

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Communications support and Graphics Designers (National position, one position)
Project Name: Strengthening Forest Area Planning and Management in Kalimantan (KALFOR Project)
Reports to: NPM of KALFOR Project
Duty Station: Jakarta
Duration of Assignment: 194 working days within 12 Months

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) <u>Support Specialist</u>
	(4) Senior Specialist
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
3	
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	P11
x	Copy of education certificate
x	Completed financial proposal
X	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

- partial (explain)
 intermittent (regularly in coordination with KALFOR Project)
 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:
KALFOR Project

I. BACKGROUND

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 UNDP Indonesia and the Government of Indonesia collaborate to run a project entitled "Strengthening Forest Area Planning and Management in Kalimantan (Kalfor)". The project is focused on the Kalimantan island. The island has to suffer from habitat loss, habitat degradation, overexploitation of biological resources and pollution. This is due to high demand on land or area for agricultural activities. Forest land conversion for palm oil production is blamed to be the highest portion in the process of forest land conversion. It is estimated that the conversion may exceed 9 million hectares, accounting for 26% of deforestation between 2005 and 2010. In the last 10 years, the average deforestation rate associated with palm oil production has been 300,000 ha/year. Expansion potential of oil palm plantation is estimated to be 24.5 million hectares of which 10.3 million hectares will be in Kalimantan up from the current planted area of 3.164 million hectares.

Researchers calculated that 47% of oil palm plantation development from 1990 to 2010 in Kalimantan was at the expense of intact forests, 22% at secondary or logged forests, and 21% at agro-forests, a mix of agricultural land and forests. Only 10% of expansion occurred in non-forested areas. It is estimated that by 2020, under current development scenario, it would convert 9,384,400 hectare of Kalimantan's forest of which approximately 90% is forested lands with 41% intact forests, leading to massive carbon emissions.

Palm oil land areas have very low biodiversity values and their expansion causes near total loss of habitat value and habitat fragmentation and degradation, heavily impacting on biodiversity and ecosystem services on the island. Furthermore, oil palm monoculture contains lower biodiversity value due to the absence of the major components of forest vegetation, including forest trees, lianas and epiphytic orchids. Palm oil plantations were also reported to have caused water supply problems at downstream as a result of water use and fertilizer and pesticide application. These threats pose not only a negative impact on biodiversity and ecosystem services, but also have a significant economic cost to the provinces and the nation, from loss of natural capital. These are considered underlying causes include population growth, poverty, unclear land titles and tenure rights and weak natural resource governance.

In order to safeguard Kalimantan's globally significant biodiversity, it is critical for Indonesia to pursue a green economic growth path. Indonesia needs to define, plan for and create a better balance between the development and management of major estate crops such as rubber, coffee, and oil palm, and the need for improved forest protection. Improvement in palm oil siting and forest landscape planning and management in Kalimantan is one of the most important components for achieving the green development vision. To implement this issue, UNDP is working closely with the Ministry of Environment and Forestry – KLHK to run the Kalfor project.

The Kalfor project is designed to develop and implement various approaches to enhance protection of forested areas in non-national state forest land (APL), as well as lands within the convertible forest (HPK) category, both of which are subject to potential conversion (administratively and/or physically) to estate crops and other land uses. The project thus focuses on creating more effective land allocations and management of forest areas with high biodiversity and ecosystem services in the context of potential estate crop development in Kalimantan and particularly in the Heart of Borneo (HoB) area. Competing priorities between the country's targeted increase in palm oil production and associated growth and employment targets for the sector need to be reconciled

with commitments at both national and international levels to reducing rates of deforestation, forest fires and associated GHG emissions and biodiversity loss.

The project intervention will be focused on three pilot provinces: West Kalimantan, Central Kalimantan and East Kalimantan. The project aims to strengthen the capacity of the Ministry of Environment and Forestry (MoEF) and other key government institutions such as the National Planning Authority (Bappenas), the National Land Board (BPN) and Province/district governments as well as relevant sub-national government institutions to protect areas with retained forest cover from conversion to other landuses including estate crops. The project is structured into four components, with each component comprising a complementary suite of two to three outputs:

- i) Component 1: Mainstreaming of forest ecosystem service and biodiversity considerations into national, provincial, and district policies and decision-making processes for forest area planning and management;
- ii) Component 2: Strengthened and expanded implementation of best practises in the estate crops sector in maintaining biodiversity and ecosystem services in four target landscapes in Kalimantan;
- iii) Component 3: Creation of incentives system to safeguard forests, including biodiversity and ecosystem services, from estate crop sector;
- iv) Component 4: Knowledge management and M&E.

Concrete practices designed to consider and take account of biodiversity and ecosystem services will be mainstreamed into policies and practices for forest area planning and management and into land allocation decision-making for strategic plantations/commodities siting. Not only that, the KALFOR Project needs a capable person to work on the multimedia, designs, and communications in general to handle needs in achieving uncentered capacity building and knowledge management. In relation to this, UNDP is looking for a highly qualified individual to be a Communications support and Graphics Designer.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Communications support and Graphics Designers assignment will be under the coordination of Programme Manager (UNDP), the Implementing Partner (Ministry of Environment and Forestry), and National Project Manager (NPM), to contribute to the achievement of the Project objectives by the end of his/her assignment (the list of project's objectives may be revised by mutual agreement between the STA and the project's NPM).

Project Management

- Support the NPM with coordinating preparation and implementation of work plans for programme outcomes, outputs and activities.
- Assist the NPM in establishing effective working relationship with the national and international counterparts
- Support the NPM in the coordination of activities and initiatives, collaboration and networking with other major national, global and regional players in the forest planning related arena both inside and outside the UN system.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Review and Approvals Required
1. Report on project's website management regarding the	17 working days	

relevancy with news item, relevant publications and stories about the project's works	(Due date 30 March 2020)	Payment will be made upon approval of each deliverable by NPM of KALFOR Project
2. Report on media monitoring and disseminate relevant information of KALFOR Project on March and April 2020	19 working days (Due date 30 April 2020)	
3. Report on KALFOR Project's social media presence and improvement on the use of social media by Kalfor Project include in ensuring the presence of the project in partners or donor websites	15 working days (Due date 30 May 2020)	
4. Report on media monitoring and disseminate relevant information of KALFOR Project on May and June 2020	15 working days (Due date 30 June 2020)	
5. Report on development and increasement of stake holders network in a way of responding inquiries, maintaining calendar events, communication mailing lists, and evaluate the impact of key communication tools.	16 working days (Due date 30 July 2020)	
6. Report on media monitoring and disseminate relevant information of KALFOR Project on July and August 2020 Matrix summary of project knowledge products and media coverage from March to August 2020	16 working days (Due Date 30 Aug 2020)	
7. Report on project's website management regarding the relevancy with news item, relevant publications and stories about the project's works from April to September 2020	17 working days (Due date 30 Sep 2020)	
8. Report on media monitoring and disseminate relevant information of KALFOR Project on September and October 2020	15 working days (Due date 30 Oct 2020)	
9. Report on Design made for leaflet, poster, banner, and project calendar and notebook for AWP 2021	19 working days (due date 30 Nov 2020)	
10. Report on media monitoring and disseminate relevant information of KALFOR Project on November and December 2020	15 working days (due date 30 Dec 2020)	
11. Report on communication activities and materials for communities,	15 working days (due date 30 January 2021)	

national, and local level stake holders on the year 2019		
12. Report on media monitoring and disseminate relevant information of KALFOR Project on January and February 2021	15 working days (due date 28 Feb 2021)	

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will work closely with KALFOR Project NPM and PMU.
The consultant is expected to liaise/interact/collaborate/meet with other UNDP operation unit.

Duration of the Work

194 Working Days within 12 months

Duty Station

Jakarta

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Bachelor Degree in Visual Communication Design and/or in any related field

Years of experience:

Minimum 6 years relevant experience in the area related.

Functional Competencies:

- Has experience working with in the area of communication
- Has experience working in the environment area preferable
- Has experience working with both government and development partners in the area of communication desirable

Competencies and special skills requirement:

- Proven networking, team-building, organizational and communication skills and ability to build strong relationships with government, private sector, local CSOs, international NGOs, and UNDP staff;
- Portfolio of previous works

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology: 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.

Criteria	Weight	Maximum Point
<u>Technical</u>	70%	
<p>Criteria A: qualification requirements as per TOR:</p> <ul style="list-style-type: none"> • Bachelor Degree in Communication; Visual Communication Design; and/or related • Minimum 6 years relevant experience • Experience in assisting communication related in national scale event and/or international event is preferable 		<p>30</p> <p>10</p> <p>10</p> <p>10</p>
<p>Criteria B: Brief Description of Approach to Assignment</p> <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Approach to fulfilling the tasks of conventional media, media coverage, and distribution of materials to stakeholders. • Approach to fulfilling the tasks of progressive social media and website of the project. • Strategic approach in order coordinating workflow and production of communications materials such as publications, media outreach, internal documents, website content and external media needed by the project • Approach for request of ongoing Communications activities such as responding to inquiries, maintaining calendar of events and communications mailing lists and evaluating the impact of key communications tools • Approach to fulfil the request of designs for leaflet; poster; banner for workshop; and project merchandise/admin support 		<p>70</p> <p>20</p> <p>20</p> <p>10</p> <p>10</p> <p>10</p>
<u>Financial</u>	30%	