

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: National IC – Consultant for Environmental Stakeholder Engagement 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): Gorontalo and Lombok

Duration of Assignment: 40 working days within 8 months (October 2020 – June 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	P11 or CV with three referees
X	Copy of education certificate
X	Completed financial proposal
X	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

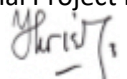
Equipment (laptop etc): ☐ Yes ☒ No

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.

For achieving the above target, project is engaging with multi stakeholders, ranging from government institutions at national and sub-national levels, ASGM communities (e.g., Asosiasi Penambang Republik Indonesia/APRI) and relevant private sectors (e.g., national/regional banks and PT. Aneka Tambang/ANTAM as part of formal gold markets in Indonesia).

In recent time, there is a growing trust and demand to Gold Ismia Project. The main responsible government agencies related to ASGM began to involve the project and request for sharing experience in improving ASGM performance and phasing out mercury used.

These stakeholders have varied interests towards the ISMIA Project which, if not managed well, and maintain their trust to the project may hinder the project target delivery. The Project Management Unit (PMU), therefore, identifies the need to hire a "Government and Stakeholders Engagement Expert" who will bridge the communication gap between the project and these multi-stakeholders.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

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

- 1. Preparation of Stakeholder Engagement Plan and Support to Stakeholder and Consultation Process for ISMEA and ASGM.** The consultant will prepare a more detailed stakeholder engagement plan outlining for specific policy measures for specific Indonesian institutions and target groups at national and sub-national level. At least, this will involve 4 (four) Ministries/Agencies (Ministry of Environment and Forestry (KLHK), Ministry of Energy and Mineral Resources (ESDM), Coordinating Ministry for Maritime and Affairs and Investments (MKKI), Agency for Technology Research and Application Agency (BPPT), 6 (six) Provincial Governors (NTB, DIY, Riau, Gorontalo, North Sulawesi, North Maluku) and 7 (seven) *Bupati* (Lombok Barat, Sumbawa, etc) APRI, etc.
- 2. Support the project team in managing and maintaining various stakeholders' interests towards the project ISMEA (e.g. national and sub-national government institution, ASGM communities and private sectors) whose interests may have already been in line with the project target delivery, in coordination with the National Project Manager and Working Group Coordinators.** Subsequently, the incumbent shall propose corresponding messages and strategies to address strategic relations with various with relevant stakeholders and informing, negotiating and agreeing ISMEA project initiatives at national and sub-national levels.
- 3. Support the project team in delivering the ISMEA project initiatives (e.g., proposed pilot project areas for receiving WPR IPR and through strategies/activities identified in Point 1 above).** This may include regular (formal and informal) high-level meetings, FGD and other formal and informal communication platforms, as appropriate. Gender issues shall be taken into consideration throughout these processes.
- 4. Support the Project Management Unit** through provision of suggestions and recommendations in respond to the complex information requests and inquiries from relevant stakeholders.
- 5. Support the Project Management Unit in addressing communication gap between various stakeholders in involving them in ISMEA Project activities.** This may include regular information dissemination to key staffs (especially those who hold decision position) at related government agencies, NGOs or other key stakeholders.

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

1. To conduct stakeholder engagement plan and consultations on ISMEA Project.
2. To conduct stakeholders initial approach to key persons in related government agencies, NGOs or other stakeholders in coordination with Project Team. This is also to select strategic thematic to be delivered to address different stakeholder's interests in order to raise their trust and commitment to ISMEA project.
3. To facilitate delivery of communication messages through strategies/activities identified in Point 2 above with consideration to gender issues. Gender issues shall be taken into consideration throughout these processes.
4. To provide suggestions and recommendations in respond to the complex information requests and inquiries from relevant stakeholders. This may include addressing policy options, which focus on different types of policy measures including implementation costs estimate and

efficiency, with different stakeholders at national and sub-national levels (6 provinces and 7 Kabupatens/pilot project-sites).

The **detailed deliverables** are as follows:

Deliverables (Not particularly in Order)	Estimated number of working days	Completion due date	Review and approvals required
Report on the preparation of stakeholder engagement and support to stakeholder engagement and consultation process for government at national level.	5 days	November 2020	GOLD-ISMIA National Project Director and National Project Manager
Report on the preparation of stakeholder engagement and support to stakeholder engagement and consultation process for government at sub-national level, ASGM forum and other stakeholders.	5 days	December 2020	GOLD-ISMIA National Project Director and National Project Manager
Report on the proposed strategies to address the proper and bets approach between the project and relevant stakeholders.	5 days	January 2021	GOLD-ISMIA National Project Director and National Project Manager
Report on the delivery of specific target issues to be delivered on selected strategic thematic ISMIA Project target to key persons in related government agencies at national levels to raise their trust and commitment to ISMIA project.	5 days	February 2021	GOLD-ISMIA National Project Director and National Project Manager
Report on the delivery of specific target issues to be delivered on selected strategic thematic ISMIA Project target to key persons in related government agencies at sub-national levels to raise their trust and commitment to ISMIA project.	5 days	March 2021	GOLD-ISMIA National Project Director and National Project Manager
Report on the delivery of specific target issues to be delivered on selected thematic ISMIA Project target to key persons in related NGOs and private sectors.	5 days	April 2021	GOLD-ISMIA National Project Director and National Project Manager

Report on the delivery in a regular basis suggestions and recommendations in respond to the complex information requests and inquiries from relevant stakeholders.	5 days	May 2021	GOLD-ISMIA National Project Director and National Project Manager
Report on the delivery of strengthening communication messages to various stakeholders in involving them in ISMIA Projects activities.	5 days	June 2021	GOLD-ISMIA National Project Director and National Project Manager
Total Working Days	40 days		

III. WORKING ARRANGEMENTS

Institutional Arrangement

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. Throughout this contract, the Consultant will work under the supervision of the Ministry of Environment and Forestry and the NPM. The consultant is expected to be in regular contact with the Project Team for any queries and assistance and update and report on his/her progress on monthly basis.

Duration of the Assignment

The duration of the assignment is 40 working days in 8 months period including travel/field visit that will be spread out in the period of October 2020 – June 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

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 per Visit	Total Days
1	Gorontalo	2	3	6
2	Lombok	2	3	6

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master Degree in Environmental Management, Development, or other related Social and Science Studies.

Minimum experience requirement:

- Minimum 15 (fifteen) years' working experience on the development and implementation of environmental policies under the purview of and Environmental sector to the Ministry of Environment and Forestry of Indonesia;
- Has experience in providing policy recommendation and advisories to the Working with high level government, industrial, and private sectors;
- Has experience in provisioning of policy advice, reviewing of environmental regulations, and experience in the national environmental planning and budgeting; and
- Has experience in the international programme review system and its implementation towards project development in Indonesia.

Competencies and special skills requirement:

- Good knowledge in making policy interventions within the environmental issues;
- Understanding of the political issue of ASGM regulations in Indonesia;
- High confidence in communicating with government officials, particularly those from the Ministry of Environment and Forestry and sub-national levels;
- Being equipped with negotiation and troubleshooting skills required in engaging the national and sub-national stakeholders; and,
- Good knowledge in facilitating group discussions and consultations with various stakeholders such as associations, industries, government institutions.
- 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 Environmental Management, Development, or other related Social and Science Studies.		10

2. Minimum 15 (fifteen) years' working experience on the development and implementation of environmental policies under the purview of and Environmental sector to the Ministry of Environment and Forestry of Indonesia;		20	
3. Has experience in providing policy recommendation and advisories to the Working with high level government, industrial, and private sectors;		20	
4. Has experience in provisioning of policy advice, reviewing of environmental regulations, and experience in the national environmental planning and budgeting; and		10	
5. Has experience in the international programme review system and its implementation towards project development in Indonesia.		10	
4.			
<i>Criteria B: Brief Description of Approach to Assignment:</i>		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%		