

**TERM OF REFERENCE (TOR)**  
**SELECTION AND HIRING OF INDIVIDUAL CONSULTANT SERVICE**  
**(MULTIPLE POSITIONS)**

**FOR SUPPORTING THE PREPARATION OF SUSTAINABLE LANDSCAPE PROGRAM IN JAMBI**  
**UNDER BIOCF FUND INITIATIVE FOR SUSTAINABLE FOREST LANDSCAPE (ISFL) PROGRAM**  
**September 27, 2018**

**I. Background**

1. BioCarbon Fund Initiative for Sustainable Forest Landscapes (BioCF ISFL) seeks to promote reduced greenhouse gas emissions from the land sector, from deforestation and forest degradation in developing countries (REDD+) and from sustainable agriculture, as well as smarter land-use planning, policies and practices. The initiative will deploy results-based finance to incentivize changes at the landscape level.
2. Government of Indonesia (GOI) and contributing donors (Contributors) to the BioCF ISFL Program agreed during a joint mission in March 2017 to pilot a jurisdictional program in Jambi province, the Sustainable Landscape Program in Jambi (“the Program”). The Program will seek to improve landscape management and reduce emissions from the forest and land use sector, while promoting alternative livelihoods that help take the pressure off the province’s primary forests and peatlands. Indonesia will prepare an emission reductions program for Jambi province which will enable the program to access results-based financing for emission reductions.
3. General framework for the development and implementation of the Program in Jambi occurs in three phases:
  - (i) Preparatory Activities – Support the creation of an enabling environment: Under this phase, the BioCF ISFL program will provide a grant financing of up to \$1.5 million to the GOI for the preparation of the up-front investment project (see number (ii) below), and the Program for results-based payment (see number (iii) below). While the GOI is implementing a separate grant from the Forest Carbon Partnership Facility (FCPF) for REDD+ readiness at the national and sub-national (East Kalimantan and Jambi) levels, the BioCF preparatory grant is expected to be self-implemented by GOI to complement FCPF grant especially in Jambi including hiring of a number of experts to carry out specific studies (as described in these TORs).
  - (ii) Up-front Investment – Implementation of strategic and scalable priority investments in sustainable land use management: Under this phase, the BioCF ISFL program will provide an up-front investment grant financing of up to \$13.5 million to the GOI for the implementation of on the ground activities to generate emission reduction (ER) benefits consistent with BioCF ISFL program objectives. These activities are expected to be strategic in nature and replicable at scale. A Project Document with the detailed activities and how those activities would be implement (e.g., Project Operational Manual) is expected to be developed under this phase to facilitate the implementation up-front investment grant.
  - (iii) Emission Reduction Program – Results-based payments that sustain a low-carbon pathway and leverage other investments: Under this phase, the BioCF ISFL program will make available up to \$80 million results-based payment based on verified ER.

4. GOI has prepared concept for the Program which was discussed and agreed with the BioCF ISFL Program Contributors and the World Bank in March 2017. The Concept was reviewed and confirmed in a joint preparation mission held in April 2018. The objective and indicators are as follows:

- The program development objective (PDO) is “to reduce land-based greenhouse gas emissions and promote sustainable land-use in Jambi”.
- Key indicators are:
  - a) Total GHG emissions reductions from land-use (tonnes CO<sub>2</sub> / year);
  - b) Total enhancement of carbon stocks (tonnes CO<sub>2</sub> / year);
  - c) Area under sustainable land management (ha); and
  - d) Number of project beneficiaries (percent of which female).

5. The agreed design of the up-front investment grant (Implementation of strategic and scalable priority investments in sustainable land use management) is as follows:

#### **Component 1. Strengthening Policy and Institutions**

6. *Sub-component 1.1 – Institutional Strengthening*: The objective of this sub-component is to strengthen the coordination between different levels of government (provincial and national) and across sectors (notably forestry and agriculture). The coordination across sectors at the provincial level is critical. At the national level, the coordination needs to be improved involving all key national stakeholders, notably among National Development Planning Agency (BAPPENAS), Ministry of Environment and Forestry (MoEF), the Ministry of Agriculture (MoA), the Ministry of Finance (MoF), the Ministry of Public Works (PU), the Peatland Restoration Agency (BRG), the Agrarian and Spatial Planning/National Land Agency (ATR/BPN), the Ministry of Village (MoV), the National Disaster Risk Management Agency (BNPB), Ministry of Industries, Ministries of State Owned Enterprises, Ministry of Energy and Mineral Resources (ESDM) and the Ministry of Home Affairs (MoHA) as well as association of private sector, and development partners. Forest Management Unit (*Kesatuan Pengelolaan Hutan/KPH*), as the smallest unit of state forest management, are critical for successful implementation of the Program and their capacity needs to be strengthened accordingly.

7. *Sub-component 1.2 – REDD+ Readiness Enabling Environment*: The objective of this sub-component is to ensure that all enabling environment is in place for the effective implementation of a results based ER program in Jambi and support the government in transitioning to a low-carbon economic growth trajectory. In particular, the sub-component would support development and/or operationalization of various national readiness policies and program in Jambi such as forest reference emission level (FREL), benefit sharing mechanism, safeguards, feedback and grievance redress mechanisms (FGRM) and emissions monitoring capacity as part of the overall national MRV system.

8. *Sub-component 1.3 – Policy and Regulations*: The objective of this sub-component is to ensure the provincial policy and regulations are consistent with the national policy and regulation. Furthermore, it is important to develop and/or operationalize all relevant policies that would promote low-carbon economic growth. As such, under this component, an analysis of the current national and sub-national policy frameworks will be carried out to inform an effective implementation of the project and the design of the overall Program. This would include, for example, a policy analysis in relation to the various moratoria (e.g., peat and fires, oil palm) to

develop options to support effective policy implementation. The policy analysis would also focus on how the private sector can be effectively engaged and how fiscal incentives can stimulate better land management at the provincial level.

## **Component 2. Implementing sustainable land management**

9. Sub-component 2.1 – Improved Forest Management in Forest Estate: The objective of this sub-component is to implement improved forest management practices in the Forest Estate within Jambi. As such the sub-component would support various sustainable forest management activities including community-based participatory mapping, social and community forestry schemes, enhancement of the management of protected areas, biodiversity conservation, restoration of degraded lands including peatlands and strengthening of KPHs.

10. Sub-component 2.2 – Sustainable Private Sector Investments and Partnerships in improved Forest and Land Management: Private sector is a key partner for sustainable management of Jambi's production landscape. Since agriculture expansion is one of the key drivers of forest degradation and deforestation, the objective of this sub-component is to facilitate private sector engagement to bring the ER benefits. As such the component would support various activities including climate smart agriculture development on peat and mineral soils, development and governance of value chains, and promotion of intensification rather than expanding agriculture to forest land.

## **Component 3. Results-based Payments and Program Management**

11. Sub-component 3.1 – Results Based Payment and Benefit Sharing: The objective of this sub-component is to ensure that policies and institutions are in place to use the future results payments expected to be received based on varied ER in the most effective manner to incentivize a low-carbon growth trajectory in Jambi. The sub-component would support the effective models of interventions consistent with the PDO. Furthermore, the sub-component would operationalize the national benefit sharing mechanism in Jambi.

12. Sub-component 3.2 – Program Management and M&E: The objective of this sub-component is to ensure effective and efficient implementation of activities under the Project consistent with GOI and World Bank fiduciary guidelines and requirements. Monitoring of the Project interventions and reporting would also be carried out under this sub-component.

13. In preparation of the Project and the Program, key activities and studies have been identified. These preparation activities will include, but not limited to, the development of a safeguards framework and safeguards instruments, design and consultations for benefit sharing arrangements, land and resource tenure assessment, and stakeholder consultations. Implementation activities will include strengthening policies and institutions that are needed to create an enabling environment for future results-based emission reductions payments.

14. The Program will benefit from the GOI's longstanding commitment to reduce emissions from deforestation and forest degradation (REDD+) reflected in the national and sub-national development planning, as well as on going and planned initiatives of development partners. The Program will also complement and benefit from several other World Bank supported initiatives in Indonesia that have already committed more than \$77 million to finance landscape-level shifts towards forest and climate-smart land use.

15. The GOI, in close coordination with the World Bank, has been focused on advancing cross-cutting institutional arrangements, including with the Ministry of Agriculture, for the implementation of the Program both at the national and provincial level. The Government of Indonesia is setting up a national Steering Committee, responsible for overall policy guidance, with representatives from the Ministry of Environment and Forestry (MoEF), Ministry of Home Affairs (MoHA), Ministry of Agriculture (MoAG), other key agencies and the respective governors' offices. A *Provincial Task Force for Jambi* which has been established through a Governor's Decree (number 455/KEP.GUB/DISHUT-2018) in April 2018 will be responsible for guidance and decision-making on provincial-level policy and for program issues. While *Project Preparation Team (PPT)*, responsible for overseeing design of the Program and detailed implementation issues includes representatives of related government ministries.

## **II. Scope of work:**

16. To support GOI in preparation of the Project and the Program in Jambi, the Ministry of Environment and Forestry (MOEF) is seeking experienced individual consultants (see the appendices for specific consultants) to help the government consistent with the PDO and agreed timeline, for developing the Project Implementation Manual (PIM) for the up-front investment project and Emission Reduction Program Document (ER-PD) for the emission reduction (ER) program results based payment through: (i) carrying out technical analysis while strengthening GOI capacity; (ii) developing investment plan in coordination with national and provincial levels relevant stakeholders including government, private sector, communities and NGOs; (iii) carrying out consultations with all relevant stakeholders including national and sub-national government officials, NGOs, communities and private sector/small enterprises to ensure the design of PIM and ER-PD have broad support/acceptance; and (iv) analysing potential risks of project/program planning and implementation, and propose mitigation measures.

17. The specific tasks would include but not limited to:

### ***a) Technical analysis and capacity building***

- i. *Analysis of drivers of deforestation and land use change:* Update the existing analysis of drivers of land use change in Jambi considering recent and relevant factors include socio-economic and commodity market developments.
- ii. *Development of an emissions baseline:* Update the existing estimates of historical emissions using methods that are consistent with the requirements of the ISFL Methodological Approach.
- iii. *Design of a landscape emissions monitoring approach:* Design and test a monitoring approach that permits the systematic and consistent tracking of emissions and for categories of land use change that significantly contribute to emissions across the jurisdiction.
- iv. *Development of a GHG inventory capacity building plan:* Develop a plan to enhance capacities for comprehensive GHG accounting at the national and provincial level.

- v. *Training on landscape GHG carbon inventory (Methodological Approach):* Promote the understanding of technical and design requirements of the ISLF Methodological Approach among key stakeholders and technical partners at the national and provincial level.

## **b) Implementation Planning**

- i. *Development of a technical assistance and investment plan:* Identify and prioritize key areas of technical assistance and pilot investment that have the potential to have a transformative and scalable impact on land-based emissions Jambi.
- ii. *Institutional and stakeholder assessment (national/provincial):* Conduct a stakeholder analysis relevant to the program and develop institutional arrangements that reflect the scope and ambition of the program.
- iii. *Policy analysis:* Identify strategic entry points to promote low-carbon land management in Jambi based on Jambi's REDD+ strategy and the medium-term development plan (RPJMD), as well as the evolving national climate policy framework, including the role of law enforcement and compliance with existing policies and regulations.
- iv. *Design of a benefit sharing mechanism:* Design a benefit sharing mechanism that details how future results-payments and non-monetary benefits are utilized to incentive low-carbon development in Jambi.
- v. *Agriculture related studies:*
  - a) Identify potential monetized carbon benefits arising from improved agricultural practices, supply chain efficiency, and compliance to relevant regulations.
  - b) Assess public sector capacity to enforce regulations pertaining to the fire and deforestation moratoria, identify capacity development needs and estimate potential impact of improved governance by the public sector.
  - c) Assess the capacity by the private sector to implement sustainable agricultural practices, including ISPO standards and implementation of National Action Plan. Identify opportunities to support coordination, dialogue and awareness raising among private sector actors aimed at improving compliance and enhancing long term industry viability.
  - d) Based on ongoing agricultural trials in Jambi, identify alternative crops to oil palm, mixed cropping practices and other opportunities for intensification and diversification that would benefit smallholder farmers while meeting lowlands sustainability goals. Identify opportunities for supporting the roll-out of technology and knowledge.

## **c) Risk Management**

- i. *Assess potential environmental and social risks:* Consistent with the task carried out by FCPF funding and being implemented by a consulting firm, conduct a context-specific assessment of potential risks and impacts of the proposed interventions, assess existing capacity for risk management and identify gap filling measures to be incorporated into the Environmental and Social Management Framework (ESMF) and other relevant risk mitigation measures to respond to the potential risks and impacts identified based on the proposed program interventions.

- ii. *Land and resource tenure assessment:* Assess land and resource tenure in the jurisdiction to inform program interventions, including land disputes and conflicts, as well as local capacity to manage and resolve such disputes and conflicts.
- iii. *Reversal risk assessment:* Assess the risk of reversal (non-permanence) of emissions reductions and develop respective risk mitigation measures.
- iv. *Feedback and Grievance Redress Mechanism (FGRM):* Conduct an assessment of the existing grievance redress mechanisms relevant to the program and their performance and design an appropriate FGRM for the implementation of program interventions, including lead capacity building activities to strengthen the current national and Jambi level institutional capacity.
- v. *Funding and financing risk:* Assess potential risk of funding and disbursement on financing at local level.

These project preparation tasks should contribute to the formulation of up-front investment project components presented in PIM and ER-PD for the ER program. The correlation between these two phases and the position offered through the TOR, is presented in Annex 1 matrix, including tasks distribution between self-management (GOI, PPT, Provincial Task Force) and Individual Consultants.

### **III. Position offered:**

To deliver the required activities in supporting BIOCF ISFL project preparation, the following qualified individual consultants position will be recruited:

- 1) Deputy Project Coordinator
- 2) MRV and Land Use Change Specialist
- 3) Land Tenure and Conflict Resolution Specialist
- 4) Environmental Management Specialist
- 5) Social Development Specialist
- 6) Feedback Grievance Redress Mechanism (FGRM) Specialist
- 7) Benefit Sharing Mechanism (BSM) Specialist
- 8) Marketing and Investment Specialist
- 9) Natural Resource Economist/Fiscal Specialist/REDD+ Specialist/Green Economy Expert
- 10) Communication and Outreach Specialist
- 11) Financial Management Specialist
- 12) Administration Officer (3 positions)
- 13) Financial Officer (3 positions)
- 14) Procurement Specialist
- 15) Supporting Officer (3 positions)

### **IV. Deliverables:**

Under the coordination and guidance from the existing project coordinator, the following key deliverables are expected from assigned individual consultants and self-management team:

1. Project Implementation Manual (PIM) document for USD 13.5 Million. A draft PIM should be presented to stakeholders during the appraisal of the Project (date to be confirmed during further project preparation); and
2. Drafting of the Emission Reduction Program Document (ERPD) for the ER program (up to USD 80 Million) which should incorporate the following outputs:
  - Reference Emission Level (REL)
  - Programs' Environmental and Social Management Framework (ESMF)
  - Sub-National MRV system design
  - Benefit Sharing Mechanism for Jambi
  - Operational and financial plan for mitigation activities
  - Emission Reduction Registry System
  - Emission Leakage (reversal and displacement)
  - Uncertainty assessment
  - Title to Emission Reduction

#### **V. Descriptions Consultants' Assignment and Qualification Requirements.**

The detail of each consultant which will be supporting BIOCF ISFL up-front investment project and ER program preparation, as describe in the attached annexes:

**Note that each prospective consultant who is interested to apply for any of these assignments, may apply for several positions according to his/her qualifications and experience, but may be only selected and hired for one position based on the evaluation of his/her qualification according to the determination of the Client.**

#### **Other requirements:**

- Has no conflict of interest situation as specified under paragraph 1.9 of World Bank's Consultant Guidelines of January 2011, revised July 2014 applied to the Project.
- Meeting eligibility criteria specified under paragraph 1.11, 1.12 and 1.13 of World Bank's Consultant Guidelines of January 2011, revised July 2014 applied to the Project.

**Annex 1:** correlation between up-front investment grant components, project preparation tasks, self-management and individual consultants.

No.	Tasks	Specific Tasks	Sub-comp	Scope of Works	PIC
<b>Technical analysis and capacity building</b>					
<b>Self-Management</b>					
1	Technical analysis and capacity building	Analysis of drivers of deforestation, forest degradation and land use change	1.2	<ul style="list-style-type: none"> <li>a) Collecting and analyzing data on existing information, knowledge and works related to deforestation and land use change and the drivers in Jambi Province</li> <li>b) Mapping and analyzing the extent of deforestation, forest degradation and land use change during last 10 years</li> <li>c) Mapping on current land uses and developing scenario on the development of land uses for 10 years</li> </ul>	MPI
2		Development of an emissions baseline	1.2	<ul style="list-style-type: none"> <li>a) Collecting and analyzing data on existing information, knowledge on emission level and its factors</li> <li>b) Mapping the emission levels at district and sub district levels</li> <li>c) Analyzing and developing historical baseline emissions in Jambi Province for last 10 years</li> <li>d) Assessment of emission reduction potential based on historical analysis of deforestation, forest degradation and existing studies and activities</li> </ul>	MPI
3		Design of a landscape emissions monitoring approach	1.2	<ul style="list-style-type: none"> <li>a) Developing the methodology on monitoring, calculating and estimating the emissions based on current activities and several intervention scenarios</li> <li>b) Developing the monitoring and tracking systems on landscape emissions</li> </ul>	MPI
4		Development of a GHG inventory capacity building plan	1.2	<ul style="list-style-type: none"> <li>a) Identification of existing methodology GHG accounting of different sectors in Jambi</li> <li>b) Assessment of human resources capacity in GHG accounting</li> <li>c) Identification of infrastructure to support GHG accounting (incl. tools)</li> <li>d) Developing training framework of GHG accounting</li> </ul>	UPT PPI
5		Training on landscape GHG carbon inventory	1.2	<ul style="list-style-type: none"> <li>a) Developing training module</li> <li>b) Training pre-assessment</li> <li>c) Landscape carbon inventory training</li> <li>d) Post-training assessment</li> </ul>	UPT PPI
6		Training on climate change mitigation (incl. awareness raising and outreach at Jambi Province)	1.2	<ul style="list-style-type: none"> <li>a) Developing training module</li> <li>b) Training pre-assessment</li> <li>c) Climate change mitigation training</li> <li>d) Post-training assessment</li> </ul>	UPT PPI
<b>Individual Consultant</b>					

7	Technical analysis and capacity building	Analysis of drivers of deforestation, forest degradation and land use change	1.2	Data collection and analysis of drivers and impact of deforestation and land use change, to determine reference level, and developing policy recommendations related to deforestation, forest degradation and land use change	MRV and Land Use Change Specialist
<b>Implementation Planning</b>					
<b>Self Management</b>					
8	Implementation Planning	Development of a technical assistance and investment plan	2.2	Collecting and analyzing existing data on production and productivity of potential commodities, and marketing system	MS2R
9		Institutional and stakeholder assessment (national/provincial)	1.1	<ul style="list-style-type: none"> <li>a) Collecting and analyzing data on existing information, and knowledge on the success and failure story on the project that managed/involved by multi stakeholder in Jambi Province</li> <li>b) Mapping, identifying and analyzing the potential stakeholders that directly and/or indirectly correspond to the Emission levels and pre-investment project/ER program in national, provincial, district and sub districts levels</li> <li>c) Developing mechanism on communications and coordination among stakeholders, including tasks, and main duties of each stakeholders</li> <li>d) Developing policy recommendations on coordination and arrangement among and between institution and stakeholders</li> </ul>	MPI
10		Policy analysis	1.3	<ul style="list-style-type: none"> <li>a) Collecting, and analyzing data on policy related to forestry and land uses at national and sub national level including district, sub district, village and community levels</li> <li>b) Identification and analyzing existing climate change strategy (mitigation and adaptation; incl. SRAP, RAD GRK, Smart Agriculture)</li> <li>c) Synchronizing the policies</li> <li>d) Climate change strategy improvement on smarter land use planning and policies recommendation</li> <li>e) Analyzing and synchronizing national and sub-national policies to improve provincial climate change strategy and developing policy recommendations related to national and sub-national forestry and land use, and documenting the process and output(s)</li> </ul>	MPI
11		Design of a benefit sharing mechanism including preparation of a detailed benefit sharing plan	3.1	<ul style="list-style-type: none"> <li>a) Identification and analysis of existing mechanism related to benefit sharing</li> <li>b) Identification and analysis of potential beneficiaries</li> <li>c) Identification of benefits including carbon/non-carbon, monetary/non-monetary, etc.</li> <li>d) Development of benefit sharing plan through a participatory process consistent with the BioCF ISFL guidelines</li> </ul>	MS2R
<b>Individual Consultant</b>					
12	Implementation Planning	Development of a technical assistance and investment plan	2.2	a) Developing feasibility study on market as well as industry of potential commodities; and developing technical assistance and investment road map; recommending policy and investment opportunities	Marketing and Investment Specialist

				<p>for potential commodities including technical assistance and investment plan based on needs assessment</p> <p>b) Identifying activities for the pre-investment project and ER program; and prioritizing ER intervention activities (incl. climate smart agriculture) and calculating detailed costs for specific interventions for the pre-investment project and ER program; and carrying out detailed analysis of existing and potential funds for the pre-investment project and ER program (in the last 10 years)</p>	
13		Design of a benefit sharing mechanism	3.1	Identification and analysis of potential beneficiaries, and development of benefit sharing mechanisms consistent with the BioCF ISFL guidelines	Benefit Sharing Mechanism (BSM) Specialist
<b>Risk Management</b>					
<b>Self Management</b>					
14	Risk Management	Assess potential environmental and social risks	1.2	<p>a) Analyzing the social, cultural and economic status of the communities surrounding the projects</p> <p>b) Community needs assessment</p> <p>c) Report on the most important and crucial programs for community developments</p> <p>d) Data collection, analysis and documentation on potential environmental and social risk which might be occurred due to the project implementation</p> <p>e) Stakeholders communication on potential environmental and social risk which might be occurred due to the project implementation</p> <p>f) Capacity building (Trainings) on environmental and social risks due to land use changes</p>	MPI
15		Land and resource tenure assessment	1.2	<p>a) Identification and analysis of existing conflict related to land tenure and resources</p> <p>b) Assessing land and resources tenure of the local people including legal aspect of land tenure</p>	MPI
16		Reversal risk assessment	1.2	<p>a) Identifying and analyzing of anthropogenic and natural risk of reversals that might affect emission reductions during implementation</p> <p>b) Developing the program and mechanisms for minimizing and overcoming the anthropogenic and natural risk of reversals (non-permanence of emission reduction) that might affect emission reductions during implementation</p>	MPI
17		Feedback and Grievance Redress Mechanism	1.2	Develop ISFL standard FGRM framework referring to similar exercise which has been done for East Kalimantan	MPI
<b>Individual Consultant</b>					

18	Risk Management	Assess potential environmental and social risks	1.2	Assessing social baseline and potential risks, and developing policy recommendations on social risks due to land use changes; and formulating the mechanism of community involvement in the projects	Social Development Specialist
19	Risk Management	Assess potential environmental and social risks		Assessing environmental baseline and potential risks, and developing policy recommendations on environmental; risks due to land use changes; and formulating the mechanism of community involvement in the projects	Environmental Management Specialist
20	Risk Management	Land and resource tenure assessment	1.2	Analysis of land and resource tenure assessment (incl. conflict management) and developing policy recommendations related to land and resources tenure and conflict resolution	Land Tenure and Conflict Resolution Specialist
21	Risk Management	Reversal risk assessment	1.2	Developing mechanism on communications and coordination among stakeholders for reversal and displacement risks	Social Development Specialist and Environmental Management Specialist
22	Risk Management	Feedback and Grievance Redress Mechanism	1.2	Analysis of development ISFL standard FGRM framework referring to similar exercise which has been done for East Kalimantan.	Feedback Grievance Redress Mechanism (FGRM) Specialist

***Facilitation and Supporting of Process for Preparation Activities of BioCarbon Fund ISFL***

**Self Management**

23	Facilitating and Supporting of Process for Preparation Activities of BioCarbon Fund ISFL	Facilitating and Supporting of Process for Preparation Activities of BioCarbon Fund ISFL	3.2	Facilitating and Supporting Preparation Activities (Operating Costs)	MPI, MS2R, UPT PPI
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**Individual Consultant**

24	Facilitating and Supporting of Process for Preparation Activities of BioCarbon Fund ISFL		3.2	a) Lead individual consultant to develop PIM b) Coordinating individual consultants and the preparation of ER program documents including development of an ER-PD c) BIOCF ISFL overall coordination	Deputy Project Coordinator
25			3.2	a) Planning, developing and conducting outreach and public relations efforts b) Increase the participation of Program stakeholders, beneficiaries and other interested entities c) Developing and conducting events, workshops and training sessions, and educative materials etc.	Communication and Outreach Specialist
26			3.2	Provide technical advice and support to the project	Financial

			management in properly managing the financial resources of the Project	Management Specialist
27		3.2	Provide technical advice and support to the project management in properly managing procurement aspect of the project preparation.	Procurement Specialist
28		3.2	Provide administrative support to the BIOCF ISFL Project	- Administration Staff (3)
29		3.2	provide support on financial aspect of the BIOCF ISFL Project.	- Financial Officer (3)
30		3.2	Assist activities planning and implementation related to the BioCF ISFL project	- Supporting Staff (3)

## **Annex 2: Deputy Project Coordinator**

### **A. Tasks**

The Deputy Project Coordinator with close coordination with the existing Project Coordinator (currently focusing in managing East Kalimantan Forest Carbon Partnership Facility (FCPF) in ER-PD processes) is tasked to:

1. Lead other individual consultants to develop PIM which lay out project's upfront investment phase implementation arrangement, safeguard and technical aspects as well as financial management of the project. The Consultant would be responsible for preparing a table of content for the PIM in consultation with DGCC and other partners including the World Bank. In general, the Project Implementation Manual which elaborate detailed cost estimate for all the project components, guideline on how it would be materialized, who will be the executor of each project component, whom will be the beneficiaries, what the output of each project component and expected economic, social and ecological outcome and the schedule of the project for the duration of five years.
2. The Deputy Project Coordinator will also be responsible for coordinating individual consultants and the preparation of ER program documents including development of an ER-PD which consists the following:
  - Reference Emission Level (REL)
  - Programs' Environmental and Social Management Framework (ESMF)
  - Sub-National MRV system design
  - Benefit Sharing Mechanism for Jambi
  - Operational and financial plan for mitigation activities
  - Emission Reduction Registry System
  - Emission Leakage (reversal and displacement)
  - Uncertainty assessment
  - Title to Emission Reduction

Example of the previously developed ER-PD for East Kalimantan will be provided as a reference.

3. Organize and participate meeting with relevant agencies related to BIOCF ISFL in Jambi province, and at national level if needed.
4. Conducting coordination (national and sub-national level relevant stakeholders, as well as among individual consultants), monitoring and evaluation, review, and report BIOCF ISFL project preparation management and implementation.
5. Support the BioCF IFSL to facilitate, identify and cross verify data needs for the project.

### **B. Deliverables**

1. Project Implementation Manual (PIM) which consist of (i) general description of the project, (ii) objective and results indicators, (iii) project component description, (iv) institutional and implementation arrangement, (v) detailed activities and implementation procedures by component, (vi) financial management and arrangement, (vii) procurement arrangement, (viii) cost estimate, (ix) monitoring plan, (x) safeguard procedure, (xi) fiscal and benefit sharing mechanism.

2. Emission Reduction Program Document (ER-PD) which consist of (i) Reference Emission Level (REL), (ii) Programs' Environmental and Social Management Framework (ESMF), (iii) Sub-National MRV system design, (iv) Benefit Sharing Mechanism for Jambi, (v) Operational and financial plan for mitigation activities, (vi) Emission Reduction Registry System, (v) Emission Leakage (reversal and displacement), (vi) Uncertainty assessment, and (v) Title to Emission Reduction

**B. Qualifications**

1. Bachelor degree with a minimum of 8 years, or Master degree with minimum 5 years of relevant work experience in international project management;
2. Work experience in Jambi Province is preferred;
3. The candidate has relevant experiences in forest and climate change especially REDD+ program;
4. The candidate should have good knowledge on agriculture, forestry, commodities and sustainability related sectors;
5. Fluency in English required both oral and written;
6. Demonstrated ability to work in a team and accommodate critical feedbacks from personnel with varying expertise and motivation.
7. Strong client orientation with commitment to results
8. Not as a civil servant, except from a university that obtains permission from the Dean / Rector

**C. Reporting and Supervisory Arrangement**

The contracted deputy coordinator will report directly to the project coordinator, which will supervise the day-to-day implementation of the project. The Deputy Coordinator will be based in Jambi and have regular coordination with DG-CC and Coordinator who is based in Jakarta.

**D. Schedule of Delivery**

The individual consultant will work FULL TIME in Jambi and will be paid according to time-based arrangement.

<b>Deliverables</b>	<b>Due Date</b>
1. Detailed work plan/inception report of activities	15 Calendar days from the date of signature of the contract
2. Drafts Project Implementation Manual (PIM)	Four months from the date of signature of the contract.
3. Final Project Implementation Manual (PIM) 4. Draft of ER-PD	Eight months from the date of signature of the contract.
5. Final ER-PD	Twelve months from the date of signature of the contract.

**E. Duration of the Contract**

1. Contract Period: Twelve months/year - contract renewable.
2. Normal working hours are Monday to Friday from 7.30 am to 4.30 pm. Working outside normal hours may be required.

### **Annex 3: MRV and Land Use Change Specialist**

The Measurement (and Monitoring), Reporting and Verification (MRV) working stream of the BioCF ISFL Jambi Team is mandated for the development of the national and nested sub-national MRV system in accordance with IPCC Good Practice Guidelines in Jambi Province. Accordingly, the MRV and Land Use Change Specialist work stream aims to develop a robust and transparent system using a combination of remote (satellite) sensing to assess activity data on forest area and forest-area changes; a national forest inventory to determine emission factors on carbon stock and carbon-stock changes ;and a national greenhouse gas (GHG) inventory to estimate and report anthropogenic emissions by sources and removals by sinks. The MRV work stream will establish a multi-tiered independent agency to manage the MRV system. Apart from assisting in identifying appropriate scientific tools and methodologies for MRV operations, efforts are also underway to provide capacity building at local through to national levels to support and maintain Reference Emission Level/ Reference Level development under REDD+ MRV operations initially within the BioCF ISFL in Jambi province. In this context, the MRV work stream of the BioCF PPG is seeking to recruit a MRV and Land Use Change Specialist to assist any particular MRV as well as Reference Emission Level (REL)/ Reference Level (RL) task development.

#### **A. Scope of Works**

Data collection and analysis of drivers and impact of deforestation and land use change to determine reference level and developing policy recommendations related to deforestation, forest degradation and land use change.

#### **B. The Tasks**

Under the supervision of the Coordinator/Deputy Coordinator of BioCF ISFL, the incumbent shall:

1. Conduct an analysis as well as produce the map of deforestation, degradation and land-use change of Jambi province and the analysis of GHG emission including drivers of *deforestation, degradation and land use change*
2. Develop the revision of the interim REDD+ REL/RL draft of Jambi Province.
3. Review and provide input to any MRV/REL document relevant to on-going activities and development program including validation.
4. Developing Design of a landscape emissions monitoring approach for Jambi Province, as well as aiding to develop the required data management and registry system consistent with the national system.
5. Develop necessary protocol to implement and integrate sub-national data management and registry system with the national system.
6. Data compilation and spread sheets, synthesis/analysis, also GIS mapping which are required to support the activities of the MRV workstream of the BioCF ISFL Team during the contract period.
7. Support and participate in Meetings, Focus Group Discussions (FGD), Workshops and other consultative events related to public consultation regarding the REDD+ MRV system and develop information material for these events and brief reports.

#### **B. Deliverables**

1. Report (in Bahasa Indonesia and English) on deforestation analysis including the rate of deforestation and degradation map and the rate of land-use change for Jambi Province along with the analysis of GHG emission.
2. Report (in Bahasa Indonesia and English) on review and updates of MRV/REL/RL and RAD GRK (Provincial Action Plan on Greenhouse Gasses) as emission baseline for last 10 years.

3. Recommendations brief to improve MRV/REL documents related to ongoing activities and program development.
4. Jambi Province landscape emissions monitoring approach design
5. Protocol of implementation and integration of sub-national data management and registry system with national registry system.
6. Map outputs in shape file format, and outputs in Excel sheet format with a detailed data inventory/ data explorer file with details of uploaded datasets/variables clearly labelled accompanying each of the above.
7. Materials developed as output of Meetings, Focus Group Discussions (FGD), Workshops and other consultative events supported or participated, including reports, presentations, information kits, white papers, prepared for Meetings, FGDs, Workshops and other consultative events during the contract period (submitted on CD-ROM).

### **C. Qualifications**

1. Minimum a bachelor's degree related to Forestry/Agriculture or Geography/spatial analyst.
2. Able to operate GIS or other remote sensing tools provided by the GOI.
3. Experienced on related task to remote sensing tools and GIS with minimum 10 years for bachelor's degree and 7 years for master's degree holder.
4. Extensive analytical and practical experience in Measurement Reporting and Verification (MRV) and Reference Emission Level/Reference Level development is highly desirable.
5. Having a good leadership and cooperative in the team work.
6. Strong client orientation with commitment to results
7. Not as a civil servant, except from a university that obtains permission from the Dean / Rector
8. Strong Ability to communicate English, Bahasa Indonesia both written and oral

### **D. Reporting**

DG CC will provide day-to-day supervision for the consultancy, and the DG CC will provide technical inputs, as needed, throughout the consultancy. With close cooperation with DG CC, the Coordinator/Deputy Coordinator and BioCF ISFL Task Force, the specialist should discuss directly and submit before working, inception, intermediate (working progress) and the final report in report form and presentation form to Coordinator/Deputy Coordinator. The final report should be submitted two weeks before she/he is ending her/his service. Reporting schedule will be arranged by the Coordinator/Deputy Coordinator BioCF/ISFL. The report should be written in Bahasa and English.

### **E. Schedule of Deliveries and Payments**

<b>Deliverables</b>	<b>Due Date</b>	<b>Amount of Installment</b>
1. Detailed work plan/inception report of activities	15 Calendar days from the date of signature of the contract	30 % of contract amount
2. Drafts of reports, brief, design, and protocol	Three months from the date of signature of the contract.	30 % of contract amount
3. Final reports, brief, design, and protocol	Six months from the date of signature of the contract.	40 % of contract amount

**F. Duration of The Consultancy**

The duration of the consultancy will be 6 (six) months from the date of signature of the contract. The contract will be granted under output-based system for which the consultant might be working intermittent as agreed by DGCC and Coordinator/Deputy Coordinator.

#### **Annex 4: Land Tenure and Conflict Resolution Specialist**

The Land Tenure and Conflict Resolution Specialist will be responsible for developing and overseeing the planning and roll-out of conflict resolution activities within the BioCF ISFL preparation phase. The Specialist will act as a resident expert in conflict mitigation methodologies, building capacity among multi-stakeholders of BioCF ISFL and partner organizations to resolve and mitigate conflicts in Jambi Province. The Specialist will develop workplans for capacity building in conflict resolution and related subjects and coordinate closely with other consultants on relevant issues.

#### **A. Scope of Works**

Analysis of land and resource tenure assessment (incl. conflict management) and developing policy recommendations related to land and resources tenure and conflict resolution

#### **B. Tasks**

1. Analyze typology of land tenure and resource conflicts in Jambi Province
2. Lead engagement with key stakeholders who are responsible to manage conflicts, including the government agencies, NGOs/CSOs, community figures and the private sector;
3. Create a comprehensive database of conflict situations in Jambi Province and provide inputs to the development of the SESA and ESMF as well as FGRM for the program;
4. Develop strategic recommendations and action plans to help strengthen provincial and district capacities to address conflict resolution on existing and potential land and resource conflicts in Jambi

#### **B. Deliverables**

1. Report on analysis of land tenure and resources conflicts in Jambi Province along with recommendations and action plans;
2. Record of engagement and consultations undertaken during the assessments and development of action plans to strengthen the conflict resolution system for the program;
3. Database of resource and land tenure conflicts in Jambi, building on existing databases developed by relevant partners.
4. Materials developed as output of Meetings, Focus Group Discussions (FGD), Workshops and other consultative events supported or participated, including reports, presentations, information kits, white papers, prepared for Meetings, FGDs, Workshops and other consultative events during the contract period (submitted on CD-ROM).

#### **C. Qualifications**

1. A master's degree or bachelor degree in the field of sociology, anthropology, and other social sciences
2. At least 5 years of relevant professional field experience in the areas of resource and land conflict resolution, land administration, social risk management for master degree holder or 7 years for bachelor degree..
3. Knowledge of key actors in Jambi Province including with government, NGOs and the private sector.
4. Strong communication and interpersonal skills are required.
5. Strong client orientation with commitment to results
6. Not as a civil servant, except from a university that obtains permission from the Dean / Rector
7. Strong ability to communicate English and Bahasa Indonesia both written and oral

#### **D. Reporting**

DG CC will provide day-to-day supervision for the consultancy, and the DG CC will provide technical inputs, as needed, throughout the consultancy. With close cooperation with DG CC, the Coordinator/Deputy Coordinator and BioCF ISFL Task Force, the specialist should discuss directly and submit before working, inception, intermediate (working progress) and the final report in report form and presentation form to Coordinator/Deputy Coordinator. The final report should be submitted two weeks before she/he is ending her/his service. Reporting schedule will be arranged by the Coordinator/Deputy Coordinator BioCF/ISFL. The report should be written in Bahasa and English.

#### **E. Schedule of Delivery and Payments**

<b>Deliverables</b>	<b>Due Date</b>	<b>Amount of Installment</b>
1. Detailed work plan/inception report of activities	15 Calendar days from the date of signature of the contract	10 % of contract amount
2. A draft of: <ul style="list-style-type: none"><li>- Report of land tenure and resources conflicts analysis and conflicts</li><li>- Land tenure and resources database design</li><li>- Progress report on engagement and consultation process for conflict assessment and action plans development to strengthen the conflict resolution system for the program</li></ul>	Two months from the date of signature of the contract.	20 % of contract amount
3. Advanced draft of land tenure and resources conflicts analysis and conflicts report	Four months from the date of signature of the contract.	30 % of contract amount
4. Operating land tenure and resources database		
5. Draft of action plans to strengthen the conflict resolution system for the program		
6. Final report, database, action plans, and consultation processes materials	Seven months from the date of signature of the contract.	40 % of contract amount

#### **F. Duration of The Consultancy**

The selected specialist will be contracted for seven (7) months. The contract will be granted under output-based system for which the consultant might be working intermittent as agreed by the DGCC and Coordinator/Deputy Coordinator.

**The selected consultant will be based in Jambi with travels to Jakarta based on needs.**

## **Annex 5. Environmental Management Specialist**

### **A. The Tasks**

The Environmental Management Specialist of BioCF ISFL, in close cooperation with Social Development Specialist, PT Hatfield Indonesia as a Consulting Firm mainly responsible for the safeguards documents development (SESA, ESMF, RPF and PF, IPPF, and FGRM), BioCF Task Force Team, DGCC, Coordinator, Deputy Coordinator and other relevant consultants, will carry out the following tasks:

1. Assess the potential environmental risks related to sustainable landscape management, provincial and district capacities to manage such risks;
2. Develop the World Bank standard on environmental and social safeguard mechanisms and guidance documents in minimizing and mitigating potential adverse environmental effect during BIOCF ISFL up-front investment and ER Program implementation;
3. Develop a workplan for the roll-out and operationalization of the World Bank standard on environmental and social safeguard mechanisms tailored to the program, covering but not limited to supervision, capacity building, safeguards technical support for implementing agencies, and community engagement. This includes estimation of the costs for the implementation of the standard on environmental and social safeguard using the current Government Cost Standard (Standar Biaya Umum) as a reference;
4. Monitor if there are emerging environmental risks and issues during project preparation and notify BioCF Task Force Team and DGCC to ensure necessary responses are provided on a timely fashion;

### **B. Deliverables**

1. World Bank standard on environmental and social safeguard document based on context-specific risks, capacity assessments and any gaps identified to ensure that key safeguards measures meet the principles of the World Bank's safeguards policies;
2. Environmental safeguards assessment, covering a spectrum of environmental risks as well as opportunities around sustainable landscape management to enhance project benefits to the environment;
3. Safeguards implementation workplan, containing World Bank standard on environmental and social safeguard document roll-out strategy, necessary stakeholder engagement, capacity building and associated costs to be covered under the up-front investment grant financing;
4. Materials developed as outputs of the deliverables above including reports, meeting minutes, presentations, information kits, briefing notes, etc. shall be properly archived and submitted to the BioCF Task Force Team and DGCC (including the soft-copies);

### **C. Qualification**

1. A master's degree or a bachelor degree in the field of environmental science, environmental engineering, forestry, natural resources management, or any other relevant studies.
2. At least 5 years of relevant professional experience in the areas of environmental risk management, environmental impact assessment, sustainable forest management, forestry and climate change for master degree holder or 7 years for bachelor degree.;
3. Solid experience in environmental impact assessments and development of research instruments both qualitative and quantitative;

4. Field experience and good knowledge of World Bank's safeguards policies is preferable;
5. Prior experience of working in donor-funded projects will be an advantage;
6. Strong communication and interpersonal skills are required.
7. Strong client orientation with commitment to results
8. Not as a civil servant, except from a university that obtains permission from the Dean / Rector
9. Strong ability to communicate in English and Bahasa Indonesia both written and oral

#### **D. Reporting**

DG CC will provide day-to-day supervision for the consultancy, and the DG CC will provide technical inputs, as needed, throughout the consultancy. With close cooperation with DG CC, the Coordinator/Deputy Coordinator and BioCF ISFL Task Force, the specialist should discuss directly and submit before working, inception, intermediate (working progress) and the final report in report form and presentation form to Coordinator/Deputy Coordinator. Reporting schedule will be arranged by the Coordinator/Deputy Coordinator BioCF/ISFL. The report should be written in Bahasa Indonesia and English.

#### **E. Schedule of Delivery**

The individual consultant will work FULL TIME in Jambi and will be paid according to time-based arrangement.

<b>Deliverables</b>	<b>Due Date</b>
1. Detailed work plan/inception report of activities	15 Calendar days from the date of signature of the contract
2. Early draft of World Bank standard on environmental and social safeguard document	Four months from the date of signature of the contract.
3. Advanced draft of World Bank standard on environmental and social safeguard document	Eight months from the date of signature of the contract
4. Draft of workplan for the roll-out and operationalization of the social and environment safeguards documents tailored to the program	
5. Final document of World Bank standard on environmental and social safeguard, and roll out workplan.	Twelve months from the date of signature of the contract.

#### **F. Duration of the Contract**

1. Contract Period: Twelve months/year - contract renewable.
2. Normal working hours are Monday to Friday from 7.30 am to 4.30 pm. Working outside normal hours may be required.

**This selected consultant will be based in Jambi and travel to Jakarta as needed.**

## **Annex 6: Social Development Specialist**

### **A. Tasks**

The Social Safeguards Specialist of BioCF ISFL, in close cooperation with Environmental Management Specialist, PT Hatfield Indonesia as a Consulting Firm mainly responsible for the safeguards documents development (SESA, ESMF, RPF and PF, IPPF, and FGRM), BioCF Task Force Team, DGCC, Coordinator, Deputy Coordinator and other relevant consultants, will carry out the following tasks:

1. Assess the potential social risks related to sustainable landscape management, provincial and district capacities to manage such risks and recommend mitigation measures to minimize identified risks and enhance opportunities for engagement and sustainable livelihoods;
2. Identify relevant stakeholders who may get impacted or have interest in the program and assess the scope and level of potential impacts and recommend mitigation measures, including social forestry initiatives and good practices to empower forest dependent communities and Indigenous Peoples in project areas;
3. Based on assessments under point a) and b), formulate the World Bank standard on environmental and social safeguard mechanisms and guidance documents in minimizing and mitigating potential adverse environmental effect during BIOCF ISFL up-front investment and ER Program implementation.;
4. Develop a workplan for the roll-out and operationalization of the World Bank standard on environmental and social safeguard document tailored to the program, covering but not limited to supervision, capacity building, safeguards technical support for implementing agencies, and community engagement. This includes estimation of the costs for the implementation of the environmental and social safeguard standard document using the current Government Cost Standard (Standar Biaya Umum) as a reference;
5. In collaboration with the FGRM specialist, assess existing FGRM systems relevant to the program and identify their performance as well as gaps. Develop a road-map for enhancement of the FGRM strategy for the program;
6. Build and maintain strong cooperation and coordination with relevant stakeholders, particularly those responsible for risk management both at the national and sub-national levels, including central and regional government agencies, community representatives and affected communities, CSOs/NGOs;
7. Monitor if there are emerging social risks and issues during project preparation and notify BioCF Task Force Team and DGCC to ensure necessary responses are provided on a timely fashion;

### **B. Deliverables**

1. World Bank standard on environmental and social safeguard document based on context-specific risks, capacity assessments and any gaps identified to ensure that key safeguards measures meet the principles of the World Bank's safeguards policies;
2. Social safeguards assessment, covering a spectrum of social risks as well as opportunities around sustainable landscape management to enhance project benefits to forest dependent communities
3. Safeguards implementation workplan, containing World Bank standard on environmental and social safeguard document roll-out strategy, necessary stakeholder engagement, capacity building and associated costs to be covered under the up-front investment grant financing;
4. Road map of Program's FGRM enhancement, as a joint deliverable with FGRM specialist;
5. Materials developed as outputs of the deliverables above including reports, meeting minutes, presentations, information kits, briefing notes, etc. shall be properly archived and submitted to the BioCF Task Force Team and DGCC (including the soft-copies);

### C. Qualification

1. A master's degree or a bachelor degree in the field of sociology, anthropology, and other relevant social sciences.
2. At least 5 years of relevant professional experience in the areas of social risk management, forest-based livelihoods development, Indigenous Peoples, forestry and climate change for master degree holder, or 7 years for bachelor degree.;
3. Solid experience in social impact assessments and development of research instruments both qualitative and quantitative;
4. Field experience and good knowledge of World Bank's safeguards policies, including FPIC process are preferable;
5. Prior experience of working in donor-funded projects will be an advantage;
6. Strong communication and interpersonal skills are required.
7. Strong client orientation with commitment to results
8. Not as a civil servant, except from a university that obtains permission from the Dean / Rector
9. Strong ability to communicate in English and Bahasa Indonesia both written and oral

### D. Reporting

DG CC will provide day-to-day supervision for the consultancy, and the DG CC will provide technical inputs, as needed, throughout the consultancy. With close cooperation with DG CC, the Coordinator/Deputy Coordinator and BioCF ISFL Task Force, the specialist should discuss directly and submit before working, inception, intermediate (working progress) and the final report in report form and presentation form to Coordinator/Deputy Coordinator. Reporting schedule will be arranged by the Coordinator/Deputy Coordinator BioCF/ISFL. The report should be written in Bahasa Indonesia and English.

### E. Schedule of Delivery

Deliverables	Due Date
1. Detailed work plan/inception report of activities	15 Calendar days from the date of signature of the contract
2. Early draft of World Bank standard on environmental and social safeguard document 3. Stakeholders analysis relevant to national and sub-national risk management	Four months from the date of signature of the contract.
4. Advanced draft of World Bank standard on environmental and social safeguard document 5. Draft of workplan for the roll-out and operationalization of the social and environment safeguards documents tailored to the program 6. Road map of Program's FGRM enhancement	Eight months from the date of signature of the contract
7. Final document of World Bank standard on environmental and social safeguard, including FGRM	Twelve months from the date of signature of the contract.

enhancement roadmap, and roll out workplan.	
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**F. Duration of The Consultancy**

1. Contract Period: Twelve months/year - contract renewable.
2. Normal working hours are Monday to Friday from 7.30 am to 4.30 pm. Working outside normal hours may be required.

**The selected consultant will be based in Jambi with travels to Jakarta based on needs.**

## **Annex 7: Communication and Outreach Specialist**

The Communication and Outreach Specialist will have overall responsibility for planning, developing and conducting outreach and public relations efforts to effectively publicize the BioCF ISFL implementation efforts and to increase the participation of Program stakeholders, beneficiaries and other interested entities in the implementation of the activities. The Specialist will be also responsible for developing and conducting events, workshops and training sessions, to explain and publicize the planned activities, to develop the outreach and educative materials etc.

### **A. Tasks**

1. Develop and implement communication strategy and outreach plan of BioCF ISFL;
2. Plan and execute public events and presentations to internal and external audiences at the national, regional and community level;
3. Direct production and dissemination of informational materials for civil society, donors, private sector representatives, and other stakeholders;
4. Arrange and participate in press conferences, TV and radio programs, press clubs, and other media events, and ensure information dissemination through television, radio, news agencies, the internet, and newspapers;
5. Develop communications materials, background documentation, PowerPoint presentations, visual media and other materials required for BioCF ISFL Jambi activities (meetings, public presentations as required);
6. Implement information and communication campaigns to help meet program objectives;
7. Develop and maintain close contacts with the beneficiary communities, counterparts, civil society, public administration, and groups to provide input or feedback to BioCF ISFL Jambi as appropriate;
8. Conducting media monitoring related to the project, including follow mass media information and periodically inform the BioCF ISFL Task Force Team regarding the perception of the public related to BioCF ISFL activities;
9. Supervise production of documentation reports, such as meeting minutes, audio, video, and photo recordings;

### **B. Deliverables**

1. Document of BIOCF ISFL communication strategy
2. Publication event plan and events activity reports
3. Written materials: briefings, web copy, blogs, press releases, country news updates, newsletters, FAQs etc.
4. Monthly reports summarizing the description of services provided to BioCF ISFL on communication and outreach activities.
5. Communications materials, background documentation, PowerPoint presentations, visual media and other materials required for BioCF ISFL Jambi activities
6. Materials developed as output of Meetings, Focus Group Discussions (FGD), Workshops and other consultative events supported or participated, including reports, presentations, information kits, white papers, prepared for Meetings, FGDs, Workshops and other consultative events during the contract period (submitted on CD-ROM).

### **C. Qualifications**

1. The specific qualifications include: Master or bachelor's degree in communication, journalism, public relations or related field.
2. The availability of a master's degree in a related discipline would be an advantage.

3. At least five years of progressively responsible experience in public relations, journalism, communications, print and broadcast media with particular experience in complex and multi component programs in international organizations for bachelor's degree or 3 years for master degree.
4. Demonstrable skills in writing for a number of different audiences but particularly short policy materials and web copy.
5. Experience of communications work in development and environmental fields.
6. An understanding of communications strategy especially in field and the role of stakeholders.
7. Ability to convene and organize events.
8. Good understanding of Government of Indonesia and the relationship between ministries and their management procedures.
9. Display knowledge and awareness around capturing delicate/sensitive issues and translating into appropriate results for Indonesia government.
10. Possess the skills to mobilize partners into action and instil interest in the program.
11. Prior experience of working in donor-funded projects will be an advantage;
12. Strong communication and interpersonal skills are required.
13. Strong client orientation with commitment to results
14. Not as a civil servant, except from a university that obtains permission from the Dean / Rector
15. Strong ability to communicate in English and Bahasa Indonesia both written and oral

#### **D. Reporting**

DG CC will provide day-to-day supervision for the consultancy, and the DG CC will provide technical inputs, as needed, throughout the consultancy. With close cooperation with DG CC, the Coordinator/Deputy Coordinator and BioCF ISFL Task Force, the specialist should discuss directly and submit before working, inception, intermediate (working progress) and the final report in report form and presentation form to Coordinator/Deputy Coordinator. The final report should be submitted two weeks before she/he is ending her/his service. Reporting schedule will be arranged by the Coordinator/Deputy Coordinator BioCF/ISFL. The report should be written in Bahasa and English.

#### **E. Schedule of Delivery and Payments**

<b>Deliverables</b>	<b>Due Date</b>	<b>Amount of Installment</b>
1. Detailed work plan/inception report of activities	15 Calendar days from the date of signature of the contract	30 % of contract amount
2. Draft of BIOCF ISFL communication strategy	Three months from the date of signature of the contract.	30 % of contract amount
3. Publication and event plan		
4. Publication materials		
5. Final draft of BIOCF ISFL communication strategy	Six months from the date of signature of the contract.	40 % of contract amount

**G. Duration of The Consultancy**

The duration of the consultancy will be 7 (seven) months from the date of signature of the contract. The contract will be granted under output-based system for which the consultant might be working intermittent as agreed by DGCC and Coordinator/Deputy Coordinator.

## **Annex 8: Feedback Grievance Redress Mechanism (FGRM) Specialist**

The overall objective is to develop a feedback and grievance redress mechanism (FGRM) for the BioCF ISFL Program, in cooperation with Social Development Specialist. The FGRM should effectively and efficiently receive and respond to the concerns, complaints and grievances that BioCF ISFL stakeholders and other parties may have during both the preparation and the implementation phase.

### **A. The Tasks**

1. Identify potential grievances and conflicts that may arise as a result of BioCF ISFL activities based on past records and incidents, including analysis of causes, stakeholders, and resolution processes as lessons-learned;
2. Review and analyse existing FGRM processes and mechanisms relevant to BioCF ISFL and identify their performance and bottlenecks;
3. Building on analysis of the existing systems and capitalizing on these systems, design a GRM system for BioCF ISFL in collaboration with relevant team members in the BioCF ISFL Task Force;
4. Develop an implementation strategy and workplan for FGRM system strengthening, including capacity building, analysis of technical support as well as estimate of the costs and resources needed to implement the system;
5. Develop multi-stakeholder coordination and lead engagement with relevant stakeholders for tasks # 1 – 4, including public consultations for assessments and development of a FGRM system for BioCF ISFL;
6. Supervise the piloting of the FGRM strategy, including assess key gaps and areas for improvement;
7. Monitor if there are emerging social risks and issues during project preparation and notify BioCF Task Force Team and DGCC to ensure necessary responses are provided on a timely fashion;

### **B. Deliverables**

1. Inception workshop and presentation on the work plan and assessments on relevant aspects of the FGRM for BioCF ISFL;
2. Assessments of the existing FGRM systems, their capacity performance and areas for improvements;
3. With the support of social safeguards specialist, developing FGRM strategy and mechanism for BioCF ISFL, consisting of FGRM processes, definition of roles and responsibilities, engagement strategy, and cost and resource estimates;
4. FGRM piloting plan and its implementation;
5. Materials developed as outputs of the deliverables above including reports, meeting minutes, presentations, information kits, briefing notes, etc. shall be properly archived and submitted to the BioCF Task Force Team and DGCC (including the soft-copies);

### **C. Qualifications**

1. A master's degree or bachelor degree in the field of sociology, anthropology, and other social sciences
2. Robust knowledge and solid working experience on policy, grievance redress and conflict resolution issues and approaches;
3. At least 8 years of relevant field experience in the areas of social risk management, grievance redress management, stakeholder engagement, conflict resolution, community development for bachelor's degree or 5 years for master degree.

4. Understanding of the institutional governance framework of forest the national REDD+ program; Prior experience of working in donor-funded projects will be an advantage;
5. Strong communication and interpersonal skills are required.
6. Strong client orientation with commitment to results
7. Not as a civil servant, except from a university that obtains permission from the Dean / Rector
8. Strong ability to communicate in English and Bahasa Indonesia both written and oral

#### **D. Reporting**

DG CC will provide day-to-day supervision for the consultancy, and the DG CC will provide technical inputs, as needed, throughout the consultancy. With close cooperation with DG CC, the Coordinator/Deputy Coordinator and BioCF ISFL Task Force, the specialist should discuss directly and submit before working, inception, intermediate (working progress) and the final report in report form and presentation form to Coordinator/Deputy Coordinator. The final report should be submitted two weeks before she/he is ending her/his service. Reporting schedule will be arranged by the Coordinator/Deputy Coordinator BioCF/ISFL. The report should be written in Bahasa and English.

#### **E. Schedule of Delivery and Payment**

<b>Deliverables</b>	<b>Due Date</b>	<b>Amount of Installment</b>
1. Detailed work plan/inception report of activities	15 Calendar days from the date of signature of the contract	30 % of contract amount
2. Report on potential grievances and conflicts due to BIOCF ISFL	two months from the date of signature of the contract.	30 % of contract amount
3. Report on the existing FGRM assessment.		
4. Draft of FGRM strategy and mechanism		
5. FGRM Piloting Plan		
6. Final draft FGRM strategy and mechanism		
7. Report of FGRM piloting implementation	Four months from the date of signature of the contract.	40 % of contract amount

#### **F. Duration of The Consultancy**

The duration of the consultancy will be 4 (four) months from the date of signature of the contract. The contract will be granted under output-based system for which the consultant might be working intermittent as agreed by DGCC and Coordinator/Deputy Coordinator.

**The selected consultant will be based in Jambi with travels to Jakarta based on needs.**

#### **Annex 9: Benefit Sharing Mechanism Specialist**

Benefit sharing mechanism of carbon emission reduction is particularly important and needed to improve an active participation of stakeholders, in order to manage land-based emission reduction in accordance to their roles and responsibility using the principles of effectiveness, efficiency and fairness. Clear benefit sharing mechanism will encourage successful implementation of carbon emission activity from deforestation and forest degradation, particularly in relation to a leakage and non-permanence issues in Jambi Province under BioCF ISFL program. Therefore, a study on identifying benefit sharing mechanism from emission reduction from deforestation and forest degradation in Jambi Province needs to be conducted. The study is expected to add essential knowledge related to Carbon Fund implementation in Indonesia.

#### **A. Tasks**

1. Contribute to the design of a benefit sharing mechanism, identifying ways in which future results-payments are utilized to incentivize low-carbon agriculture and agroforestry in Jambi.
2. Identify all beneficiaries who would contribute to the ER program in Jambi.
3. Support the design of a benefit sharing plan consistent with the Jambi program objectives and with the national/Jambi benefit sharing mechanism.
4. Lead the process of developing the benefit sharing mechanism guideline formulation and establishment.
5. Lead capacity building on benefit sharing plan at national and sub national level, which should consider the participation of all relevant stakeholders in a transparent process, and all consultations should be well documented.
6. To have agreed benefit sharing mechanism on sub national level and local, based on proper analysis, field survey and study including the identify the potential beneficiaries, the exercise the allocation of the benefit and the mechanism as well as pilots for non-carbon benefit. The benefit sharing mechanism should also take into account and describe the flow of fund mechanism from The World Bank to GOI at the national level to local level including to the beneficiaries.
7. The benefit sharing mechanisms at least have to represent three designs i.e. designs that represent the indirect activity relates to emission reduction (ex. education, extension activities), community activities that have direct impact on emission reduction in upstream-downstream and activities relate to forest/national park conservation.
8. To coordinate with all stakeholders of BioCF ISFL including with their individual consultants during the work period.

#### **B. Deliverables**

1. Jambi Emission Reduction program benefit sharing mechanism guideline, which formulated through a stakeholder's participatory process, implementable and in line with national and sub national related policies. The guideline should cover the process of carbon and non-carbon benefits sharing, including list of potential beneficiaries on ER Program in Jambi
2. Agreed Jambi benefit sharing mechanism that represent three main designs as mentioned in the above task 3.
3. Benefit Sharing Plan document and mapping stakeholders and the index of the allocation at the site plan.
4. Document of design of a benefit sharing mechanism for forestry, agriculture, and relevant sectors.

#### **C. Qualifications**

1. A master or bachelor's degree on environmental economic and policy, forestry, economic, and agriculture with experiences related to fiscal, and forestry in Indonesia;
2. She/he has demonstrated expertise and understanding on REDD+;

3. Good understanding of benefit sharing mechanism with minimum 5 years of relevant professional experience for master's degree or 7 years for bachelor degree;
4. Having experience working in Jambi is advantage and good understanding of Government of Indonesia and the relationship between ministries and their management procedures;
5. She/he has excellent analytical, communication and consultation skills;
6. Strong communication and interpersonal skills are required;
7. Strong client orientation with commitment to results;
8. Not as a civil servant, except from a university that obtains permission from the Dean / Rector; and
9. Strong ability to communicate in English and Bahasa Indonesia both written and oral.

#### **D. Reporting**

DG CC will provide day-to-day supervision for the consultancy, and the DG CC will provide technical inputs, as needed, throughout the consultancy. With close cooperation with DG CC, the Coordinator/Deputy Coordinator and BioCF ISFL Task Force, the specialist should discuss directly and submit before working, inception, intermediate (working progress) and the final report in report form and presentation form to Coordinator/Deputy Coordinator. The final report should be submitted two weeks before she/he is ending her/his service. Reporting schedule will be arranged by the Coordinator/Deputy Coordinator BioCF/ISFL. The report should be written in Bahasa and English.

#### **E. Schedule of Delivery and Payment**

<b>Deliverables</b>	<b>Due Date</b>	<b>Amount of Installment</b>
1. Detailed work plan/inception report of activities	15 Calendar days from the date of signature of the contract	30 % of contract amount
2. Draft of Emission Reduction program benefit sharing mechanism and guideline, including design, and beneficiaries mapping.	Two months from the date of signature of the contract.	30 % of contract amount
3. Final document of Emission Reduction program benefit sharing mechanism and guideline, including design, and beneficiaries mapping.	Six months from the date of signature of the contract.	40 % of contract amount

#### **G. Duration of The Consultancy**

The duration of the consultancy will be 6 (six) months from the date of signature of the contract. The contract will be granted under output-based system for which the consultant might be working intermittent as agreed by DGCC and Coordinator/Deputy Coordinator.

## **Annex 10: Marketing and Investment Specialist**

Agriculture is the leading sector in terms of contribution to the Domestic Product of Jambi Province. The drivers of Greenhouse Gas Emissions (GHG) in Jambi are mostly related to agriculture and forestry. Recent expansion of commodity-based agriculture and plantations has resulted in land use change and natural resource degradation. Prevention of further degradation combined with restoration and sustainable development practices in agriculture and agroforestry will form the basis for project activities in the Jambi BioCF Program. With improved management, a number of agriculture commodities have the potential to be developed under sustainable practices that would contribute to GHG emission reduction and benefit rural communities and livelihoods. To identify such opportunities, an analysis is required of technical aspects as well as value chain and market aspects. This includes an identification of opportunities specifically to small and medium size producers and the impact on their livelihoods and on communities.

**Scope:** The consultant will work under the direct supervision of DGCC and in close collaboration with the Natural Resources Economist, other key consultants and BioCF Jambi stakeholders. Using a project design framework that will be provided prior to the commencement of the study to ensure a systematic approach, the consultant will identify market opportunities for sustainable agriculture and agroforestry products, identify opportunities for farmers, identify binding constraint that may prevent the full development of these value chains, and identify areas for public support and private investment. The consultant will recommend specific project activities and identify costs, implementation modalities, and a results chain that considers the potential for replication and scaling up in order to maximize the limited investment resources and achieve the greatest possible emission reduction benefits.

### **A. Tasks**

1. Policy analysis: Identify strategic entry points to promote commercially viable low-carbon agriculture and agroforestry in Jambi based on Jambi's REDD+ strategy and the medium-term development plan (RPJMD), as well as the evolving national climate policy framework, including the role of law enforcement and compliance with existing policies and regulations;
2. Conduct value chain assessments for commodities that are likely to offer development potential, considering location specific aspects;
3. Based on stakeholder consultations, develop commodity specific business plans, outlining responsibilities of value chain actors, issues and constraints, and needed assistance including policy, capacity building and investment to be provided by the public sector and the private sector;
4. Based on the above, identify and prioritize key areas for support that have the potential to have a transformative and scalable positive impacts on land-based emissions Jambi, and propose specific activities in the form of policy interventions, technical assistance and investment. Identify implementation modalities and collaborators such as research institutes, NGOs, and the private sector; and
5. Develop an Investment Plan detailing all activities in land, forest, agriculture sectors that contribute to the ER program in Jambi including identification of existing or planned funding and sources of financing. Such an Investment Plan should be consistent with those required by BioCF ISFL Program ER-PD.

### **B. Deliverables**

1. Policy document on strategic entry points to promote low-carbon agriculture and agroforestry.

2. Value chain assessment report, outlining commodity and location specific recommendations and business plans.
3. Technical assistance and an Investment Plan, including identification of costs and sources of financing, implementation modalities, and a results chain that considers the potential for replication and scaling up.

### C. Qualifications

1. A master's degree or bachelor's degree in economics or business, forestry and agriculture;
2. At least 5 years relevant experience in Indonesia (ideally with experience in Jambi) for master's degree or 7 years for bachelor's degree;
3. Experience in agricultural marketing, agribusiness development and project planning;
4. A good understanding of the Government of Indonesia at the national and sub-national level;
5. Excellent analytical and communication skills (in English and Bahasa Indonesia);
6. Strong communication and interpersonal skills are required;
7. Strong client orientation with commitment to results; and
8. Not as a civil servant, except from a university that obtains permission from the Dean / Rector.

### D. Reporting

DG CC will provide day-to-day supervision for the consultancy, and the DG CC will provide technical inputs, as needed, throughout the consultancy. With close cooperation with DG CC, the Coordinator/Deputy Coordinator and BioCF ISFL Task Force, the specialist should discuss directly and submit before working, inception, intermediate (working progress) and the final report in report form and presentation form to Coordinator/Deputy Coordinator. The final report should be submitted two weeks before she/he is ending her/his service. Reporting schedule will be arranged by the Coordinator/Deputy Coordinator BioCF/ISFL. The report should be written in Bahasa and English.

### E. Schedule of Delivery and Payment

<b>Deliverables</b>	<b>Due Date</b>	<b>Amount of Installment</b>
1. Detailed work plan/inception report of activities	15 Calendar days from the date of signature of the contract	30 % of contract amount
2. Document of investment strategic entry point 3. Draft of value chain assessment report 4. Draft of Technical assistance and investment plan	Two months from the date of signature of the contract.	30 % of contract amount
5. Final draft of value chain assessment 6. Document of technical assistance and investment plan	Six months from the date of signature of the contract.	40 % of contract amount

### F. Duration of The Consultancy

The duration of the consultancy will be 6 (six) months from the date of signature of the contract. The contract will be granted under output-based system for which the consultant might be working intermittent as agreed by DGCC and Coordinator/Deputy Coordinator.

## **Annex 11: Natural Resources/Agriculture Economist**

Introduction to the Jambi BioCF program and context for the consultancy.

Agriculture is the leading sector in terms of contribution to the Domestic Product of Jambi Province. The drivers of Greenhouse Gas Emissions (GHG) in Jambi are mostly related to agriculture and forestry. Recent expansion of commodity-based agriculture and plantations has resulted in land use change and natural resource degradation. Prevention of further degradation combined with restoration and sustainable development practices in agriculture and agroforestry will form the basis for project activities in the Jambi BioCF Program. With improved management, a number of agriculture commodities have the potential to be developed under sustainable practices that would contribute to GHG emission reduction and benefit rural communities and livelihoods. To identify such opportunities, an analysis is required of technical aspects as well as value chain and market aspects. This includes an identification of opportunities specifically to small and medium size producers and the impact on their livelihoods and on communities.

**Scope:** The consultant will work under the direct supervision of DG-CC and in close collaboration with the Marketing and Investment Specialist, other key consultants and BioCF Jambi stakeholders. Using a project design framework that will be provided to ensure a systematic approach, the consultant will identify opportunities for promoting sustainable agriculture and agroforestry among small and large farmers, identify binding constraint that may prevent sustainable practices, identify opportunities for productivity improvements and introduction of new crops and general innovation that promotes landscape conservation and restoration, and identify areas for public support and private investment. The consultant will recommend specific project activities and identify costs, implementation modalities, and a results chain that considers the potential for replication and scaling up in order to maximize the limited investment resources and achieve the greatest possible emission reduction benefits.

### **A. Tasks**

1. Policy analysis: Identify strategic entry points to promote low-carbon agriculture and agroforestry in Jambi based on Jambi's REDD+ strategy and the medium-term development plan (RPJMD), as well as the evolving national climate policy framework, including the role of law enforcement and compliance with existing policies and regulations;
2. Identify potential carbon benefits arising from improved forestry, agroforestry and agricultural practices and compliance to relevant regulations;
3. Assess public sector capacity to enforce regulations pertaining to the fire and deforestation moratoria, identify capacity development needs and estimate potential impact of improved governance by the public sector;
4. Assess the capacity by the private sector to implement sustainable agricultural practices, including ISPO standards and implementation of its National Action Plan. Identify opportunities to support coordination, dialogue and awareness raising among private sector actors aimed at improving compliance and enhancing long term industry viability;
5. Based on ongoing agricultural trials in Jambi and research carried out by others, identify alternative crops to oil palm, mixed cropping practices and other opportunities for intensification and diversification that would benefit smallholder farmers while meeting lowlands sustainability goals. Identify opportunities for supporting the roll-out of technology and knowledge;
6. Conduct an economic and financial valuation and analysis of existing fund flows and pipelines related to emission reduction programs during the past ten years and projection for the next ten years in three zones (West, Central, and East) of Jambi Province;

7. Prepare a proposed mechanism for results-based finance;
8. Based on the above, identify and prioritize key areas for support that have the potential to have a transformative and scalable positive impact on land-based emissions Jambi, and propose specific activities in the form of technical assistance and investment. Identify implementation modalities and collaborators such as research institutes, NGOs, and the private sector;
9. Monitor and report on emission intensity (M tons CO<sub>2</sub>/GDRP) that is emission per unit gross regional domestic product in line with regional low carbon agenda.

## **B. Deliverables**

1. Policy document on strategic entry points to improve productivity, promote crop and livelihood diversification, and promote sustainable low-carbon agriculture and agroforestry practices;
2. Technical assessment report (include reporting on emission intensity indicators), outlining commodity, farming system, location specific recommendations and business plans;
3. Analysis of existing fund flows and pipelines related to emission reduction programs during the past ten years and projection for the next ten years in three zones (West, Central, and East) of Jambi Province. This includes a proposed mechanism for results-based finance;
4. Technical assistance and investment plan, including identification of costs, implementation modalities, and a results chain that considers the potential for replication and scaling up;
5. Excel sheets and data inventory of costing and valuations conducted.

## **C. Qualifications**

1. A master degree or bachelor degree in environmental economics, forestry and agriculture.
2. At least 5 years relevant experience in fiscal and economic analysis in agriculture and forestry in Indonesia. (ideally with experience in Jambi) for master degree or 7 years for bachelor degree.
3. Demonstrated expertise and understanding on REDD+.
4. A good understanding of the Government of Indonesia at the national and sub-national level.
5. Excellent analytical and communication skills (in English and Bahasa Indonesia).

## **D. Reporting**

DG CC will provide day-to-day supervision for the consultancy, and the DG CC will provide technical inputs, as needed, throughout the consultancy. With close cooperation with DG CC, the Coordinator/Deputy Coordinator and BioCF ISFL Task Force, the specialist should discuss directly and submit before working, inception, intermediate (working progress) and the final report in report form and presentation form to Coordinator/Deputy Coordinator. The final report should be submitted two weeks before she/he is ending her/his service. Reporting schedule will be arranged by the Coordinator/Deputy Coordinator BioCF/ISFL. The report should be written in Bahasa and English.

## **E. Schedule of Delivery**

<b>Deliverables</b>	<b>Due Date</b>	<b>Amount of Installment</b>
1. Detailed work plan/inception report of activities	15 Calendar days from the date of signature of the contract	30 % of contract amount

<ol style="list-style-type: none"> <li>2. A draft of policy document on strategic entry points to improve sustainable low-carbon agriculture and agroforestry practices.</li> <li>3. Draft of technical assessment report</li> <li>4. Report on analysis of existing fund flows and pipelines related to emission reduction programs.</li> <li>5. Draft of technical assistance and investment plan</li> </ol>	<p>Two months from the date of signature of the contract.</p>	<p>30 % of contract amount</p>
<ol style="list-style-type: none"> <li>6. Final draft of policy entry point policy document</li> <li>7. Technical assessment report</li> <li>8. Technical assistance and investment plan</li> <li>9. Excel sheets and data inventory of costing and valuations conducted.</li> </ol>	<p>Six months from the date of signature of the contract.</p>	<p>40 % of contract amount</p>

**F. Duration of The Consultancy**

The duration of the consultancy will be 6 (six) months from the date of signature of the contract. The contract will be granted under output-based system for which the consultant might be working intermittent as agreed by DGCC and Coordinator/Deputy Coordinator.

## **Annex 12: Financial Management Specialist**

### **A. Tasks**

The objective of the consultancy is to establish of the initial systems and procedures for the operationalization of the BIOCF ISFL Project. Whilst, the main objective is to provide technical advice and support to the project management in properly managing the financial resources of the Project, monitoring financial operations, and undertaking financial accounting in accountable and efficient way as well as reporting of financial transactions. The Financial Management Specialist is expected to work closely with the Project Coordinator and Deputy Project Coordinator, as well as supervise and guide the work of the financial officers. The financial management specialist consultant is expected to perform specified tasks in the area of project financial management, but not necessarily be confined to, the following:

1. Support the project team in preparing annual Work Plan of the project. Prepare project's annual Cash Plan on the basis of Work Plan.
2. Prepare cash forecasts on quarterly basis in coordination with the project team and submit to the donor for advance and replenishment of advance, once allowed.
3. Assist the project team to ensure timely and sufficient availability of budget document (DIPA) and assist on DIPA revision.
4. Working closely with MoF (Directorate PKN) on withdrawal application.
5. Prepare and process interim financial report (IFR) and withdrawal application in accordance with the Bank's Disbursement Guidelines.
6. Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and donors' requirements and to facilitate classification and analyzing the financial information for monitoring the project progress. This task also includes: generate financial transaction records for collections, invoices, payments, expenses, revenues, etc for future reference purposes; maintain accurate documentation for financial operations and transactions.
7. To assist on development of project implementation manual particularly on financial management aspect of the project.
8. Address financial issues and inquiries in a timely manner.
9. Assist staff on the accounting practices and financial record keeping.
10. To provide support to DGCC's finance staff including in the regional office on financial management aspect of the project.
11. Assist auditor during the project audit and coordinate follow up of audit findings, including process the refund should there are any ineligible expenditures.
12. Perform month end closing activities such as revenue accounting, expense accounting, account reconciliation, etc.

### **B. Qualifications**

The Consultant shall have the following minimum qualifications and experience:

1. At least a Degree in Accounting or Accounting Management or equivalent;

2. At least 5 years' experience as financial specialist in major projects, including evaluating financial management systems (including budgeting, accounting, cash management, internal audit, financial reporting systems).
3. Good understanding on Indonesia financial management regulations including budgeting and treasury system
4. Experience in the design and implementation of computerized financial management systems,
5. Experience in working in international environment;
6. Proven ability to: (i) handle multiple tasks under pressure with short deadlines; (ii) ability to work independently, seeking guidance on complex issues; and (iii) excellent interpersonal skills, proven team orientation and the ability to work across unit boundaries;
7. Proven track record as a team member or/and a team leader;
8. Knowledge and experience with Grant funds considered as advantage;
9. Excellent knowledge of spoken and written English, with advanced computer skills in MS office programs.

#### **C. Deliverable**

1. An Annual Financial Plan of the project, including Annual Cash Plan, Annual and Quarterly Disbursement Plan.
2. Project financial management guidelines
3. Interim Financial Report.

#### **D. Reporting and Supervisory Arrangement**

The contracted finance officer will report directly to the project coordinator, which will supervise the day-to-day implementation of the project.

#### **E. Duration of the Contract**

Contract Period: Twelve months/year - contract renewable.

Normal working hours are Monday to Friday from 7.30 am to 4.30 pm. Working outside normal hours may be required.

#### **F. Schedule of Payment**

The individual consultant will work FULL TIME in Jambi and will be paid according time-based arrangement.

## **Annex 13: Administration Officer (3 positions)**

### **A. Tasks**

The objective of the consultancy is to provide administrative support to the BIOCF ISFL Project . The administration officer is expected to cooperate and coordinate well with the Coordinator and Deputy Coordinator in term of administration arrangement aspect. The three hired consultants, each will be directly supporting Directorate of Climate Change Mitigation (MPI) as the Executing Agency (EA), Directorate of Sectoral and Regional Resources Mobilization, and Regional Office for Climate Change and Forest and Land Fires Control Region Sumatra both as Implementing Agency (IA). The Administration officers are expected to perform specified task in the area of project administrative, but not necessarily be confined to the following:

1. Provide necessary support to the designated executing agency/implementing agency and project personnel with complete administrative services.
2. Assist in preparation of agenda, minutes of meetings and make arrangement for relevant project related meetings.
3. Compile information and prepare documents related to the project for consideration and presentation by project coordinator and the designated executing agency/implementing agency.
4. Assist in the planning and preparation of meetings and other related issues.
5. Attend meetings, prepare minutes and circulate to relevant stakeholders.
6. Prepare project related documents as requested, including its filing system.
7. Arrange for travel, hotel reservations and logistical support for project personnel.
8. Responsible for administrative and logistical support in the organization of project's related event.
9. Any other duty assigned by the project coordinator and the designated executing agency/implementing agency.

The above tasks are relevant to each administrative officer according to the respected Directorate where the officier is assigned.

### **B. Qualifications**

The candidate that is interested in applying for the job should be:

1. Bachelor degree with minimum 5 years of relevant work experience in administration aspect and its management;
2. Excellent communication skills;
3. Fluency in English required both oral and written;
4. Ability to set priorities;
5. Organizational and filing skills;
6. Proven experience with MS Office application is a must;
7. Demonstrated ability to work in a team and accommodate critical feedbacks from personnel with varying expertise and motivation.

### **C. Reporting and Supervisory Arrangement**

The contracted administration officer will report directly to the project coordinator and the designated executing agency/implementing agency, which will supervise the day-to-day implementation of the project.

**D. Duration of the Contract**

1. Contract Period: Twelve months/year - contract renewable.
2. Normal working hours are Monday to Friday from 7.30 am to 4.30 pm. Working outside normal hours may be required.

**E. Time Schedule**

The administration officer will be hired for 3 years (2018-2020) with full time based contract.

## **Annex 14: Financial Officer (3 positions)**

### **A. Tasks**

The objective of the consultancy is to provide support on financial aspect of the BIOCF ISFL Project. The financial officer is expected work under the guidance of the Financial Management Specialist and DGCC, as well as the Coordinator and Deputy Coordinator. The three hired consultants, each will be directly supporting Directorate of Climate Change Mitigation (MPI) as the Executing Agency (EA), Directorate of Sectoral and Regional Resources Mobilization, and Regional Office for Climate Change and Forest and Land Fires Control Region Sumatra both as Implementing Agency (IA). The Financial officers are expected to perform specified task in the area of project's financial aspect, but not necessarily be confined to the following:

1. Record and manage all financial aspects related to BioCF activities;
2. Support the filing of all financial related documents;
3. Distribute financial aspects related letter of the project;
4. Financial documentation of all BioCF activities which has consequences to financial aspects;
5. Prepare and conduct all financial works related with BioCF events;

The above tasks are relevant to each financial officer according to the respected Directorate where the officier is assigned.

### **B. Qualifications**

The Consultant shall have the following minimum qualifications and experience:

1. At least a Degree in Accounting or Accounting Management or equivalent;
2. At least 5 years' experience as financial officer in development projects
3. Understand Indonesia financial management regulations including budgeting and treasury system
4. Proven ability to: (i) handle multiple tasks under pressure with short deadlines; (ii) ability to work independently, seeking guidance on complex issues; and (iii) excellent interpersonal skills, proven team orientation and the ability to work across unit boundaries;
5. Excellent knowledge of spoken and written English, with advanced computer skills in MS office programs.

### **C. Reporting and Supervisory Arrangement**

The contracted financial officer will report directly to the project coordinator, which will supervise the day-to-day implementation of the project.

### **D. Duration of the Contract**

- Contract Period: Twelve months/year - contract renewable.
- Normal working hours are Monday to Friday from 7.30 am to 4.30 pm. Working outside normal hours may be required.

### **E. Time Schedule**

The administration officer will be hired for twelve months/year with full time based contract.

## **Annex 15: Procurement Specialist**

The objective of the consultancy is to provide technical advice and support to the project management in properly managing procurement aspect of the project preparation. The Procurement Specialist is expected to work closely with the Project Coordinator and Deputy Project Coordinator, and is expected to perform specified tasks in the area of project procurement, but not necessarily be confined to, the following:

### **A. Tasks**

The scope of work of the Procurement Specialist are include, but not limited to:

1. Prepare Procurement Plan (PP) and Procurement Strategy for Development (PPSD) for the Project Implementation Grant, including updating the PP and PPSD in case of any revision during project preparation phase.
2. Serve as procurement expert who assist and provide advice to the project management related to procurement aspects and activities (such as define procurement packages, procurement methods, selection criteria, including resolving any procurement issue) to ensure procurement activities and schedules are consistent with project preparation objectives and in accordance with World Bank's Procurement Regulations and GoI procurement regulations.
3. Assist and advice the project management in getting World Bank's No Objection Letter (NOL) in coordination with World Bank's Procurement Team
4. Assist the project management in preparing bidding documents for project implementation grants such as REoI, RFP, RFQ, evaluation criteria, cost estimate, etc. prior sending to Pokja Procurement.
5. Assist the project management in evaluating the bids / proposals, preparing technical / commercial combined evaluation report, including recommendations for award of contracts.
6. Provide training and socialization to the project management and Pokja Procurement on the World Bank's Procurement Regulations.
7. Assist the project management in providing regular report related to procurement activities.
8. Attend and participate in a number of meetings related to procurement issues on BioCF ISFL in the Ministry of EF and the World Bank.
9. Any other duties assigned by the project management.

In performing the above-mentioned tasks, the Procurement Specialist shall follow the World Bank's Procurement Regulations.

### **B. Deliverables**

This assignment requires the Procurement Specialist to deliver as follows:

1. Procurement Plan, including its update if there is any revision.
2. Project Procurement Strategy for Development (PPSD).
3. Procurement documents, such as bidding template, evaluation criteria, ToR, draft contract, etc.
4. Translated above documents and reports in Bahasa Indonesia if required by the project management.
5. Regular reports related to the procurement activities.

### **C. Qualifications**

This assignment requires an Individual Consultant with the following qualifications and experience as a minimum:

1. Minimum Bachelor Degree in business administration, engineering, finance, public administration, commerce, law or any related fields.
2. Minimum of five (5) years of progressively responsible experience in procurement and contract management, preferably with experiences public or private procurement.
3. Preferable having experiences and familiar with World Bank's procurement regulation or other International Financing Agency.
4. Highly familiar with tendering/contracting principles and practices applied in a Government and International Financing Agency context.
5. Experience in developing quotations, bidding documents tenders and contracts to meet client needs, and within allocated budgets.
6. Strong analytical skills to enable analysis of local and international supply markets, tailoring of tender approaches, and assessment of viable procurement solutions.
7. Well developed planning and organisation skills to execute multiple contracts in short timeframes.
8. Excellent written and oral communication skills, in both English and Indonesian, to deliver complex technical documents, reports, papers and recommendations to the project management.

### **E. Contracts and Payment Arrangement**

This is a full-time position for a period of eleven (11) months appointment. The assignment is expected to start in January 2019.

## **Annex 16: Supporting Staff (3 positions)**

### **A. Tasks**

The objective of the consultancy is to provide supports to the BIOCF ISFL Project planning and implementation. The staff is expected to cooperate and coordinate well with administration officer and financial officer. The three hired consultants, each will be directly supporting Directorate of Climate Change Mitigation (MCI) as the Executing Agency (EA), Directorate of Sectoral and Regional Resources Mobilization, and Regional Office for Climate Change and Forest and Land Fires Control Region Sumatra both as Implementing Agency (IA). The Supporting Staff commits to provide the necessary back up to daily project activities under supervision IA, but not necessarily be confined to the following:

1. Assist activities related to the BioCF ISFL project can be well planned and implemented.
2. Assist related activities Projects that support BioCF ISFL can be properly reported and archived
3. Assist in the planning of activities for The BioCF ISFL Program
4. Assist in preparing materials on any activities related to The BioCF ISFL Program
5. Assist in report the results of each activity (notes, official note) of The BioCF ISFL Program
6. Assist in documentation and archiving of each activity (hard copy/soft copy)

The above tasks are relevant to each supporting staff according to the respected Directorate where the officer is assigned.

### **B. Qualifications**

The candidate that is interested in applying for the job should be:

1. Bachelor degree with minimum 5 years of relevant work experience in administration aspect and its management;
2. Excellent communication skills
3. Fluency in English required both oral and written;
4. Ability to set priorities
5. Organizational and filing skills
6. Proven experience with MS Office application is a must
7. Demonstrated ability to work in a team and accommodate critical feedbacks from personnel with varying expertise and motivation.

### **C. Reporting and Supervisory Arrangement**

The contracted supporting staff will report directly to the project coordinator and the designated executing agency/implementing agency, which will supervise the day-to-day implementation of the project.

- Contract Period: Twelve months/year - contract renewable.
- Normal working hours are Monday to Friday from 7.30 am to 4.30 pm. Working outside normal hours may be required.

### **D. Time Schedule**

The administration officer will be hired for twelve months/year with full time based contract.