Terms of reference

Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Monitoring, Reporting and Knowledge Management Consultant – MTRE3 Project (National)
Project Name: Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3)
Reports to: MTRE3 Project Manager
Duty Station: Jakarta
Expected Places of Travel (if applicable): West Sulawesi, East Nusa Tenggara, Riau, and Jambi
Duration of Assignment: April 2020 – December 2020 (115 working days)

REQUIRED DOCUMENTS FROM HIRING UNIT

4 - Senior Specialist	**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
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:

X intermittent (deliverables-based)
☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space:	X Yes	No
Equipment (laptop, etc.):	Yes	X No
Secretarial Services	Yes	X No

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

Signature of the Budget Owner: Boyke Lakaseru

I. BACKGROUND

Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3) is a five-year project (2016-2021) funded by GEF, aims at supporting the design and implementation of appropriate climate change mitigation actions in the energy generation and energy end use sectors in Indonesia, focusing on renewable-based electricity generation and energy efficiency in buildings.

Indonesia faces a significant electricity challenge in the next coming years with an electricity demand of 6.8 % annually and over 30 million people without electricity access. Indonesia's primary energy mix consists mainly of fossil fuels such as crude oil, coal and natural gas while renewable energy generates only about 7% of the total energy. The heavy reliance on fossil fuels leaves Indonesia vulnerable to price fluctuations of imported oil and makes the energy sector one of the largest greenhouse gas (GHG) emitters, accounting for one-third of the country's total GHG emissions. Meanwhile, renewable energy resources have an abundant potential in Indonesia, and, together with energy efficiency technologies, can provide clean solutions necessary to address the country's electricity demand, increase access to modern energy, reduce the over-reliance on fossil fuels and contribute to GHG emission reductions.

Despite the Government of Indonesia's efforts in promoting renewable energy development and utilization and energy efficiency technology applications, the increased share of renewable energy in the national primary energy mix and the improved primary energy consumption index both remain much to be desired. Significant policy, institutional, financial and technical barriers remain that hinder the realization of the energy saving and GHG emission reducing potential of renewable energy and energy efficiency technologies in Indonesia.

The MTRE3 project addresses the barriers to investments in renewable based power generation and the application of energy efficient technologies in the energy end use sectors and is arranged around three components: 1) Climate change mitigation options for the renewable energy based energy generation and energy efficiency; 2) Market transformation through implementation of appropriate mitigation actions; 3) Measurement, Reporting, and Verification (MRV) system and national registry for mitigation actions.

The project is implemented by the Ministry of Energy and Mineral Resources in close coordination with the Ministry of Environment and Forestry, Ministry of National Development Planning, Ministry of Finance and Ministry of Public Works and Housing. Local governments and the private sector are other key partners in implementing the project activities.

The project started on March 2017 and is in its third year of implementation until March 2022. To strengthen the MTRE3 project's monitoring, evaluation and reporting mechanism and knowledge management system, UNDP is seeking an experienced Monitoring, Reporting and Knowledge Management Consultant for the project.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Monitoring, Reporting and Knowledge Management Consultant will assist with the following tasks:

Monitoring and Reporting

- Assess existing monitoring, reporting and evaluation procedures in the MTRE3 project and propose recommendations for its improvement;
- Develop and implement an improved comprehensive Monitoring and Reporting System (and guidelines) for the project, including methodology for Monitoring and Evaluation of the Project and indicators against the Project objectives, targets and expected results;
- With support from the Monitoring and Reporting, monitor project progress towards achieving the project outputs and monitor sustainability of the project's results;
- Support preparation of quarterly, bi-annual and annual reports to UNDP, Donor and Implementing Partner, based on UNDP reporting guidelines and donor guidelines by conducting data collection for evidence and validation through desk review, stakeholder interviews and site visits to pilot projects

Knowledge Management

- Assess current knowledge management practices and propose a comprehensive knowledge management system for the project;
- Develop and implement a Knowledge Management System in which relevant data, information, knowledge, lessons learned, and best practices of the project are systematically acquired, stored, continuously updated (and disseminated internally and externally to counterparts, donors and other stakeholders as appropriate);
- Conduct research as needed to feed into knowledge products;
- Supporting development of knowledge products' production and quality assurance process
- Gather the core lessons learned and best practices of the project, developing a narrative that can be tested against the project results, indicators and targets, and using existing internal and external project evaluations and assessments;

Assessment and recommendations on improvement of the project's Monitoring and Reporting System and Plan and Knowledge Management System	30 April 2020 20 days (17 %)	UNDP Indonesia country Office, Programme Manager
Improved Monitoring and Reporting System and Knowledge Management System is developed, piloted and the project staff is trained on the use	15 June 2020 25 days (22 %)	UNDP Indonesia country Office, Programme Manager
Completed Monitoring reports (quarterly, bi-annual, annual) until mid-2020 based on data collection and site visits to selected pilot provinces	15 August 2020 30 days (26 %)	UNDP Indonesia country Office, Programme Manager
Completed Monitoring reports (quarterly, bi-annual, annual) until end of 2020 based on data collection and site visits to selected pilot provinces	31 December 2020 40 days (35 %)	UNDP Indonesia country Office, Programme Manager

III. WORKING ARRANGEMENTS

Institutional Arrangement

The Monitoring, Reporting and Knowledge Management Consultant will report to the Programme Manager of UNDP and work in close collaboration with the MTRE3 Project Management Unit and other key parties, such as Ministry of Energy and Mineral Resources. The success of the project depends on the timely delivery of each component. The Consultant should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

The contract and payments will be performance-based and regularly assessed by the UNDP CO. The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.

Duration of the Work

a) The duration of work is 115 days from April 2020 to December 2020.
b) The expected starting date is April 2020 with expectation of completion on 31 December 2020.
c) The unforeseen delay will be further discussed by UNDP as basis for possible extension.
d) The feedback from UNDP and government partners to the submitted reports can be expected within 10 working days from the date of submission.

Duty Station

a) The contractor's duty station will be in Jakarta with possibility of travel to West Sulawesi, East Nusa Tenggara, Riau, and Jambi provinces.

Travel Plan

a) Travel cost to project sites as below detail;

No	Indicative Location	Frequency	No. of travel days
1	Jambi	1	4
2	Kupang	1	3
3	Mamuju	1	4
4	Pekanbaru	1	3

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

A Master's degree with 2 years of experience or Bachelor's degree with 6 years of experience in a field related to Energy, Environment, Climate Change, Development, Social Science or other closely related

field from an accredited college or university.

Years of experience:

- Work experience for at least 4 years in fields related to Environment, Energy, Climate Change, Social Science or related fields;
- Work experience for at least 3 years in monitoring, evaluation and reporting and knowledge management within the context of development projects
- Experience in working with national and local development policies, programs and projects of the Government of Indonesia
- Experience working with UNDP or other UN agencies and/or international organizations and/or major donor agencies will be an advantage

III. Competencies and special skills requirement:

- Demonstrated understanding of issues related to gender and climate change mitigation and/or promotion of sustainable and modern energy services in communities; experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrate analytical skills;
- Fluency in Indonesian and English languages

V. EVELUATION 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

Criteria	Weight	Maximum Point
Technical		
• Criteria A: qualification requirements as per TOR: 1. A Master's degree with 2 years of experience or Bachelor's degree with 6 years of experience in a field related to Energy, Environment, Climate Change, Development, Social Science or other closely related field from an accredited college or university. 2. Work experience for at least 4 years in fields related to Environment, Energy, Climate Change, Social Science or related fields 3. Work experience for at least 3 years in monitoring, evaluation and reporting and knowledge management within the context of development projects 4. Experience in working with national and local development policies, programs and projects of the Government of Indonesia 5. Experience working with UNDP or other UN agencies and/or international organizations and/or major donor agencies an advantage	70%	 10 20 15 15 10
• Criteria B: Brief Description of Approach to Assignment 1. Understands the task and applies a methodology appropriate for the task? 2. Important aspects of the task addressed clearly and in sufficient detail? 3. Is planning logical, realistic for efficient project implementation?	30%	 10 10 10
• Criteria C: Further Assessment by Interview (if any)	N/A	