

# Terms of Reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** GCF Indonesia Proposal Finalisation Consultant

**Project Name:** GCF Proposal Development

**Reports to:** Team Leader Resilience and Reconstruction Unit

**Duty Station:** Home based

**Expected Places of Travel (if applicable):** n/a

**Duration of Assignment:** From Mid of July 2020 until End of December 2020

## REQUIRED DOCUMENT FROM HIRING UNIT

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

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

### Need for presence of IC consultant in office:

☒ partial (explain)

*The presence of consultant in office is based on request by hiring unit or supervisor*

☐ intermittent (explain)

☐ 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:

## I. BACKGROUND

In Indonesia, in NTT Province particularly, adverse climate change impacts have already been observed, such as increasing temperature and declining rainfall trend, followed by droughts,

typhoons, landslides and floods and such occurrences are expected with higher intensity and severity in the future. Climate change has also a particular impact on the underlying human livelihoods such as food security, health and access to clean water. The smallholder farmers in NTT province are relying primarily on rain-fed and small-scale farming practices, cultivating primarily **cacao, cashew nuts, coconuts, coffee, corn and rice** that face immediate and increasing risks from climate change due to rising temperatures, variable rainfall and extreme weather conditions.

The Indonesian Disaster Data and Information Database (DIBI) shows that the incidence of natural disaster has increased significantly over the last decade. In particular, climate-induced disasters such as floods, windstorms, landslides and droughts occurred more frequently than other disasters. Historical records from DIBI<sup>1</sup>, dating back almost two centuries (1815-2012), show that the top four disasters in Indonesia are dominated by climate-induced incidents, notably flood (37,8%), windstorm (17,8%), landslide (17,8%), and drought (12,8%). Additionally, the socio-economic condition of the province, with the lowest per capita Gross Regional Domestic Product (GRDP) in the country and a high poverty incidence rate of 19.6%, further limits the adaptive capacity of smallholders and increasingly puts livelihoods at risk. This indicates that those six agricultural products mentioned above and the smallholder farmers are even more vulnerable to recent climate variability and change.

As 72% of households in NTT depend on small-scale agriculture, compared to the national average of 40%, it is essential that NTT small-holder farmers are equipped with the necessary means to de-risk their livelihoods and protect themselves against the negative shocks attributable to climate change. It is certain that without the adequate knowledge and skills related to climate smart agricultural practices, and without the necessary financial and society safety nets, smallholder farmers in NTT will remain risk averse to adopt new approaches and move toward climate resilient practices.

Against this background, a project is being designed to assist smallholder farmers in the province of NTT in adapting their livelihoods to short-, medium- and long-term change in climate. The Ministry of Agriculture (MoA) with support from UNDP, is formulating a project to help farmers address risks of climate change through climate smart agricultural practices, farm-level diversification and switching to resilient crop/tree varieties. The project will also act as a vehicle to crowd in public and private sector financing to enhance the viability of climate resilient agricultural practices by investing in value chain, farmer group formation and facilitation of agricultural credit for resilience building. The project is designed with **the overall objective of building climate resilience among smallholder farmers in Nusa Tenggara Timur (NTT)**.

As part of the above project, the United Nations Development Programme is seeking an individual to support the proposal submission, with specific focus on ensuring private sector engagement is reflected in the project design and proposal materials. Additionally, the individual will provide support to the proposal development team as required in finalizing the funding proposal and feasibility study, anticipating and preparing response to GCF's feedbacks post proposal submission.

#### **Objectives:**

The main objective of the consultancy is not only to support the project proposal development team in finalizing private sector involvement in the proposal, but also to respond feedbacks on funding proposal as well as feasibility study post proposal submission to GCF.

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

### Scope of Work

The Consultant is expected to design proposal interventions that engage the private sector and be involved in dialogue with relevant groups of private sector actors in gathering inputs for the finalization of the funding proposal and feasibility study. In addition, the consultant will contribute to UNDP response on feedbacks from GCF on funding proposal as well as feasibility study post proposal submission to GCF. The awarded Consultant shall be working under the supervision of the UNDP Indonesia Resilience and Reconstruction Unit Team Leader for the project “Building the climate resilience of small scale farming in Nusa Tenggara Timur” and under the overall guidance of UNDP RTA (BRH) and the UNDP Indonesia country office.

### Duties and Responsibilities:

Key activities and tasks include but not limited to the following:

- Work with proposal development team to finalize funding proposal and feasibility study for GCF proposal
- Lead with integration and finalization of inputs related to private sector engagement, particularly for funding proposal and feasibility study

### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Due Date	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Provision of expert response during the review and finalization of GCF funding proposal.	10	31 July 2020	As reviewed by Technical Analyst RRU in coordination with UNDP RTA (BRH) and approved by the Team Leader RRU
Provision of expert response during the review and finalization of GCF feasibility study.	10	30 Nov 2020	As reviewed by Technical Analyst RRU in coordination with UNDP RTA (BRH) and approved by the Team Leader RRU

### III. WORKING ARRANGEMENTS

**Institutional Arrangement**

The consultant will be supervised by the UNDP Programme Manager (Team Leader RRU) and UNDP RTA and/or his designate throughout the consultancy. Payments will be made upon satisfactory achieved deliverables under each assignment and submission of time sheet in accordance with number of days worked. All payments are subject to the clearance and approval of the direct supervisor. Final payment shall require a signed performance evaluation of the consultant.

**Duration of the Work**

Maximum 20 days of work between Mid of July 2020 until 30 November 2020

**Duty Station**

Home based

**Travel Plan**

With current pandemic COVID19 situation, all works and consultations are made virtually. Thus, travels are not applicable. There may be also unforeseen travel once the travel ban is lifted 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		

**IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS****Education:**

- Minimum a master's degree in international development, management and any other related areas

**Experience:**

- Experience: a minimum 8 years of relevant experience in the area of private sector engagement and proposal development
- Experience in working with key stakeholders in CCA areas but not limited to government institutions but also other relevant key stakeholders such as private sector entities, academia, international organizations, NGOs, communities, and knowledge about UNDP programmes and/or UNDP strategic goals would be favourable
- Experience with developing CCA project proposals and knowledge on policies related to CCA, DRR, climate change, disaster management, climate risk assessment, disaster risk assessment, and/or climate vulnerability assessment

**V. EVALUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodologies:

**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 49 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical Criteria</u>	70%	
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ul style="list-style-type: none"> <li>A. Minimum a master's degree in international development, management and any other related areas;</li> <li>B. Experience: a minimum 8 years of relevant experience in the area of private sector engagement and proposal development</li> <li>C. Experience in working with key stakeholders in CCA areas but not limited to government institutions but also other relevant key stakeholders such as private sector entities, academia, international organizations, NGOs, and communities Knowledge about the UNDP programmes and/or UNDP strategic goals would be favourable</li> <li>D. Experience with developing CCA project proposals and knowledge on policies related to CCA, DRR, climate change, disaster management, climate risk assessment, disaster risk assessment, and/or climate vulnerability assessment</li> </ul>	70	5 point  30 point  20 point  15 point
<i>Criteria B: Brief Description of Approach to Assignment</i>		30 point
<u>Financial Criteria</u>	30%	