

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: LTA for Consultant Metadata Developer for smallholder's support system in Pelalawan (GIS consultant)

Project Name: SPOI Project

Reports to: Environment & Policy Officer

Duty Station: Home Based

Expected Places of Travel (if applicable): N/A

Duration of Assignment: Maximum 100 days, (within February 2020 –December 2020)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
1	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
	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

partial (explain)

intermittent (regularly coordination with UNDP)

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

Provision of Support Services:

Office space: Yes XNo

Equipment (laptop etc): Yes XNo

Secretarial Services Yes XNo

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

I. BACKGROUND

Project Description

In many tropical regions land conversion from tropical rainforest and other diverse and complex land use systems into monoculture plantations is progressing rapidly. Indonesia for example, oil palm cultivation is expanding at the cost of tropical lowland rainforest and traditional land use systems, like shifting-cultivation and agroforest, leading to the homogenization of landscapes. FAO (2018) note that the oil palm cultivated area increased 106-fold to about 9 million hectares between 1961 and 2016.

Currently, palm oil represents 17 % of total agricultural revenues, making it the most important agricultural product of Indonesia. In 2016 palm oil represented 2.36 % of Indonesia's GDP (The World Bank 2016; Indonesia Investments 2017). This shows that the benefits and apparently positive economic impact of this commodity are huge. However, the conversion of land towards homogenous structures leads to the degradation of important ecosystem functions and an unprecedented loss of tropical biodiversity. Identifying more biodiversity-friendly oil palm management options is therefore considered critical to reconcile economic and ecological functions in tropical lowland regions and peatland area.

To address the concern of the international community, the Government of Indonesia (GoI) has taken steps towards building a greener economy that promotes growth, equity, improved livelihood and environmental integrity including in the palm oil sector. Aiming to support the government's actions, UNDP has been working together with the Indonesian Ministry of Agriculture to achieve the country's goals of sustainable palm oil production through the **Sustainable Palm Oil Initiative (SPOI)**.

Starting in mid-2017, the SPOI will incorporate the UNDP-GEF project, **Support to Reduced Deforestation Commodity Production**, (hereafter the '**Production project**'), which is a child project under the UNDP-GEF 6 **Good Growth Partnership**, previously known as **Integrated Approach Pilots (IAP)** program – Taking Deforestation out of Commodity Supply Chains. The Production project comprises of four components: (1) *dialogue, action planning, policies and enforcement*, (2) farmer support systems, and (3) *land use mapping and planning*, and (4) *knowledge management*. All interventions under these four components are expected to help the GoI achieve sustainable palm oil, in general, and strengthen the SPOI's objectives, in particular.

In the target landscapes, the project will focus on improving the sub-national farmer support systems to encourage sustainable, reduced deforestation commodity production and intensification through the adoption of farmer support strategies emphasizing reduced deforestation, sustainable intensification, biodiversity conservation and awareness of gender differences that exist in rural agricultural production. In this case, there is a clear that the project needs to do smallholder mapping, legality and baseline assessments. With mapping and develop the metadata, the project can obtain: (1) precise smallholders' location, risk assessment especially for independent smallholder's within forest-frontier area; (2) information whether smallholders are compliant with sustainability criteria; (3) information's on areas that need to be received significantly more attention and vice versa; (4) yield estimation, etc.

Understanding that the support and facilitation related to farmer support system at the target landscape (i.e. Pelalawan District) are vital for an effective implementation of activities under Component 2 of the project, UNDP seeking services of qualified persons to produce smallholder's database including the metadata which will ease the project to understand the smallholders' social, culture, economic, environment and demographic context. The service will be intended as a person

in charge who help the project to transform text-based and GPS materials into smallholder's database metadata (polygon). In relation to this, UNDP is looking for a highly qualified individual to be a **Metadata Developer for smallholder's support system in Pelalawan**.

Note on Long Term Agreement (LTA):

UNDP Indonesia shall enter into an on-exclusive long term agreement (LTA) with the selected consultant(s) and shall provide specific deliverables and time frames for each task, as and when required. Prospective individuals are requested to take note of the following:

Long Term Agreement is a mutual arrangement between UNDP and an individual to provide the required services at prescribed prices or provisions over a period of 12-24 months, with potential extension of one year. UNDP reserves the right to rescind the agreement during that period should performance of the consultant not meet its requirements

Under a Long Term Agreement, UNDP does not warrant that any quantity of services shall be purchased during the term of this agreement. Where a request for services arises, UNDP shall directly contract/purchase order the consultant based on its need to carry out those activities. A specific Term of Reference (TOR) outlining the outputs for each assignment shall be provided and an Individual Contract (former SSA) would be issued to the consultant, detailing the time frame

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. Develop and documentation of a consistent Geographical Information and Database for smallholder's plantation in close cooperation and coordination with the Environment and Policy Officer, local government and Responsible Partner (IPB)
2. Data processing and conversion to ArcGIS usable data, shape file format
3. Interpretation of data for planning purposes, i.e. to digitalize the interpreted results of nearly 2000 farmers in Pelalawan and other potential landscapes (at least 1: 5,000 scale maps) according to expert criteria to be provided by project team
4. Supporting the creation of detailed maps of villages for the Smallholders Training Plan and contribution to the assessment and guidance maps for Field Assistance.

Deliverables

1. Metadata (shapefile and/or another format) with at least 1:5,000 scale map
2. Smallholders infographics and factsheets

Expected Outputs and deliverables

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>)
1. ArcGIS formats of all the maps of smallholder's plantation, including plantation location, social and economic smallholders' information.	10 working days for each 250 smallholders ID (within 100 working days Contract Duration)	2nd December 2020	Payment will be made upon approval from the Program Manager for each output.
2. Written documentation of the working steps and criteria used for the map production	5 working days (within 100 working days Contract Duration)		Payment will be made upon approval from the Program Manager for this output.
3. The complete and functional geographical information system (map-based plan) to assist field assistance create a strategy on training activities	10 working days (within 100 working days Contract Duration)		Payment will be made upon approval from the Program Manager for this output.
4. Final report on smallholders group farmers map and plantation location that has facilitated by UNDP	5 working days (within 100 working days Contract Duration)		Payment will be made upon approval from the Program Manager for this report.

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) *The consultant will work closely with the Environment and Policy Officer for SPOI*
- b) *The consultant will produce metadata (shapefile and/or another format) with at least 1:5,000 scale map on requests by the Environment and Policy Officer and report back once the deliverables achieved.*
- c) *The consultant expected to liaise/interact/collaborate with other SPOI project team members as required and as necessary to ensure consistency of content quality*
- d) *The consultant required to use his/her own computers and any necessary applications*

Duration of the Work

Maximum 100 working days (within February 2020 – December 2020)

Duty Station

Home Based, a regular coordination with SPOI project team is required through conference calls and face-to-face meetings.

Travel

There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

A Bachelor's degree in areas related to forestry, geography, computer science, agriculture science.

II. Required Experience:

- A minimum of 1 years of professional experience in use of geographical information systems in Indonesia.
- Experience working with government and/or others palm oil stakeholder and transform the GIS content into easy-to-understand materials.
- Expert knowledge of GIS and other planning tools is required
- Relevant experience in data gathering and in production of maps
- Relevant experience in spatial planning projects

III. Competencies and special skills requirement:

- Ability to work in a team
- Professional knowledge in geographical information systems
- Good understanding of palm oil plantation
- Proficiency in English and Bahasa Indonesia, spoken and written

V. EVALUATION METHOD AND CRITERIA

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

"responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.

Criteria	Weight	Maximum Point
<u>Technical</u>		100

<ul style="list-style-type: none"> • <i>Criteria A: qualification requirements as per TOR:</i> <u>I. Academic Qualifications:</u> • A Bachelor's degree in areas related to forestry, geography, computer science, agriculture science • A minimum of 1 years of professional experience in use of geographical information systems in Indonesia. • Experience working with government and/or others palm oil stakeholder and transform the GIS content into easy-to-understand materials. • Expert knowledge of GIS and other planning tools is required • Relevant experience in data gathering and in production of maps • Relevant experience in spatial planning projects 	<p>100%</p>	<p>100</p> <p>20</p> <p>10</p> <p>25</p> <p>20</p> <p>15</p> <p>10</p>	
--	-------------	---	--