

TERM OF REFERENCE

STRENGTHENING MULTI-STAKEHOLDER COLLABORATION AND

FARMER TECHNICAL ASSISTANCE SUPPORT SYSTEMS IN TEBO DISTRICT, JAMBI PROVINCE

UNDER

GREEN COMMODITIES PROGRAMME (00079521)

Title of Grant	Strengthening Multi-stakeholder Collaboration and Farmer Technical Assistance Support Systems in Tebo District, Jambi province
Project Name	00079521 – Green Commodities Programme
Grant Duration	from 02/08/2021 to 31/12/2022
Work Location	Tebo district, Jambi
Supervisor	National Platform Manager

I. BACKGROUND AND EXPECTED OUTPUTS

GUIDANCE: Indicate the followings

- *The problem statement or challenge the grant intends to address.*
- *The primary objective and specific objectives of the proposed grant.*
- *The description of the rationale (justification) for the project in order to have an overall understanding that the grant is not a standalone activity.*
- *The specific results or outputs that the grant will achieve.*

Agriculture sector has a strategic role in Indonesia's economy whereas its contribution (BPS, 2020) is one of the three largest to Indonesia's overall Gross Domestic Production. More specifically, plantation sub-sector has a significant potential with its contribution amounted 25,71% towards Agriculture, Forestry and Fishery sector's GDP in 2019. As the world's largest oil palm producer, oil palm becomes Indonesia's main commodity in plantation sub-sector. Based on the data from Central Statistical Agency (2020), the total of oil palm plantation areas in Indonesia in 2019 was 14,7 million hectares, which increased approximately 1,88% from the previous year. Similarly, the oil palm production (CPO) also experienced an increase of 12,92% from 42,9 million tons in 2018 to 48,42 million tons in 2019. Despite the COVID-19 pandemic challenge, oil palm strives to contribute significantly to Indonesia's export values amounting of 22,97 billion rupiahs.

Taking this into account, the Government of Indonesia aims to increase CPO production to 92,45 million tons or more than 78% of the current CPO production, as stipulated in 2045 National Palm Oil Industry Guide Map. This strategy aligns with the global market demand of sustainable palm oil which prevents deforestation or degradation of peatland due to land expansion. To further strengthen the Government of Indonesia's commitment on sustainable palm oil, a Presidential Instruction No. 6 Year 2019 concerning National Action Plan on Sustainable Palm Oil (NAP-SPO) 2020-2024 was issued. Component B of the Presidential Instruction stipulates specifically on the capacity building for farmers focusing on Good Agriculture Practices (GAP) and sustainable practices, including the establishment of farmers' association and preparation of Indonesian Sustainable Palm Oil (ISPO) certification.

Based on the data from Ministry of Agriculture (2020), oil palm farmers contribute 40,62% of 5,8 million hectares of oil palm plantations in Indonesia. Nonetheless, their productivity remains low ranging from 2 to 4 tons of CPO per

hectare per year, while the ideal productivity of oil palm plantation should be between 7 and 8 tons of CPO per hectare per year. Based on the 2020 data from Ministry of Environmental and Forestry, the total area of oil palm plantation in Tebo district reaches 90,371 ha. On the other hand, the number of forest cover area in Tebo is 62,515 ha respectively whereas most of forested area are located within and nearby Bukit Tiga Puluh National Park. Therefore, it becomes even more imperative to support the oil palm farmers' capacity so they can contribute more to the CPO production national target in accordance with sustainable commitments while at the same time avoid undertaking further land expansion that may degrade the forest cover areas.

To support the Government of Indonesia's efforts in implementing NAP-SPO, UNDP collaborates with Switzerland's Government State Secretariat of Economic Affairs (SECO) through "Sustainable Commodity Production and Trade: Multi-stakeholder Collaboration for Systemic Change" (hereto refer as the Project). Tebo district in Jambi province is selected as the sub-national level pilot project because palm oil is one of the district's main commodities. Based on the data from Central Statistical Agency (2020), there are 61,476 hectares of oil palm plantation in Tebo district, which produce 126,054 tons of CPO in 2020.

The Project consists of two main activities. The first activity is facilitating the establishment and strengthening of a multi-stakeholder forum including development of Regional Action Plan for Sustainable Palm Oil as the collective action. The second activity focuses on providing capacity building to the selected farmers in the pilot project area. Therefore, the Project is seeking proposals from Civil Society Organization (CSO) or non-government organization (NGO) to undertake the series of capacity building in Tebo district, Jambi Province targeting the Implementation Team as well as the local farmers.

II. KEY ACTIVITIES AND PERFORMANCE TARGETS

GUIDANCE: Specify the key activities that needs to be undertaken.

Jambi is one of a handful of provinces where UNDP aims to support local-government leadership in NAP SPO implementation. The work focuses on several key elements: multi-stakeholder dialogue and collaboration within the Province, farmer training and farmer support systems and general capacity building support for systems change leadership. As mentioned above, the Project consist of two main activities, as follows:

- A. District Implementation Team strengthened, and District Action Plan in Tebo District implementation initiated and monitored.
- B. Farmer technical assistance support systems in Tebo District strengthened

The next sections will describe the key activities that needs to be undertaken by the CSO.

A. Development of District Action Plan of Sustainable Palm Oil and Formation of Regional Implementation Team.

Through the multi-stakeholder dialogue process, The Project expects to develop a District Action Plan (DAP) deriving from the NAP SPO. As Jambi Province already has a Green Growth Plan, the DAP will complement and be aligned with the Green Growth Plan, as well as other district development planning documents such as RPJMD and Renstra. To guide the implementation of DAP SPO, and as instructed in the Inpres 6/2019 of NAP SPO, the district government should form a Regional Implementation Team.

Tebo District government, led by the office of Estate Crops, Livestock and Fisheries, supported by the Project, has initiated drafting of Tebo DAP SPO. The CSO will be responsible to continue the Project facilitation until the DAP SPO finalized. The CSO is also expected to facilitate the legalization of the DAP SPO through a local regulation such as Bupati Regulation (*Perbup*). In detail, the CSO is will do the following activities:

1. Facilitate multi-stakeholder workshop to discuss and finalize drafts of the DAP SPO.
2. Facilitate multi-stakeholder workshop to discuss and finalize drafts of the Perbup of DAP SPO.
3. Work with the Office of Estate Crops, Livestock, and Fisheries of Tebo ensuring the signing of the Bupati Regulation to legalize the DAP SPO including revising the draft of Perbup.
4. Facilitate multi-stakeholder workshop/Regional Implementation Team meeting to initiate the implementation of the DAP SPO and ensuring local budget allocation for the DAP SPO.
5. Facilitate multi-stakeholder workshop/Regional Implementation Team meeting to monitor the implementation of DAP SPO.
6. Facilitate multi-stakeholder workshop/Regional Implementation Team meeting to discuss and find solutions for thematic issues related to DAP SPO implementation.

Furthermore, Tebo District has formed its Regional Implementation Team legalized by a Bupati Decree. With the support from the Project, the CSO will provide day-to-day facilitation and capacity building to strengthen the function of the Regional Implementation Team. The CSO might do the following activities:

1. Identify and advice project team on capacity building needed by the Implementation Team
2. Identify and advice potential partners that can support the implementation of DAP SPO and the Implementation Team. Together with Project Team conduct a stakeholder engagement to those potential stakeholders.
3. Together with Project Team provide mentorship for the Implementation Team on facilitation of multi-stakeholder dialogue.

Expected outputs from this activity are:

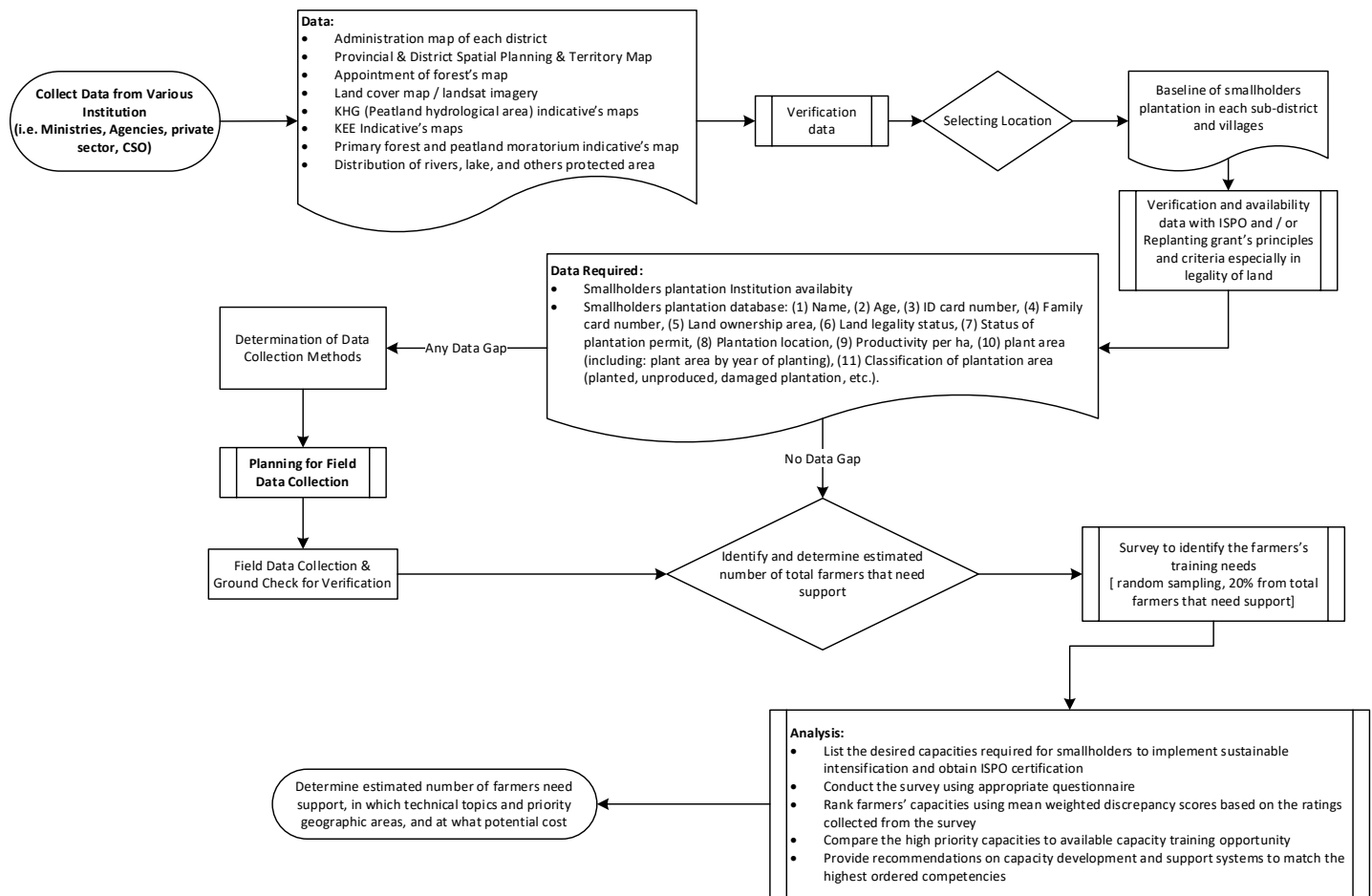
1. Tebo District Action Plan for Sustainable Palm Oil developed, and its implementation and monitoring facilitated.
2. Regional Implementation Team of Tebo District strengthened.

B. Farmer technical assistance support systems in Tebo District strengthened

The project aims to improve the institutional capacity and systems to provide technical support for smallholders, in particularly to ensure that smallholders are able to practice sustainable farming. The project will facilitate coordination between the stakeholders to improve the quality and uniformity of extension services and improve on the coverage so that more farmers can access training. The project will support district government to carefully design their program and mobilize necessary resources, including building partnership with the private sector.

The CSO will be responsible to do the following activities:

1. Develop Training Needs Assessment Report to identify the technical and/or knowledge-related barriers of smallholder program on sustainable practices.
 - a. Collect farmers data and statistic from Tebo Agriculture Office
 - b. Conduct analysis and agreed with District Government to set the targeted area (villages) for intervention and consult the project on the result.
 - c. Prepare Training Needs Assessment's questionnaire and sampling methodology (at least 20% sampling of total targeted farmers and acknowledge UNDP's gender equality strategy).
 - d. Carry out interview with selected respondents.
 - e. Analyze the questionnaire and interview results.
 - f. Prepare the Training Needs Assessment report. Training report



2. Convene a training on smallholders mapping and its database development, including participatory mapping and GPS usage to ensure data collection activities are aligned with STDB (Certificate of Cultivation) requirements for field assistants, government officials and farmer champions.
 - a. Prepare ToR and invitation of the training
 - b. Distribute the invitation to relevant participants
 - c. Hold the training on smallholders mapping
 - d. Develop the training report

3. Undertake farmers mapping and verification for a minimum of 1,000 farmers who are clean and clear¹. The farmers mapping aims to collect detail information of Tebo farmers as well as their existing GAP practices. At the minimum, the following data should be collected during the farmers mapping are align and fulfill the information for obtaining cultivation registration “STDB” which refers to format 1 Directorate General Plantation Decree No 105/Kpts/Pl. 400/2/2018. Furthermore, in order to ascertain the results and impact of the training, it is also necessary to collect information about the personal contacts of the growers in order to facilitate project communication when monitoring results are carried out. The details activities are as follow:
 - a. Prepare the farmers mapping questionnaire and database template
 - b. Identify and interview the potential farmers
 - c. Compile the farmers mapping questionnaire results into the database template
 - d. Undertake spatial analysis on the status of potential farmers’ plantations to ensure their plantations are clean and clear
 - e. Prepare the plantation map of all identified farmers (both in PDF and GIS format dataset)

¹ The definition of clean and clear refers to the farmers’ plantations who are not overlapping with forest area, company’s concession area or in conflict with other parties.



4. Convene training on trainers (ToT) on GAP and certification modules for field assistants, government officials, farmers champions and private sectors.

The training on trainers should cover the following topics: a) land preparation and replanting, (b) seeding and planting oil palm, (c) maintaining oil palm plantation, (d) harvesting, marketing the and determining Fresh Fruit Bunch (FFB) price, (e) environmental management and monitoring, (f) Occupational Health & Safety (OHS), waste management and workers' rights, (g) smallholders' association, (h) financial management for oil palm smallholders, economic resilience, and women's role, (i) Indonesia Sustainable Palm Oil (ISPO) and (j) global certification system on sustainable palm oil. It is expected that at least 20% of the trained farmers adopt and implement GAP after the training. The detail activities are as follow:

- a. Prepare ToR and invitation of the training
 - b. Distribute the invitation to relevant participants
 - c. Hold the training on trainers (ToT) on GAP and certification modules
 - d. Develop the training report
5. Establish and/or strengthen farmers' association.
 - a. Identify the potential farmer's groups based on proximity and their willingness to join farmers' association
 - b. Engage the head of farmer's groups to establish farmers' association
 - c. Facilitate the establishment of farmers' groups, including select the organizational structure and register the farmers' groups to Agriculture Office.

C. Project management

1. Conduct monthly coordination meeting with project staffs (Jambi Coordinator).
2. Conduct quarterly coordination meeting with national project team.
3. Prepare quarterly progress report.

In addition to above expected outputs, the selected partner obliges to provide technical oversight and assistance to beneficiaries during collecting data and information from key stakeholders.

Disbursement plan of cash grants shall be in line with technical oversight and assistance plan. To ensure quality of deliverables, they must also develop monitoring plan and undertake regular monitoring and reporting of implementation progress.



GUIDANCE: Specify the performance targets, which includes indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

OUTPUT	INDICATOR(S)*	DATA SOURCE	BASELINE	MILESTONES					
				2021 Q4	2022 Q1	2022 Q2	2022 Q3	2022 Q4	FINAL TARGET
A. Development of District Action Plan of Sustainable Palm Oil and Formation of Regional Implementation Team									
Tebo District Action Plan for Sustainable Palm Oil developed, and its implementation and monitoring facilitated	Regional Action Plan of SPO of Tebo developed	<ul style="list-style-type: none"> Final District Action Plan Document 2 MoM of Multi-stakeholder workshops 	First draft of the RAP is being developed	50%	50%				100%
	Regional Action Plan of SPO of Tebo District submitted for legalization by Head of District	<ul style="list-style-type: none"> 2 MoM of Multi-stakeholder workshops Report on final draft revision (if any) 	n/a			100%			100%
	Support to Tebo government of DAP SPO of Tebo District implementation	<ul style="list-style-type: none"> Implementation plan of RAP SPO of Tebo District Report on quarterly monitoring of RAP SPO of Tebo by NGO/CSO Final draft of Semester Monitoring report to RAN KSB information platform. #MoM of Multi-stakeholder workshops 	n/a				50%	50%	100%
	Thematic meetings conducted to	<ul style="list-style-type: none"> 3 MoM of Multi-stakeholder workshops 							

Regional Implementation Team of Tebo District strengthened.	Regional Implementation Team of Tebo developed								
B. Farmer technical assistance support systems in Tebo District strengthened									
Farmer technical assistance support systems in Tebo district, Jambi province strengthened.	1. Technical and/or knowledge-related barriers to implement sustainable palm oil practices are identified.	Training Needs Assessment report	tbd	100%					
	2. Participants are well-equipped and able to undertake farmers mapping and develop the database	Training report on smallholders mapping and its database development	tbd		100%				
	3. Dataset of 1,000 clean and clear farmers mapped and verified, including the plantation maps, are available.	Farmers' mapping database and plantation maps	tbd		100%				

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	4. Field Assistants's knowledge on GAP and certification modules increasing.	Training report on GAP comprises of number of participants based on gender, pre and post test result, participant's feedback and recommendation	tbd			100%			
	5. Farmers' association is legally registered		tbd			100%			



III. LOCATION AND TARGET BENEFICIARIES

GUIDANCE: Specify the location of work and target beneficiaries.

The project will be conducted in Tebo district, Jambi province with key beneficiary is Tebo district's Plantation, Livestock and Fishery Office; Regional Planning Office (BAPPEDA); and Environment Office.

This project will be beneficial for Tebo district government in achieving its District Action Plan on Sustainable Palm Oil in accordance with the Presidential Instruction No. 6 Year 2019.

IV. ELIGIBILITY AND SELECTION PROCESS

The grant recipient (civil society or non-governmental organization) with experience in:

- 10 years of work experience in the area of sustainable commodity, environmental management, land use planning and zoning, livelihood improvement, community empowerment, and or multi-stakeholder facilitation;
- Experience in advocacy and policy work in Tebo District of Jambi Province. ;
- Experience working with Jambi Provincial and Tebo district stakeholders on related key issues of sustainable palm oil, environmental management, land use planning and zoning, livelihood improvement, community empowerment, and or muti-stakeholder facilitation would be an advantage;

The interested candidate shall complete and submit the Grant Proposal in accordance with UNDP's Low Value Grant Proposal Template (**ANNEX A**) and the Request for Information (RFI) From CSO/NGO (**ANNEX B**) by email to: bids.id@undp.org Attention: Rini Indrayanti, Cc: rini.indrayanti@undp.org and anselma.faustina@undp.org.

The proposal shall include structure of Team Leader/Project Coordinator, Stakeholder Engagement/Multi-stakeholder Facilitator, Agronomist, GIS specialist and members and their background as well as area of expertise

The proposal should be received by UNDP no later than 17:00 hours, 11 June 2021, Jakarta Local Time and should you require further clarifications, kindly communicate with the contact person identified above as the focal point for this requirement. The queries related to proposal submission can be conveyed until 11 June 2021.

All grant proposals shall be subject to grant selection processes, which consist of a Pre-screening against the selection criteria and Full Review by the CSO Steering Committee.

The Selection Criteria are as follows:

- a) Method (35%): proposed methodology, workplan, approach, timeline, completeness of deliverables.



- b) Identity (20%): registration status, having a specific status if that is necessary in the country context, etc.
- c) Capacity (25%): specialized knowledge and experience on similar engagement, team members composition, financial report in the last 3 years (audit report if available).
- d) Utilization of resources (15%): financial SOP, realistic budget for how funds will be spent (in accordance with UNDP standard cost: UN Harmonized Cost Rates, etc.).
- e) Submission Requirements (5%): ideas presented, including any requirements with regards to utilization of resources, reporting, duration, and other formal criteria.

V. REPORTING

GUIDANCE: Specify the reporting requirements.

1. Monthly report
2. Milestone report (based on payment tranches)
3. Final Report
4. Report shall be written in Bahasa Indonesia and English