analytical, writing & communication skills.
- Strong motivation & ability to work & deliver under short deadlines.
- Focuses on impact & result for the client & responds positively to critical feedback.
- Able to work independently with little or no supervision.

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

Criteria	Weight	Maximum Point
<u>Technical (70%)</u>	100%	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 Master degree in Environmental Science/Economics/Engineering or a closely related field.</i> 2. <i>Minimum 3 years of relevant experience in working with environmental and community issues and acquired technical knowledge on biomass-based energy.</i> 	70%	10 20

<p>3. <i>Experience in community facilitation.</i></p> <p>4. <i>Proved engagement with biomass technology projects.</i></p> <p>5. <i>Acquiring knowledge on the rural development issue.</i></p>		<p>20</p> <p>10</p> <p>10</p>
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment</i> <ul style="list-style-type: none"> a. <i>Understands the task and applies a methodology appropriate for the task?</i> b. <i>Important aspects of the task addressed clearly and in sufficient detail?</i> c. <i>Is planning logical, realistic for efficient project implementation?</i> 	<p>30%</p>	<p>10</p> <p>10</p> <p>10</p>