

Terms of reference



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GENERAL INFORMATION

Title GEF-PPG Coordinator (Team Leader) or Project Document Development Specialist (National Consultant)
Project Name: Strengthening the Capacity of Institutions in Indonesia to comply with the Transparency Requirements of the Paris Agreement (CBIT)
Report to: Programme Manager
Duty Station: Home-based
Expected Places of Travel:
Duration of Assignment: 50 Working Days (January -June 2020)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	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 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"/>	P11 / CV with three 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 (explain)
 intermittent (at least 2 times for presenting deliverables in agreed schedule)
 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: N/A

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.”

The Paris Agreement, adopted at the 21st Conference of Parties (CoP) in December 2015, sets out a global action plan that puts the world on track to avoid dangerous climate change by limiting global warming to well below 2°C. It makes reference to the contributions to Nationally Determined Contributions (NDC) that each individual country should make to achieve the worldwide goal set of reducing emissions of greenhouse gases (GHG). As part of this Agreement, all countries agreed to an enhanced transparency framework for action and support (Article 13), with built-in flexibility which takes into account Parties’ different capacities and builds upon collective experience.

The purpose of the framework for transparency of actions is to provide a clear understanding of climate change action in light of the objective of Article 2 of the Convention, including clarity and tracking of progress towards achieving Parties’ individual NDC, and Parties’ adaptation actions, including good practices, priorities, needs and gaps, to inform the global stock take under Article 14 of the Paris Agreement.

The Government of Indonesia (GoI) has targeted to reduce GHG emissions and enhance its capacity in sustainable development. The President of Indonesia stated at the G20 Summit in September 2009 and reiterated at UNFCCC COP 15/CMP 5 in December 2009 that by 2020, Indonesia will reduce emissions by 26% unilaterally and up to 41% with international support.

UNDP and the Ministry of Environment and Forestry (KLHK) are in partnership to develop Strengthening the Capacity of Institutions in Indonesia to comply with the *Transparency Requirements of the Paris Agreement (CBIT) project*. Based on the letter from Ms. Naoko Ishii, CEO and Chairperson of GEF on October 21, 2019, UNDP Indonesia is requested to start its PPG activity soon to produce a Medium-sized Project (MSP) Document. The project document should be submitted in June 2020 for CEO approval.

Objectives

In close coordination with UNDP and KLHK, the consultant is requested to develop a project document inline with the templates of UNDP-GEF on Strengthening the Capacity of Institutions in Indonesia to comply with the Transparency Requirements of the Paris Agreement (CBIT).

The Project Development Specialist (GEF PPG Team Leader) will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team’s work.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The objective of the GEF PPG is to develop the project concept into a full project: Strengthening the Capacity of Institutions in Indonesia to comply with the Transparency Requirements of the Paris Agreement (CBIT). As described in the project concept (PIF/child project concept note), this project aims to strengthen Indonesia's technical and institutional capacity, to meet the Paris Agreement on Climate Change Enhanced Transparency Framework (ETF) requirements when implementing priority actions for achieving its Nationally Determined Contributions (NDC) and its goals related to low carbon emission development.

Under the coordination of the Programme Manager, the consultant is expected to lead the process of project document (prodoc) development in consultation with the Implementing Partner (Ministry of Environment and Forestry – Directorate of GHG Inventory and MRV). He/she is responsible to assure the presence of these following information in the prodoc in coordination with 2 (two) other consultants recruited by UNDP focusing on (1) Gender Analysis and Stakeholder Analysis and (2) Social and Environmental Standards and Financial Planning:

- a. Field-based studies and data collection
- b. Gender Analysis – Gender Action Plan
- c. Social and Environmental Standards: Screening and Management Measures
- d. Identified Project Sites
- e. Financial Planning
- f. Stakeholder Analysis – Stakeholder Engagement Plan
- g. Other required studies
- h. Validated workshop and report

For further information, the consultant is required to carry out these following activities:

a. Desktop and field-based studies and data collection to comply with the Paris Agreement

This research should produce the background information required to prepare the ProDoc (including its Annexes) and CEO Endorsement Request, including but not limited to:

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees developed in consultation with project stakeholders, for a robust Theory of Change, Results Framework and solid M&E plan;
- Review of relevant past and ongoing projects for lessons, including project evaluations; and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP

b. Gender Analysis (prepared by another consultant)

The gender analysis will be prepared by another consultant. In close coordination with the gender consultant, the national coordinator will play the role as a reviewer also gives other technical input if needed.

c. Social and Environmental Standards: Screening and Assessments (prepared by another consultant)

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase has initially determined the overall risk categorization of this project as low.

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project pilot sites will be identified. Piloting MRV systems in selected areas among the regions of Ministry of Environment and Forestry (KLHK), i.e. Sumatera, Java-Kalimantan, Bali-Nusa Tenggara, and Sumapapua (Sulawesi, Maluku and Papua) in coordination with relevant parties at national and sub-national agencies. The project will select one or two pilot area(s) on each environment development regions, so there will be 5 to 10 pilot provinces to be implementing the MRV system. Regular workshops will be conducted both nationally and regionally to bridge consultations and sharing experience between stakeholder on the national level as well as provincial level.

e. Financial planning (prepared by another consultant)

Co-financing will be confirmed and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible.

f. Stakeholder analysis (prepared by another consultant)

Building on the initial identification of stakeholders in the PIF, an appropriately-scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for development of the project's Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

Based on the technical studies and reviews, the UNDP-GEF Project Document will be developed, and the GEF CEO Endorsement Request will be prepared. The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials.

a. Stakeholder Engagement Plan:

At a minimum, the Plan must include the following elements:

- Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals (the ‘who’);
- Key stakeholder objectives and interests (the ‘why’);
- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the ‘how’);
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the ‘what’);
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the ‘when’);
- Indicators of stakeholder engagement and monitoring plan;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.

b. Gender Action Plan

The national project coordinator as the team leader will elaborate on the whole result of the gender analysis. The elaboration process is needed to see the baseline of the gender action plan also to mainstream it to the project implementation.

The gender analysis, along with relevant findings from the stakeholder analysis and background studies, will form the basis of a Gender Action Plan to guide gender mainstreaming during project implementation. The Gender Action Plan must include indicators, targets, timeframe, responsible party and budget which are linked to the project’s components/outputs, outcomes and activities. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

c. Social and Environmental Standards: Screening and Management Measures

In line with the assessments conducted during **Component A** (above) and [UNDP’s Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be updated and all risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

See the [SES Guidance Note on Assessment and Management](#) for further guidance. Please contact UNDP for additional information as needed.

d. GEF and LDCF/SCCF Core Indicators

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared. The completed [Core Indicators worksheet](#)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

e. Completion of the required official endorsement letters

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, private sector, or others who wish to provide cash or in-kind contributions to the project.

A GEF OFP endorsement letter will also be required for any new participating countries to a global or regional program/project that was not included with the PIF/PFD submission.

Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD approval.

f. Mandatory Annexes:

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team: Initial Project Team Procurement Plan and TORs for key Project Team staff; List of people consulted during project development

Validation Workshop and Report

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-GEF project document if possible. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of Working Days	Completion Schedule	Review and Approvals
Deliverable 1: Approved detailed methodology, work plan and prodoc structure in accordance with preliminary assessment (analysis)	2	Jan 2020	UNDP & Implementing Partner
Deliverable 2: 1 st Draft of project document (prodoc) in compliance with UNDP and GEF	30	Mar 2020	UNDP & Implementing Partner
Deliverable 3: 2 nd draft of the prodoc accepted by relevant stakeholders via a Validation Workshop	10	Apr 2020	UNDP & Implementing Partner
Deliverable 4: Final prodoc	8	Jun 2020	UNDP & Implementing Partner

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will work closely with UNDP and the Implementing Partner as well as other PPG team. In addition, he/she should seek guidance from the UNDP/GEF Regional Technical Advisor and UNDP Indonesia Programme Manager on building communication with partners/stakeholders and targeted beneficiaries as well as more details project concept and UNDP-GEF policies. The consultant will be given access to relevant information necessary for execution of the tasks under this assignment.

The consultant will be responsible for providing her/his own workstation (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection. Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones.

Duration of the Work

Proposed contract duration is 50 working days in the period of January – June 2020.

Duty Station

Duty station will be home-based.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master's degree or higher in a relevant field, such as public administration, natural/environmental sciences, international development, social studies, management, or other related fields.

Years of experience:

- At least 5 years of practical experience in the field of Climate Change and International Conventions.
- Practical experience in formulating capacity building for bureaucracy (public administration) in Indonesia.

III. Competencies and special skills requirement:

- Have a working network with the government agencies, private sector and provincial administrations as well as communities.
- A solid experience in the areas of Climate Change and capacity development related programme.
- Ability to conduct independent research and facilitate group discussion.
- Excellent presentation skills.
- Strong experience in writing reports which is demonstrated by list of both electronic and printed publications
- Good understanding on the UN Conventions, especially UNFCCC and other relevant conventions.
- Good working knowledge of national policy and regulation related to Climate Change, UNFCCC, and other international UN conventions.
- Good understanding on sustainable development goals and national commitments on international agenda.
- Strong communication skills and good writing skills in English.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on cumulative analysis. In this method, the contract will be made to the successful consultant who is:

- 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. The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment). Further, applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including latest education certificate.

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Criteria	Weight	Maximum Point
Technical (70%)	100	100
Criteria A: qualification requirements as per TOR	30%	
1. Master's degree or higher in a relevant field, such as public administration, natural/environmental sciences, international development, social studies, management, or other related fields.		10
2. At least 5 years of practical experience in the field of Climate Change and International Conventions.		10
3. Practical experience in formulating capacity building for bureaucracy (public administration) in Indonesia		10
Criteria B: Brief Description of Approach to Assignment	70%	
1. Understanding the task and applies appropriate methodology for the task		25
2. Important aspects of the task addressed clearly and in sufficient detail		25
3. Sound logical and realistic planning for delivering expected outputs		20