



Terms of reference

GENERAL INFORMATION

Title: Junior Consultant Supply Management Clerk

Project Name: Combatting Illegal Wildlife Trade (CIWT)

Reports to: National Project Manager

Duty Station: Office Based (Jakarta)*

Expected Places of Travel (if applicable): -

Duration of Assignment: 146 working days within May 2021 – December 2021

**consultant may work from home due to COVID-19 situation in Indonesia*

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
1	(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	P11 or CV with three referees
x	Copy of education certificate
x	Completed financial 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 be based in UNDP Office within 6 months period of contract, the consultant will work in line with CIWT Project time line activities and might not be sequential also often following dynamic the characteristic of Project and Programme thus the consultant need to harmonize his/her service with the emerging and relevant priorities

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:
Project Assistant.

I. BACKGROUND

The hunting and distribution of protected wildlife still takes place in all regions of Indonesia every year. This can be seen from the high number of wildlife crimes. In 2017 it reached more than 140 arrests of perpetrators of illegal hunting and distribution. Tigers, elephants, rhinos, primates, birds, fish, and reptiles of various types become commercial commodities for perpetrators. It is estimated that Indonesia losses Rp 9 trillion per year caused by wildlife trade. The trade of protected wildlife includes living animals, body parts and its products. The number of protected wildlife hunting and distribution is still high due to the high demand at the local, national and international markets. Usually, the wild animals are traded to be used as pet animals, traditional medicines, food ingredients, ceremonial or religious media, jewelry, or ornaments.

The other reason that wildlife trade is still happening also because the risks received by the perpetrators are still lower than the profits earned (high profit and low risk). The penalties received by the perpetrators do not cause a deterrent effect so that the recidivism rate (the perpetrators who repeat their actions after receiving imprisonment) reaches more than 20%, especially for perpetrators of high-value wildlife hunting and trafficking, such as pangolin and tigers. To expedite this illegal business, various modus operandi are developed by the perpetrators to avoid detection and law enforcement.

Conventional mode where sellers and buyers meet directly, or either using intermediaries, and even online trading mode can be easily found these days. The interrupted communication system is the modus developed by drug traffickers, and it is also applied in the case of wildlife, making it difficult to the law enforcement officials to find the key actors of the hunting and distribution of wildlife. The government has tried to prevent preemptively, preventively and repressively, but the occurrence of violations of protected wildlife is still happening.

Currently the apparatus's detection capability has increased. This is proven by the number of arrests reaching hundreds every year since 2016. Even so, the practices of illegal hunting and trading are still often occurred because the intensity of crime is still greater compared to the law enforcement efforts that have been done. Efforts against illegal trading to protect wildlife still face challenges in several ways, such as; limited ability of law enforcement officials in investigation; the lack of understanding of the prosecutors and judges in the issue of conservation of protected animals so that existing penalties have not given a deterrent effect on the perpetrators; the loopholes that hinder the effectiveness of law enforcement processes; the cooperation and coordination between law enforcement is not optimal; lack of public participation in monitoring and providing support to law enforcement officials in handling cases; customary law in the community about the use of animals; and also the lack of cooperation with other state law enforcement agencies to tackle transnational crime.

The United Nation Development Program ("UNDP") through the funding support from the Global Environmental Facility ("GEF") - in collaboration with the Directorate General of Environmental and Forestry Law Enforcement is one of the partners that supports the eradication of illegal hunting and distribution of wildlife in the form of collaborative projects with the title of Combatting Illegal and Sustainable Trade in Endangered Species in Indonesia.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The Support Consultant will be appointed to support Combatting Illegal Wildlife Trade (CIWT) Project conducting procurement process. These are expected scope of works/activities that will be carried by consultant:

- To update the procurement activities on monthly basis.
- Support in the preparation of tender document and its process until Contract Issuance.
- Support the procurement process for Low Value (Below USD 10,000).
- Prepare contract issuance for POs, Professional Service Contract, IC and Civil Work.
- Update contract management and its filing in soft copy.

Expected Outputs and Deliverables:

Deliverables/Outputs	Target Due Dates	Review and Approvals	Working Days
1st deliverable: <ul style="list-style-type: none"> Report and Update Procurement Plan of UNDP CIWT; Support all procurement activities against its Procurement Plan. 	May 2021	NPM CIWT	10 wds
2nd Deliverable: <ul style="list-style-type: none"> Report and Update Procurement Plan of CIWT Project Support all procurement activities against Procurement Plan Draft Procurement Documentation, not limited to Evaluation Report for all transactions during May 2021 	June 2021	NPM CIWT	10 wds
3rd Deliverable: <ul style="list-style-type: none"> Report on the preparation and issuance of Purchase Orders and Contracts (Professional/Institutional Contract/Individual Consultant & its Amendment as well) including Solicitation process and Vendor Registration as per UNDP Policies and Procedures during period June 2021. Report on Procurement Strategies to assist and support requirement of CIWT Project team. 	July 2021	NPM CIWT	21 wds
4th Deliverable: <ul style="list-style-type: none"> Report on the accountability of Procurement Process for Individual Consultant, Service and Goods during period August 2021. Report on request of Vendor Registration in Web Management system during period June – July 2021. 	August 2021	NPM CIWT	21 wds
5th deliverable: <ul style="list-style-type: none"> Report on the preparation and issuance of Purchase Orders and Contracts (Professional/Institutional Contract/Individual Consultant & its Amendment as well) including Solicitation process and Vendor Registration as per UNDP Policies and Procedures. Report on Procurement Strategies to assist and support requirement of CIWT Project team. 	Sept 2021	NPM CIWT	21 wds
6th deliverable: <ul style="list-style-type: none"> Report on IC Process (include maintain IC log and contract management system) and issued contracts under Environment Projects. List of Procurement Plan under CIWT Project Q3 Year 2021 	October 2021	NPM CIWT	21 wds
7th Deliverable: <ul style="list-style-type: none"> Report on IC Process (include maintain IC log and contract management system) for CIWT Project. Report on Lumpsum Calculation of the Individual Consultant during period August 2021 	Nov 2021	NPM CIWT	21 wds
8th Deliverable: <ul style="list-style-type: none"> Report on procurement process (including ICs, RFQs, ITBs, and RFPs) during period from August – September 2021 Evidence of filling system for all CIWT Procurement documents 	Dec 2021	NPM CIWT	21 wds

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of National Project Manager CIWT in Environment Unit. His/her will work closely with project team and procurement country office to process any request relating with goods and services.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverables could be proposed by the incumbent and shall be agreed jointly.

Duration of the Work

The consultant will perform his/her assignment with the following timeline:

- He/she will have 146 totals of working days from December 2020 to May 2021. He/she should completed the assignment by the time. Any extension of the contract is undetermined at the moment.
- The expected effective working date is mid/end of November 2020.
- He/she should submit the deliverables 1 (one) weeks before the deadline specified in contract to enable the technical officer undertaking proper review within maximum 2 weeks or 14 working days.
- Delay on submitting report will impact on the completion of works and release of payment

Duty Station

The consultant will be based in UNDP Office (Menara Thamrin)

Travel Plan: N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

I. Academic Qualifications:

Minimum High School Degree or bachelor's degree in any field

II. Years of experience:

- Minimum 4 years of experience for High School Degree in procurement activities using web based system or Bachelor Degree who has experience in the followings:
 - a. Web Based System
 - b. Experience in procurement activities from solicitation process, selection process and contract issuance
 - c. Negotiation Process
- Experience in working with International Organization or Government
- Experience working in dynamic working environment that has Standard Operating Procedure in Procurement Process and Contract Filing

III. Competencies and special skills requirement:

- Sufficient Knowledge on procurement process
- An advance skill in MS Office
- Active English speaking and writing
- Familiar in working with web based system

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Lowest Price analysis

The award of the contract will 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 49 point would be considered for the Financial Evaluation.

Criteria	Weight	Maximum Point
Technical (70%)	100%	100
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ul style="list-style-type: none"> - Minimum High School Degree or bachelor's degree in any field - Minimum 4 years of experience for High School Degree in procurement activities using web-based system or bachelor's degree who has experience in the followings: <ul style="list-style-type: none"> a. Web Based System b. Experience in procurement activities from solicitation process, selection process and contract issuance c. Negotiation Process - Experience in working with International Organization or Government - Experience working in dynamic working environment that has Standard Operating Procedure in Procurement Process and Contract Filing 		<p>20</p> <p>50</p> <p>10</p> <p>20</p>