

REQUEST EXPRESSION OF INTEREST

INDIVIDUAL CONSULTANT

“PROGRAM OFFICER”

Coral Reef Rehabilitation and Management Program – Coral Triangle Initiative
(COREMAP-CTI)

No. 03/ULP.ST.228/07/2020

The Government of Indonesia through Ministry of National Development Planning/BAPPENAS has received grant of Financial Management Specialist - the Coral Reef Rehabilitation and Management Program – Coral Triangle Initiative (COREMAP-CTI) GEF Grant TF 015470 and intends to apply part of the proceeds of this loan and credit to payments under the individual contracts for the followings:

Position : PROGRAM OFFICER COREMAP-CTI

Scope of Work:

The Scope of Work (SoW) for Program Officer includes but not limited to:

1. Be based in the PIU and will report to Monev specialist. S/he will provide support to program administration, give input for technical and operational issues related to monitoring and evaluation, and ensure the implementation of monitoring and evaluation activities. S/he will coordinate and collaborate with another division in PIU to support the achievement of the program.
2. To assist Monev Specialist in compiling and tracking all activities that are implemented by sub-grantee/implementing partner and ensure the activities in line with sub-grantee annual work plan (AWP) and ICCTF AWP.
3. To assist Monev Specialist in collecting, compiling and reporting the status of the project and establish coordination and communication with sub-grantee/implementing partner to obtain data and information for monitoring and evaluation purposes.
4. Assist Monev Specialist in activity planning to collect data and information for monitoring and evaluation, proposal development, preparation of draft agreement, work plan development and another document needed to implement the project
5. Assist the sub-grantee/implementing partner in implementation of logical framework and annual work plan.
6. Compile program achievements of sub-grantee in monthly and quarterly basis as input for monthly and quarterly progress report
7. Assist Monev Specialist in developing monitoring and evaluation framework for ongoing COREMAP-CTI World Bank project.
8. Assist Monev Specialists in developing monitoring and evaluation guidelines and developing a program impact assessment framework.
9. In collaboration with the Planning, Monitoring & Evaluation division, compiles a monitoring and evaluation report on the World Bank's COREMAP-CTI project program

10. Establish communication with sub-grantee/implementing partner to ensure the exchange information on project challenges, evaluation result and mitigation action are available
11. Maintain the World Bank COREMAP-CTI program achievements database and provide support in preparing and presenting data and information related to COREMAP-CTI project.
12. Deliver another task that relevant to the duties and responsibilities as Program Officer.

Selection Criteria

The minimum qualifications of candidates are as follows:

- Experience in administration of program development and program implementation, and monitoring and evaluation system in some extent.
- Bachelor degree (S1) in marine and fisheries science, environmental science, natural resources, social science or another relevant field.
- Have at least 2 years professional working experience and 1 year performing some of the functions described in this ToR
- Have understanding on government working procedures
- Have strong interpersonal, group facilitation and interview skills
- Ability to communicate effectively in English and Bahasa Indonesia, orally and especially in writing.
- Willing to travel to project sites

Term of Offer

Interested applicant must submit the following documentation :

- Comprehensive curriculum vitae of individual consultant.
- A detailed implementation plan/technical proposal in accordance with the scope of work, expected outputs and deliverables provided for herein (Term of Reference as attached).

Interested candidates should submit the proposal before *8th of August, 2020* to the following address :

Pokja III

Unit Layanan Pengadaan Kementerian PPN/Bappenas

Email : ulp@bappenas.go.id

Subject : *Program Officer_Participant Name*

Jakarta, 30th july 2020

**TERM OF REFERENCES
INDIVIDUAL CONSULTANT
FOR
PROGRAM OFFICER**

**Coral Reef Rehabilitation and Management Program - Coral Triangle Initiative
(COREMAP-CTI)- World Bank**

A. INTRODUCTION

Recognizing both the value of coral reefs and growing threats to their ecological health, the Government of Indonesia (GoI) embarked on a program to protect coral reefs and associated ecosystems in 1998. The resulting Coral Reef Rehabilitation and Management Project (COREMAP) was designed with three phases: (1) Initiation; (2) Acceleration, and (3) Institutionalization, financed by the International Bank for Reconstruction and Development (IBRD) and the Global Environment Facility (GEF).

During Phase 1 (1998-2004), COREMAP piloted new coral reef monitoring, management and rehabilitation approaches and obtained baseline information that would inform the design of subsequent phases. Phase 2 (2004 - 2011) focused on implementation and acceleration, by creating the enabling environment for sustainable coral reef ecosystem management, including greater public awareness, enhanced capacity for governance and management, improved community-based coastal management, sustainable livelihood activities, and strengthened regulatory frameworks. Phase 3 (2014 onward), also known as COREMAP - Coral Triangle Initiative (COREMAP-CTI), aimed to institutionalize approaches established under the previous phases to ensure long-term sustainable impact.

COREMAP-CTI was initially structured as a collaborative project involving the Ministry of Marine Affairs and Fisheries (MMAF) and the Institute of Indonesian Sciences (LIPI). However, in 2017 MMAF requested a partial cancelation and transfer of the role of executing agency to LIPI. In response to this request, LIPI and the World Bank restructured COREMAP - CTI to reflect the mandate and functions of LIPI as a research institution. This led to the suspension of GEF-financed activities, which focused on reef management. In 2018 an additional restructuring was started to (1) instate the Indonesian Climate Change Trust Fund (ICCTF, of BAPPENAS) as a co-implementing agency with LIPI, and (2) restart GEF-financed reef-management activities.

B. OBJECTIVE OF THE PROJECT

The restructured project has the objective: to strengthen institutional capacity for coastal ecosystems monitoring and research to produce the information for evidence-based resource management and to improve management of priority coastal ecosystems. The restructured COREMAP-CTI will have four project components, namely: (1) Institutional Strengthening for Coastal Ecosystem Monitoring; (2) Support for Demand-Driven Ecosystem Research; (3) Management of Priority Coastal Ecosystems; and (4) Project Management. The Component “Management of Priority Coastal Ecosystems” will be implemented by ICCTF, which aims to improve the management of priority coastal ecosystems in Raja Ampat and the Sawu Sea. It contains the following activities:

- 3.1: Management effectiveness of marine conservation areas and conservation of threatened species
 - o Accelerate progress towards “Green” and “Blue” management effectiveness status for priority MCAs (SAP Raja Ampat, KKLD Raja Ampat, Sawu Sea)
 - o Accelerate the implementation of three new National Plans of Action for threatened species
- 3.2: Integrated coastal zone planning
 - o Establish one provincial level marine spatial plan and integrated coastal zone management plan
- 3.3: Community stewardship of coastal resources
 - o Strengthening community surveillance
 - o Pilot community rights-based approach

All activities under Component 3 will be implemented through sub-grants to NGOs or other eligible organizations.

The Project Implementing Unit (PIU)-ICCTF manages all aspects of the project implementation. In line with the agreed Aide Memoire from the Implementation Support Mission in February 2019, the GEF-WB COREMAP-CTI project is expected to commence by June 2019. To support the implementation of the COREMAP-CTI Project, the PIU needs an **Individual Consultant as a Program Officer (PO)** to assist the PIU with day-to-day project implementation.

Individual consultant would be selected in accordance with provisions in Section V of the Bank’s Consultant Guidelines. The Term of References for Program Officer (PO) are outlined below:

C. SCOPE OF WORK

The Scope of Work (SoW) for Program Officer includes but not limited to:

1. Be based in the PIU and will report to Monev specialist. S/he will provide support to program administration, give input for technical and operational issues related to monitoring and evaluation, and ensure the implementation of monitoring and evaluation activities. S/he will coordinate and collaborate with another division in PIU to support the achievement of the program.
2. To assist Monev Specialist in compiling and tracking all activities that are implemented by sub-grantee/implementing partner and ensure the activities in line with sub-grantee annual work plan (AWP) and ICCTF AWP.
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12. Deliver another task that relevant to the duties and responsibilities as Program Officer.

D. TIME SCHEDULE

The assignment is expected to be for 24 months (ended on 30 June 2022) with annual performance review and contract renewal/extension (with at least three months' notice) subject to a positive performance evaluation.

E. OUPUT

- Supporting document that is related to project implementation such as ToR, minutes of meeting, back to office report, monthly report, and monthly activity list.
- Compilation of Monthly and quarterly progress report from sub-grantee/implementing partner.
- Comparison matrix budget vs program on monthly, quarterly and yearly basis from sub-grantee/implementing partner
- Compiling means of verification for program achievement and maintain document databased
- Compiling lesson learned document from sub-grantee/implementing partner
- A collection of data dan information related to COREMAP-CTI implementation in various formats for specific purposes.
- Other deliverables related to the project implementation of COREMAP-CTI WB.

F. QUALIFICATION REQUIREMENTS

The assignment requires a consultant with experience in program development and implementation. The successful candidate will be expected to have the following qualifications:

- Experience in administration of program development and program implementation, and monitoring and evaluation system in some extent.
- Bachelor degree (S1) in marine and fisheries science, environmental science, natural resources, social science or another relevant field.
- Have at least 2 years professional working experience and 1 year performing some of the functions described in this ToR
- Have understanding on government working procedures
- Have strong interpersonal, group facilitation and interview skills
- Ability to communicate effectively in English and Bahasa Indonesia, orally and especially in writing.
- Willing to travel to project sites

G. REPORTING

Consultant shall report to the PIU Monitoring and Evaluation Specialist of COREMAP-CTI WB Project.

BENTUK DOKUMEN PENAWARAN

LAMPIRAN 1 : SURAT PENAWARAN

A. BENTUK PENAWARAN ADMINISTRASI

CONTOH

Nomor : _____, _____ 20____
Lampiran : _____

Kepada Yth.:
Pokja _____ ULP _____ [K/L/D/I]
[diisi oleh Pokja ULP]
di

Perihal: Penawaran Administrasi _____ [nama pekerjaan diisi oleh Penyedia]

Sehubungan dengan Pengumuman Seleksi Nomor _____ tanggal _____ dengan ini kami mengajukan penawaran Administrasi untuk pekerjaan _____ [diisi oleh Penyedia] dengan Total Penawaran Biaya sebesar Rp _____ (_____).

Penawaran Administrasi ini sudah memperhatikan ketentuan dan persyaratan yang tercantum dalam Dokumen Pengadaan untuk melaksanakan pekerjaan tersebut.

Penawaran ini berlaku sejak batas akhir pemasukan Dokumen Penawaran sampai dengan tanggal 8 Agustus 2020.

Sesuai dengan persyaratan Dokumen Pengadaan, bersama Penawaran Administrasi ini kami lampirkan :

1. Dokumen penawaran teknis, terdiri dari :
 - a. Pendekatan dan Metodologi, terdiri dari:
 - 1) Tanggapan dan saran terhadap Kerangka Acuan Kerja;
 - 2) Uraian pendekatan, metodologi, dan program kerja;
 - 3) Jadwal pelaksanaan pekerjaan;
 - 4) Jadwal penugasan tenaga ahli;
 - b. Kualifikasi Tenaga Ahli, terdiri dari:
 - 1) Daftar Riwayat Hidup;
 - 2) Surat pernyataan kesediaan untuk ditugaskan;
2. Dokumen penawaran biaya, yang terdiri dari :
 - a. Rekapitulasi Penawaran Biaya
3. Data Kualifikasi, dan
4. [Dokumen lain yang dipersyaratkan]

Dengan disampaikannya Penawaran Administrasi ini, maka kami menyatakan sanggup dan akan tunduk pada semua ketentuan yang tercantum dalam Dokumen Pengadaan.

A. BENTUK JADWAL PENUGASAN TENAGA AHLI¹

CONTOH

JADWAL PENUGASAN TENAGA AHLI

No.	Nama Tenaga Ahli	Masukan Personil (dalam bentuk diagram balok) ²												Orang Bulan		
		1	2	3	4	5	6	7	8	9	10	11	12		n	
1																
2																
n																
										Total						

Masukan Penuh-Waktu

Masukan Paruh-Waktu

¹ Untuk Tenaga Ahli pengisian masukan harus mencantumkan nama personil, untuk Tenaga Pendukung cukup dicantumkan posisi, misalnya juru gambar, staf administrasi, dan sebagainya.
² Masukan personil dihitung dalam bulan dimulai sejak penugasan.

B. BENTUK DAFTAR RIWAYAT HIDUP TENAGA AHLI

CONTOH

Daftar Riwayat Hidup

1. Posisi yang diusulkan : _____
2. Nama Tenaga Ahli : _____
3. Tempat/Tanggal Lahir : _____
4. Pendidikan (Lembaga pendidikan, tempat dan tahun tamat belajar, dilampirkan rekaman ijazah) : _____
5. Pendidikan Non Formal : _____
6. Penguasaan Bahasa Inggris dan bahasa Indonesia : _____
7. Pengalaman Kerja¹
 - Tahun ini _____
 - a. Nama Pekerjaan : _____
 - b. Lokasi Pekerjaan : _____
 - c. Pengguna Jasa : _____
 - d. Uraian Tugas : _____
 - e. Waktu Pelaksanaan : (tanggal bulan tahun) s/d (tanggal bulan tahun)
 - f. Posisi Penugasan : _____
 - g. Surat Referensi dari Pengguna Jasa : _____Tahun sebelumnya
 - a. Nama Pekerjaan : _____
 - b. Lokasi Pekerjaan : _____
 - c. Pengguna Jasa : _____
 - d. Uraian Tugas : _____
 - e. Waktu Pelaksanaan : (tanggal bulan tahun) s/d (tanggal bulan tahun)
 - f. Posisi Penugasan : _____
 - g. Surat Referensi dari Pengguna Jasa : _____dst.

Daftar riwayat hidup ini saya buat dengan sebenar-benarnya dan penuh rasa tanggung jawab. Jika terdapat pengungkapan keterangan yang tidak benar secara sengaja atau sepatutnya diduga maka saya siap untuk digugurkan dari proses seleksi atau dikeluarkan jika sudah dipekerjakan.

_____, 20____
Yang membuat pernyataan

(_____)
[nama jelas]

¹ Setiap pengalaman kerja yang dicantumkan harus disertai dengan referensi dari pengguna jasa yang bersangkutan.

C. BENTUK SURAT PERNYATAAN KESEDIAAN UNTUK DITUGASKAN

CONTOH

PERNYATAAN KESEDIAAN UNTUK DITUGASKAN

Yang bertanda tangan dibawah ini:

N a m a : _____
Alamat : _____

Dengan ini menyatakan bahwa saya bersedia untuk melaksanakan paket pekerjaan jasa konsultasi _____ sesuai dengan usulan jadwal penugasan saya dari bulan _____ tahun _____ sampai dengan bulan _____ tahun _____ dengan posisi sebagai tenaga ahli _____.

Demikian pernyataan ini saya buat dengan sebenar-benarnya dan penuh rasa tanggung jawab.

_____, _____ 20__

Yang membuat
pernyataan,

(_____)
[nama jelas]

LAMPIRAN 3 : DOKUMEN
PENAWARAN BIAYA

A. BENTUK REKAPITULASI PENAWARAN BIAYA

C O N T O H

REKAPITULASI PENAWARAN BIAYA

No.	Uraian	Harga Penawaran (Rp)	Volume (Bulan)	Total
I	Biaya Langsung Personil	_____	24	_____
	Total	_____	24	_____
Terbilang: _____				