

Terms of reference



Empowered lives.
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GENERAL INFORMATION

Title: TOR - Consultant to Develop Policy Paper to Assess One Year Implementation of NAP SPO

Project Name: Sustainable Palm Oil Initiatives (SPOI)

Reports to: National Platform Manager

Duty Station: Jakarta

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

Duration of Assignment: 30 working days

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
4	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 (The consultant will work under the direction of the National Platform Manager and National Program 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: < >

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 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 serve as the enabling condition for Indonesian Sustainable Palm Oil (ISPO) certification.

Since its enactment on November 22nd 2019, NAP SPO has achieved several progresses in accordance with targeted activities stipulated in its appendix. Several ministries/institutions along with multi stakeholder collaboration have jointly aimed their commitments and actions in alignment with NAP SPO as the roadmap for sustainable palm oil in Indonesia. Such progress has also been reported to the President, as mandated in every 6 (six) months or when necessary. On the other hand, the SPOI UNDP project is also facilitating the development of Monitoring, Evaluation, and Reporting (MER) framework; and the guideline for NAP SPO implementation with gender mainstreaming approach for a more systematic NAP SPO implementation in the future. During stakeholder consultation, it was confirmed that the COVID-19 pandemic has created unprecedented challenges which forced government budget re-allocation and refocussing hence created obstacles for NAP SPO implementation.

In response to such challenging development, as an effort to continuously facilitate the running of NAP SPO, UNDP will conduct a study to assess one-year implementation of NAP SPO. The study is expected to cover an in-depth analysis of NAP SPO implementation including achievement and challenges both by national and sub-national governments along with multi stakeholder contribution. The study will synthesise a policy paper which may serve both as reference and recommendation for UNDP, government, and other stakeholders in order to strategize their support for NAP SPO implementation. Henceforth, the project is hiring a Consultant to Develop Policy Paper to Assess One Year Implementation of NAP SPO.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

In doing the work, the consultant is expected to conduct a desk review and one-on-one interview with relevant stakeholders from government (especially but not limited to Coordinating Ministry of Economic Affairs, Ministry of Agriculture, Ministry of Environment and Forestry, and Ministry of Agrarian and Spatial Affairs) NGO, and business actors. The consultant, through coordination with the project team would be given access to coordinate with the NAP SPO Implementation Team Secretariat.

The consultant will:

- In coordination with the project team, conduct a study which covers aspects of:
 - Data gathering on the implementation progress of Presidential Instruction Nr. 6/2019 through interview with relevant government agencies or by information gained through events, such as workshops and meetings.
 - Analysis of NAP SPO implementation achievement and challenges in accordance with the set target as stipulated in Presidential Instruction Nr. 6/2019.
 - Identifying critical obstacles causing NAP SPO underachievement and any leverage to ensure the success of NAP SPO implementation.
 - Providing recommendation for UNDP, government, and other stakeholders in order to strategize their support for NAP SPO implementation.
- Present the study result to the project team and the NAP SPO Implementation Team 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 UNDP, government, and other stakeholders in order to strategize their support for NAP SPO implementation.

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: 1. Analysis Report on NAP SPO implementation achievement and under-achievement in accordance with the set target as stipulated in Presidential Instruction Nr. 6/2019. The report should also cover critical obstacles causing NAP SPO underachievement and any leverage to ensure the success of NAP SPO implementation. 2. Presentation of the study result to the project team to disseminate the findings and	15	31 March 2021	National Platform Manager (Clearance and 1 st review) National Project Manager (2 nd review and final approval)

recommendations along with gaining feedbacks to be incorporated where relevant.			
2nd payment will be made upon submission and approval by UNDP of: Provision of a policy paper (upon review & approval by the project team) resulted from the abovementioned study result, to serve both as reference and recommendation for UNDP, government, and other stakeholders in order to strategize their support for NAP SPO implementation.	15	30 April 2021	National Platform Manager (Clearance and 1 st review) National Project Manager (2 nd review and final approval)

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 and interview 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 30 working days that spans for 2 months. The target date to start the work is the 1st week of March 2021 and the work is expected to be completed by April 2021.

Travel Plan

No travel is needed.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in agriculture, social sciences, environmental sciences, or public policy.

II. Years of experience:

- Minimum 8 years of experience in the area of sustainable commodities, public policy, agriculture, or environment.
- Experiences in working with the multi stakeholder settings especially with government are highly preferred.

- Experiences in writing both in English and Bahasa for publishing purposes (list of writing/report should be provided)
- Experience in working with International Organization and Government,

III. Competencies and special skills requirement:

- Good analytical skills required,
- Passion for sustainable development especially related to palm oil commodity,
- 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,
- Good knowledge and understanding of government settings/functions especially related to sustainable palm oil development
- Excellent communication skills, written and oral,
- Good knowledge about UN/UNDP rules and procedures is highly desirable,
- 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

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>
<i><u>Technical</u></i>	<i>60%</i>	<i>60</i>
<i>Criteria A: qualification requirements as per TOR:</i>		
1. Master's degree in agriculture, social sciences, environmental sciences, or public policy		<i>10</i>
2. Minimum 8 years of experience in the area of sustainable palm oil, public policy, agriculture, environment, or other relevant fields.		<i>20</i>
3. Experiences in working with the multi stakeholder settings especially with government are highly preferred.		<i>10</i>
4. Experiences in writing both in English and Bahasa for publishing purposes. (list of writing or report should be provided)		<i>10</i>

5. Experience in working with International Organization and Government		10
<i>Criteria B: Brief Description of Approach to Assignment</i> <ul style="list-style-type: none"> • Understands the task and applies a methodology appropriate • Important aspects of the task addressed clearly • Planning logical, realistic for efficient project 	40%	40 15 15 10
<u>Financial</u>	30%	100