

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Program Consultant for NAP SPO Secretariat

Project Name: Sustainable Palm Oil Initiatives (SPOI)

Reports to: Secretary of NAP SPO Secretariat/National Platform Manager SPOI

Duty Station: Jakarta

Expected Places of Travel (if applicable):

Duration of Assignment: 240 working days, February 2021-January 2022

REQUIRED DOCUMENT FROM HIRING UNIT

| | |
|---|---|
| | TERMS OF REFERENCE |
| 3 | 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 |
| V | APPROVED e-requisition |

REQUIRED DOCUMENTATION FROM CONSULTANT

| | |
|---|-------------------------------|
| V | CV/P11 (with three referees) |
| 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 work to coordinate the effective operation of the NAP SPO Implementing Team Secretariat by liaising mainly with, but not limited to, related government agencies and facilitate the monitoring, evaluation, and reporting of NAP SPO.

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:

< National Platform Manager >

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. As the cardinal means of action through a multi-stakeholder dialogue approach a National Action Plan on Sustainable Palm Oil (NAP SPO) document has been produced.

Through a multi-stakeholder process led by the Ministry of Agriculture and the Coordinating Ministry of Economic Affairs, UNDP has been facilitating the development of five key components of NAP SPO to achieve the country’s goals of sustainable palm oil, which include: (1) strengthening of data, coordination, and infrastructure; (2) increasing smallholders capacity and capability (3) environmental management and monitoring, (4) plantation governance and dispute settlement; and (5) to support the acceleration of the Indonesian Sustainable Palm Oil (ISPO) certification implementation and increase palm oil product market access.

Upon enactment of the NAP SPO through Presidential Instruction No. 6/2019, coordinative measure to implement the NAP SPO has been taken by the Coordinating Ministry of Economic Affairs. In early 2020, the Minister of Economic Affairs has signed the decree regarding the formation of NAP SPO National Implementing Team, which consists of line ministries representatives. As stated on the decree that in order to support the daily work of the implementing team, a Secretariat needs to be established. Henceforth, through the decree from Deputy Minister for Food and Agribusiness Coordination, the secretariat has been appointed to be located at the Directorate General of Estate Crops, Ministry of Agriculture premises. The Director of Processing and Marketing of Plantation Product of the MoA will be the chairman of the Secretariat. Several MoA and CMEA’s staffs will act as ex-officio staffs of the secretariat.

To ensure that the implementation of NAP SPO runs well and as mandated by the Presidential Instruction, dedicated professionals are required within the NAP SPO Secretariat. Hence, the project is hiring a Program Manager for NAP SPO Secretariat to coordinate the effective operation of the Secretariat by liaising mainly with, but not limited to, related government agencies and facilitate the monitoring, evaluation, and reporting of NAP SPO. In doing the work, the consultant might also need to liaise and work with the provincial and district government.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The consultant will:

- Liaise with related government agencies and stakeholders (companies, NGOs/CSO, universities, etc.) in terms of coordination to implement the NAP SPO through convening and organizing workshops, meetings, and events. The tasks will include, but not limited to, drafting TOR and invitation, ensuring attendance of participants, preparing MoM and reports.

- Collect information from related ministries and stakeholders to prepare biannual report of NAP SPO Implementation and ensure the report is prepared on timely manner before it is submitted to the President of the Republic of Indonesia by the National Implementation Team of NAP SPO Chairman.
- Coordinate and liaise with related government agencies and their Focal Points to ensure that budget allocation for NAP SPO implementation as well as for NAP Secretariat is allocated accordingly for every fiscal year until the end period of Inpres #6/2019.
- In coordination with the NAP SPO Secretariat Communication Specialist, ensure NAP SPO Implementation biannual and other reports accessible for public readers are published in online and offline platforms.
- Prepare technical briefs, pointers, and speech of Chairman of the National Implementation Team and Chairman of the Secretariat.
- Provide technical support to the Communication Specialist and Administration and Finance Specialist of the NAP SPO Secretariat.
- Prepare proposal for potential support for the operational of the Secretariat and NAP SPO Implementation.
- Prepare Secretariat work plan (annual, monthly, quarterly)
- Provide any relevant support as mandated by the NAP SPO Implementation Team.

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) |
|---|----------------------------------|---------------------|--|
| 1st payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of February 2021. | 20 | 28 February 2021 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |
| 2nd payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of March 2021. | 20 | 31 March 2021 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |
| 3rd payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of April 2021. | 20 | 30 April 2021 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |

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|--|----|-------------------|--|
| 4th payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of May 2021. | 20 | 31 May 2021 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |
| 5th payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of June 2021. | 20 | 30 June 2021 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |
| 6th payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of July 2021. | 20 | 30 July 2021 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |
| 7th payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of August 2021. | 20 | 31 August 2021 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |
| 8th payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of September 2021. | 20 | 30 September 2021 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |
| 9th payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of October 2021. | 20 | 29 October 2021 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |
| 10th payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of November 2021. | 20 | 30 November 2021 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |
| 11th payment will be made upon submission and approval by UNDP of: | 20 | 31 December 2021 | Review and approved by Secretary of Secretariat and Clearance by National |

| | | | |
|---|----|-----------------|--|
| Monthly summary report and follow-up action plan of the Secretariat's activity for the period of December 2021. | | | Platform Manager for payment by UNDP |
| 12th payment will be made upon submission and approval by UNDP of: Monthly summary report and follow-up action plan of the Secretariat's activity for the period of January 2022. | 20 | 31 January 2022 | Review and approved by Secretary of Secretariat and Clearance by National Platform Manager for payment by UNDP |

III. WORKING ARRANGEMENTS

Institutional Arrangement

The incumbent will work based on the abovementioned deliverables and will report to the National Platform Manager of UNDP-SPOI Project. The work is based in the NAP SPO Secretariat located at the Ministry of Agriculture in Jakarta. In the event that travel to other regions or cities is necessary, all necessary costs will be borne by the UNDP-SPOI Project.

Duration of the Work

The IC will be working for an estimated total of 240 working days which spans for 12 months. The target date to start the work is the 2nd week of February 2021 and the work is expected to be completed by January 2022.

Travel Plan

There may be unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Minimum Bachelor's degree in public policy, agriculture, environmental management, or other relevant fields of study, for instances public administration.

II. Years of experience:

- Minimum three years' experience in working with sustainable commodity development and project management
- Experience in facilitating multi-stakeholder collaboration, government and other stakeholder engagement
- Experience in working with government settings/functions especially related to sustainable palm oil (e.g. Ministry of Agriculture, Ministry of Environment and Forestry, Ministry of Agrarian and Spatial Planning, etc).

III. Competencies and special skills requirement:

- Passion for sustainable development especially related to palm oil commodity.
- Strong project management skills (organization and implementation)
- Experience in coordinating and supervising other team members work
- Proven skills in networking is required

- Good communication and diplomatic skills required
- Experience in working with international organization and/or government ministries/offices
- Ability to work under the pressure, with minimum supervision and on-distance;
- Demonstrated initiative, tact and high sense of responsibility and discretion;
- Strong teamwork skills;
- Excellent communication skills, written and oral;
- 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>Maximum Point</i> |
|--|----------------------|--|
| <u><i>Technical</i></u> | <i>70%</i> | <i>100</i> |
| <i>Criteria A: qualification requirements as per TOR:</i> 1. Minimum Bachelor's degree in public policy, agriculture, environmental management, or other relevant fields of study, for instances public administration. 2. Minimum three years' experience in working with sustainable commodity development 3. Experience in facilitating multi-stakeholder collaboration, government and other stakeholder engagement 4. Experience in working with government settings/functions especially related to sustainable palm oil (e.g. Ministry of Agriculture, Ministry of Environment and Forestry, Ministry of Agrarian and Spatial Planning, etc). | | 100 30 30 20 20 |
| <u><i>Financial</i></u> | <i>30%</i> | <i>100</i> |