# Terms of reference

## GENERAL INFORMATION

**Title:** Consultant for Study on Smallholders Incentive for ISPO Improvement  
**Project Name:** Sustainable Palm Oil Initiatives (SPOI)  
**Reports to:** National Project Manager  
**Duty Station:** Jakarta  
**Expected Places of Travel (if applicable):** N/A  
**Duration of Assignment:** 40 working days *(February to April 2021)*

### REQUIRED DOCUMENT FROM HIring UNIT

<table>
<thead>
<tr>
<th>TERMS OF REFERENCE</th>
<th>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Junior Consultant</td>
</tr>
<tr>
<td>(2)</td>
<td>Support Consultant</td>
</tr>
<tr>
<td>(3)</td>
<td>Support Specialist</td>
</tr>
<tr>
<td><strong>(4)</strong></td>
<td><strong>Senior Specialist</strong></td>
</tr>
<tr>
<td>(5)</td>
<td>Expert/ Advisor</td>
</tr>
</tbody>
</table>

**CATEGORY OF INTERNATIONAL CONSULTANT, please select:**

- (6) Junior Specialist
- (7) Specialist
- (8) Senior Specialist

**APPROVED e-requisition**

### REQUIRED DOCUMENTATION FROM CONSULTANT

- CV/P11 *(Minimum with three referees)*
- Copy of education certificate
- Completed financial proposal
- Completed technical proposal

**Need for presence of IC consultant in office:**

- *partial* (The consultant will work under the direction of the National Project Manager. The consultant’s daily presence at the project office is not necessarily required, unless otherwise requested for coordination purposes)
- *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: *<National Project Manager>*

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## I. BACKGROUND
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 led by the Ministry of Agriculture and the Coordinating Ministry of Economic Affairs a National Action Plan on Sustainable Palm Oil (NAP SPO) document has been produced and enacted through the Presidential Instruction No. 6/2019. UNDP has also been facilitating the development of five key components of the 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. The achievement of NAP SPO implementation could be the enabling condition for sustainable palm oil in Indonesia through sustainability certification compliance.

Several existing palm oil sustainability certification schemes, either voluntary (market-based) like the Roundtable on Sustainable Palm Oil (RSPO), product and country specific like the International Sustainability and Carbon Certification (ISCC), and mandatory like the Indonesian Sustainable Palm Oil (ISPO), have been in place as a unit of measurement as to what extent a management unit fits to the set sustainability criteria. The existence of ISPO itself dates back during the enactment of Ministry of Agriculture Regulation Nr. 19 of 2011. After being put into practice for around 4 years, ISPO has undergone revision through the Ministry of Agriculture Regulation Nr. 11 of 2015. Through the dynamics of challenges and opportunities in achieving sustainable palm oil and to improve its governance and market acceptance, ISPO has finally revamped through Presidential Regulation Nr. 44 of 2020 along with the Ministry of Agriculture Nr. 38 of 2020 as the implementing regulation. Upon such enactment, smallholders are also expected to be the subject of such mandatory certification within the next 5 years.

In response to such challenging commitment, as an effort of oil palm smallholders support, UNDP will conduct a study which in one aspect covers gap analysis between the overall smallholders current condition (from their capacities/capabilities, related policies, institution, etc) and the targeted condition to comply with those abovementioned certification schemes. Another aspect of the study is to explore any existing and potential benefits (either market access, policy incentives, etc.) which smallholders could acquire as a result of being ISPO certified. Such study will produce a policy paper and is expected to serve both as reference and recommendation for government, buyers, NGOs and development partners in order to synergize their support for smallholders. Henceforth, the project is hiring a Consultant for Study on Smallholders Incentive for ISPO Improvement to ensure the effective running of such study.
II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work
Under the direct supervision of SPOI National Project Manager and close coordination with the project team, the consultant will:

- Conduct a desk review on:
  - the overall smallholders’ current condition (from their capacities/capabilities, related policies, institution, etc.) and the targeted condition to comply with certification standards.
  - Exploration of any existing and potential benefits (either market access, policy incentives, etc.) which smallholders could acquire as a result of being certified from various commodities sustainable certification schemes available in Indonesia.
  - Any related government regulations and policies that can support the establishment of incentives for smallholders joining ISPO.

- In coordination with the project team, conduct consultation with government representatives (e.g. Ministry of Agriculture, Coordinating Ministry of Economic Affairs, Ministry of Cooperatives and SME), NGOs supporting smallholder certification, certification schemes owners, growers and smallholder associations, to gain perspectives and insights from stakeholders regarding the baseline condition and expectation.

- Organize meetings/FGDs to present the study result to the abovementioned stakeholders to disseminate the findings and recommendations along with gaining feedbacks to be incorporated where relevant.

- Produce a policy paper to serve both as reference and recommendation for government, buyers, NGOs and development partners in order to synergize their support for smallholders.

In doing the work, the consultant is also expected to conduct one-on-one interview with relevant stakeholders from government, NGO, and business actors, and smallholder representatives in UNDP pilot areas.

Expected Outputs and deliverables

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated number of working days</th>
<th>Completion deadline</th>
<th>Review and Approvals Required</th>
</tr>
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<tbody>
<tr>
<td><strong>1st payment will be made upon submission and approval by UNDP of:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Workplan document for the entire study plan including report outline and timeline to achieve the objectives.</td>
<td>5wds</td>
<td>29 February 2021</td>
<td>Review and approved by National Project Manager and National Platform Manager</td>
</tr>
<tr>
<td><strong>2nd payment will be made upon submission and approval by UNDP of</strong></td>
<td></td>
<td></td>
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</tbody>
</table>
| 1. First draft of report on Smallholders Gap Analysis and Potential Benefits from Sustainability.  
2. MoMs of the facilitation and consultation process which serves as the rough initial | 20wds | 26 March 2021 | Review and approved by National Project Manager and National Platform Manager |
<table>
<thead>
<tr>
<th>3rd payment will be made upon submission and approval by UNDP of:</th>
<th>15wds</th>
<th>31 April 2021</th>
<th>Review and approved by National Project Manager and National Platform Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Final Report of the study result in the form of policy paper ready to be published, both in Bahasa and English version.</td>
<td></td>
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<tr>
<td>2. Submission to the project team of all relevant files and evidences produced and acquired by the consultant during his/her assignment.</td>
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</table>
III. WORKING ARRANGEMENTS

Institutional Arrangement
The incumbent will work based on the abovementioned deliverables and will report to Platform Manager of SPOI Project UNDP Indonesia. He/she will also obtain guidance from UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP requirements. The work outlined in this TOR is expected to be carried out on a desk review basis with any additional information gained through events, such as workshops and meetings. However, in the event that travel to other regions or cities is necessary, all necessary costs will be borne by the project.

Duration of the Work
The IC will be working for an estimated total of 40 working days which spans for 3 months. The target date to start the work is the 2nd week of February 2021 and the work is expected to be completed by April 2021.

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:
• Master’s degree in public policy, social sciences, environmental sciences, agriculture, forestry, rural development or other relevant fields of study.

II. Years of experience:
• Minimum 10 years of experience sustainable commodity certification, sustainable commodity, public policy, agriculture, environment, or other relevant field.
• Experiences in working with the government, private sector, smallholders and/or rural communities.
• 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:
• Strong writing skill both in English and Bahasa for publishing purposes.
• Knowledge about sustainable certification and palm oil issues is highly desirable.
• Ability to work under the pressure, with minimum supervision and on-distance;
• Demonstrated initiative, tact and high sense of responsibility and discretion;
• Excellent communication skills, written and oral;
• Strong computer literacy and proficiency in MS Office (MS Word, Excel, PowerPoint);

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Maximum Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td>100</td>
</tr>
</tbody>
</table>

**Criteria A: qualification requirements as per TOR:**

1. Education Qualification: Master Degree in public policy, social sciences, environmental sciences, agriculture, forestry, rural development or other relevant fields of study.

2. Minimum 10 years of experience sustainable commodity certification, sustainable commodity, public policy, agriculture, environment, or other relevant field. Experiences in working with the government, private sector, smallholders and/or rural communities are highly preferred.

3. Experiences in working with the government, private sector, smallholders and/or rural communities.

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).

<table>
<thead>
<tr>
<th>Criteria B: Brief Description of Approach to Assignment</th>
<th></th>
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<tbody>
<tr>
<td>• Understands the task and applies a methodology appropriate</td>
<td>30</td>
</tr>
<tr>
<td>• Important aspects of the task addressed clearly</td>
<td>10</td>
</tr>
<tr>
<td>• Planning logical, realistic for efficient project</td>
<td>10</td>
</tr>
</tbody>
</table>

**Financial**

| 30% | 100 |