

Terms of Reference



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GENERAL INFORMATION

Title: Consultant for Developing Gender Policy Paper
Project Name: Sustainable Palm Oil Initiative (SPOI)
Reports to: SPOI Landscape Coordinator and SPOI National Project Manager
Duty Station: Jakarta
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 20 working days within 2 months (April 2021–May 2021)

REQUIRED DOCUMENT FROM HIRING UNIT

X	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
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

- ☒ partial (explain): presence of the consultant will be upon request, for example for the purpose of meeting, reporting and/or presentation of deliverables.
☐ 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: N/A

Name: Hotline Mariana Sidabutar
Title: SPOI National Project Manager

Signature: _____

I. BACKGROUND

Indonesia is 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 in Indonesia. Given the significant contribution made by palm oil sector towards the country's economy, the Government of Indonesia (GOI) has the strongest interest to ensure the sustainability and continuity of the palm oil sector in Indonesia. Hence, responding to the global scrutiny over the country's palm oil sector, GOI is taking steps to accelerate the development of sustainable palm oil sector that will result in a more sustainable and inclusive economic growth.

When discussing about sustainability and inclusivity, it will be inevitable to not discuss gender issues. It is because sustainability and inclusivity cannot be achieved unless we have included gender equality principles along the process. The same premise is also occurred in the journey towards Indonesian sustainable palm oil sector. Unfortunately, gender issues have always been positioned as a secondary issue within the sector. Nevertheless, issues related to gender-based violence and gender-related protection gap are happening on the ground. Therefore, GOI is also in the process of solving this issue by placing gender issues at the centre of sustainable palm oil discourse in the country.

One of the efforts to accelerate the development of sustainable palm oil sector in Indonesia, was through the signing of partnership agreement between the Ministry of Agriculture (MoA) and UNDP Indonesia on the launch of Sustainable Palm Oil Initiative (SPOI) project. SPOI aims to improve the capacity of palm oil smallholders and conserve natural resources, together with the Sustainable Palm Oil (ISPO) certification system. Throughout the planning and implementation process, SPOI is guided by gender equality and social inclusive principles.

One of the key activities underneath SPOI is working to facilitate a government led-multi stakeholder forum to develop, formalize and support the implementation of Presidential Instruction No. 6/2019 on National Action Plan for Sustainable Palm Oil 2019–2024 (NAP SPO). NAP SPO was developed through multi-stakeholder approach and reflected the strong will and determination of all stakeholders—government, private sector, NGO/CSO, development agency—to achieve a more sustainable and inclusive future for palm oil sector in Indonesia. NAP SPO is intended to become the overarching regulation for all other initiatives related to sustainable palm oil issues in the country.

In order to ensure a gender-responsive NAP SPO implementation, SPOI also has facilitated the development of Gender-responsive NAP SPO Implementation Guidelines. This commitment to conduct gender mainstreaming within NAP SPO framework is important because studies have shown that when female are included in gender-responsive policy and action, the outcomes are often more efficient and effective, as well as responsive to different needs and perspectives, and provide broader benefits to communities¹.

Therefore, as a follow up, SPOI is planning to develop a gender policy paper on Indonesian palm oil policies and regulations. This activity aims to map the existing condition of Indonesian palm oil policies and regulations from gender perspective and provide recommendations on how to adapt the policies and regulations to ensure any discriminatory effects are either removed or mitigated, as well as on how to strengthen gender equality through better designed policies and regulations for future reference.

With that context, the Consultant is expected to support SPOI in conducting gender analysis on Indonesian palm oil policies and regulations, which will involve the process of desk review and consultation with relevant stakeholders such as Coordinating Ministry of Economic Affairs (CMoEA), Ministry of Agriculture (MoA), Ministry of Women Empowerment and Child Protection (MoWECP), and other related private sector and civil society stakeholders. The final output of this consultancy is the production of gender policy paper, based on the gender analysis result. This policy paper will become one of the main advocacy tools, to advocate the importance of incorporating gender equality perspective within the sustainable palm oil development efforts. The Consultant will work under the supervision of SPOI Landscape Coordinator and SPOI National Project Manager.

¹ UNDP, 2020. *Year Three: Good Growth Partnership Highlights*. NY: UNDP.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The Consultant is to work over an initial two-month period to:

- 1) **Conduct mapping and analysis** towards the palm oil-related policies and regulations, to assess the existing condition of palm oil policies and regulations from gender perspective.
- 2) **Conduct consultation meetings with relevant stakeholders** including, but not limited to, CMoEA, MoA, MoWECP, and other related private sector and civil society stakeholders, to better understand the progress and challenge in developing gender-responsive policy and regulation related to palm oil.
- 3) **Provide recommendation and strategy** to incorporate gender equality perspective into the implementation of existing policies and regulations and to strengthen gender equality through better designed future policies and regulations.
- 4) **Produce a policy paper** including the result of policies and regulations mapping and analysis, result of consultation with relevant stakeholders, as well as the recommendation and strategy to incorporate gender equality perspective into the implementation of existing policies and regulations, and to strengthen gender equality through better designed policies and regulations.

The Consultant is expected to deliver the following outputs:

Deliverables/Outputs	Estimated Time	Due Date	Review and Approval
1st payment will be made upon submission and approval by UNDP of: a) Work plan of the consultancy , including schedule of activities and tentative plan for consultation with relevant stakeholders; b) Brief report on the policies and regulations mapping and analysis result , providing information on the existing condition of palm oil policies and regulations from gender perspective; c) Brief report on the consultation result with relevant stakeholders including, but not limited to, CMoEA, MoA, MoWECP, and other related private sector and civil society stakeholders, to better understand the progress and challenge in developing gender-responsive policy and regulation related to palm oil; and d) Draft of policy paper outlining the result of policies and regulations mapping and analysis, result of consultation with relevant stakeholders, as well as the recommendation and strategy .	15 WD	Draft submission: 21 April 2021 Final submission: 28 April 2021	Upon satisfactory submission and approval by: - SPOI Landscape Coordinator (as the first reviewer, to provide clearance) - SPOI National Project Manager (as the second reviewer, to provide final approval)
2nd payment will be made upon submission and approval by UNDP of: a) Final draft of policy paper outlining the result of policies and regulations mapping and analysis, result of consultation with relevant stakeholders, as well as the recommendation and strategy.	5 WD	Final submission: 07 May 2021	Upon satisfactory submission and approval by: - SPOI Landscape Coordinator (as the first reviewer, to provide clearance) - SPOI National Project Manager (as the second reviewer, to provide final approval)
Total Working Days (WD)	20 WD		

III. WORKING ARRANGEMENT

Institutional Arrangement

The consultant will report to the SPOI Landscape Coordinator and SPOI National Project Manager.

Duration of the Assignment

The consultancy will be for 20 working days between April 2021–May 2021.

Duty Station

Home-based

Travel Plan

N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications

Bachelor or Master's degree in gender studies, social studies, environmental law, development studies, public policy, natural resource management, or agricultural development.

Years of experience

- Minimum 4 years (for Bachelor's) or 3 years (for Master's) of professional experience working in gender issues in agriculture and/or sustainable production policy context.
- Proven experience with political, legal and institutional context for gender mainstreaming in Indonesia.
- Practical expertise in designing and conducting gender analysis, with strong policy advice skills.
- Previous experience working with Ministry of Women Empowerment and Child Protection, international organizations and dealing with gender issues in palm oil is desirable.

Competencies and special skills requirement:

- Strong ability to work independently and in a team.
- Has excellent interpersonal, communications and advocacy skills.
- Has excellent analytical and report writing skills.
- Fluency in 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

Criteria	Weight	Maximum Point
<u>Technical</u>	70%	100
Criteria A: qualification requirements as per TOR		60

1. Bachelor or Master's degree in gender studies, social studies, environmental law, development studies, public policy, natural resource management, or agricultural development.		10
2. Minimum 4 years (for Bachelor's) or 3 years (for Master's) of professional experience working in gender issues in agriculture and/or sustainable production policy context.		15
3. Proven experience with political, legal and institutional context for gender mainstreaming in Indonesia.		10
4. Practical expertise in designing and conducting gender analysis, with strong policy advice skills.		15
5. Previous experience working with Ministry of Women Empowerment and Child Protection, international organizations and dealing with gender issues in palm oil is desirable.		10
<i>Criteria B: Brief Description of Approach to Assignment</i>		40
1. Understand the task and apply an appropriate methodology for the task, as well as provide relevant strategy in a coherent manner.		15
2. Important aspects of the task addressed succinctly and clearly, with sufficient details.		15
3. Logical and feasible planning, that will support effective and efficient project implementation.		10
<u>Financial</u>	30%	100