

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: National IC – Consultant for Microgrant Facilitation Specialist

Project Name: Global Opportunities for Long-term Development – Integrated Sound Management of Mercury in Indonesia's Artisanal (GOLD – ISMIA)

Reports to: National Project Manager for GOLD-ISMIA

Duty Station: Home Based

Expected Places of Travel (if applicable): Unforeseen travel may be required and will be subject to confirmation from the project

Duration of Assignment: 48 working days within 4 months (September 2020 – January 2021)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor
<input type="checkbox"/>	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 presence of the consultant will be upon request e.g. reporting/presentation of deliverable)

☐ intermittent (explain)

☐ full time/office based

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:

Name: Baiq Dewi Krisnayanti

Title: National Project Manager GOLD – ISMIA

Signature: 

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: (i) Governance Reforms, (ii) Pro-Poor Policy Reforms, (iii) Conflict Prevention and Recovery, and (iv) 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 cross-cutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development."

In the above context, UNDP and the Government of Indonesia (GOI) are in a partnership to address the issues of mercury in Artisanal and Small-scale Gold Mining (ASGM) through the implementation of Global Opportunities for Long-term Development - Integrated Sound Management of Mercury in Indonesia's ASGM (GOLD-ISMIA) project. Both parties signed the project document (Pro-Doc) on 5 September 2018 and received its 1st Authorized Spending Limit (ASL) on Monday, 29 October 2018.

The ASGM sector is the largest global source of anthropogenic mercury releases into the environment (35%). Mercury can travel long distances, contributing to global mercury pollution and contaminating the world's ecosystems and fisheries. Exposure to mercury may cause serious health problems, and it is a particular threat to the development of the child in utero and early in life. Phasing-out mercury from the ASGM sector is therefore of the utmost importance. Nevertheless, ASGM is a very important source of jobs and livelihoods, accounting for about 17-20% of the world's annual gold production. A total of 15 million people directly participates in the ASGM activities and another 100 million depend their livelihoods on the sector.

The objective of the GOLD-ISMIA Project is to reduce/eliminate mercury releases from the Indonesian ASGM sector by: (i) strengthening institutions and the policy/regulatory framework for mercury-free ASGM; (ii) increasing the access of mining communities to finance to enable the procurement of mercury-free processing technologies; (iii) increasing the capacity of mining communities for mercury-free ASGM through the provision of technical assistance, technology transfer and support for formalization; and, (iv) raising awareness and disseminating best practices and lessons-learned on mercury phase-out in the ASGM sector. In particular, the project will support six ASGM communities in Indonesia to reduce mercury use by at least five metric tonnes/year starting in year three of the project, which over the lifespan of the project will result in a mercury release reduction of at least 15 tonnes.

It was stated on the project document that finance entities do not commonly provide loans to the ASGM sector as the risk are often perceived to be too high and miner's cooperative do not have much experience in preparation of loan applications. To overcome this challenge, it is necessary project work with miners' cooperatives and organization to build their capacity in developing loan/investment application for mercury-free processing equipment/investment and subsequently apply for loans or investment.

Through the project's grant as the first step for supporting the miner's cooperative, it is necessary for the project to provide facilitation and assistance of Microgrant as a seed funding to the ASGM groups to the delivery of Outcome 2.2 which targets 10 ASGM groups (of which 20% of the miners are women) are capacitated to apply for loans for mercury-free processing equipment/investment. For ensuring the application of microgrant documents could full fill the standard requirement of UNDP, the project need a consultant to facilitate and assistance the Batu Emas Cooperative and Batu Api Cooperative which are located in Desa Tatelu Kabupaten Minahasa Utara Provinsi Sulawesi Utara, and also Koperasi Produsen Tambang Sejahtera Lohil in Desa Logas Ilir dan Koperasi Produsen Tombang Tujuh Loge in Desa Logas Kabupaten Kuantan Sengingi Provinsi Riau until all of the above cooperatives are able and ready to provide require documents and also understand the use of the microgrant funding.

The Individual Consultant (IC) will work under the supervision and report to the National Project Manager (NPM) and will closely coordinate with Working Group Coordinator of Component 2. The IC will also require collaborating and interact with the local government as well as the 4 cooperatives which will receive microgrants.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the supervision of the GOLD-ISMIA Project Management Unit, the Consultant shall carry out the following **scope of works**:

1. To provide microgrant proposal for 4 small-scale gold mining cooperatives.
2. To conduct assessment on capacity and availability of administrative documents for submission to SC (steering committee) member.
3. To submit an approval microgrant proposal from SC meeting.

The expected **outputs** are the final draft of:

1. Draft microgrant proposal for 4 small-scale gold mining cooperatives including completion of capacity assessment and availability of administrative documents;
2. Revision of draft microgrant proposal for 4 small-scale gold mining cooperatives based on recommendation from SC meetings;
3. Report containing: 1) microgrant proposal for 4 gold mining cooperatives including completion of capacity assessment and availability of administrative documents for submission to SC member; 2) approval of SC meeting on the microgrant proposal.

Deliverable	Estimated number of working days	Completion due date	Review and approvals required
Deliverable 1: Draft microgrant proposal for 4 gold mining cooperatives including completion of capacity assessment and availability of administrative documents;	28 WDS	09 Oct 2020	upon satisfactory submission and approval by National Project Manager Gold ISMIA
Deliverable 2: Revision of draft microgrant proposal for 4 gold mining cooperatives based on recommendation from SC meetings;	15 WDS	30 November 2020	
Deliverable 3: Report containing: 1) microgrant proposal for 4 gold mining cooperatives including completion of capacity assessment and availability of administrative documents for submission to SC member; 2) approval of SC meeting on the microgrant proposal.	5 WDS	31 December 2021	
Total Working Days		48 days	

III. WORKING ARRANGEMENTS

Institutional Arrangement

The Consultant shall report to the GOLD-ISMIA National Project Manager in seeking approval and acceptance of the above-mentioned outputs. The consultant is expected to be in regular contact with the Working Group Coordinator 2 for any queries and assistance and update and report on his/her progress on weekly basis.

Duration of the Assignment

The duration of the assignment is 48 working days in 4 months period (September 2020 – January 2021).

Payment

The Consultant will be paid on lumpsum basis upon submission and acceptance of each deliverable with the agreed due dates

Duty Station

This is home-based working arrangement.

Travel

Unforeseen travel may be required and will be subject to confirmation from the project.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Minimum master's degree in development studies, psychology, social, economics, or other relevant field of study.

Minimum experience requirement:

- Minimum 12 (twelve) years of relevant professional experience with development projects and management at the country-office or field level.
- Experience on proposal development and assessment purposes.
- Experience on collecting primary and secondary data through depth interview and focus group discussion.
- Experience on facilitating focus group discussion with Community-based Organization and local government.
- Has knowledge and strong experience of working with Government, NGO sector, familiarity with community-based and participatory methodologies, and in interdepartmental procedures as well as with private sectors and ASGM sector.

Competencies and special skills requirement:

- Familiar with the political, cultural, and socio-economic context, and development challenges in Indonesia,
- Good interpersonal, good listener, flexible under pressure whilst remaining focused and result oriented, and cross-cultural communication skills,
- Ability to negotiate and troubleshoot relationships with national stakeholders, and
- Fluency in written and spoken English and Bahasa Indonesia.

V. EVALUATION 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
<u>Technical</u>	70%	100
Criteria A: Qualification Requirements as per TOR:		70
1. Minimum master's degree in development studies, psychology, social, economics, or other relevant field of study.		5
2. Minimum 10 (ten) years of relevant professional experience with development projects and management at the country-office or field level.		15
3. Experience on proposal development and assessment purposes;		15
4. Experience on collecting primary and secondary data through depth interview and focus group discussion;		10
5. Experience on facilitating focus group discussion with Community-based Organization and local government.		10
6. Has knowledge and strong experience of working with Government, NGO sector, familiarity with community-based and participatory methodologies, and in interdepartmental procedures as well as with private sectors and ASGM sector.		15
Criteria B: Brief Description of Approach to Assignment:		30
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner.		10
2. Important aspects of the task addressed clearly and in sufficient detail.		10
3. Logical, realistic planning for efficient project implementation.		10
<u>Financial</u>	30%	