

Terms of Reference



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GENERAL INFORMATION

Title: Consultant for Drafting the Sub-National Action Plan on Mercury Reduction and Elimination

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: 100 working days within 6 months (September 2020 – February 2020)

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

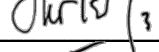
Equipment (laptop etc): ☐ Yes ☒ No

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

The United Nations and Development Programme (UNDP) and the Government of Indonesia (GoI) are in a five-year 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 on 5 September 2018 and received its 1st Authorized Spending Limit 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 use 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 participate 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.

RAN-PPM and RAD-PPM:

Coinciding with the Project's target, the GoI ratified the Minamata Convention through Law No. 11 Year 2017 and subsequently, issued (i) Presidential Decree No. 21 Year 2019 regarding National Action Plan on Reducing and Elimination of Mercury (Rencana Aksi Nasional Pengurangan dan Penghapusan Merkuri/RAN-PPM) in May 2019 and (ii) Regulation of Ministry of Environment and Forestry (MoEF) No. 81/MENLHK/SETJEN/KUM.1/10/2019 Year 2019 regarding the implementation of RAN-PPM. The Ministerial Regulation focuses on the Sub-National Action Plan on Reducing and Elimination of Mercury (Rencana Aksi Daerah Pengurangan dan Penghapusan Merkuri/RAD-PPM) of which the development is under the responsibility of relevant governor and regent/mayor. To facilitate the development process of RAD-PPM, in May 2020, the MoEF launched the Pedoman Penyusunan Rencana Aksi Daerah Pengurangan dan Penghapusan Merkuri providing guidelines in drafting RAD-PPM.

The RAD-PPM is a policy document based on which the sub-national governments strategize their efforts towards mercury reduction and elimination from 4 priority sectors, namely: ASGM, energy, health and manufacture. The targets and strategies shall be site specific and correspond to local conditions. In addition, the RAD-PPM will be the basis for the sub-national government to allocate budget and resources for implementation of the said strategies.

GOLD-ISMIA's Supports to the Development of RAD-PPM:

In reference to the MoEF's letter no. S.547/PB3/PKB3/PLB.1/6/2020 dated 3 June 2020 regarding GOLD-ISMIA's facilitation on the development of RAD-PPM, the Project has agreed to support the RAD-PPM drafting in the 6 provinces and 6 districts within the project locations, including Halmahera Selatan District of Maluku Utara Province. This particular support contributes to the delivery of Output 1.2.3, targeting a total of 15 policies, regulations and standards to be revised and/or developed to improve the enabling environment for ASGM and mercury phase-out in the ASGM sector.

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 develop Technical Review of the: (a) RAD-PPM of Maluku Utara Province and (b) RAD-PPM Halmahera Selatan District. These include identification of relevant priority sectors, targets for mercury reduction and elimination and responsive activities to meet the targets;
2. To develop Draft of the: (a) RAD-PPM of Maluku Utara Province and (b) RAD-PPM Halmahera Selatan District and present these to *Dinas Lingkungan Hidup dan Kehutanan (DLHK) Provinsi Maluku Utara* and *Dinas Lingkungan Hidup (DLH) Kabupaten Halmahera Selatan*, respectively; and,
3. To submit Final Draft of the: (a) RAD-PPM of Maluku Utara Province and (b) RAD-PPM Halmahera Selatan District, upon receiving approval from DLHK Provinsi Maluku Utara and DLH Kabupaten Halmahera Selatan, respectively.

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

- i. Governor Regulation (*Peraturan Gubernur*) of Maluku Utara regarding RAD-PPM Maluku Utara Province, and,
- ii. Regent Regulation (*Peraturan Bupati*) of Halmahera Selatan regarding RAD-PPM Halmahera Selatan District.

The **detailed deliverables** are as follows:

1. Technical Review of the: (a) RAD-PPM of Maluku Utara Province and (b) RAD-PPM Halmahera Selatan District (in Bahasa Indonesia)

The technical reviews include identification of relevant priority sectors, targets for mercury reduction and elimination and responsive activities to meet the targets. These will allow the sub-national governments have overview of existing problems, challenges and needs in the implementation of mercury reduction and elimination in their respective regions. The data collection for the technical review will refer to the *Lampiran 1 of the Formulir Pengumpulan Data dan Informasi Kajian Teknis Penyusunan RAD-PPM*.

Based on the technical reviews, the Consultant will identify the priority sectors relevant to the local conditions (*penapisan*). For example, if a coal power generation doesn't exist in Maluku Utara/Halmahera Selatan, "energy" can be excluded from the priority sectors of RAD-PPM. Subsequently, the Consultant will identify:

- i. reasonable targets for mercury reduction and elimination from each priority sector (ref. *Lampiran I Perpres 21/2019* and *Lampiran II Permen LHK 81/2019*), and,
- ii. responsive activities intended to achieve these targets (ref. *Lampiran III Permen LHK 81/2019*).

2. Final draft of the: (a) Governor Regulation (*Peraturan Gubernur*) regarding RAD-PPM of Maluku Utara Province and (b) Regent Regulation (*Peraturan Bupati*) regarding RAD-PPM Halmahera Selatan District (in Bahasa Indonesia)

The technical review and identified targets and responsive activities will be used as basis to draft the:

- i. *Peraturan Gubernur tentang Rencana Aksi Daerah Pengurangan dan Penghapusan Merkuri Provinsi Maluku Utara, and,*
- ii. *Peraturan Bupati tentang Rencana Aksi Daerah Pengurangan dan Penghapusan Merkuri Kabupaten Halmahera Selatan,*

Of which the template for *peraturan gubernur* is provided in the *Lampiran II of the Pedoman Penyusunan Rencana Aksi Daerah Pengurangan dan Penghapusan Merkuri*.

The final drafts mentioned above shall be presented to *DLHK Provinsi Maluku Utara* and *DLH Kabupaten Halmahera Selatan*, for consideration. The inputs/comments from the MoEF may be sought during this review process. The Consultant shall revise the drafts incorporating inputs/comments received the DLHK, DLH, MoEF and UNDP, as appropriate.

3. (a) Summary of the drafting process of (a) RAD-PPM of Maluku Utara Province and (b) RAD-PPM of Halmahera Selatan District (in both Bahasa Indonesia and English) and (b) file storage containing an editable version of the final report and relevant documentations (i.e., presentation files, photos and data collection).

The summary will highlight the drafting process of both RAD-PPMs, including relevant activities carried out by the Consultant to achieve the expected outputs/deliverables.

Expected Deliverables	Estimated number of working days	Completion due date	Review and approvals required
Part 1 - Provincial RAD-PPM of Nusa Tenggara Barat			
Technical Review of the RAD-PPM of Maluku Utara (in Bahasa Indonesia)	45 days	by 15 November 2020	GOLD-ISMEA National Project Director and National Project Manager
Final draft of the Governor Regulation (<i>Peraturan Gubernur</i>) regarding RAD-PPM of Maluku Utara Province (in Bahasa Indonesia)	8 days	by 30 November 2020	GOLD-ISMEA National Project Director and National Project Manager
(a) Summary of the drafting process of RAD-PPM of Maluku Utara Province (in both Bahasa Indonesia and English), and, (b) file storage containing an editable version of the final report and relevant documentations (i.e., presentation files, photos and data collection).	7 days	by 15 December 2020	GOLD-ISMEA National Project Director and National Project Manager
Sub Total Working Days (Part 1)		60 days	
Part 2 - District RAD-PPM of Halmahera Selatan			
Technical Review of the RAD-PPM of Halmahera Selatan District (in Bahasa Indonesia)	25 days	by 30 January 2021	GOLD-ISMEA National Project Director and

			National Project Manager
Final draft of the Regent Regulation (<i>Peraturan Bupati</i>) regarding RAD-PPM of Halmahera Selatan District (in Bahasa Indonesia)	8 dyas	by 15 February 2021	GOLD-ISMIA National Project Director and National Project Manager
(a) Summary of the drafting process of RAD-PPM of Halmahera Selatan District (in both Bahasa Indonesia and English), and, (b) file storage containing an editable version of the final report and relevant documentations (i.e., presentation files, photos and data collection).	7 days	By 28 February 2021	GOLD-ISMIA National Project Director and National Project Manager
Sub Total Working Days (Part 1)		40 days	
Total Cost		100 days	

All those assignments mentioned above will be implemented in Maluku Utara Province and Halmahera Selatan District.

III. WORKING ARRANGEMENTS
<p>Institutional Arrangement</p> <p>The Consultant shall report to the GOLD-ISMIA National Project Director and 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 1 for any queries and assistance and update and report on his/her progress on weekly basis.</p> <p>Duration of the Assignment</p> <p>The duration of the assignment is 100 working days in 6 months period (September 2020 – February 2021).</p> <p>Payment</p> <p>The Consultant will be paid on lumpsum basis upon submission and acceptance of each deliverable with the agreed due dates</p> <p>Duty Station</p> <p>This is home-based working arrangement.</p> <p>Travel</p> <p><u>Unforeseen</u> travel may be required and will be subject to confirmation from the project.</p>

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master Degree in Environment, Development, Management, Chemical Engineering, Geography or other related Social and Science Studies

Minimum experience requirement:

- Minimum 5 (five) years' working experience on Environment, Development, Chemical Engineering, Geography and other related field of works;
- Experience in writing policy documents and/or publications/academic journals with topics of interest related to environment, mercury and other related issues;
- Has experience of involvement in community development.

Competencies and special skills requirement:

- Good knowledge on the Minamata Convention and the Government of Indonesia (GOI)'s efforts to the implementation of the Convention.
- Good ability to negotiate and troubleshoot relationships with various government agencies;
- Good interpersonal and cross-cultural communication skills.
- Good familiarity with the situation and condition of Province of Maluku Utara and all the districts under its administration.
- Fluency in written and spoken English and Bahasa Indonesia are an absolute necessity.

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

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<u>Technical</u>	70%	100
Criteria A: Qualification Requirements as per TOR:		70
1. Master Degree in Environment, Development, Management, Chemical Engineering, Geography or other related Social and Science Studies.		20
2. Minimum 5 (five) years' working experience on Environment, Development, Chemical Engineering, Geography and other related field of works;		20
3. Experience in writing policy documents and/or publications/academic journals with topics of		20

<p>interest related to environment, mercury and other related issues;</p> <p>4. Has experience of involvement in community development.</p>		10
<p><i>Criteria B: Brief Description of Approach to Assignment:</i></p> <p>1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner.</p> <p>2. Important aspects of the task addressed clearly and in sufficient detail.</p> <p>3. Logical, realistic planning for efficient project implementation.</p>		<p>30</p> <p>10</p> <p>10</p> <p>10</p>
<u>Financial</u>	30%	