

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Consultant for Platform Sustainability Study

Project Name: Sustainable Palm Oil Initiative (SPOI)

Reports to: SPOI National Platform Manager and SPOI National Project Manager

Duty Station: Jakarta

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

Duration of Assignment: 30 working days within 3 months (November 2020 – January 2021)

REQUIRED DOCUMENT FROM HIRING UNIT

X	TERMS OF REFERENCE
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
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☒ partial (explain): presence of the consultant will be upon request, for example for the purpose of meeting, reporting and/or presentation of deliverables.

☐ 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: N/A

Name: Hotline Mariana Sidabutar

Title: SPOI National Project Manager

Signature: _____

I. BACKGROUND

UNDP 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. UNDP works in environmental management, and part of the work is working in the palm oil supply chain.

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 concerned about the sustainability of palm oil production. In response, the Government of Indonesia is taking steps towards building a greener economy that promotes growth, equity, improved livelihood and environmental integrity.

As part of the Green Commodities Programme, and to promote sustainable palm oil production and operation in Indonesia, the Ministry of Agriculture, UNDP and several multinational companies have launched the Sustainable Palm Oil Initiative (SPOI). SPOI aims to improve the capacity of palm oil smallholders and conserve natural resources together with the Government of Indonesia's Sustainable Palm Oil (ISPO) system. SPOI is managed by a National Project Manager.

One of the key activities underneath SPOI is working to facilitate a government led-multi stakeholder forum to develop, formalize and support the implementation of Presidential Instruction No. 6/2019 on National Action Plan for Sustainable Palm Oil 2019–2024 (NAP SPO). The Director General of Estate Crop at the Ministry of Agriculture has stated that the enactment of NAP SPO through multi-stakeholder approach has demonstrated the strong will and determination of all stakeholders—government, private sector, NGO/CSO, development agency—to achieve a more sustainable future for palm oil sector in Indonesia. The Director General also believes that the National Action Plan (NAP) has been developed at the right time, considering that the government has a target that by the year 2020, at least 70 percent of Indonesian palm oil is to be certified sustainable through ISPO certification system. The Coordinating Ministry of Economic Affairs believes that NAP SPO is the overarching regulation for all other initiatives related to sustainable palm oil issues in the country.

In order to support the implementation of NAP SPO, the multi-stakeholder platform was transformed into the National Implementation Team of NAP SPO (from herewith will be referred to as National Implementation Team). Using similar multi-stakeholder approach, the National Implementation Team is consisted of representatives from 16 ministries and government agencies, as well as from associations. As the main vehicle for NAP SPO implementation, it is utmost important to ensure the sustainability of the National Implementation Team (both from human resources, financial and management aspect), hence NAP SPO could be implemented in an effective and efficient manner.

With that context, the Consultant is expected to conduct study on the sustainability of multi-stakeholder platform in Indonesian context, from the human resources, financial and management aspect. This study will then be used as the main reference to develop sustainability strategy—including funding sustainability—for the National Implementation Team, to ensure the continuous support from all stakeholders in implementing NAP SPO, such as technical and financial support. The Consultant will work under the supervision of SPOI National Platform Manager and SPOI National Project Manager.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The Consultant is to work over an initial two-month period to:

- 1) **Conduct desk review of relevant literatures and research documents** related to the sustainability of commodity multi-stakeholder platform, particularly that assess platform's institutional capacity, organizational set-up, financial and administrative systems.
- 2) **Organize and conduct consultation meetings with relevant stakeholders** including, but not limited to, ministries and government agencies, private sectors and NGOs/CSOs to better understand the current challenges to sustain the National Implementation Team operational activities.
- 3) **Analyse similar commodity multi-stakeholder platform in Indonesia** to become the reference for assessing the existing condition of the National Implementation Team.
- 4) **Analyse the existing condition of the National Implementation Team** in terms of platform's proposed institutional capacity, organizational set-up, financial and administrative systems, based on the above result.
- 5) **Provide recommendation and strategy** to ensure the sustainability of the National Implementation Team operations.

The Consultant is expected to deliver the following outputs:

Deliverables/Outputs	Estimated Time to Complete	Due Date	Review and Approval
1st payment will be made upon submission and approval by UNDP of: a) Work plan of the consultancy , including schedule of activities and tentative plan for consultation with relevant stakeholders; and b) Brief report on the desk review result , related to the sustainability of commodity multi-stakeholder platform, particularly that assess platform's institutional capacity, organizational set-up, financial and administrative systems.	5 WD	Draft submission (to be approved): November 2020 Final submission (to be approved): November 2020	Upon satisfactory submission and approval by SPOI National Platform Manager and SPOI National Project Manager
2nd payment will be made upon submission and approval by UNDP of: a) Consultation report with relevant stakeholders including, but not limited to, ministries and government agencies, private sectors and NGOs/CSOs to better understand the current challenges to sustain the National Implementation Team operational activities; b) Brief report outlining the analysis result on similar commodity multi-stakeholder platform in Indonesia, to become the reference for assessing the existing condition of the National Implementation Team; and c) Brief report outlining the analysis result on the platform's proposed institutional capacity, organizational set-up, financial and administrative systems.	15 WD	Draft submission (to be approved): December 2020 Final submission (to be approved): December 2020	Upon satisfactory submission and approval by SPOI National Platform Manager and SPOI National Project Manager
3rd payment will be made upon submission and approval by UNDP of: a) Final draft of Platform Sustainability Study Report , that includes recommendation and strategy to ensure the sustainability of the National Implementation Team operations.	10 WD	Draft submission (to be approved): January 2021 Final submission (to be approved): January 2021	Upon satisfactory submission and approval by SPOI National Platform Manager and SPOI National Project Manager
Total Working Days (WD)	30 WD		

III. WORKING ARRANGEMENT

Institutional Arrangement

The consultant will report to the SPOI National Platform Manager and SPOI National Project Manager.

Duration of the Assignment

The consultancy will be for 30 working days between 09 November 2020–15 January 2021.

Duty Station

Home-based

Travel Plan

N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications

Minimum master's degree in business management, organizational development, agricultural development, public policy, environmental studies, social studies or development studies.

Years of experience

- A minimum of 8 years professional experience in consultancy at a senior level, preferably in the context of sustainable commodities in Indonesia.
- Proven experience in working with and establishing working relationships with a broad range of stakeholders, such as stakeholders from government, private sectors and NGOs/CSOs.
- Proven experience in working with commodity-related multi-stakeholder platforms.
- Practical expertise in engaging and facilitating in a multi-stakeholder setting.

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.
- Has an excellent report writing skills.
- Has excellent communication and advocacy skills.

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 business management, organizational development, agricultural development, public policy, environmental studies, social studies or development studies.		5
2. A minimum of 8 years professional experience in consultancy at a senior level, preferably in the context of sustainable commodities in Indonesia.		15
3. Proven experience in working with and establishing working relationships with a broad range of stakeholders, such as stakeholders from government, private sectors and NGOs/CSOs.		15
4. Proven experience working with commodity-related multi-stakeholder platforms.		20
5. Practical expertise in engaging and facilitating in a multi-stakeholder setting.		15
<i>Criteria B: Brief Description of Approach to Assignment</i>		30
1. Understand the task and apply an appropriate methodology for the task, as well as provide relevant strategy in a coherent manner.		10
2. Important aspects of the task addressed succinctly and clearly, with sufficient details.		10
3. Logical and feasible planning, that will support effective and efficient project implementation.		10
<u>Financial</u>	30%	30