



TERMS OF REFERENCE

GENERAL INFORMATION

Title: International Specialist for Writing Final Report

Project Name : REDD +, "Support to the Establishment of Indonesia REDD + Infrastructure and Capacity: Interim Phase"

Reports to: Programme Manager for Climate Change, Environment Unit

Duty Station: Jakarta

Expected Places of Travel (if applicable): Jakarta

Duration of Assignment: Fifteen (15) working days within two (2) months

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor
7	CATEGORY OF INTERNATIONAL CONSULTANT , please select : (6) Junior Specialist (7) Specialist (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV or P11 with 3 referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

partial - approximately 15 working days within 2 months

intermittent

full time/office based

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: N/A

I. BACKGROUND

Indonesia is the third largest emitter of carbon dioxide (CO₂) and the world's largest emitter from agriculture, forestry and other land use. Over the past five years, Indonesia's annual deforestation rate has averaged around 1 million hectares, which contributes to an estimated 87 percent of Indonesia's annual emissions. In response to this situation, in 2009, President Susilo Bambang Yudhoyono, 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.

According to the Second National Communication from Indonesia to the UNFCCC, Indonesia is expected to emit around 2.9 billion metric tons (gigatons) by 2020 under the business-as-usual scenario. A commitment to reduce that amount by 26 percent would mean a reduction of 0.8 gigatons, while 41 percent would amount to a reduction of 1.2 gigatons. A reduction from an expected 2.9 to 1.7 gigatons by 2020 is a challenging commitment for a country aiming to maintain its 7 percent annual growth rate. Nevertheless, this commitment has been translated into a comprehensive National Action Plan known as RAN-GRK (PP 61/2011).

The National Action Plan for the Reduction of Green-house Gas Emissions (RAN-GRK) estimates that 87 percent of the emission-reduction target - approximately 1 gigaton - relates directly to the forestry and peat land sectors and, to address this, the government has adopted an incentive mechanism to improve management of the country's vast forest resources while supporting climate-change mitigation. This mechanism, known as REDD+ (Reducing Emissions from Deforestation and Forest Degradation), has five primary objectives: (a) reduction of deforestation; (b) reduction of forest degradation; (c) conservation of carbon stocks; (d) sustainable forest management; and (e) enhancing carbon stocks.

On 26 May 2010 the Governments of Indonesia and Norway signed a Letter of Intent (LoI) to establish a REDD+ Partnership. The first phase of this REDD+ Partnership (Phase 1) was to establish an agency with the capacity to implement and manage REDD+ projects initially in the pilot province Central Kalimantan and progressively in other priority provinces across Indonesia. A Task Force (*Satuan Tugas*, Satgas) was appointed to support this initial phase and in August 2013 a National REDD+ Agency (*Badan Pengelolaan REDD+*) was established to coordinate the implementation of REDD+ objectives in Indonesia. With Presidential Decree No.6 of 2015, however, the duties and functions of the REDD+ Agency were integrated within the mandate of the Ministry of Environment and Forestry, under a new Directorate General for Climate Change. The Ministry of Environment and Forestry was born from the merger between the Ministry of Environment and Ministry of Forestry set up by President Joko Widodo when taking office in October 2014. After a period of merger and staff reassignment which UNDP also assisted under Dr. Siti Nurbaya's leadership, the Ministry is poised to move forward on key reform agendas –including reducing deforestation and forest degradation through the national REDD+ Programme now under the responsibility of the Ministry after the REDD+ Agency disbandment in January 2015.

The current transition arrangement of the Partnership, will build on the achievements of the results of the first phase, while preparing the start of Phase 2 of the Partnership in 2016. With the disbandment of the REDD+ Agency, the Ministry of Environment and Forestry continues to honour previous commitments entered into during REDD+ Interim Phase, while putting in place the remaining elements of the REDD+ architecture required for Phase 2. The REDD +, Support to the Establishment of Indonesia REDD + Infrastructure and Capacity Project, created out of the Partnership and implemented by UNDP, continues to provide required support until 31 December 2016.

Approaching the completion of this important project, a final report presenting the various highlights of the project, including its achievements and challenges, is imperative. The report is expected to convey a story line of this historical project through narratives and infographic. It will draw upon the existing progress reports, monitoring and evaluation reports, including the terminal evaluation, and other sources as deemed necessary and relevant.

In view of the above, UNDP would like to hire an international report writer to prepare the Project Final Report.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The International Consultant will be based in Jakarta. Travels to former project sites are not foreseen. In preparing the Final Report, the IC will draw upon the existing progress reports, monitoring reports, review/evaluation documents including the Project Terminal Evaluation Report and other necessary and legitimate sources.

Activities

In undertaking the work, the International Consultant will carry out the relevant tasks, including:

1. To design the Outline of the Final Report, including the lay-out of the texts and infographic, that will convey a relevant and interesting story line, to be presented to Project Management Unit and Programme Manager for Climate Change for endorsement;
2. To review all relevant records and documents, such as the project document, progress reports, project budget revisions, midterm and terminal evaluation reports, national strategic policy and legal documents, project deliverables and any other materials that the IC and the Project Management Unit and Programme Manager for Climate Change consider useful for this report .
3. To conduct interviews with selected informants at the national level to obtain useful and candid quotes;
4. To present draft of the Final Report to the Environment Unit (and the Senior Management) of UNDP as arranged by the Programme Manager for Climate Change; and
5. To submit Final Report incorporating feedbacks and suggestions from Environment Unit (and Senior Management) of UNDP.

Expected Outputs and deliverables

The International Consultant is expected to write a Final Report I English comprising of 20% of the whole REDD+ Project from 2010 and 80% of the Transition Phase starting from 2013. The fonts to be used for the Final Report will be mostly Calibri 12 except for some identified parts which will be decided jointly between the IC and UNDP. The Document will not contain more than 50 pages of narratives (texts) and infographics on A4 paper.

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>)
Annotated Outline of the Final Report which consists of; <ul style="list-style-type: none"> - Design the outline of the final report - Review all relevant records and documents - Conduct interviews with the selected informants at the national level to obtain useful and candid quotes 	5 days	14 July 2017	Project Management Unit and UNDP Programme Manager for Climate Change
Present Draft Final Report to the Environment Unit of UNDP as arranged	3 days	21 July 2017	Project Management Unit and UNDP Programme Manager for Climate Change

by the Programme Manager for Climate Change			
Submit Final Report incorporating feedbacks and suggestions from Environment Unit (and Senior Management) of UNDP	7 days	10 August 2017	Project Management Unit and UNDP Programme Manager for Climate Change

III. WORKING ARRANGEMENTS

Institutional Arrangement

As mentioned above the International Consultant is expected to deliver a report containing texts (narratives) and infographic, therefore the consultant is expected to work on both narratives and infographic. The IC is accountable to the Head of Environment Unit. For contractual matters, the International Consultant reports to the Programme Manager for Climate Change of the UNDP Environment Unit.

In the process of report writing, it is foreseen that the IC will be interacting with the relevant officials of the Donor of the Project donor and of the Ministry of Environment and Forestry and other partners as well as contact persons of beneficiary entities.

Duration of the Work

The work will cover altogether 15 working days spread in in the period of two months. The schedule of deliverables and working days and completion deadlines specified in the earlier part of this TOR has elaborated the milestones for this work.

Duty Station

Jakarta is the duty station. No visit to project sites is anticipated. The IC does not have to report to work or come to UNDP Office regularly. S/he can work remotely with occasional direct interactions with UNDP as arranged by the Climate Change Programme Manager.

Travel Plan

Not applicable. No travel to project sites is anticipated.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

A master's degree in environment, international development, public policy or communication, or acceptable combination of education and experiences.

II. Years of experience:

- Minimum 7 (seven) years of relevant professional experiences;
- Experiences working with international development agencies and/or bilateral agencies;

- Previous experiences in English report writing;
- Technical knowledge in forestry, environment and UNREDD/REDD Plus is an advantage but not mandatory; and
- Mastery of Bahasa Indonesia would be an advantage but not mandatory.

III. Competencies:

The writer selected should possess strong analytical skills and communication abilities to produce a report for public consumption

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

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 (fully meeting the TOR provided), 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

Criteria	Weight	Maximum Po
<u>Technical (70%)</u>	100%	100
A. Criteria A: qualification requirements as per TOR:	40%	40
a. master's degree in environment, international development, public policy or communication, or acceptable combination of education and experiences		7
b. Minimum 7 (seven) years of relevant professional experiences;		7
c. Experiences working with international development agencies and/or bilateral agencies;		8
d. Previous experiences in English report writing, by providing publication /Journals/Report in the form of pdf or by providing a link to those document		10
e. Technical knowledge in forestry, environment and UNREDD/REDD Plus is an advantage but not mandatory; and		3
f. Mastery of Bahasa Indonesia would be an advantage but not mandatory		5

<p>a. Criteria B: Brief Description of Approach to Assignment</p> <ul style="list-style-type: none"> • Understands the task and applies a methodology appropriate for the task? • Important aspects of the task addressed clearly and in sufficient detail? • Is planning logical, realistic for efficient project implementation? 	60%	60	
<p>b. Criteria C: Further Assessment by Interview (if any)</p>	N/A	N/A	