



## Terms of reference

### GENERAL INFORMATION

**Title:** *Consultant for Integrating Mitigation Components in the Budget Submission for Agriculture Sector (Local Consultant)*

**Project Name:** Innovative Financing Lab (IFL) / Sustainable Development Financing (SDF) Project

**Reports to:** Head of IFL, UNDP

**Duty Station:** Home-Based

**Expected Places of Travel:** N/A

**Duration of Assignment:** Fifty (50) working days within 4 months

### REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist <b>(4) Senior Specialist</b> (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

### REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 or CV with three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

### *Need for presence of IC consultant in office:*

☒ partial – due to COVID-19 situation, the presence of the consultant in office will not be necessary/ possible. Thus, any consultation will be done virtually/ online.

☐ Intermittent

☐ 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

## I. BACKGROUND

Climate change is one of the major challenges the world is facing in the coming decades. Consisting of over 17,000 islands with low-lying coastal areas prone to floods, drought, and dense population, Indonesia is highly vulnerable to the effect of climate change. The Government of Indonesia has been playing an active role to address these issues. In addition, based on Statistical Review of World Energy (2018), Indonesia was also the world's fourth largest emitter of greenhouse gases (GHGs) in 2015. Its emissions stem from deforestation, peatland megafires and the burning of fossil fuels.

In 2016, The government has set the target, by submitted the National Determined Contribution (NDC) document to the UNFCCC, of making voluntary greenhouse gas (GHG) emission reductions of 29% (with national effort) and up to 41% (with international support) by 2030. However, there are several barriers to climate change efforts in Indonesia, such as limited public funding, lack of political support and ownership insecurity regarding the program and actions, as well as limited operational capacity of existing institutions.

One of the biggest challenges to achieve the emission reduction target is funding. In Indonesia, as in any other countries, the government's budget alone is insufficient to achieve the NDC's target. According to the Indonesia's Second Biennial Update Report (BUR) in 2018, the government need to allocate funds amounted to IDR3.307,2 trillion for energy sector; IDR77.8 trillion for forestry; and IDR76.2 trillion for other sectors by 2030. Therefore, it is crucial to enhancing the ministries/institutions' participation in scaling up of climate change mitigation and adaptation actions which could be implemented through their spending budget.

### Climate Budget Tagging in Indonesia

The Ministry of Finance supported by Sustainable Development Financing Project UNDP Indonesia was initiated Climate budget tagging/CBT. CBT aims to inventory the climate change activities, identifying the public budget that has allocated and its realization through state budget to support the GHG emissions reduction, as well as increase resilience to the effects of climate change.

The climate mitigation budget tagging has been implemented since 2016 which executed by six ministries identified in National Action Plan on Greenhouse Gas Emission Reduction/RAN GRK. Since then, starting from 2018, the ministries/institutions have begun performing double tagging for the activities that co-benefit both mitigation and adaptation. To date, the number of ministries/institutions who involved in CBT mechanism has been increasing to reach 18 ministries/institutions which implemented climate change mitigation and/or adaptation tagging.

To enhance the scope of budget tagging system, as well as to increase the contribution to achieve NDC target, the Ministry of Finance and UNDP Indonesia have initiated to develop a study which will identify the potential climate change mitigation-related outputs from sectoral ministries to marked on the further CBT implementation. There are several potential of mitigation outputs from line ministries which can be identified, such as from the Ministry of Agriculture and Ministry of Marine and Fisheries.

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

The consultant's assignment will fall under UNDP's areas of support towards the Government of Indonesia in enhancing the scope of climate budget tagging system in Indonesia, identify the potential outputs in climate change mitigation-related outputs, as well as integrating the mitigation components in the budget submission, particularly in selected ministries.

The consultant is expected to provide advisory, expertise, and recommendation to the Ministry of Finance and Ministry of Agriculture on the plausible outputs of climate change mitigation.

### **Scope of work:**

- Mapping the climate change-related outputs in the selected ministries, by collecting data from Ministry of Agriculture and DG of Budget (DJA/Ministry of Finance).

- Identifying the potential climate change mitigation-outputs in the Ministry of Agriculture, which refer to guideline of determine climate change mitigation action and guideline for climate change budget tagging.
- Estimate the potential emission reduction per each component under both ministries.
- Provide technical assistance to the Ministry of Agriculture, in integrating the climate change mitigation in the budget submission.
- Develop a report on the finding, including recommendations, policy brief, as well as minutes of meeting during consultation/meeting/interview.

The following methodologies may be used for the assignment:

- Desk review
- Data collection and analysis
- In-depth consultation and/or Focus Group Discussion with key stakeholders
- Other relevant methodologies proposed by the consultant.

The expected deliverables are elaborated as the following.

Deliverables*	Number of Working Days	Due Date	Reviewed and Monitored by
<b><u>Deliverable 1</u></b> Submission of inception report, including the detailed workplan, updated methodology based on inputs from the key stakeholders, initial brief overview of existing programme that related to climate change in the Ministry of Agriculture.  <i>*workplan should be consulted with and agreed by the Project and MoF</i>	7 Wds	30 Sept 2021	Head of Innovative Financing Lab
<b><u>Deliverable 2</u></b> Submission of a draft report on the potential climate change mitigation-outputs in selected ministries, including the list of programme and activities, and calculation of potential emission reduction from each output.	15 Wds	22 Oct 2021	Head of Innovative Financing Lab
<b><u>Deliverable 3</u></b> Submission of a draft report on integrating the climate change-related programme in the line ministries' budget submission.	18 Wds	19 November 2021	Head of Innovative Financing Lab
<b><u>Deliverable 4</u></b> Submission of report that include findings, policy recommendation, policy brief as well as minutes of meeting during consultations/interview/meetings with key stakeholders.	10 Wds	10 Dec 2021	Head of Innovative Financing Lab

*\*each deliverable shall be prepared and submitted in Bahasa and English.*

### III. WORKING ARRANGEMENTS

### **Institutional Arrangement**

- The consultant will have close supervision and coordination with the Innovative Financing Lab of UNDP
- The consultant's deliverables will be reviewed by Head of IFL, Technical Associate for Public Climate Finance, UNDP, the Ministry of Finance and other relevant counterparts
- The consultant will report to the Head of IFL, UNDP
- The payment will be made to the consultant at each payment schedule, upon technical clearance and approval of the satisfactory submission of results from Head of IFL/UNDP. Estimated lead time for UNDP or Project Implementing Partners to review outputs, give comments, certify approval/acceptance of outputs is 2 weeks.

### **Duration of the Work**

The consultant is expected to work 50 working days within 4 months. Final report expects full completion not later than 10 December 2021.

### **Duty Station**

The consultant is expected to work home-based.

### **Travel Plan**

*There will not be any travelling required for this project.*

## **IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### Academic Qualifications:

Bachelor's or Master's degree in agriculture, forestry, environment economic, and/ or environmental studies.

### Years of experience:

1. Minimum 3 years for Bachelor or 2 years for Master of experience working on climate change, land-based sector, environmental economic, or other related fields, including GHG data collection, calculation and analysis, as well as research and studies development.
2. Substantive experience in national level works, in close coordination with the national government including the Ministry of Agriculture, Ministry of Finance, Ministry of Environment and Forestry.
3. Has experience in providing technical assistance or capacity building on GHG emission calculation in line ministries, demonstrated through at least 2 prior projects.

### Competencies and special skills requirement:

- Analytical skills, communications abilities, teamwork.
- Excellent report writing and drafting skills along with a grasp of agriculture/land-based sector in the context of Indonesia, as demonstrated by previous research/reports/policy notes on relevant topics.
- Strong motivation & ability to work & deliver under short deadlines.
- Focuses on impact & result for the client & responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Strong understanding of Indonesia's climate change-related framework, guidelines and other related regulations in Indonesia.
- Outstanding knowledge of procedures of budget tagging and submission.

## V. EVALUATION METHOD AND CRITERIA

Individual consultant will be evaluated based on the following methodologies:

### 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
<b>Technical</b>		100
Criteria A: qualification requirements as per TOR:	(70%)	
1. Bachelor's or Master's degree in agriculture, forestry, environment economic, and/ or environmental studies.	20	
2. Minimum 3 years for Bachelor or 2 years for Master of experience working on climate change, land-based sector, environmental economic, or other related fields, including GHG data collection, calculation and analysis, as well as research and studies development.	20	
3. Substantive experience in national level works, in close coordination with the national government including the Ministry of Agriculture, Ministry of Finance, Ministry of Environment and Forestry.	20	
4. Has experience in providing technical assistance or capacity building on GHG emission calculation in line ministries, demonstrated through at least 2 prior projects.	10	
Criteria B: Quality of Proposal	(30%)	
1. Understanding the scope of work and objectives of the assignment	10	
2. Approach and methodology proposed - comprehensiveness & fitness against requirements	10	
3. Quality of proposed implementation plan, <i>i.e.</i> report outline, how the bidder will undertake each task, and time-schedules	10	
Criteria C: Further Assessment by Interview (if any)		