

# Terms of reference



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## GENERAL INFORMATION

**Title:** *Consultant for Smallholder's Support Coordinator in Pelalawan and Other Potential Landscape*

**Project Name:** Reducing Deforestation from Commodity Production

**Reports to:** National Project Manager

**Duty Station:** Jakarta

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

**Duration of Assignment:** March – December 2020 (150 working days)

## 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 <b>(4) Senior Specialist</b> (5) Expert/ Advisor <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
X	Copy of education certificate
X	Completed financial proposal
X	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

Over the last two decades, the total production of crude palm oil (CPO) has increased more than four-fold, making palm oil the most produced and traded vegetable oil in the world. One reason for this rapid expansion is oil palm's superior yield potential compared to alternative oil crops. For Indonesia, palm oil is the leading plantation commodity that has already brought significant benefits and prosperity for the nation, and for improving the regional and community village economy. It is an extraordinary crop, and one in which Indonesia holds a competitive global advantage. In Indonesia, it is a core source of employment for many people; an estimated 21 million people are employed between upstream and downstream activities, and the sector contributed US\$22.97 billion in 2017 in export revenue. The palm oil sector has been the largest contributor in export revenue since 2017, surpassing the oil, gas, and mining sector. As the global leader of palm oil production, Indonesia has a significant role in ensuring a sustainable product for consumers around the world.

Although, in Indonesia palm oil production is still dominated by private sector companies, smallholder farmers are gaining in importance in oil palm production and are expected to outnumber the private sector in both production and area under cultivation in the future. Furthermore, existing studies suggest that smallholder yields show large variations and are often far below plantation standards. This is show that farmer (smallholders) still face a number of significant challenges. This includes; the low use overall of superior planting material, poor maintenance of smaller plantation plots, and the use of poor-quality fertilizers at the farm plot level which causes a low overall average productivity per hectare. These challenges are often caused by the low quality of human resources and support for farmers, including limited smallholder farmer associations.

In other hand, consumer goods companies, governments and civil society organizations alike are increasingly demanding producers in high forest risk agricultural value chains such as oil palm to demonstrate commitment to reducing their negative environmental footprint. It because the past production of palm oil increases has mainly resulted from the expansion of oil palm plantations into forest areas, causing massive forest clearance and raising serious environmental and social concerns. Strategies to increase palm oil production that are based on the expansion of cropping area are likely to contribute to additional deforestation and environmental degradation This is the reason why the palm oil industry is often the target of ongoing supervision, both at the national and international levels.

To address these challenges, 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 2017, the Support to Reduced Deforestation Commodity Production, (hereafter the 'Production project'), which is a child project under the UNDP-GEF 6 Integrated Approach Pilot (IAP) program – Taking Deforestation out of Commodity Supply Chains has been working aligned with the SPOI. 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.

Understanding that the support and participation of smallholders to achieve these objectives, UNDP also focuses on smallholder's problem and initiate collaboration with various entities especially the local government to act in the site level to provide guidance and training for smallholders. This is needed in order to increase yields on existing plantations through provide smallholders support and training to reduce the undesired ecological impacts of oil palm agriculture while enhancing its social benefits. Given the growing importance of smallholder farmers at the national scale, increasing smallholder yields in existing oil palm sites appears as an important instrument to enhance local incomes and livelihoods.

Based on the objectives and reasons above, UNDP seeks to hire a Smallholders Support Coordinator. Under a direct supervision and coordination of the Project Implementation Advisor, **Smallholders Support Coordinator** will work closely with the Environment and Policy Officer, Agronomist Consultant and FA coordinator. S/he will be responsible for coordinating the implementation of a smallholders training programs in UNDP's pilot area, including develop monthly plan for training program, organize the training, monitoring and conduct post training impact evaluation.

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

### Scope of Work

1. Develop a capacity building plans for smallholder in the respected areas, that includes develop a training plan based and contribute to the development of appropriate training methodology.
2. Organize and coordinate with Field Coordinator, Field Assistance, Agronomist as well as project team on providing the smallholders support activities in landscape level.
3. Prepare and organized demo plot activities for testing and implementing the good agricultural practices and practices the sustainable matters.
4. Organize the training on the field, that includes logistical, technical and substantial arrangement.
5. Designing, conducting and developing report on post-training impact evaluation
6. Develop mechanism to identify and how to provide advice to smallholders related to oil palm management practices gaps.
7. Develop mechanism to support and provide advice to smallholders on ICS (Internal Control System).
8. Develop mechanism to promotes adoption of GAP and other sustainable palm oil standard, and practices suitable for the various oil palm plantation systems in the target districts.
9. Develop the methodology, conducting the assessment as well as develop the report on smallholders training impact assessment.
10. Maintain liaison with government, partners and other organization to increase knowledge and adoption of the sustainable palm oil production practices continuously.

### Activities

1. Monthly meeting with field team, agronomist and project team to develop monthly work plan, the target and work location.
2. Weekly meeting call with field team to ensure achievement of project target and develop the strategies on smallholder's support activities.
3. Develop the training plan and strategies based on project target.
4. Organize the training that might include but not limited to:

- a. Identify and invite training participants
  - b. Prepare training materials
  - c. Prepare logistical arrangement (venue, materials, attendance sheet, pre & post-test, etc)
  - d. Coordinate with the field assistance and field coordinator, contribute to the development of training methodology.
5. Schedule regular check ins the smallholders training activity and demo-plot activity with Agronomist.
  6. Through collaboration with agronomist, develop methodology of smallholders training impact assessment.
  7. Develop and providing advise smallholders institution on internal control system and documentation system.
  8. Conduct impact evaluation to measure behavior changes of training participants.
  9. Coordinate the briefing papers and reports development as well as official communications on training impact assessment and lesson learned.
  10. Conduct assistance to smallholders and it possible conduct pre-assessment on smallholders related to compliance with ISPO/RSPO standards.
  11. In collaboration with the agronomist, and stakeholder's engagement officer, proposing to smallholders and varies companies on a value chain production. This will include harvesting, processing, storage, transportation, marketing, input supply, etc
  12. Other task requested by the project, especially those related to providing the extension for smallholders.

#### 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> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1 <sup>st</sup> payment will be made upon the submission and approval of completed work plan and strategy that can explain in detail the optimum utilization of field staff and other resources including the estimated time to achieve the number of targeted farmers.	15	26 <sup>th</sup> March	Clearance by Environment & Policy Officer, Approval by National Project Manager
2 <sup>nd</sup> payment will be made upon the submission and approval of report on bi-monthly training plan, target and achievement.	15	26 <sup>th</sup> April	Clearance by Environment & Policy Officer, Approval by National Project Manager
3 <sup>rd</sup> payment will be made upon the submission and approval of demo-plot and training activities monitoring report.	15	26 <sup>th</sup> May	Clearance by Environment & Policy Officer, Approval by National Project Manager

<p>4<sup>th</sup> payment will be made upon the submission and approval of:</p> <ul style="list-style-type: none"> <li>○ Bi-monthly training plan, target and achievement.</li> <li>○ Demo-plot and training monitoring report</li> <li>○ Develop the training impact assessment methodology (draft)</li> </ul>	15	26 <sup>th</sup> June	Clearance by Environment & Policy Officer, Approval by National Project Manager
<p>5<sup>th</sup> payment will be made upon the submission and approval of:</p> <ul style="list-style-type: none"> <li>○ Contingency plan (if needed) to to accelerate the achievement of smallholder’s support targets program</li> <li>○ Demo-plot and training monitoring report</li> <li>○ Develop the training impact assessment methodology (final)</li> </ul>	15	26 <sup>th</sup> July	Clearance by Environment & Policy Officer, Approval by National Project Manager
<p>6<sup>th</sup> payment will be made upon the submission and approval of:</p> <ul style="list-style-type: none"> <li>○ Draft report on training impact assessment in Langgam and lesson learned</li> <li>○ Bi-monthly training plan, target and achievement.</li> <li>○ Demo-plot and training monitoring report</li> </ul>	15	26 <sup>th</sup> August	Clearance by Environment & Policy Officer, Approval by National Project Manager
<p>7<sup>th</sup> payment will be made upon the submission and approval of:</p> <ul style="list-style-type: none"> <li>○ Final report on training impact assessment in Langgam and lesson learned.</li> <li>○ Demo-plot and training monitoring report.</li> </ul>	15	26 <sup>th</sup> September	Clearance by Environment & Policy Officer, Approval by National Project Manager
<p>8<sup>th</sup> payment will be made upon the submission and approval of:</p> <ul style="list-style-type: none"> <li>○ Draft report on training impact assessment in other sub-district through IPODS module and lesson learned (draft).</li> </ul>	15	26 <sup>th</sup> October	Clearance by Environment & Policy Officer, Approval by National Project Manager

<ul style="list-style-type: none"> <li>○ Brief policy based on lesson learned on smallholder's support activities in Langgam.</li> <li>○ Bi-monthly training plan, target and achievement.</li> <li>○ Demo-plot and training monitoring report.</li> </ul>			
<p>9<sup>th</sup> payment will be made upon the submission and approval of:</p> <ul style="list-style-type: none"> <li>○ Draft report on training impact assessment in other sub-district through IPODS module and lesson learned (draft).</li> <li>○ Draft concept on value chain production (business case).</li> <li>○ Comms product related to the smallholder's support program</li> <li>○ Demo-plot and training monitoring report.</li> </ul>	15	26 <sup>th</sup> November	Clearance by Environment & Policy Officer, Approval by National Project Manager
<p>10<sup>th</sup> payment will be made upon the submission and approval of Pelalawan smallholders training impact assessment report</p>	15	26 <sup>th</sup> December	Clearance by Environment & Policy Officer, Approval by National Project Manager

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The incumbent will work in the daily basis and will report to Environment & Policy Officer of SPOI Project UNDP Indonesia. He/she will also obtain guidance from He/she will also obtain guidance from Environment & Policy Officer. The work is home based, although the daily-work is can be done at the Ministry of Agriculture 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 10 months. The target date to start the work is March 2020 and the work is expected to be completed by December 2020.

#### **Duty Station**

Jakarta, a regular coordination with SPOI project team is required through conference calls and face-to-face meetings. There may be unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

**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 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	Destination	Frequency	Duration/days
n/a	n/a	n/a	n/a

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### I. Academic Qualifications:

A Bachelor's degree in areas related to agriculture science, rural development science, and other related human development science, higher post-graduate degree in the same fields will be an advantage.

##### II. Required Experience:

- A minimum of 8 years of professional experience in work in palm oil production, GAP (Good Agriculture Practices).
- A minimum of 5 years of professional experience in sustainable development work, provision of agronomy, ISPO and/or RSPO audit.
- A minimum 3 years of managing training activities for smallholder
- Knowledge in ISPO, RSPO or ISCC certification's P&Cs
- Experience in working with others palm oil stakeholder (private sector and smallholders) related activities.
- Proven experience in writing reports in English and Indonesian.

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

- Ability to work in a team
- Have a strong knowledge on training or capacity building in development sector, familiar with adult learning and or smallholders is a plus.
- Knowledge Management and Learning
- Familiar with UNDP programme and operational issues
- Good understanding of palm oil plantation
- Proficiency in English and Bahasa Indonesia, spoken and written

#### V. EVALUATION METHOD AND CRITERIA

##### 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>
<i>Technical</i>		<i>100</i>
<i>Criteria A: qualification requirements as per TOR:</i>	<i>70%</i>	<b>70</b>
1. A Bachelor's degree in areas related to agriculture science, specifically on agronomy or agrotechnology and preferably in oil palm related study.		<i>15</i>
2. A minimum of 8 years of professional experience in work in palm oil production, GAP (Good Agriculture Practices).		<i>10</i>
3. A minimum of 5 years of professional experience in sustainable development work, provision of agronomy, ISPO and/or RSPO audit.		<i>10</i>
4. A minimum 3 years of managing training activities for smallholder		<i>10</i>
5. Knowledge in ISPO, RSPO or ISCC certification's P&Cs		<i>10</i>
6. Experience in working with others palm oil stakeholder (private sector and smallholders) related activities.		<i>5</i>
7. Proven experience in writing reports in English and Indonesian.		<i>5</i>
8. Have a strong knowledge on training or capacity building in development sector, familiar with adult learning and or smallholders is a plus.		<i>5</i>
<i>Criteria B: Brief Description of Approach to Assignment</i>	<i>30%</i>	<b>30</b>
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		<i>10</i>
2. Important aspects of the task addressed clearly and in sufficient detail		<i>10</i>
3. Logical, realistic planning for efficient project implementation		<i>10</i>