

# Terms of reference



## GENERAL INFORMATION

**Title:** SPOI Partnership Advisor

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

**Reports to:** National Platform Manager

**Duty Station:** Home based and SPOI Office Project

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

**Duration of Assignment:** 90 working days, 6 months

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b>
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
5	(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 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 not only by the government but also by other stakeholders such as private sector, civil societies and development partners.

SPOI has expanded its scope of work beyond the NAP, thanks to new funding opportunities. It includes strengthening smallholder farmers support systems and landscape level land use planning. It also has a strong component of knowledge creation and dissemination inherent within the goals. The Good Growth Partnership, funded by the Global Environment Facility, is a global partnership program on Reducing Deforestation through Commodity Supply Chains and is supporting the further growth and development of SPOI.

To explore potential funding from Private Sectors and Development partners for the implementation of NAP SPO, SPOI is hiring a Partnership Advisor. the advisor will support project team to engage development partners, private sectors, foundations or non-for-profit organization for resource mobilization purposes to contribute in the NAP SPO implementation at any of the NAP SPO's 26 targeted provinces.

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

### Scope of Work

The consultant will:

- Provide advice and support to the SPOI and Global Team- This may include supporting the team with international donors' engagement.
- Identify potential donors, partnerships, and or collaboration for the NAP SPO implementation and
- Undertake a series of meetings with key people involved in the NAP SPO and its implementation to provide more guidance on NAP implementation which include government, private companies, development agencies, NGOs, civil societies, in-countries as well as internationally.
- Draft Concept Notes on the NAP SPO including approach, strategies, and action plans for international donors and private sector to directly support the NAP (financially), as well as a further recommendation and a clear workplan for making the SPOI team structure fit for purpose to deliver on this strategy.
- Draft Concept Note to be submitted to potential donor either PS Companies, a Foundation or a development agency. In developing these Concept Notes, the consultant is expected to liaise closely with UNDP Country Office Indonesia; as well as with the funders and make any revisions needed until submission is approved.
- Develops appropriate tools and systems to enhance coordination, track commitments and opportunities with partners, and strengthen coherence and cohesion of UNDP's overall positioning and resource mobilization efforts in the region (donor databases, pipeline management systems, etc)
- On behalf of UNDP, act as principal contact for the communication with the Benelux countries in the preparation of Indonesia – Benelux dialogue on sustainable palm oil.
- Provide regular bi-weekly briefings and updates to SPOI Management and/or global GGP.

### 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. Draft strategy to enhance PS and donors support and involvement to the NAP SPO implementation.</li> <li>2. Reports on engagement with private companies, and bilateral and donors.</li> </ol>	15	August 2020	Platform Manager, Project Manager

<p><b>2<sup>nd</sup> payment will be made upon submission and approval by UNDP of:</b></p> <p>3. Final strategy to enhance PS and donors support and involvement to the NAP SPO implementation.</p> <p>4. Mapping of stakeholder's initiatives on sustainable palm oil showing support to the NAP SPO.</p>	15	September 2020	Platform Manager, Project Manager
<p><b>3<sup>rd</sup> payment will be made upon submission and approval by UNDP of:</b></p> <p>5. Draft strategy and work plan for the Indonesia – Benelux Multi-stakeholder communication platform on sustainable palm oil .</p> <p>6. Report on preparatory meetings of Indonesia – Benelux Multi-stakeholder communication platform on sustainable palm oil.</p>	15	October 2020	Platform Manager, Project Manager
<p><b>4<sup>th</sup> payment will be made upon submission and approval by UNDP of:</b></p> <p>7. Report on meetings of Indonesia – Benelux Multi-stakeholder communication platform on sustainable palm oil</p> <p>8. Reports on engagement with NGOs-CSOs showing their support to NAP SPO Implementation .</p>	15	November 2020	Platform Manager, Project Manager

<b>5th payment will be made upon submission and approval by UNDP of:</b>  9. Progress of Indonesia – Benelux Multi-stakeholder communication platform on sustainable palm oil.  10. Communication products on private sectors, donors, NGOs role on supporting and financing NAP SPO implementation.	15	December 2020	Project Manager, Platform Manager
<b>6th payment will be made upon submission and approval by UNDP of:</b>  11. At least two potential funding for the Project including draft proposals and follow up recommendations for the project.	15	January 2021	Project Manager, Platform Manager

### 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. 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 August 2020 and the work is expected to be completed by January 2021.

#### **Travel Plan**

The Consultant will be required to travel to the project locations (if it is needed). The travel cost and daily substance allowance will be covered by project's budget through TNA Module.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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

- A Master's degree in agriculture, environmental management, applied development study, public administration, or public policy.

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

- A minimum of 8 years professional experience in environmental consultancy, preferably in the context of Indonesian agricultural / palm oil development
- Proven experience in working with and establishing working relationships with a broad range of Indonesian palm oil stakeholders.
- Experience in engaging with palm oil related companies and donors.

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

- Have good interpersonal and communications skills;
- Ability to work independently and in a team;
- Fluency in English and Bahasa Indonesia and good written communication skills.
- Has an excellent a collaborative work style.
- Has excellent communication and advocacy skills.
- Has an excellent skills on 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:**

- Good in written and spoken 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

<i>Criteria</i>	<i>Weight</i>	<i>Max Point</i>
<u>Technical</u>	70%	100
<i>Criteria A: qualification requirements as per TOR:</i>		70
1. A Master's degree in agriculture, environmental management, or other relevant fields of study, preferably in public administration, or public policy environmental consultancy, preferably in the context of Indonesian agricultural / palm oil development		20
2. A minimum of 8 years professional experience in environmental consultancy, preferably in the context of Indonesian agricultural / palm oil development		10
3. Proven experience in working with and establishing working relationships with a broad range of Indonesian palm oil stakeholders.		20
4. Experience in engaging with palm oil related companies and donors.		20
<i>Criteria B: Brief Description of Approach to Assignment</i>		30
• Understands the task and applies a methodology appropriate		10
• Important aspects of the task addressed clearly		10
• Planning logically and realistically for efficient project implementation		10