

# United Nations Development Programme

## Terms of reference - Individual Consultant

### Procurement Notice



#### GENERAL INFORMATION

**Title:** National Consultant for Circular Economy Platform Initial Assessment  
**Reports to:** Senior Advisor on Sustainable Energy, UNDP Indonesia  
**Duty Station:** Bappenas Directorate of Environmental Affairs, LCDI Secretariat (Jakarta)  
**Expected Places of Travel (if applicable):** N/A  
**Duration of Assignment:** 120 Working Days from July 2022

#### REQUIRED DOCUMENT FROM HIRING UNIT

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

#### REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV / P11 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 (*explain*): 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

#### **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: PAGE Indonesia Project

Signature of the Budget Owner: Verania Andria, Senior Advisor on Sustainable Energy

## I. BACKGROUND

The circular approach is considered to be increasingly relevant along with the development of various phenomena around us. The current unsustainable development system has put intense pressure on the natural carrying capacity, which results in the depletion of natural resources and degradation of environmental quality. Furthermore, the impacts of the climate crisis due to the business-as-usual approach continue to threaten people's livelihood, especially if the business-as-usual development approach continues and collides with the COVID-19 crisis. The multiplier effect will occur and provide a negative impact on the economy and society. It will also risk achieving the SDGs and Paris Agreement target.

In January 2021, the Ministry of National Development Planning (BAPPENAS), in cooperation with UNDP and supported by the Kingdom of Denmark, launched "The Economic, Social, and Environmental Benefits of a Circular Economy in Indonesia". Based on our study, the implementation of a circular economy in 5 (five) priority sectors, such as food and beverages, textiles, construction, electronics, and wholesale and retail trade (with a focus on plastic packaging), can encourage the increase of resilience and long-term economic, environmental, and social benefits of the implementation. By analyzing economic potential, circularity potential, and the level of stakeholder support, we found that these priority sectors could generate additional GDP of 593 trillion rupiahs to 642 trillion rupiahs, reach CO<sub>2</sub>-eq emission reductions by 126 million tons, save water use by 6,3 billion cubic meters in 2030, and create 4,4 million net jobs.

UNDP Indonesia and BAPPENAS have initiated study in potential CE implementation analysis in Indonesia, which has been completed in 2020 as the Initiation Plan stage. Going forward, this project will focus on (1) strengthening circular economy policy, (2) implementing pilot projects, (3) establishing communication, engagement, and outreach, and (4) monitoring and evaluation. Furthermore, towards developing the national action plan on the circular economy, the project will promote gender equality and equity in all activities.

To narrow down the strategy and encompass it in well-defined priority activities in RPJMN 2025 - 2029, in 2021, the activities are focused on initiating a Circular Economy Secretariat, conducting study and assessment on resource efficiency, and capacity building and training for Circular Economy stakeholders. In 2022, the Circular Economy activity will focus on development of National Circular Economy Action Plan and National Circular Economy Platform.

## II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

In order to be able to deliver the second phase of CE project, UNDP plan to hire a National Consultant for Circular Economy Platform Initial Assessment for 6 months from July 2022 to January 2023 under the supervision of Circular Economy Project Manager, Coordinator 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. Producing initial assessment for the establishment of circular economy platform in Indonesia
2. Conducting desk research on the existing circular economy platform at global level and environment-based national platform in Indonesia.
3. Identifying stakeholders to be involved in the implementation of circular economy platform.
4. Analysing potential financing mechanism for circular economy platform sustainable operations.
5. Identifying potential pilot projects for circular economy implementation
6. Conducting desk research on communications and outreach strategy for the knowledge products of circular economy platform.

### Expected Deliverable:

No	Reports, Document and Deliverables (payment)	Deliverable Indicators	Duration (working days)	Date Due	REVIEW AND APPROVALS REQUIRED

1.	Summary of countries' Circular Economy Platforms at global level	Analysis of institutional functions of min. 3 circular economy platforms	15	29 July 2022	CE Project Manager and/or Senior Advisor on Sustainable Energy
2.	Report on circular economy platform organizational arrangement and platform financing mechanism	<ol style="list-style-type: none"> <li>1) Identification stakeholders from government institutions, private sectors (inc. 5 priority sectors), academia, NGOs</li> <li>2) Analysis of stakeholders organizational arrangement in the platform</li> <li>3) Identification of policies that support platform funding mechanism</li> <li>4) The assessment explores the potential of innovative finance, green finance, and others to support sustainability of the platform</li> </ol>	30	5 September 2022	CE Project Manager and/or Senior Advisor on Sustainable Energy
3.	Report on circular economy platform outreach plan	Strategies of various CE knowledge products and materials, tailored on targeted stakeholders (government agencies, private sectors, public, etc.)	30	25 October 2022	CE Project Manager and/or Senior Advisor on Sustainable Energy
4.	Report on CE platform piloting project plan	<ol style="list-style-type: none"> <li>1) Piloting case study from min.2 countries</li> <li>2) Recommendation for piloting project activity in 5 CE priority sectors</li> </ol>	15	21 November 2022	CE Project Manager and/or Senior Advisor on Sustainable Energy
5.	Circular Economy Platform Assessment final report	Final report includes compilation of previous deliverables, with the recommendations of platform activities, timeline and budget estimation of	30	31 January 2023	CE Project Manager and/or Senior Advisor on Sustainable

		platform establishment.			Energy
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**III. WORKING ARRANGEMENTS**

**Institutional Arrangement**

- The National Consultant will be directly supervised by Circular Economy Project Manager, Coordinator of the Low Carbon Development Initiative (LCDI) Secretariat, Director of Environmental Affairs, Bappenas, and Senior Advisor on Sustainable Energy UNDP. S/He will work closely with the project team to deliver the outputs.
- 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 120 working days (From July until January 2023 ) 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 in LCDI Secretariat Office under the coordination of Environmental Affairs Directorate Ministry of National Planning and Development and UNDP Indonesia.

**Travel Plan**

Currently, travel is not applicable. However, should there be needs, travel can be made upon receiving approval from the Head of Environmental Unit and The Operation Manager of UNDP in Indonesia also Senior advisor on Sustainable Energy, UNDP Indonesia.

**IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Academic Qualifications

- Bachelor’s degree in Environmental Engineering, Environmental Science, Community and Regional Planning, Sustainability, Public Policy.

Years of experience

- At least 5 (five) years of working experience in a relevant field such as Low Carbon Development Initiatives (LCD), Environment, Sustainable Development, or Circular Economy (CE).
- Experience in successfully preparing and developing projects report on LCD also CE issues or other related climate change issues both at national and regional level.
- Experience in working with multi-stakeholders' engagement at the national and provincial level.
- Experience in working with the government organization will be highly desirable.

Competencies and skill requirements

- Understands the concept of circular economy and low carbon development including its advantages, challenges, and related stakeholders to implement circular economy in Indonesia.
- Able to develop speech, presentation material, and article regarding circular economy and low carbon development.
- Familiar in preparing action plan and road map on sustainability agenda.
- Monitors specific outputs (research and activities) implementation on circular economy.

- Able to review documents, paper, research on circular economy and low carbon development.
- Able to write and to produce research report concisely in English.
- Familiar with the stakeholders in the discussion of circular economy, low carbon development and environmental issues in Indonesia.
- Able to organize and prioritize work schedule to meet client needs and deadlines.
- Anticipates client needs and addresses them promptly.
- Identifies and communicates relevant information for a variety of audiences for advocating UNDP's mandate.

## V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Lowest price and technically compliant officer

*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 specific to the solicitation.*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<b>Technical (100%)</b>	<b>100%</b>	<b>100</b>
<b>Criteria A: qualification requirements as per TOR:</b>		
<ul style="list-style-type: none"> <li>• Bachelor's degree in Environmental Engineering, Environmental Science, Community and Regional Planning, Sustainability, Public Policy.</li> </ul>		25
<ul style="list-style-type: none"> <li>• At least 5 (five) years of working experience in a relevant field such as Low Carbon Development (LCD), Environment, Sustainable Development, or Circular Economy (CE).</li> </ul>		25
<ul style="list-style-type: none"> <li>• Experience in successfully preparing and developing projects report on LCD also CE issues or other related climate change issues both at national and regional level.</li> </ul>		20
<ul style="list-style-type: none"> <li>• Experience in working with multi-stakeholders' engagement at the national and regional level.</li> </ul>		15
<ul style="list-style-type: none"> <li>• Experience in working with the government organization will be highly desirable.</li> </ul>		15