

Terms of Reference



GENERAL INFORMATION

Title: Expert for Development of a Performance-Based Payment Agreement

Project Name: GCF REDD+ RBP Project

Reports to: Senior Adviser for Climate and Environment Governance, UNDP Indonesia as Prime supervisor

Global Technical Advisor and Regional Technical Advisor for Climate and Forests Program in Bangkok Regional Hub for technical supervision

Duty Station: Jakarta

Expected Places of Travel (if applicable): N.A.

Duration of Assignment: 6 Months (100 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	(5) 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
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 or CV with three referees
<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

The consultant must give update report regarding Evaluation of Support Facility for Peat Restoration Agency phase I and II project

☐ 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

I. BACKGROUND

The Government of Indonesia (GOI) has requested UNDP, as a GCF Accredited Entity (AE), to access REDD+ results-based payment (RBP) from the GCF's REDD+ RBP Pilot Program. The GCF REDD+ RBP funding proposal has been cleared for GCF iTAP and once approved by the GCF Board, the total amount of funding is secured.

Upon receipt of the funds from GCF, UNDP will then disburse a significant portion of these RBP onwards to Indonesia, via the Ministry of Finance's Badan Pengelola Dana Lingkungan Hidup (BPD LH), through a UNDP modality known as "Performance-based Payment" (PBP). This modality enables a stronger country-led approach. Two main government programs are targeted under the PBP modality: social forestry and forest management unit (FMU) covering forest fires management, forest restoration, and rehabilitation.

There are several essential elements of making the modality work, as follow:

- Defining the key features of the PBP agreement between GOI and UNDP (i.e., the theory of change, definition of results, payment terms, validation method, performance indicators, risk management measures including safeguards)
- UNDP appointing an independent assessor to validate the key features listed in the bullet above. The independent assessor, in consultation with UNDP and the GOI, will develop a validation methodology which will be used to verify the achievement of milestones and targets reported by GOI to UNDP. Results of the validation are based on independent data collection or validation of existing data against the specified indicators.
- UNDP and the GOI will review: (i) the key elements of the PBP agreement submitted by the IA; (ii) the draft PBP agreement, before the Project Document can be signed.

Given its importance, UNDP Indonesia seeks to recruit an expert who will provide substantial, facilitation and coordination support to prepare and finalize the PBP modality for the disbursement of the RBPs

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work:

This consultancy's overall objective is to provide the best technical, policy, and facilitation support for UNDP and BPD LH to prepare the PBP agreement as part of the project document development.

The consultant is expected to facilitate this task by providing technical, policy, facilitation, and coordination-related expertise in relation to the PBP modality.

The following activities are requested to be performed by the consultant:

- Access, collate, review and analyze relevant data and information contained in official documents or reports (e.g. social forestry and FMUs performance reports), in relation to developing and finalizing performance indicators, as well as related past performance from government programmes.
- In close consultation with UNDP, BPD LH and then the independent assessor, develop, revise, and finalize activities and related results proposed for performance-based payments (as per scope of the proposal to the GCF), targets, quality criteria, payment terms and validation methods, for the performance-based payment agreement.
- Provide recommendations as to how technical support will be provided (incl. through field foresters) so that results will be achieved and safeguards requirements met.
- Participate in technical and consultation meetings with BPD LH, Ministry of Environment and Forest (MoEF) and other stakeholders, ensuring the PBP elements are aligned with UNDP as well as BPD LH policies and regulations.

- Develop a guiding document for BPDH that outlines what the programmatic priorities and who the key recipients are in relation to the payments received from UNDP *[and how they will be disbursed sub nationally]*.
- Formulate the above review, assessment, guidance, and technical advice into a written report, along with a summary for UNDP and BPLDH.

Expected outputs and deliverables:

These are the expected output and deliverables from the consultant

Deliverables	Estimated number of working days	Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. Brief analysis report on the existing data and information from official documents and reports relevant to activities related to the PBP component	5	August 2020	Senior Adviser for Climate and Environment Governance, UNDP Indonesia as Prime supervisor; and Global Technical Advisor and Regional Technical Advisor for Climate and Forests Program in Bangkok Regional Hub for technical supervision
2. Draft PBP Agreement and accompanying report that clearly details and explain the proposed activities and related results, targets, indicators, quality criteria, payment terms and an outline of the proposed validation method	30	Sept 2020	
3. Develop a guiding document for BPDH that outlines what the programmatic priorities and who the key recipients are in relation to the payments received from UNDP <i>[and how they will be disbursed sub nationally]</i>	20	Nov 2020	
4. Final PBP Agreement and accompanying report that clearly details and explain the proposed activities and related results, targets, indicators, quality criteria, payment terms, taking into account the work with the Independent Assessor and the government	35	Dec 2020	
5. A brief report on each technical and consultation meeting with BPLDH, MoEF and other stakeholders carried out as part of this assignment	10	Jan 2021	
	100 days		

Submit the expected written outputs above in printed and soft versions; MS Word (.doc) format including power point presentation.

III. WORKING ARRANGEMENTS

Institutional Arrangement

The Consultant will be supervised by and report to:

- Primary supervision: Senior Adviser for Climate and Environment Governance who will also carry out a performance evaluation at the end of the assignment.
- Technical supervision: The Global Technical Advisor and Regional Technical Advisor for Climate and Forests Programme in Bangkok Regional Hub.

Duration of the Work

100 working days (August 2020 – Jan 2021)

Duty Station

Jakarta

Expected Places of Travel (if applicable):

N/A

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
1	N/A	N/A	N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Master's Degree in environment, social science, forestry or related fields

II. Years of Experience:

Min. 10 years in the field of forestry sector

II. Experience & Skills:

- Experience in the forestry sector, social forestry or forest management units and/or GHG mitigation;
- Experience and engagements in related national policies, regulations and institutional backgrounds related to the forestry sector; and,
- Experience working with the Government of Indonesia is an advantage.

Languages

Excellent Bahasa Indonesia & English language skills, particularly in the compilation of reports.

Other Competencies:

- Knowledge on related national policies, regulations and institutional backgrounds related to the project;

- Demonstrated knowledge in forest-related assessment standards and procedures;
- Proven analytical skills: ability to conduct independent research and analysis, identify issues, and recommend appropriate solutions.
- Excellent communication (both oral and written), synthesis, and trouble-shooting skills.

Functional Competencies:

Knowledge Management and Learning

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery
- Good knowledge of the Results Management Guide and Toolkit
- Ability to implement new systems and affect staff behavioral/ attitudinal change

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities

Other Requirements:

In addition to the scope and responsibilities stated above, the consultant will be required to undertake other ad hoc tasks that may arise during the contract period. These tasks will be delegated by the supervisor who will ensure that these ad hoc tasks do not impede on the incumbent's ability to meet contractual obligations/deliverables.

All materials and other intellectual property produced while working under contract including, but not limited to, documents, presentations, white papers, photographs and other media, will remain the property of UNDP and are required to be submitted to UNDP Senior Management for archiving.

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, ands
- 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 60 points on Technical Criteria would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	100%	100
<i>Criteria A: qualification requirements as per TOR:</i>		70
1. Master's Degree in environment, social science, forestry or related fields		10
2. Min. 10 years in the field of forestry sector		10
3. Experience in the forestry sector, social forestry or forest management units and/or GHG mitigation		20
4. Experience and engagements in related national policies, regulations and institutional backgrounds related to the forestry sector		20
5. Experience working with the Government of Indonesia		10
<i>Criteria B: Brief Description of Approach to Assignment</i>		30
1. Understand the task and applies a methodology appropriate for the task		10
2. Important aspects of the task addressed clearly and in sufficient detail, and,		10
3. <i>Logical, realistic planning for efficient project implementation.</i>		10
<i>Criteria C: Further Assessment by Interview (if any)</i>	N/A	