Terms of reference

GENERAL INFORMATION

Title: Senior Specialist on Climate Budget Tagging (Local Consultant)
Project Name: Innovative Financing Lab (IFL) / Sustainable Development Financing (SDF)
Project
Reports to: National Project Coordinator for Climate Finance
Duty Station: Ministry of Finance, Fiscal Policy Agency – Jakarta
Expected Places of Travel: Bangka Belitung, Jambi and Bali (tbc)
Duration of Assignment: 150 working days within 12 months

REQUIRED DOCUMENT FROM HIRING UNIT

✓ TERMS OF REFERENCE

4 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

✓ APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓ P11 or CV with three referees
✓ Copy of education certificate
✓ Completed financial proposal
✓ 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.
✓ Intermitten
☐ 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:
Jannes Tricia (jannes.tricia@undp.org)
I. BACKGROUND

United Nations Development Programme

United Nations Development Programme (UNDP) partners with people at all levels to help build nations that can withstand crisis and sustain growth that improves the quality of life for everyone. UNDP Indonesia’s mission is to be an agent for change in human and social development and a trusted partner to stakeholders with the overarching aim of reducing poverty.

Climate Change and Public Climate Finance in Indonesia

Indonesia’s Nationally Determined Contribution (NDC), released on 24 September 2015, includes an unconditional 2030 GHG emissions reduction target of 29% below business-as-usual (BAU) and a conditional 41% reduction below BAU by 2030 (with sufficient international support). The shift to a low carbon and climate resilient development path is also an integral part of Nawacita (Indonesia’s nine national’s strategic development goals) and is well-integrated in development policies, strategies and programs of the National Medium-Term Development Plan (RPJMN) 2015-2019.

To reach the country’s ambitious goals, a large increase of sustainable funding and more effective use of current resources is required. Domestically, the estimated costs of Indonesian climate change mitigation and adaptation actions for 2015-2020 is USD 81 billion (Third National Communication, 2017). There are financial gaps between funding needs and financial resources from the Government budget. Thus, the government needs to take progressive steps to scale up climate finance

To finance climate change actions, the government must ensure that adequate funding is available to finance climate change programs, as well as track and monitor the results of the programs implemented. The Ministry of Finance plays a crucial role in ensuring that climate change requirements are reflected in budget priorities, pricing policies, and financial market rules.

Sustainable Development Financing (SDF) Project

Since 2017, UNDP has collaborated with the Ministry of Finance to implement the second phase of Sustainable Development Financing (SDF) project. The programme has provided extensive technical assistance support to the Ministry of Finance and the National Development Planning Agency (Bappenas) in integrating both climate mitigation and adaptation thematic within the national public planning and budgeting system (KРИSNA). Capacity building for climate budget tagging (CBT) on both mitigation and adaptation is ongoing at the national level and sector ministries are improving both the accuracy and consistency of climate change tracking and reporting.

Climate Change Budget Tagging (CBT) is an innovative tool to identify and track how much the government has spent on climate change mitigation and adaptation actions by tagging the spending that fits into the Government of Indonesia’s climate objectives. CBT has been developed and implemented since 2014 by Ministry of Finance with support from UNDP through the Sustainable Development Financing (SDF) project. It involves a detailed assessment of the climate benefits of projects undertaken by line ministries. Initially, CBT has been implemented by central government involves six line-ministries related to climate change mitigation and has expanded to include line-ministries related to adaptation. The number of ministries involvement has been increased since 2018 to present. Based on successful of CBT implementation at national level, since 2020, the Ministry of Finance leverages the efforts to strengthen the commitment by piloting CBT at sub-national level, to identify local government’s participation and commitments in reducing GHG emission targets. The pilot activities have been implemented in 12 areas for last two years.

To continue the process of climate budget tagging at national and sub-national level, as well as to improve the quality of process and reporting analytically and technically, UNDP Indonesia through SDF programme seeks a support from a consultant to develop the process of collecting, processing and analyzing CBT data both at national and subnational level.

The consultant will be responsible for overseeing the development of the CBT/RCBT platform as well as analysis development reports for national CBT and RCBT by 2023. The consultant is also expected to be able to compile and develop supporting documents for the development of the CBT/RCBT Platform.
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 financing for climate change in Indonesia. The consultant is expected to:

- Provision of technical works for the national and sub-national government particularly in improving CBT technically, not limited to:
  - Updating subnational RCBT concept and mechanism, including improving the template for data collection, updating the guidelines, and preparing the template for advanced analysis calculation (mitigation and adaptation).
  - Develop the concept of CBT/RCBT platform, including RCBT database development, transformation of excel template into web-based for RCBT data collection and for advanced analysis, etc.
  - Strengthen the effective reporting on progress of project implementation, particularly on public climate finance management.
- Analyze the current public climate finance-related data from key stakeholders and provide the brief updates.
- Provide technical inputs and substantive comments for the overall process of national and sub-national climate budget tagging.
- Support in communication and coordination with key stakeholders.

The expected deliverables are elaborated as the following.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Deliverables*</th>
<th>Due Date</th>
<th>Approved by</th>
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</table>
| Deliverable 1 | 1. Model development for input process of the sub-national climate budget tagging data for local governments.  
  2. Model development for climate budgeting impact assessment, including the calculations for mitigation (GHG emission reduction) and adaptation actions (economic loss reduction). | 23 Sep 2022  
  (20 days) | Head of Innovative Financing Lab |
| Deliverable 2 | 1. Report on the climate budgeting and its analysis for development of 2nd Public Climate Finance Report, as well as further way forward  
  (25 days) | Head of Innovative Financing Lab |
| Deliverable 3 | 1. Inception report for CBT and RCBT website-based platforms consisting of business processes, mechanisms, and concepts.  
  2. Report on the concepts and mechanisms for inlining the sub-national climate budget tagging database into the website-based platform, along with a functional specification document and mockup display. | 27 Feb 2023  
  (35 days) | Head of Innovative Financing Lab |
| Deliverable 4 | 1. Report on analysis of sub-national climate budget tagging in 2023, including challenges and recommendations, along with a policy brief.  
  2. Report on development of CBT and RCBT website-based platform dashboards, in collaboration with IT expert. | 17 May 2023  
  (34 days) | Head of Innovative Financing Lab |
| Deliverable 5 | 1. Report on transformation of the sub-national climate budget tagging piloting and advanced analysis data | 1 August 2023  
  (36 days) | Head of Innovative Financing Lab |
<table>
<thead>
<tr>
<th>Collection excel template into the website based RCBT data collection template.</th>
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<tbody>
<tr>
<td>2. Draft user’s manual and guidelines for using CBT and RCBT website-based platform.</td>
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<tr>
<td>3. Baseline study on innovative climate financing for sub-national level, including identification of potential instruments, and step-by-step for process in accessing the financing.</td>
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*Each deliverable shall be prepared and submitted in Bahasa*

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

- The consultant will have close supervision and coordination with the Head of Innovative Financing Lab (IFL), the National Project Coordinator (NPC) for Climate Finance – UNDP, and the Deputy Director for Climate Fiscal Policy Center for Climate Finance and Multilateral Policy (PKPPIM), Fiscal Policy Agency, Ministry of Finance;
- The consultant’s deliverables will be reviewed by the Head of IFL, NPC for Climate Finance and the Ministry of Finance;
- The consultant will report to NPC for Climate Finance, UNDP and Deputy Director for Climate Fiscal Policy, PKPPIM, the Ministry of Finance;
- 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/NPC for Climate Finance 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 150 working days within 12 months. Final report expects full completion not later than 1 September 2023.

**Duty Station**

The consultant is expected to work intermittent in Ministry of Finance Office

**Travel Plan**

Travel to maximum 5 sites is planned for this assignment (Bangka Belitung, Bali, Jambi, DIY and East Java Province) is planned for this assignment. The travel expenses will be managed by the Project.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

**Academic Qualifications:**

Bachelor’s or Master’s degree in environmental management, environment economics, or environmental studies.

**Years of experience:**

1. Minimum 3 years for Bachelor or 2 years for Master of experience working on climate change, environment, economic, public finance or other relevant fields.
2. Substantive experience in national and sub-national climate-related programmes and planning process, climate-related policies, and monitoring, evaluation and reporting of GHG emission data.

3. Substantive experience in working with governments, including the Ministry of Environment and Forestry, Ministry of Development Planning, or other relevant ministries.

4. Experience in assisting and developing study related to climate change, data monitoring and evaluation as well as data management.

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.

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

<table>
<thead>
<tr>
<th>Technical Criteria A: qualification requirements as per TOR:</th>
<th>Weight</th>
<th>Maximum Point</th>
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<tbody>
<tr>
<td>1. Bachelor’s or Master’s degree in environmental management, environment economics, or environmental studies.</td>
<td>(70%)</td>
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<td>2. Minimum 3 years for Bachelor or 2 years for Master of experience working on climate change, environment, economic, public finance or other relevant fields.</td>
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<tr>
<td>3. Substantive experience in national and sub-national climate-related programmes and planning process, climate-related policies, and monitoring, evaluation and reporting of GHG emission data.</td>
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<td>4. Substansive experience in working with governments, including the Ministry of Environment and Forestry, Ministry of Development Planning, or other relevant ministries.</td>
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<td>Criteria B: Quality of Proposal</td>
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<tr>
<td>1. Understanding the scope of work and objectives of the assignment</td>
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<td>2. Approach and methodology proposed - comprehensiveness &amp; fitness against requirements</td>
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<td>3. Quality of proposed implementation plan, <em>i.e.</em> report outline, how the bidder will undertake each task, and time-schedules</td>
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