



Annex I

Terms of reference

GENERAL INFORMATION

Title: Support Specialist for Activities Facilitation of the Climate Promise Initiative Project
– National Consultant

Project Name: Climate Promise

Reports to: Project Coordinator

Duty Station: Jakarta

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

Duration of Assignment: June – October 2021

REQUIRED DOCUMENTS FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	5 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
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

<input checked="" type="checkbox"/>	Intermittent
<input type="checkbox"/>	Fulltime – Office based

Provision of Support Services:S

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

I. BACKGROUND

Climate change presents the single biggest threat to sustainable development and is already causing widespread, unprecedented impacts that disproportionately burden the poorest, marginalized and most vulnerable. To mitigate the impacts and reduce future risks, countries unanimously agreed in the Paris Agreement to work toward global goals that would limit global average temperature rise, with one decision being to put forward climate action plans known as “Nationally Determined Contributions”, or NDCs. The NDCs describe each country’s self-determined strategy for curbing GHG emissions, typically in five- or ten-year periods (i.e., currently until 2025 or 2030). All countries are expected to submit increasingly ambitious NDCs every five years, often described as a “ratchet mechanism”.

The NDC outlines the country’s transition to a low carbon and climate resilience future which describes the enhanced actions and the necessary enabling environment during the 2015-2019 period that will lay the foundation for more ambitious goals beyond 2020. Indonesia as one of the participating countries of this framework, and as per the timeline is moving towards the implementation of its proposed activities to fulfil five key Climate Promise tasks: 1. to build political will & societal ownership at national/sub-national levels; 2. To review, align & update/enhance current NDC targets, policies & measures; 3. To incorporate additional sectors &/or GHGs; 4. To assess costs & investment opportunities; and, 5. To monitor progress & strengthen transparency.

UNDP’s Climate Promise on NDC enhancement is proposed in this context to support around 100 countries both financially and technically to undertake an inclusive and transparent engagement process for enhancing their NDCs by 2020, with demonstrated increase in ambition. It will be delivered in collaboration with FAO, IRENA, UNEP, UNICEF, UN-HABITAT and World Bank, with support from the European Union and the governments of Sweden, Germany, Spain, Italy, and others. For that reason, UNDP requires the service of an experienced consultant to support the project to conduct administrative and financial works for the implementation and achievement of Climate Promise on NDC enhancement activities. This position is located primarily in project management unit under overall guidance from the Senior Advisor for Natural Resources Governance or the Project Coordinator to support the project on a day-to-day basis to cover administration functions such as procurement, HR, finance, general office and general project administration. (Note: Security is a key function can be covered under this position and should be factored as an essential project management/operational cost. However, security personnel are normally outsourced.)

Under the overall guidance of the Senior Advisor for Natural Resources Governance or project coordinator, the Project Clerk for Administrative and Finance provides project support services ensuring high quality of work, ensures accurate, timely and properly recorded/documented service delivery

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the guidance of the Project Coordinator and or the Senior Advisor for Natural Resources Governance, the work scope and milestones achieved of the consultant will cover the following activities:

1. Support to manage daily administration stuffs, correspondence, event scheduling and event’s preparation;

2. Arrange and manage all agendas preparatory of the initiative related to climate promise activities;
3. Support in arranging initiative office facilities and in its daily operational;
4. Support the initiative on setting up meeting facilities and material preparations;
5. Support the initiative activities and updates information on activities progress, and report regularly on the status of results, also summarizing climate corner discussion;
6. Support the initiative in communicating, updating and collecting information about Climate Promise agenda; and

Expected Outputs and Deliverables

In line with the above scope of works, the expected outputs of this activities, are as follows:

Deliverables/Outputs	Estimated Number of Working Days	Completion Schedule
<u>Deliverable 1:</u> Report of summary meeting on mitigation action in the ocean sector meeting	7	30 June 2021
<u>Deliverable 2:</u> Report on administrative activities conducted by the project covering month July 2021	20	29 July 2021
<u>Deliverable 3:</u> Report of summary meeting on Minister Regulation on NDC Implementation meeting	19	27 Aug 2021
<u>Deliverable 4:</u> Report of list activities and the expenses for online and offline meeting in September 2021	17	21 Sept 2021
<u>Deliverable 5:</u> Report of list consultant hired and summary of the deliverable of each consultant	16	13 Oct 2021
<u>Deliverable 6:</u> Report on final financial and administrative activities conducted by the project covering month Oct 2021	12	30 Oct 2021

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS WORKING ARRANGEMENTS

Academic Qualifications:

Bachelor Degree in Business Administrative or other relevant Social Science

Working Experience:

- At least 3 years of practical experiences in project management (administrative, finance, and hiring consultant);
- Experience in event management, including but not limited to; prepare the venue, presentation material and ensuring the punctuality of the event;
- Possess working professional experience with government institutions in climate change or other environmental issues;
- Experience in working with NGO or other international organization would be desirable.;

Other Competencies (if applicable):

- Familiar with development related initiatives and efforts;
- Ability to work with different cultural/national backgrounds, good interpersonal and communication skills;
- Proficient in English is preferable;
- Knowledge on the Government of Indonesia system and procedures is an advantage;
- Authorities in his/her areas of responsibilities;

IV. WORKING ARRANGEMENTS

Institutional Arrangement

The Support Specialist for Activities Facilitation of the Climate Promise Initiative Consultant will report to the Project Coordinator of UNDP Climate Promise and work in close collaboration with Ministry of Environment and Forestry. The Consultant should ensure all event run smoothly and recorded in the financial report. The contract will be effective immediately upon signature by UNDP.

The contract and payments will be performance-based and regularly assessed by the Project Coordinator of UNDP Climate Promise. The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations.

Duration of the Work

- a) The duration of work is 91w days from June to October 2021.
- b) The expected starting date is June 2021 with expectation of completion on **22 June 2021.**
- c) The unforeseen delay will be further discussed by UNDP as basis for possible extension.

Duty Station

Jakarta

Travel Plan

There is no travel plan for the duration of the assignments

V. EVALUATION METHOD AND CRITERIA

Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost “responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

Criteria	Weight	Maximum Point
<u>Technical</u>		
<ul style="list-style-type: none"> • Criteria A: qualification requirements as per TOR: <ol style="list-style-type: none"> 1. Bachelor Degree in Business Administrative or other relevant Social Science 2. At least 3 year of practical experiences in project management (administrative, finance, and hiring consultant) 3. Experience in event management, including but not limited to; prepare the venue, presentation material and ensuring the punctuality of the event. 4. Possess working professional experience with government institutions institutions in climate change or other environmental issues. 5. Experience in working with NGO or other International organization would be desirable 	100%	20 20 15 30 20
<ul style="list-style-type: none"> • Criteria B: Brief Description of Approach to Assignment <ol style="list-style-type: none"> 1. 	N/A	
<ul style="list-style-type: none"> • Criteria C: Further Assessment by Interview (if any) 	N/A	