

## Terms of reference



Empowered lives.  
Resilient nations.

### GENERAL INFORMATION

**Title :** Expert on Facilitation of GHG Emission Profiling in energy-intensive industry sector

**Project Name :** Partnership for Market Readiness Indonesia

**Reports to:** PMR National Project Manager

**Duty Station:** Home-based

**Expected Places of Travel (if applicable):** Bogor, Banten, Bandung, Surabaya, Yogyakarta, Denpasar, Medan and Palembang

**Duration of Assignment:** November 2017 – May 2018 (40 working days)

### REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select :</b>
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
x	<b>(5) Expert/ Advisor</b>
	<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 or P11 with three referees
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

#### **Need for presence of IC consultant in office:**

partial (explain)

the consultant will be available as an expert facilitator in workshops within 8 months period of contract. The consultant will work in line with the Industry Working Group of PMR and the time frame might be sequential and dynamic following the characteristic of works thus the consultant need to harmonize his/her service with the emerging and relevant priorities

Intermittent (explain)

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

Climate change is an important issue in Indonesia. The country consists of thousands of islands with low-lying coastal areas liable to floods as well as arid lands and a fragile mountainous ecosystem. The country's GHG emissions is large and continuing to increase rapidly not only because of a growing population, but

also the increasing growth rate of the economy. Indonesia continues to actively participate in international negotiations on formulating effective efforts in combating global GHG emissions. In 2016, Indonesia has published the first National Determined Contribution (NDC) and ratified the Paris Agreement under Law No.16 Year 2016, which has set unconditional reduction target of 29% and conditional reduction target up to 41 % of the business as usual (BAU) scenario by 2030. The BAU scenario is projected to be approximately 2.869 GtCO<sub>2e</sub> in 2030.

One of the biggest challenge to achieve the emission reduction target is funding. Government budget alone will not be sufficient to ensure deliverance of the NDC target. Government needs to leverage the private and public participations to scale up the mitigation actions, which could be done by utilizing market-based instruments. An MBI will work by putting economic value on every unit of emission reduction, either directly as carbon pricing or indirectly as through a carbon crediting mechanism. The Paris Agreement recognizes this need by providing references to link global ambition target of GHG emission reduction to market-based approaches. In its NDC, Indonesia welcomes this concept of scaling-up national mitigation efforts by facilitating a market-based approach to incentive emission reduction within developing countries, or between developed and developing countries.

### **Partnership for Market Readiness project background**

The Partnership for Market Readiness (PMR) is a platform designed to specifically help countries prepare for market-based policy choices and future implementation. As a PMR implementing country, Indonesia developed a Market Readiness Proposal (MRP), which was endorsed by the PMR's 7th Partnership Assembly meeting in Marrakech on October 22-23, 2013. The World Bank, through the PMR project, provides funding for the implementation of the MRP, and the UNDP Indonesia Country Office has been appointed as the delivery agent responsible for project implementation. The Coordinating Ministry of Economic Affairs is the main government counterpart. Other key government stakeholders are the Ministry of Environment and Forestry (KLHK), the Ministry of Energy and Mineral Resources (ESDM), the Ministry of Industry (MOI), the Ministry of Finance, as well as the state-owned electricity state-owned enterprise, PLN and industry associations. The ultimate project aims to support the government to determine an appropriate market-based instrument (MBI) to reduce GHG emissions. This will be achieved through the development of GHG emissions profiles and monitoring-reporting-verification (MRV) systems in power generation and energy-intensive industries; and the development and piloting of a framework for market-based instrument (MBI) in Indonesia.

To support the coordination and communication, CMEA is forming three working groups, namely power working group, industry working group and market based instrument working group. **The Industry working group (WG)** is coordinated by Agency for Industrial Research and Development (BPPI), Ministry of Industry (Mol) with the members are Centre of Research and Development for Green Industry and Environment (PPIHLH), and Technical Directorates in Ministry of Industry. The WG coordinates all activities related with industry sector.

Component 1 under PMR Project, Development of Profile of Greenhouse Gas emission in Indonesia's Power and Industry sector, focusses on calculate and project baseline emissions, estimate potential emissions reduction, and estimate CO<sub>2</sub> abatement cost of mitigation actions in power and energy intensive industry sector. The areas covered within this activity are power sector, cement industry, pulp and paper industry, chemical industry, fertilizer industry, food and beverage industry, iron and steel industry, textile industry, and ceramic and glass industry. The activity will start in October 2017 and the final report will be submitted not later than 8 (eight) months from the commencement date. A total of 15 technical experts are expected to be on board by October to support the study in GHG emission profiling. In particular, 9 experts specifically appointed to support the industry sector.

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

To Implement activities mentioned above under target sector of industry and industry working group; the Industry WG and PMU PMR Indonesia require the service of National expert on facilitation, under activity of Component 1, for target area of energy-intensive industry.

Working side-by-side with the team of 9 technical experts of GHG emission profiling, the national expert on facilitation is expected to support the team and WG industry in facilitating the discussions in Bahasa during discussion, particularly during FGDs (focus group discussions), workshops, meetings. Target group for the workshop will be from the member of WG industry, technical staff from related technical directorates, industrial associations, industries/companies.

Under the overall guidance and supervision of the National Project Manager – PMR Indonesia, The consultant is expected to accomplish the following:

- Involved in coordination meetings, preparation meetings, forums and other relevant events participated by team of technical experts for profiling, Mol (industry WG coordinator and members), and PMR team;
- Facilitate the workshops/meetings/FGDs (directly in Bahasa);
- Maintain close coordination with industry WG, team of technical experts, as well as stakeholders engaged during the activities, and establish mutual trust and partnership to support implementation of activities;
- Identifying technical development needs, gaps, opportunities;
- Document the results/summary of the workshops/meetings/FGDs;
- Provide other support regarding the facilitation of Profiling GHG emission for industry sector.

Expected Outputs and Deliverables

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b>
1. A report of the kick-off meeting, which briefly documents the results/ outcomes of the discussions during the meeting (including inputs made by participants)	3 days	13 <sup>th</sup> November 2017	PMR NPM and PMR Technical Officer for Industry
2. A summary report of the activities, which briefly documents the results/ outcomes of the discussions during every activities conducted in “Development of <i>overview of industry sector</i> ”	8 days	30 November 2017	PMR NPM and PMR Technical Officer for Industry
3. A summary report of the activities, which briefly documents the results/ outcomes of the discussions during every activities conducted in “Development of <i>baseline of GHG emissions from energy, IPPU, and waste related activities in industry sector</i> ”	18 days	28 February 2018	PMR NPM and PMR Technical Officer for Industry
4. A summary report of the activities, which briefly documents the results/ outcomes of the discussions during every activities conducted in “ <i>Estimation of potential of emission reductions and develop scenarios for</i> ”	6 days	30 March 2018	PMR NPM and PMR Technical Officer for Industry

<i>GHG abatement cost for each of 8 sub-sectors of industry”</i>			
5. A report of the dissemination workshop, which briefly documents the results/ outcomes	5 days	15 May 2018	PMR NPM and PMR Technical Officer for Industry
<i>Total</i>	40 days		

All report shall be documented in dual language, Bahasa and English.

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of PMR National Project Manager and PMR Technical Officer for Industry, and will coordinate closely with industry WG and other relevant stakeholders.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverables could be proposed by the incumbent and shall be agreed jointly.

#### Duration of the Works

The consultant will perform his/her assignment with the following timeline:

- He/she will have 40 total of working days from November 2017 – May 2018, he/she should be completed of assignment;
- The expected effective working date is started on Early November 2017;
- He/she should submit the deliverables 1 week before the deadlines specified in contract to enable the project undertaking proper review;
- Delay on submitting report will impact on the completion of works and release of payment.

#### Duty Station

Home-based with travel plan as indicated below.

#### 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 travelling and accommodation 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	Item (and target sector)	No of travel days	Indicative Location
1	Kick off meeting	2	Bogor
2	Development of overview of industry sector		
2.1	Workshop 1 (chemical, ceramic, glass)	2	Banten/serang/cilegon

2.2	Workshop 2 (textile, cement, p&p)	2	Bandung
2.3	Workshop 3 (food & beverage, steel)	2	Surabaya
<b>3</b>	<b>Development baseline of GHG emissions from energy, IPPU, and waste related activities in industry sector</b>		
3.1	Workshop 1 (chemical, textile)	2	Semarang
3.2	Workshop 2 (ceramic, glass, steel)	2	Surabaya
3.3	Workshop 3 (food and beverage)	2	Yogya
3.4	Workshop 4 (cement)	3	Denpasar
3.5	Workshop 5 (pulp & paper)	3	Parapat/Medan
3.6	Workshop 6 (fertilizer)	3	Palembang
<b>4</b>	<b>Estimation of potential of emission reductions and develop scenarios for GHG abatement cost for each of 8 sub-sectors of industry</b>		
4.1	Workshop 1 (same week with 3.1)	1	Semarang
4.2	Workshop 2 (same week with 3.2)	1	Surabaya
4.3	Workshop 3 (same week with 3.3)	1	Yogya
<b>5</b>	<b>Dissemination workshop</b>	3	Bogor

PMR UNDP will handles the following tasks:

- Organise the meetings including logistical preparation;
- Prepare registration for participants;
- Identify and invite participants;
- Photo documentation.

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### Academic Qualifications:

- Master in Management, Business Administration, Communication

##### Years of experience:

- Minimum 8 years of professional experience as trainers/facilitators/moderators
- Experienced in development of communication strategy
- Experienced in working with the Indonesian government, particularly Ministry of Industry
- Experienced in working in projects under international development institution, particularly projects related with environment and sustainability issues
- Experienced in working / engaging with the private sectors

##### Other Competencies and special skills requirement:

- Language skills: excellent spoken and written in English and Bahasa Indonesia
- Ability to think strategically and conduct coordination and dialogues with multi-stakeholders across project implementation levels
- Demonstrated ability to take initiative and work independently while also having the skills and interests to work effectively within teams and also demonstrated motivation & ability to work and deliver under short deadlines

- Confidence and comfortable to liaise and communicate with senior government officials and management level of companies

## V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:  
Cumulative analysis

*The award of the contract will 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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<b><u>Technical (70%)</u></b>		
<i>Criteria A: qualification requirements as per TOR:</i>	<b>70</b>	
<ul style="list-style-type: none"> <li>• Master in Management, Business Administration, Communication</li> </ul>		15
<ul style="list-style-type: none"> <li>• Minimum 8 years of professional experience as trainers/facilitators/moderators</li> </ul>		15
<ul style="list-style-type: none"> <li>• Experienced in development of communication strategy</li> </ul>		10
<ul style="list-style-type: none"> <li>• Experienced in working with the Indonesian government, particularly Ministry of Industry</li> </ul>		10
<ul style="list-style-type: none"> <li>• Experienced in working in projects under international development institution, particularly projects related with environment and sustainability issues</li> </ul>		10
<ul style="list-style-type: none"> <li>• Excellent experiences in working / engaging with the private sectors</li> </ul>		10
<i>Criteria B: Brief Description of Approach to Assignment</i>	<b>30</b>	
<ul style="list-style-type: none"> <li>• Understands the task and applies a methodology appropriate</li> </ul>		10
<ul style="list-style-type: none"> <li>• Important aspects of the task addressed clearly and in</li> </ul>		10
<ul style="list-style-type: none"> <li>• Planning logical, realistic for efficient project</li> </ul>		10
<b><u>Financial Criteria (30%)</u></b>		