



GENERAL INFORMATION

Title: Creative Design and Project Implementation Support Specialist

Project Name: MTRE3

Reports to: Technical Working Group (TWG) Coordinator I, MTRE3 Project, UNDP.

Duty Station: Jakarta (Home-based)

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

Duration of Assignment: 70 Working Days

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	(3) CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV / P11 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 (for discussion and consultation)

☒ intermittent : the works doesn't require a full attendance of the staff, but advisory and consultation on regular basis during the contract.

☐ 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: MTRE3 project.

Signature of the Budget Owner: Boyke Lakaseru

I. BACKGROUND

UNDP is the leading United Nations organization fighting to end the injustice of poverty, inequality, and climate change. Working with our broad network of experts and partners in 170 countries, we help nations to build integrated, lasting solutions for people and planet.

Learn more at undp.org or follow at @UNDP.

Addressing climate and disaster risks in a coherent manner across the Sustainable Development Goals (SDGs) calls for a whole-of-government and whole-of-society approach. Capitalizing on the complementarity of UN agencies' expertise across various social, economic and environmental sectors, the UN System can demonstrate its value-added supports in responding to country demand for integrated and coherent solutions.

The objective of "Market Transformation for Renewable Energy and Energy Efficiency" (MTRE3) project is in line with SDGs approach. MTRE3 project is to support the design and implementation of appropriate climate change mitigation actions in the energy generation and energy end use sectors. The government implementing partner of Market Transformation project is the Directorate General of Renewable Energy and Energy Conservation (DG-REEC), Indonesia Ministry of Energy and Mineral Resources (MEMR).

According to MTRE3 Project Document (2017), the project will make use, and promote best practices in the design and implementation of feasible and cost-effective Renewable Energy (RE) projects at 4 provinces (Riau, Jambi, East Nusa Tenggara – NTT, West Sulawesi). Additionally, the project aims to promote Energy Efficiency project for commercial buildings in several big cities (i.e. Jakarta, Bandung, Semarang, Bali, etc.) and put in place the enabling environment for transforming market towards clean energy investments (both Renewable Energy and Energy Efficiency).

The MTRE3 project will simultaneously support the implementation of mitigation actions covered in Climate Mitigation Action Plans at National and Provincial level (RAN/RAD-GRK). The action plans (RAN/RAD-GRK) aim to meet the country's voluntary climate change mitigation targets of either 26% (national efforts) or 41% (with external assistance) and will bring about an alternative scenario for the realization of the Renewable Energy and Energy Efficiency targets, both at national and provincial level as well as contribute to the target of National Determined Contribution (NDC).

In order to support the implementation of MTRE3 Project, the Project Management Unit (PMU) of MTRE3 seeks to recruit a **support specialist** to join the MTRE3 team to support the **Creative Design and Project Implementation** of MTRE3 project in charge of publication, creative design for communication products, project administration backup as well as technical support of MTRE3 project.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

MTRE3 project seeks to recruit a support specialist to join the MTRE3 team to support the implementation of the MTRE3's **Creative Design and Project Implementation support** with a

special focus on the **project management assistance, stakeholder outreach, communication support and creative design.**

The support specialist will be part of MTRE3 project management unit. S/he will work under the direct supervision of Technical Working Group (TWG) Coordinator I and in close collaboration with all MTRE3 stakeholders and partner agencies including Ministry of Energy and Mineral Resources (MEMR), BAPPENAS, Ministry of Environment and Forestry (MoEF), Ministry of Finance (MoF), PT SMI, Independent Power Producers (IPPs, Building Managements and consultants.

The **Support Specialist** will perform the following duties:

1. **Creative Design and Communication Support areas:**
 - Design / layout of various MTRE3 communications products (flyers, brochures, public awareness merchandise);
 - Develop Term of Reference (ToR) to conduct Public Awareness event for youth and Community Based Organization (CBO) in Sustainable Energy sector
 - Development of content for various media (content management of MTRE3 website, social media and digital marketing);
 - Designing and editing of video (project achievement, project highlight, awareness raising on sustainable energy investment);
 - Designing and updating the MTRE3 website by working closely with website administrator and communication specialist
 - Update current event pages;
2. **Project Implementation Support:**
 - Develop Minutes of Meeting for important events and high-level coordination meetings
 - Assisting TWG Coordinators of MTRE3 in drafting Request for Proposal (RFP) for bid preparation
 - Assisting TWG Coordinators of MTRE3 in drafting Term of Reference for upcoming events and coordination tasks
 - Co-hosting MTRE3 events and coordination meetings
 - Assisting Project Associate in creating polling, material links, and coordinate with keynote speakers for pooling presentations in one accessible link for even participants
 - Other ad-hoc assignments to support project implementation of MTRE3 project

Expected Deliverables	Indicative due date and Payment	Reviewed and Required Approval
1st Deliverable: Communication and Project Implementation report: <ul style="list-style-type: none"> • Min. 3 design of communication products/ merchandise/ flyers/ brochures or publication report covers • Min. 3 Minutes of Meeting and list of Materials of the meetings • Min 2-3 ad-hoc assignments requested by the project 	20 March 2021 30% (20 days)	<ul style="list-style-type: none"> • Reviewed by TWG Coordinator I MTRE3, • Approval by NPM MTRE3

<p>2nd Deliverable: Communication and Project Implementation report:</p> <ul style="list-style-type: none"> • Min. 3 design of communication products/ merchandise/ flyers/ brochures or publication report covers • Min. 3 Minutes of Meeting and list of Materials of the meetings • Min 2-3 ad-hoc assignments requested by the project 	<p>20 May 2021 30% (20 days)</p>	<ul style="list-style-type: none"> • Reviewed by TWG Coordinator I MTRE3, • Approval by NPM MTRE3
<p>3rd Deliverable: Communication and Project Implementation report:</p> <ul style="list-style-type: none"> • Min. 3 design of communication products/ merchandise/ flyers/ brochures or publication report covers • Min. 3 Minutes of Meeting and list of Materials of the meetings • Min 2-3 ad-hoc assignments requested by the project • Published project report 	<p>20 July 2021 30% (20 days)</p>	<ul style="list-style-type: none"> • Reviewed by TWG Coordinator I MTRE3, • Approval by NPM MTRE3
<p>4th Deliverable:</p> <ul style="list-style-type: none"> • Summary Report of the whole assignment – Lesson learned (Feb – Aug 2021) • Presentation • 1 virtual event for public awareness (video and or virtual youth dialogue) 	<p>10 August 2021 10% (10 days)</p>	<ul style="list-style-type: none"> • Reviewed by TWG Coordinator I MTRE3, • Approval by NPM MTRE3

III. WORKING ARRANGEMENTS

Institutional Arrangement

Under the supervision of the Technical Working Group Coordinator Component I MTRE3 Project, UNDP Indonesia, **the support specialist** must ensure the completion of the above deliverables through high quality outputs contributing to PMU MTRE3 and relevant parties. The consultant is also expected to interact with various stakeholders, mainly implementing partners; the Ministry of Energy and Mineral Resources, Ministry of Environment and Forestry, Ministry of Finance,

Provincial Government (mainly 4 pilot provinces; NTT, West Sulawesi, Jambi, and Riau), PLN, private project developers, and other relevant institutions, (e.g., other agencies, project co-implementers, donors, communities or youth, local government units, other consultants working for MTRE3 project)

Duration of the Work

The consultant is expected to start on the 1st of February for 70 working days spread over a period of 6 months. All work will be in Jakarta (home-based during pandemic) or at MTRE3 Project Management Office (in new normal situation). In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed upon UNDP IC rules and regulations.

Duty Station

The duty station/location for the consultant will be in Jakarta (home-based during Covid-19)

Travel Plan

No indicative travel plan has been identified. However, there may be unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	N/A	N/A	N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

A master's degree or bachelor's degree equivalent in the area of Communication, Business Administration, Management or relevant discipline with sufficient background experience (**3 years for bachelor's degree, 1.5 years for master's degree**) in graphic design, management and communication in energy project

Professional Experience:

- **Minimum 1.5 (one and a half) years** of working experience in development issues both local and international, public administration (**internship** is included), any **involvement in sustainable energy project is an advantage**
- Experience in **drafting administrative and semi-technical documents (Term of Reference - TOR and Request for Proposal – RFP draft)** and **designing communication products** or similar documents in accordance to the standard of UN Agency or UNDP Indonesia;
- Experience in **working with Government of Indonesia**, mainly Ministry of Energy and Mineral Resources (MEMR)
- Working experience in producing **awareness-raising merchandise, booklet cover design, various communication products (e.g. flyer, brochure, poster) and presentation template** for sustainable energy project
- **Past service/experience with the UN system** as an intern or consultant is an advantage
- **Experience in supporting bid process preparation**, e.g. Bid Conference, etc.

Required Skills:

- Sound computer skills and experience using web-based and app-based social media
- Knowledge and experience using the Creative Suite program including Photoshop, Illustrator, InDesign; Canva, Ink Scape, other design app or software;
- Advance knowledge of MS Office is mandatory

- Knowledge of using cloud system for document sharing and management (Microsoft form, OneDrive, Bitly, etc)

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

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 (70%)</u>	100%	100
Criteria A: qualification requirements as per TOR:		
<ul style="list-style-type: none"> • A minimum of 3 (three) years experiences for bachelor's degree and 1.5 (one and a half) years experiences for master's degree in graphic design, management and communication in sustainable energy project 		5
<ul style="list-style-type: none"> • Experience in drafting administrative and semi-technical documents (Term of Reference - TOR and Request for Proposal – RFP draft) and designing communication products 		5
<ul style="list-style-type: none"> • Experience working with government of Indonesia, working with Ministry of Energy and Mineral Resources (MEMR) is an advantage 	70%	10
<ul style="list-style-type: none"> • Past service/experience with UN system as an intern or consultant is an advantage 		15
<ul style="list-style-type: none"> • Experience in supporting bid process preparation e.g Bid Conference(Procurement or Tender Process) 		15
<ul style="list-style-type: none"> • Knowledge and experience using the creative suite program including Photoshop, Illustrator, InDesign; Canva, Ink Scape, other design app or software 		15
<ul style="list-style-type: none"> • Knowledge of using cloud system for document sharinf and management (Microsoft form, OneDrive Bitly, etc) 		5
Criteria B: Brief Description of Approach to Assignment B.1. Understands the task and applies a methodology appropriate for the task?	30%	10

<ul style="list-style-type: none"> • <i>Design Graphic and Supporting the development of Communication Products</i> • <i>Co-hosting virtual meeting for stakeholders</i> • <i>Preparing Minutes of Meeting for high-level meeting</i> 		
<i>B.2. Important aspects of the task addressed clearly and in sufficient detail?</i>		<i>10</i>
<i>B.3. Is planning logical, realistic for efficient project implementation?</i>		<i>10</i>