

# Terms of reference



## GENERAL INFORMATION

**Title:** Expert for Landscape Assessment Tool  
**Project Name:** Sustainable Palm Oil Initiatives (SPOI)  
**Reports to:** Landscape Coordinator  
**Duty Station:** Home Based  
**Expected Places of Travel (if applicable):** Yes  
**Duration of Assignment:** 28 working days, May 2021 – June 2021

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
5	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist <b>(5) Expert/ Advisor</b> <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> (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
X	Completed technical proposal

### 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:

## I. BACKGROUND

The GGP (Good Growth Partnership) Program aims to contribute addressing various challenges in implementing sustainable development in the palm oil production sector and reducing the global impact of this sector related to GHG (Green House Gas) emission and biodiversity. Funded by Global Environment Facility, Support to Reduced Deforestation from Commodity Production project, (hereafter the 'Production

project') has the objective to encourage sustainable practices for oil palm in Indonesia while conserving forests and safeguarding the rights of smallholder farmers and forest-dependent communities. In Indonesia, the Production project was commencing in 2017 in collaboration with Ministry of Agriculture and focuses on three landscape areas, which are South Tapanuli (North Sumatra), Pelalawan (Riau) and Sintang (West Kalimantan).

Landscape and jurisdictional approaches which attempt to address agricultural expansion and the other drivers of deforestation are complex in nature attempting to combat political, economic and social forces at interplay, and hence are contributing to changing the forces at play, in conjunction with other efforts. Theories of Change tend to include multiple assumptions and risks and rely on many factors working alongside project intervention efforts. As these landscape and jurisdictional approaches are designed and implemented in complex environments trying to pull select levers for change, it is not always apparent if the interventions are having the intended results and causality leading to reduced deforestation at the landscape level.

This suggests that it is critical for landscape and jurisdictional approaches to become more reflective and insightful during their implementation on what is working and how in order to optimize long term changes to the drivers of deforestation in their respective landscapes and contribute to the ultimate intended impacts of reducing deforestation.

In recognition of the complexity at landscape level and this imperative to learn during implementation about the links between project interventions and outcomes, the Landscape Assessment Tool (LAT)<sup>1</sup> methodology has been developed to help practitioners deepen their understanding of the causal pathways through which their respective interventions are contributing (or not) to reducing deforestation at landscape or jurisdictional level. By considering the relationships among interventions and between interventions and forest-related dynamics, the tool supports practitioners in gaining knowledge of whether and how the levers their project has selected are effecting change. The tool assists landscape and jurisdictional projects assess on a continual basis their contribution/s to the intended impact of reducing deforestation in their targeted landscapes.

Through a participatory process, LAT application encourages continuous reflection around the effectiveness a Project's intervention/s and strengthens the understanding of Project teams about what they are really trying to achieve through the implementation of their workplans and deliverables. Through the LAT methodology, Project teams and their interventions are effectively linked to the landscape-level system leading to deforestation or land-use change, allowing for a holistic assessment of causality with due consideration to the system dynamics in which they operate.

Therefore, the project is seeking to hire an **Expert for Landscape Intervention Contribution Assessment** to lead on implementing the Contribution Analysis and Reporting & Recommendations steps of the LAT developed within the framework of the GGP. The final output of this consultancy is the production of LAT report in three GGP landscape areas in Indonesia. The Consultant will work under the supervision of SPOI Landscape Coordinator, SPOI National Project Manager and Global M&E Specialist.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

The scope of work and responsibility of the consultant comprise of:

1. Coordinate with UNDP-SPOI project team members at national and global level in preparation of LAT facilitation process. This include but not limited to:
  - a. Convene internal discussion via zoom meeting with UNDP SPOI project team members;
  - b. Develop LAT facilitation work plan;
2. Engage with relevant stakeholders in preparation as well as during LAT facilitation process at both national, provincial and district level.
3. Carry out facilitation process in three landscape areas in Indonesia based on LAT methodology developed under GGP program. This include but not limited to:
  - a. Lead the LAT workshop in three landscape areas in Indonesia;
  - b. Collect and record appropriately relevant data and evidence in accordance with the LAT methodology;

<sup>1</sup> For the document of Landscape Assessment Tool methodology, please contact Procurement.

- c. Record all the meetings held in three landscape areas in Indonesia;
- d. Share the recordings in a designated drive prepared by the Project;
- e. Participate to debriefing activities as needed.
4. Develop the LAT report for three landscape areas in Indonesia, in both Bahasa Indonesia and English. This include but not limited to:
  - a. Interpret all gathered information specific to each landscape area;
  - b. Prepare a structured and concise report for each landscape area;
  - c. Provide actionable recommendations for adaptive management/sustainability/scaling/new project design for each landscape area.
5. Provide any relevant support as required by the project.

#### **Expected Outputs and Deliverables**

The assignments will be delivered within **28 working days** during **June – July 2021** with possible extension.

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b>
<b>1<sup>st</sup> payment will be made upon submission and approval of:</b> <ul style="list-style-type: none"> <li>- LAT facilitation work plan, including list of stakeholders to be invited during the workshop.</li> <li>- Completion of BSAFE virtual courses manifested in the form of Certification of Achievement</li> </ul>	3	June 2021	Review and clearance by SPOI Landscape Coordinator and GGP M&E Specialist, approval by National Project Manager
<b>2<sup>nd</sup> payment will be made upon submission and approval of:</b> Final report on Contribution Analysis Reporting & Recommendations (in Bahasa Indonesia and English).	25	July 2021	Review and clearance by SPOI Landscape Coordinator and GGP M&E Specialist, approval by National Project Manager

### **III. WORKING ARRANGEMENTS**

#### **Institutional Arrangement**

The consultant is required to coordinate with relevant stakeholders at both national, provincial and district level, including Ministry of Agriculture, Agriculture Offices, Environment and Forestry Offices, Public Works and Housing Offices, representative of private sectors, representative of NGOs/CSOs and others.

#### **Duration of the Work**

The assignments will be delivered within **28 working days**. The target date to start the work is on the month of May 2021.

#### **Duty Station**

The consultant will be home-based.

#### **Travel Plan**

Travel to Riau province, North Sumatra province and West Kalimantan province with the maximum duration of 15 days in total. The travel cost should be included in The Consultant's proposal and The Consultant should ensure his/her ability to travel.

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### Academic Qualifications:

- A Master's degree in Economics, Social Science, Environmental Management or related fields.

##### Years of experience:

- Have carried out at least 3 evaluation at 3 different projects within 11 years of working experience.
- Experience working with Monitoring & Evaluation, particularly utilizing participatory evaluation, contribution analysis and/or process tracing.
- Experience working with various stakeholders, i.e. governmental bodies and agencies, private sectors, NGOs/CSOs.

##### III. Competencies and special skills requirement:

- Strong data collection, management and analytical skills, both quantitative and qualitative.
- Have an extensive knowledge on palm oil sector or commodity production.
- Have multiple experiences of working in different political and cultural contexts and the commitment to adapt the processes to the current context.
- Have a strong political intuition, i.e. the ability to grasp the political dimensions of the context that will impact and influence the process.
- Understand the different types of roles and functions required for the successful implementation of a process.
- Is culturally and gender sensitive, i.e. the ability to adjust to culturally diverse situations.
- Have an excellent a collaborative work style.
- Strong communication, facilitation, advocacy and presentation skills (including pitching and listening) in both Bahasa Indonesia and English.
- Credibility with the participating stakeholders and ability to play a neutral role a during group facilitation.
- Strong leadership skill.
- Good coordination ability and team working spirit.
- Proficient with the usage of Microsoft Office applications, such as MS Words, MS Excel, MS and Power Point
- Good organizational skills, with strong experience in organizing and facilitating meetings and writing reports.

##### IV. Languages:

- Fluency in English and Bahasa Indonesia both verbally and written.

#### 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 points would be considered for the Financial Evaluation.

Criteria	Weight	Maximum Point
<u>Technical</u>	70%	100

	Criteria A: qualification requirements as per TOR:		<b>70</b>
	1. A Master's degree in Economics, Social Science, Environmental Management or related fields.		15
	2. Have carried out at least 3 evaluation at 3 different within 11 years of working experience.		20
	3. Experience working with Monitoring & Evaluation, particularly utilizing participatory evaluation, contribution analysis and/or process tracing.		20
	4. Experience working with various stakeholders, i.e. governmental bodies and agencies, private sectors, NGOs/CSOs.		15
	5. Certificate on second dosage of COVID-19 vaccination		10
	Criteria B: Brief Description of Approach to Assignment		<b>20</b>
	• Detail and logic of proposed work plan		10
	• Detail approach and methodology to achieve deliverables		10
	<u>Financial</u>	30%	100