

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Consultant Senior Specialist Platform for SPOI Project

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

**Reports to:** National Platform Manager

**Duty Station:** Home Based

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

**Duration of Assignment:** 115 working days, 6 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 home based but occasionally will be requested to come to SPOI Project Office within 6 months' period of contract and will work for support in ensuring an effective implementation of the NAP SPO and palm oil multi-stakeholder platform facilitated by SPOI.

### 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: Rini Indrayanti

## 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. As extension of the National Platform, the provincial platform is established in three pilot provinces and three districts. Establishment of the Provincial and District platform is followed with the creation of Provincial Action Plan and District Strategy in each of the provinces and districts.

At the national level, FoKSBI has finalized the National Action Plan for Sustainable Palm Oil (NAP SPO) and it has been legalized under a Presidential Instruction. The legalization of NAP SPO is intended to give adequate legal umbrella for its implementation. However, it is important to ensure that NAP is included in the government programs and annual planning, at national as well as provincial and district levels.

As follow up to the Inpres signing, the Coordinating Minister of Economic Affairs will form a National Implementation Team for the NAP SPO chaired by the Minister. The Team will monitor the progress of NAP implementation and prepare report to the President. The Implementation Team will assign a Secretariat to facilitate the operational of the Team. To manage the day to day operation of the Secretariat, the Secretariat will need to hire a Secretariat Coordinator. However, since the Inpres was signed in November 2019 where the 2020 National Budget (APBN) has been finalized, The Coordinating Ministry of Economic Affairs and the Ministry of Agriculture was not able to include allocation for the Secretariat in the 2020 APBN, therefore, until the end of the year UNDP SPOI will

support the establishment and operational of the Secretariat until funding and resource can be allocated by the government.

To help the project team facilitating and liaising with the related ministries (i.e. MoA, MoEF, BAPPENAS, CMEA, etc.) to ensuring the NAP SPO included in the government programs, the provincial FoKSBI in the legalization of the Provincial Action Plan, and to support the establishment of the NAP SPO National Implementation Team and Secretariat, the project is hiring a Platform Senior Specialist. The Platform Senior Specialist will act as the acting Secretariat Coordinator.

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

### Scope of Work

The consultant will:

- Support the project team in internalizing NAP SPO into the government program at national and provincial level. Support including liaising with related ministries, draft TOR, organize meetings, review of reports, etc.
- Support the project team in liaising with provincial government to gain support and approval for the legalization of the Provincial Action Plans. The Provincial Action Plans is targeted to be legalized under a Governor Decree.
- Support the project team for the formation of the National Implementation Team. Support including liaising with related ministries to ensure appointment of ministries personnel to sit in the Implementation Team and Joint Secretariat, draft TOR, organize meetings and workshops, etc.
- Act as ad-interim Secretariat Coordinator, manage the day to day operation of the secretariat

### 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)
<b>1<sup>st</sup> payment will be made upon submission and approval by UNDP of:</b> <ol style="list-style-type: none"> <li>1. Progress report on the facilitation of internalization of NAP SPO into the key ministries program and activities.</li> <li>2. MoMs of any meetings with the ministries in relation to the NAP Implementation.</li> </ol>	15	29 February 2020	Platform Manager, Project Manager
<b>2<sup>nd</sup> payment will be made upon submission and approval by UNDP of:</b> <ol style="list-style-type: none"> <li>3. First report on the facilitation of Riau Provincial Action Plan legalization as well as other provinces that the consultant</li> </ol>	20	30 March 2020	Platform Manager, Project Manager

<p>is assigned.</p> <p>4. Final District Action Plan of Pelalawan district.</p> <p>5. Report on the facilitation meetings of the establishment of the NAP SPO National Implementation team and Secretariat .</p>			
<p><b>3<sup>rd</sup> payment will be made upon submission and approval by UNDP of:</b></p> <p>6. Progress report on the setting-up of the NAP SPO Secretariat</p> <p>7. Progress report on the Legalization of Riau PAP and Bupati regulation of Pelalawan DAP</p> <p>8. MoMs of any meetings with the ministries in relation to the NAP Implementation.</p>	20	30 April 2020	Project Manager, Platform Manager,
<p><b>4<sup>th</sup> payment will be made upon submission and approval by UNDP of:</b></p> <p>9. Report on the facilitation of inclusion of NAP SPO into the 2021 key ministries Budget.</p> <p>10. Progress report on the operational of the NAP SPO secretariat</p> <p>11. MoMs of any meetings with the ministries in relation to the NAP Implementation.</p>	20	30 May 2020	Project Manager, Platform Manager,
<p><b>5<sup>th</sup> payment will be made upon submission and approval by UNDP of:</b></p> <p>12. Report on the facilitation of the formation of provincial team/multi-stakeholder platform at new province.</p> <p>13. Progress report on the operationalization of the NAP SPO Secretariat</p> <p>14. MoMs of any meetings with the ministries in relation to the NAP Implementation</p>	20	30 June 2020	Project Manager, Platform Manager,

<p><b>6<sup>th</sup> payment will be made upon submission and approval by UNDP of:</b></p> <p>15. Report on the internalization of RAP/DAP to the provincial and district programs</p> <p>16. Progress report on the operationalization of the NAP SPO Secretariat</p> <p>17. MoMs of any meetings with the ministries in relation to the NAP Implementation</p>	20	30 July 2020	Project Manager, Platform Manager,
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### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The incumbent will work in the daily basis and will report to National Platform Manager and Project Manager of SPOI Project UNDP Indonesia. As the acting Secretariat Coordinator, the consultant will work closely with the CMEA and regularly report to the Deputy Minister of Coordination of Food and Agriculture, CMEA and Estate Crop DG of MoA. The work is based at the SPOI Project in Jakarta which will temporarily functioned as the NAP SPO Secretariat. 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 6 months. The target date to start the work is February 2020 and the work is expected to be completed by August 2020.

#### **Travel Plan**

There may be 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
1	Pekanbaru, Riau	2 times	3 days
2	Pangkalan Kerinci, Kab. Pelalawan	2 times	3days
3	Sri Gapura, Kabupaten Siak	1 times	3 days
4	Kota Jambi, Prov. Jambi	1 times	3 days
5	Rimbo Bujang, Kab. Tebo	1 times	3 days
6	Medan, Prov. Sumatera Utara	1 times	3 days
7	Pontianak, Kalimantan Barat	1 times	3 days

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **I. Academic Qualifications:**

- A Master's degree in agriculture, environmental management, or other relevant fields of study, preferably in public administration, or public policy.

#### **II. Years of experience:**

- A minimum of 15 years of professional experience in establishing and maintaining necessary relationships with national government (especially with the Ministry of Agriculture and Coordinating Ministry of Economic Affairs) and local government.
- Having worked as a civil servant with minimum rank of echelon III, will be an advantage.

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

- Good knowledge and understanding of government planning and budgeting.
- Strong experience in preparing governmental memos and briefs for high-level government officials.
- Experience in organizing and facilitating multi-stakeholders dialogue and event
- Experience in project management, coordination and implementation.
- Good communication and negotiation skills required; diplomatic approach preferred
- Experience in working with International Organization and Government
- Strong computer literacy and proficiency in MS Office (MS Word, Excel, etc.);

#### **IV. Languages:**

- Proficiency in 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><i>Criteria</i></b>	<b><i>Weight</i></b>	<b><i>Maximum Points</i></b>
<b><i><u>Technical</u></i></b>	<b><i>70%</i></b>	<b><i>100</i></b>
<b><i>Criteria A: qualification requirements as per TOR:</i></b>		<b><i>70</i></b>
1. A Master's degree in agriculture, environmental management, or other relevant fields of study, preferably in public administration, or public policy.		<b><i>20</i></b>
2. A minimum of 15 years of professional experience in establishing and maintaining necessary relationships with national government (especially with the Ministry of Agriculture and Coordinating Ministry of Economic Affairs) and local government;		<b><i>20</i></b>
3. Good knowledge and understanding of government planning and budgeting.		<b><i>10</i></b>
4. Strong experience in preparing governmental memos and briefs for high-level government officials.		<b><i>10</i></b>
5. Experience in organizing and facilitating multi-stakeholders dialogue and event		<b><i>10</i></b>
<b><i>Criteria B: Brief Description of Approach to Assignment</i></b>		<b><i>30</i></b>
• Understands the task and applies a methodology appropriate		<b><i>10</i></b>
• Important aspects of the task addressed clearly		<b><i>10</i></b>
• Planning logically and realistically for efficient project implementation		<b><i>10</i></b>