

# Terms of Reference



**Position: Project Assistant for REDD+ Field Support Office, (National, 1 post)**

## I. Position Information

Title: Project Assistant for REDD+ Field Support Office, (National, 1 post)

Department/Unit: EU/PMU

Duty Station: Palangkaraya

Duration of Assignment: Five (5) months: From 1 June 2012 to 31 October 2012

Signature of the Budget Owner: Roy Rahendra (National Programme Manager of REDD+)

A handwritten signature in black ink, appearing to read 'Roy Rahendra', written over a light-colored background.

## II. Background Information

### Context of the REDD+ initiative:

Indonesia is the third largest emitter of CO<sub>2</sub> and the world's largest emitter from agriculture, forestry and other land use. Over the past five years, Indonesia's annual deforestation rate has averaged around 1 million hectares, which contributes more than 80 percent of Indonesia's estimated annual emissions. In response to this situation, the Government of Indonesia has initiated a range of programmes designed to reduce the nation's carbon emissions and improve forest and peat-land governance.

These programmes, which began in earnest following the 13th Session of the Conference of Parties (COP 13) to the United Nations Framework Convention on Climate Change (UNFCCC) which Indonesian hosted in 2007, range from national policy reform through to local demonstration activities, and a global mechanism referred to as REDD (Reducing Emissions from Deforestation and forest Degradation). This mechanism, now called REDD+, has evolved since its initial inception (hence the plus) to include forest conservation, sustainable management of forests, and enhancement of carbon stocks through afforestation and reforestation.

On 26 May 2010 the Governments of Indonesia and the Kingdom of Norway signed a Letter of Intent to establish a REDD+ Partnership as a part of the government's programme to tackle greenhouse gas emissions resulting from deforestation and forest degradation in Indonesia. REDD+ provides an opportunity for developing countries like Indonesia to move towards a sustainable low-carbon economy through the implementation of REDD+ activities and, for industrial countries like Norway, to support a reduction in global carbon emissions by contributing funds for these activities. For Indonesia REDD+ also offers a way to achieve the government's voluntary commitment to the world to reduce emissions as much as 26 percent from a business-as-usual scenario or up to 41 percent with international support by 2020.

The first phase of this REDD+ Partnership is to establish an institute with the capacity to implement and manage REDD+ initially in nine priority provinces across Indonesia and eventually throughout the archipelago. A Task Force (*Satuan Tugas*, Satgas) has been establishment to facilitate the setting-up of this REDD+ Institute and Working Groups (WGs) have been formed to assist in developing a REDD+ National Strategy (Stranas) and a legal basis for REDD+ implementation, a Measuring, Reporting and Verification (MRV) division responsible for monitoring carbon stock and carbon stock changes, and a Financial Instruments facility for the disbursement of funds.

The implementation of REDD+ will be an important step in the development of a low-carbon economy in Indonesia - a country which has some of the most extensive and biologically diverse tropical forests in the world, and an opportunity for the government to reform forest and peat-land governance across the Indonesian archipelago.

## **1.2 Context of this ToR**

Under the guidance and supervision of the Chief Field Officer, the Project Assistant provides procurement services ensuring high quality and accuracy of work. The Project Assistant promotes a client, quality and results-oriented approach in the Unit.

The Project Assistant works in close collaboration with the operations, programme and projects staff in the Project Office to exchange information and projects staff in the Project Office to exchange information and ensure consistent service delivery.

## **III. Objectives of Assignment**

### **Summary of Key Functions:**

- Implementation of operational strategies
- Implementation of sourcing strategy
- Control of project's Assets
- Provision of logistical services
- Facilitation of knowledge building and knowledge sharing

## **IV. Scope of work**

### **1. Ensures implementation of operational strategies focusing on achievement of the following results:**

- Full compliance with UNDP rules, regulations, policies and strategies.

### **2. Supports procurement processes for project on achievement of the following results:**

- Maintenance of the filing system in the project
- Tracking of all procurement processes up to delivery, acceptance and payment. Preparation of routine correspondence, faxes, memoranda and reports on procurement in accordance with CO SOP.
- Extracting, inputting, copying and filing data from various sources.

### **3. Contributes to implementation of sourcing strategy focusing on achievement of the following result:**

- Input of information to the roster of suppliers
- Update of the rosters of suppliers.

### **4. Ensures proper control of Project Assets focusing on achievement of the following result:**

- Preparation of inventory reports.
- Implementation of Inventory and physical verification check-up in the projects.

### **5. Supports knowledge building and knowledge sharing focusing on achievement of the following results:**

- Participation in the trainings for the operations/ projects staff.
- Sound contributions to knowledge networks and communities of practice.

## V. Deliverables / Final Product Expected

Schedule:

No.	Deliverables	Due Date	Payment
1.	Preparation of inventory, maintenance of filing system in the project for the 1st month of the assignment	30-June 2012	20%
2.	Preparation of inventory, maintenance of filing system in the project for the 2nd month of the assignment	31-Jul-2012	20%
3.	Preparation of inventory, maintenance of filing system in the project for the 3rd month of the assignment	31-August-2012	20%
4.	Preparation of inventory, maintenance of filing system in the project for the 4th month of the assignment	30-Sept-2012	20%
5.	Preparation of inventory, maintenance of filing system in the project for for the 5th month of the assignment	31-Oct-2012	20%

## VI. Requirements

### Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without favouritism.

### Functional Competencies:

#### Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to contract, asset and procurement management, including screening, collecting and preparation of documentation, data processing, preliminary bids evaluation, filing, provision of information, control of assets
- Good knowledge of financial rules and regulations
- Strong IT skills
- Ability to provide input to business processes re-engineering, implementation of new system

#### Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
  - Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

## VII. Recruitment Qualifications

### Education:

University Degree in Business, Public Administration, Social Science, Sociology, Linguistic or other relevant field;

### Experience:

Minimum 3 years of relevant project experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of automated procurement systems, experience in handling of web based management systems.

**Language Requirements:**

- Fluency in written and spoken Indonesian and advanced working knowledge of English.