

Terms of reference – Individual Consultant

Procurement Notice



GENERAL INFORMATION

Title: National Consultant for Circular Economy Technical Support
 Project Name: Circular Economy
 Reports to: Country Economist
 Duty Station: Directorate for Environmental Affairs, LCDI Secretariat (Jakarta)
 Expected Places of Travel (if applicable): N/A
 Duration of Assignment: May 2021-April 2022 (240 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant provinces
	(2) Support Consultant
3	(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:

X Partial (explain): When UNDP has allowed to return to work at the office, the presence of a consultant is required to conduct discussions and consultations related to the report prepared by the consultant.

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes XNo

Equipment (laptop etc): ☐ Yes XNo

Secretarial Services ☐ Yes XNo

If yes has been checked, indicate here who will be responsible for providing the support services:
 Country Economist

I. BACKGROUND INFORMATION

I. Background Information

The circular economy (CE) has many economic, social, and environmental benefits as it has three principles: design waste and pollution to reduce greenhouse gas (GHG) emissions across the value chain; keep products and materials in use to retain the value of products and materials, and regenerate natural systems for carbon sequestration of soil (Ellen MacArthur Foundation, 2019).

Preliminary results on full implementation of CE in Indonesia in five sectors, which are food and beverages, textiles, construction, wholesale and retail trade, and electronics sector, suggest that CE will benefit the economy, social, and environment. Compared to *business-as-usual* scenario, Indonesia can achieve 2.3 percent higher Gross Domestic Product (GDP) and incomes in 2030, create annual household savings of almost 9 percent of their budgets (or IDR 4.7 million or USD 324 annually), and create 5.3 million net jobs or 3.4 percent of total projected jobs by 2030. Circular economy implementation in Indonesia could also save in non-land-use, land-use charge, and forestry (non-LULUCF) CO₂e emissions of 9 percent and water use of 2 percent relative to their current levels could be generated. In the context of JAKSTRANAS waste reduction targets, CE could help Indonesia achieve the target by reducing more than 30 percent of the waste target at sources by 2030, where food and beverages sector has the highest reduction (64 percent) and followed by construction sector (59 percent). Nevertheless, annual investment that needed to capture circular opportunities in those five sectors is around USD 15.6 billion annually, where construction sector has the highest investment needed that is around USD 11.5 billion.

The circular economy is important as it enhances and supports sustainable development and green recovery as we work through the COVID-19 pandemic, both globally and in Indonesia. Globally, the world has been running less circular in the past two years, where the share of the circular economy has decreased from 9.1 percent to 8.6 percent (Circle Economy, 2019). This will potentially cause a set back to the achievements of reduce GHG emissions and other environmental goals set by the Paris Agreement.

UNDP Indonesia and Bappenas has agreed with the Government of Indonesia to conduct the steps of a strategic multiyear circular economy project with the aim of supporting Indonesia in developing a national circular economy strategy.

The overall project strategy

The project has several building phases that will be implemented. The first phase is about study on the development and simulation of implementation of CE in Indonesia. This study is also complemented with engagement with the stakeholders, both public and private sectors, with the following objectives:

- (a) Gathering feedback on the methodologies and data used,
- (b) Building plans for the next stage work that include:
 - i. Aligning the definition of CE used by stakeholders,
 - ii. Understanding different stakeholder objectives of CE implementation in 2030 and their views on targets (economy, environment and social aspects),
 - iii. Collecting information regarding existing circular economy policies, plans, and programs of the Indonesian government in the five focus sectors, which are to be used as inputs in the draft report,
 - iv. Discussing the key barrier(s) and lever(s) in adopting circular economy opportunities.

The second phase is about the process toward the development of national CE strategy, that include understanding how the strategize resource efficiency to implement circular economy and strengthening outreach through CE policy advocacy and public awareness. The third phase ensures that the CE action plan is well-developed and establishes an enabling environment that includes regulatory framework and financing mechanism. The first phase of program was already completed and now it is ready to enter the second one.

II. SCOPE OF WORK, RESPONSIBILITIES AND DELIVERABLES

In order to be able to deliver the second phase of CE project, UNDP plan to hire national circular economy technical support for 12 months from May 2021 to April 2022 under the supervision of Circular Economy Project Manager (or Country Economist if the Project Manager position is vacant), Head of the Low Carbon Development Initiative (LCDI) Secretariat, and Director of Environmental Affairs, Bappenas, with the scope of work and qualification:

Scope of Work

1. Supporting the project manager and the secretariat of Low Carbon Development Initiative (LCDI) on the overall CE implementation
2. Supporting the project monitoring, including delivery of projects outputs against usage of project resources.
3. Actively participate in various policy discussion and partnership, as well as relevant conferences and meetings on CE area to keep abreast of the sector and facilitate programme development.
4. Supporting the partnership with project stakeholders to encourage coordination and synergies between various actors and thus ensure more impactful results
5. Supporting the capacity building work in the CE implementation project
6. Supporting the development of materials that will be used in the CE capacity building process
7. Developing Circular Economy Action Plan
8. Provide support to UNDP and Bappenas in developing different communication materials regarding potential CE implementation in Indonesia
9. Assisting UNDP and Bappenas on different tasks that require during CE implementation.

Expected Deliverable:

Deliverables	Amount in [IDR]
The national consultant will be performing scope of work stipulated in the terms of references	Monthly fee for 20 days per month and will be paid through signed timesheet on monthly basis

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The Officer Economist will be directly supervised by Circular Economy Project Manager (or Country Economist if the Project Manager position is vacant), Head of the Low Carbon Development Initiative (LCDI) Secretariat, and Director of Environmental Affairs, Bappenas Country Economist. S/He will work closely with the project team to deliver the support services.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverable could be proposed by the incumbent and shall be agreed jointly

Duration of the Work

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

The consultant will have 240 working days (May 2021 until April 2022) to complete and deliver the agreed deliverables

The consultant is expected to start working as soon as possible.

Duty Station

The consultant will be based Directorate for Environmental Affairs, LCDI Secretariat LCDI Secretariat.

Travel Plan

Currently, travel is not applicable. However, should there be needs, travel can be made upon receiving approval from the Circular Economy NPM and the Operation Manager of UNDP in Indonesia.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Graduate from bachelor's in environmental science, environmental engineer, sustainability, public policy, communication, or economics.

II. Years of experience:

- Minimum with 3-5 years of relevant experience specifically in stakeholder engagements and communication.
- Experience working with the government organization will be highly desirable.

III. Competencies and special skills requirement:

- Understanding the concept of circular economy, including its advantage and challenges to be implemented in Indonesia
- Identifies and communicates relevant information for a variety of audiences for advocating UNDP's mandate.
- Able to develop a national action plan on circular economy.
- Monitors specific stages of research and activities implementation.
- Able to write and to produce research report concisely in English.
- Organize and prioritize work schedule to meet client needs and deadlines.
- Anticipates client needs and addresses them promptly.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:
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 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
Technical (70%)		
Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none">• Graduate from bachelor's in environmental science, environmental engineer, sustainability, public policy, communication, or economics.• Experience working with the government organization• Familiar with the environmental particularly circular economy and socio-economic issues in Indonesia.• Able to develop a national action plan on circular economy.	20 15 15 20	70
Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none">• Understanding of TOR• Approach and Methodology	15 15	30