

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Platform and Programme Support Consultant

**Project Name :** Sustainable Palm Oil Initiatives (SPOI) / Good Growth Partnership (GGP)

**Reports to:** Project Manager; Platform Manager; SPOI Implementation Adviser

**Duty Station:** Jakarta

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

**Duration of Assignment:** ...100.....working days, 5 months

## REQUIRED DOCUMENT FROM HIRING UNIT

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

☐ intermittent (explain)

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

The consultant will be based in SPOI Project Office within 5 months' period of contract, and will work for support in the ensuring an effective implementation of activities of the SPOI project that the consultant will support the SPOI Platform Manager and the SPOI Implementation Adviser in implementing the initiative effectively and efficiently. This involves the support platform activities implementation in the national and regional level, and also to monitor the day to day activities relating to operations and management, with focus for synchronization and coordination of the project working streams (i.e. Platform, Landscape, and Stakeholder Engagement) activities

### 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: < Enter name >

## I. BACKGROUND

*“UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.” UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.”*

Indonesia is one of the world's largest producers of palm oil and has received much attention in recent years particularly from the global community, concerning the sustainability of palm oil production. The Government of Indonesia is taking steps towards building a greener economy that promotes growth, equity, improved livelihood and environmental integrity including in the palm oil sector.

In order to promote sustainable palm oil production and practices in Indonesia, the Ministry of Agriculture, the United Nations Development Program (UNDP) and several multinational companies have launched the Sustainable Palm Oil Initiative (SPOI). The SPOI aims at improving the capacity of oil palm smallholders and conserve natural resources. The SPOI also works in collaboration with the Ministry of the Environment and Forestry as well as other relevant government institutions to achieve the goals of the initiative.

The UNDP has been working together with the Ministry of Agriculture to develop and organize five key components of SPOI to achieve the country's goals of sustainable palm oil, which include: (1) strengthening smallholders capacity through increased productivity and better environmental management, (2) enhancing biodiversity conservation, as well as mitigate and monitor greenhouse gas (GHG) emissions, (3) facilitating social responsibility through empowering local communities and enhancing mediation systems, (4) reinforcing the ISPO framework by improving ISPO standards for wider acceptance and improved market access, and (5) establishing national and sub-national multi-stakeholder platforms on sustainable palm oil Indonesia.

The Government of Indonesia has agreed to move forward to achieve its sustainable palm oil goals through these five key components, which discussions and dialogues will utilize the national multi-stakeholder platform – FoKSBI [Forum Kelapa Sawit Berkelanjutan] – see [www.FoKSBI.id](http://www.FoKSBI.id) for reference on missions and objectives of this platform.

In ensuring an effective implementation of activities of the Sustainable Palm Oil Initiative, project seeks to hire a Platform and Programme Support Consultant, who will support the SPOI Platform Manager and the SPOI Implementation Adviser in implementing the initiative effectively and efficiently. This involves the support platform activities implementation in the national and regional level, and also to monitor the day to day activities relating to operations and management, with focus for synchronization and coordination of the project working streams (i.e. Platform, Landscape, and Stakeholder Engagement) activities. The Platform and Programme Support Consultant will be directly supervised by the Platform Manager and SPOI Implementation Adviser.

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

### Scope of Work

The consultant will :

- Support the implementation of SPOI project activities;
- Support the organization of Platform and SPOI project - related events (including preparing of budget, invitations, ToRs travels authorizations, documentation, payments) and ensuring participants attendance;
- Ensure follow-up expectations/activities/discussions are responded and delivered;
- Ensure all meeting notes and minutes are recorded and translated into English or Bahasa;
- Support effectively to the management, administration and financial of budgets for the platform and SPOI Project implementation
- Support in the monitoring of platform and SPOI project implementation
- Support the National Project Manager, Implementation Advisor and project team in the review and updates of the project standard operating procedures in line with the government and UNDP's regulations

#### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
<p>1<sup>st</sup> payment will be made upon submission and approval by UNDP of:</p> <ol style="list-style-type: none"> <li>1. Draft Q3 SPOI QMR for review and finalization by Stakeholder Engagement Officer</li> <li>2. Report on support to the National Platform Officer in liaising with Ditjen Bangda, MOHA, to develop follow up actions to ensure implementation of NAP SPO at sub-national level</li> </ol>	20 days	25 Oct 2019	Project Manager, Platform Manager, Implementation Advisor
<p>2nd payment will be made upon submission and approval by UNDP of:</p> <ol style="list-style-type: none"> <li>1. Report on updated contents on FoKSBI website.</li> <li>2. Final compiled of SPOI 2020 AWPB across management function, donors and Implementing partners.</li> </ol>	20 days	22 Nov 2019	Project Manager, Platform Manager, Implementation Advisor
<p>3rd payment will be made upon submission and approval by UNDP of:</p> <ol style="list-style-type: none"> <li>1. Draft Updating of Standard Operating Procedure of the SPOI Project</li> <li>2. Draft of 2019 Annual Progress Report on Grant Implementation Report of SPOI Project for Ministry of Agriculture - GoI</li> </ol>	20 days	20 Dec 2019	Project Manager, Implementation Advisor
<p>4th payment will be made upon submission and approval by UNDP of:</p>	20 days	17 Jan	Project Manager,

<ol style="list-style-type: none"> <li>1. Final Standard Operating Procedure of the SPOI Project</li> <li>2. Draft Q4 SPOI QMR for review and finalization by Stakeholder Engagement Officer</li> </ol>		2020	Implementation Advisor
<p>5th payment will be made upon submission and approval by UNDP of:</p> <ol style="list-style-type: none"> <li>1. Final of 2019 Annual Progress Report on Grant Implementation Report of SPOI Project for Ministry of Agriculture - Gol</li> <li>2. Report on updated contents on FoKSBI website.</li> </ol>	20 days	14 Feb 2020	Project Manager, Implementation Advisor, Platform Manager

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

The incumbent will work in the daily basis and will report to Project Manager, Platform Adviser and SPOI Implementation Adviser of SPOI Project UNDP Indonesia. He/she will also obtain guidance from UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP requirements. The work is based in the UNDP Indonesia SPOI Project in Jakarta. The work outlined in this TOR is expected to be carried out on a desk review basis with any additional information gained through electronic means. However, in the event that travel to other regions or cities is necessary, all necessary costs will be borne by the project

#### Duration of the Work

The IC will be working for 5 months. The target date to start the work is October, 2019 and the work is expected to be completed by February, 2020.

#### Travel Plan

No travel for this post. Travel will be done based on requirement and agreed by the Project Manager during the period of the contract. Travel cost and Daily Subsistence Allowances will be covered by the project.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

A Bachelor's degree in Economics, Finance, Business, Literature, Public Administration, Political Sciences, Accounting, or Social Sciences is preferred, but not required

#### II. Years of experience:

- Minimum 7 years in the area of project operation (financial and administration);
- Minimum 1.5 years of professional experience in the area of platform management
- Experience in working with International Organization and Government

- Experience in working using web based system

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

- Passion for social innovation, entrepreneurship, impact investments
- Knowledge of major impact investment developments, emerging markets and development economies will be a strong asset;
- Strong project management skills (organization and implementation)
- Excellent quantitative and analytical skills
- Ability to work under the pressure, with minimum supervision and on-distance;
- Demonstrated initiative, tact and high sense of responsibility and discretion;
- Strong teamwork skills;
- Excellent communication skills, written and oral;
- Good knowledge about UN/UNDP rules and procedures is highly desirable;
- Strong computer literacy and proficiency in MS Office (MS Word, Excel, etc.);

### **IV. Languages:**

- Good in written and spoken English and Bahasa Indonesia.

## **V. EVALUATION METHOD AND CRITERIA**

### **1. 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

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<b><u>Technical</u></b>	<b>70%</b>	<b>70</b>
<b>Criteria A: qualification requirements as per TOR:</b>		
1. Education Qualification: A Bachelor's degree in Economics, Finance, Business, Literature, Public Administration, Political Sciences, Accounting, or Social Sciences is preferred, but not required		15
2. Minimum 7 years in the area of project operation (financial and administration) , preferably in the palm oil sector;		20
3. Minimum 1.5 years of professional experience in the area of platform management preferably in the palm oil sector		20
4. Experience in working using web based system		10
5. Experience in working with International Organization and Government		5

<i>Criteria B: Brief Description of Approach to Assignment</i> <ul style="list-style-type: none"> <li>• Understands the task and applies a methodology appropriate</li> <li>• Important aspects of the task addressed clearly</li> <li>• Planning logical, realistic for efficient project</li> </ul>	30%	30 10 10 10