

PENGUMUMAN SELEKSI
NATIONAL PROJECT MANAGEMENT UNIT
Nomor : 1/PROJECT-FPVI/PUSTARHUT/4/2022

Kementerian Lingkungan Hidup dan Kehutanan sedang melaksanakan proyek "*Forest Programme VI - Protection of Mangrove Forest*", yang merupakan hibah dari *German Financial Cooperation with the Republic of Indonesia* ID : 252TCCWA, membutuhkan Personil Proyek dengan posisi sebagai berikut :

1. National Project Coordinator
2. Technical Specialist
3. Accounting Staff
4. General Officer

Individu yang berminat harus menyampaikan Surat Lamaran sebagaimana posisi tersebut di atas dengan disertai dokumen pendukung dalam bentuk soft file berupa:

1. Ijasah Terakhir
2. Transkrip Nilai Akademis
3. Curriculum Vitae (CV)
4. Referensi Kerja
5. Pas Foto Berwarna Terbaru
6. KTP
7. Tanggapan terhadap Kerangka Acuan Kerja (*Term of Reference*)

Surat Lamaran beserta dokumen pendukungnya ditujukan kepada Tim Pengadaan Seleksi National Project Management Unit untuk "*Forest Programme VI - Protection of Mangrove Forest*" PUSTARHUT Tahun 2022 melalui email : recruitment.fpvi@gmail.com paling lambat tanggal 11 Mei 2022.

Seleksi akan dilakukan sesuai dengan prosedur yang ditetapkan dalam *KFW Guidelines for Procurement : Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and NonConsulting Services in Financial Cooperation with Partner Countries (January 2019)*. Individu yang berminat dapat memperoleh informasi lebih lanjut mengenai Kerangka Acuan Kerja (*Term of Reference*) pada link terlampir.

Bogor, 28 April 2022

TTD
Tim Pengadaan Seleksi National Project Management Unit

German Financial Cooperation with the Republic of Indonesia
“Forest Programme VI – Protection of Mangrove Forest”

Terms of Reference

for

National Project Management Unit
(NPMU)

Ministry of Environment and Forestry (MoEF)

April 2022

Terms of Reference

NATIONAL PROJECT MANAGEMENT UNIT (NPMU)

1. Background

Indonesia-Germany bilateral cooperation is long-standing and one of the most successful. One of the bilateral cooperation is Forestry Programme (FP) VI. FP VI is a grant forestry-based project within a framework of Germany's financing support through KfW for mangrove protection and rehabilitation through national and international development cooperation. "Protection of Mangrove Forests" supports GoI in its efforts to harmonize economic development with the protection of the climate and natural resources. The Project will be integrated with the overall programme objective of the German development cooperation "forest and climate protection" in Indonesia. The specific objective of the programme is to facilitate conservation, restoration, and management of mangrove pilots through community action and derive site-specific lessons and best practices to inform subsequent scaling of mangrove resources in Indonesia. This program will be projected for eight (8) years with total funding of EUR 20 million, covering a period of 2021 – 2028. The project starts its implementing activities in Karang Gading, North-Sumatera, Berau and Mahakam Delta, East-Kalimantan, as well as Sorong City and Sorong Selatan Regency, West-Papua.

Within The Ministry of Environment and Forestry (MoEF), the Agency for Standardization of Environment and Forestry Instruments has been tasked with the implementation of the Project and acts as the Project Executing Agency (PEA). The direct Project Executing Agency (PEA) is the Center for Standardization of Sustainable Forest Management Instruments (Pustarhut) and will be responsible for project management, reporting to the donor, annual work planning and budgeting, fund allocation and management, supervision of monitoring and evaluation services to be provided through third-party service agreements. At the district field level, the project will be implemented by those institutions with jurisdiction over the sites selected. These will be the Project Implementing Agencies (PIA). The Project Implementation Unit (PIU) in Karang Gading Wildlife Reserve will be the Natural Resource Conservation Agency (BBKSDA). The PIUs in East Kalimantan will be the Forest Management Units (KPHP Delta Mahakam/KPHP Berau). The PIUs in West-Papua will be KPHL Sorong City and KPHL Sorong Selatan.

The development cooperation on sustainable management of the mangrove ecosystem will focus on mangrove conservation, restoration and sustainable management, community development and livelihood, spatial planning and policy and advocacy, and innovative and applied research and development. In

addition, the establishment of the World Mangrove Center (WMC) as an international cooperation hub to promote sustainable mangrove management by connecting, coordinating, and collaborating with different stakeholders at all levels, sectors, and across nations is also strategic to protect mangroves ecosystems worldwide. To undertake these various activities, the PEA will be assisted by an implementation consultant with expertise in forest management planning; mangrove, civil society, and local government; project management; monitoring and evaluation; remote sensing; environmental and social management framework; and policy and international relation.

To run the project, the PEA will be assisted by a national-level team, i.e., National Programme Management Unit (NPMU), including National Project Coordinator, Technical Specialist, Financial Specialist and General Administrators. The NPMU is responsible for managing and coordinating the project at the national and the on-site level alongside the implementing consultant. In addition, there will be a Provincial Program Management Unit (DPMU) at each site level that consists of 2 persons, including the Provincial Project Coordinator and Administrative Support staff.

Given the importance of the NPMU in helping the PEA to prepare for the implementation of the FP VI, it is hoped that NPMU can start working in August 2021. Therefore, we propose to start the selection process for NPMU members in the beginning of July 2021.

2. Objectives and indicators

There are 3 (three) objectives of the NPMU, including supporting PEA:

- a. Providing technical and administrative support in the implementation of the programme at the national level that is implemented by the PEA, and the on-site level that will be implemented by the PIUs.
- b. Assisting the PEA and the related Directorate Generals to coordinate with other agencies/institutions at the international, national and regional levels, including international institutions, central and local government, business organizations and academic institutions within the programme implementation framework.
- c. Project management, reporting to the donor, preparing annual work plans and budget, working closely with the consultant team, to prepare project planning, procurement plan and other administration stuff such as third party audits and MTR, fund allocation and management.

The expected results, including indicators and outputs, are as follows:

Expected results (OUTPUTS)	Output indicators
Output 1: Conservation, Restoration and Sustainable Management of Mangrove	Indicator 1: 4,000 ha of degraded land are sustainably rehabilitated/restored in

Expected results (OUTPUTS)	Output indicators
Forests through community action/-based processes	prioritized sites until the end of the project.
	Indicator 2: Saved greenhouse gases (t CO2e/year).
	Indicator 3: Emitted greenhouse gases (t CO2e/year).
	Indicator 4: 50,000 (ha) of protected or sustainably managed natural terrestrial ecosystems
Output 2: Community Development and Livelihoods.	Indicator 1: Five new alternative gender-responsive actions (e.g.) low impact micro-and small livelihood enterprises were established.
	Indicator 2: 66% of community groups comply with agreed-upon management plans.
	<i>Indicator 3: Five adaptation strategies for the indigenous/local population are incorporated into management plans and put into practice</i>
	<i>Indicator 4: Number of people who benefit from terrestrial resource protection measures in 70 villages</i>
	<i>Indicator 5: At least five women groups (e.g., women-led companies) are supported through the project, of which four report improved income/living situations by the end of the project</i>
Output 3: Spatial Planning, Policy and Advocacy.	Indicator 1: Five local community development plans, including comprehensive spatial plans, were endorsed at the district level by BAPPEDA.
Output 4: Innovative and Applied Research and Development	<u>Indicator 1:</u> Five applied research studies are developed and utilized to design mangrove conservation and restoration activities in demonstration sites.

No.	Position	Time to start	End of Time
1.	National Project Coordinator	June-2022	Dec-2028
2.	Technical Specialist	June-2022	Sep-2026
3.	Accounting Staff	June-2022	Dec-2028
4.	General Officer	June-2022	Dec-2028

The NPMU will be hired for the whole project duration, but each position of the NPMU members will be evaluated every year to ensure the performance of the experts can be extended as needed.

5. Job description:

No.	Position	Job Description
1.	National Project Coordinator	<ol style="list-style-type: none"> 1. Providing technical and administrative support in the project implementation to Project Executing Agency (PEA). 2. Providing technical and administrative support in the implementation of the programme. 3. Assisting the PEA in coordinating with other agencies/institutions at the local and national level, including business organizations and academic institutions within the programme implementation framework. 4. Facilitating the expert's consultant in order to provide updates of all technical and administrative aspects of the programme implementation to the programme implementing personnel at the national level. 5. Collecting and distributing information and knowledge of the programme implementation results. 6. Initiating and/or supporting meetings, seminars, workshops and other necessary activities in the framework of the programme implementation at the national level. 7. Providing technical guidance and training materials, either for implementing programs at national and provincial levels, as well as society and other stakeholders with regard to programme implementation for the expert's consultant. 8. Facilitating and supporting the CTA (Chief Technical Advisor) to prepare programmes work plans and programme progress reports. 9. Monitor and evaluate the implementation of the programme based on the procedures and system that are established and developed by consultant expert including computer based of outcome/output-focused system.

No.	Position	Job Description
		<ul style="list-style-type: none"> 10. Supporting the preparation of information and materials concerning Programme implementation management including for the learning process purposes in the framework of the implementation of programme cooperation. 11. Providing all necessary document and communicating with the auditors in audit process 12. Assisting the acceleration of budget absorption of the programme. 13. Coordinating the implementation of the program in North Sumatra, East Kalimantan Province and West Papua Province
2.	Technical Specialist	<ul style="list-style-type: none"> 1. Supporting the implementation of the project as well as the delivery of the outputs. 2. Providing technical support related to the project. 3. Providing general and technical assistance for NPMU in the implementation of the project. 4. Supporting NPMU in preparing the project materials and reports. 5. Managing and preparing all documents of the project. 6. Undertaking any other relevant tasks as may be required by the NPMU.
3.	Accounting Staff	<ul style="list-style-type: none"> 1. Developing, disseminating, and supporting the implementation of the programme financial administration system. 2. Providing technical support related to the programme budgeting implementation with expert's consultant. 3. Conducting advocacy related to financial management and budgetary aspects to the Project Implementing Units (PIUs). 4. Supervising the entire financial administration that implemented by the Project Implementing Units (PIUs). 5. Facilitating the audit process conducted by both internal and independent auditor/ Public Accounting Firm (KAP). 6. Providing support and advices in conducting Programme feasibility studies related to the financing system. 7. Preparing and submitting reports on the implementation of the budget and finance to the PEA and Programme Coordinator (regular and incidental). 8. Providing guidance and direction to the implementing personnel of financial management at the PIUs. 9. Providing data and information on the use of grant funds as materials in the fund management of the Financial

No.	Position	Job Description
		Contribution (HLN) in accordance with the Indonesian government's procedures and KfW (withdrawal application and replenishment).
4.	General Officer	<ol style="list-style-type: none"> 1. Supporting the implementation of the programme administration system and project correspondences. 2. Conducting advocacy related to financial management and budgetary aspects to the Provincial PMUs and PIUs. 3. Supervising the entire financial administration that implemented by the programme implementing units (PIUs). 4. Facilitating the audit process conducted by both internal and independent auditor/ Public Accounting Firm (KAP). 5. Assisting Provincial PMU in implementing financial management 6. Providing financial expenditure report (SPJ) in NPMU which is in accordance with Ministry of Finance Regulation (PMK) 7. Assisting NPMU in providing data and information on the use of grant funds as materials in the fund management of the Financial Contribution (HLN) in accordance with the Indonesian government's procedures and KfW (withdrawal application and replenishment).

6. Profile (Qualifications)

No.	Position	Requirements	Experience
1.	National Project Coordinator	<ol style="list-style-type: none"> 1. PhD degree in Forestry or Forest Management. 2. Good relation and communication with related MoEF units and officers of all levels and other government institutions on national level. 3. Excellent knowledge on regulation and the implementation of the mangrove management in Indonesia. 4. Excellent knowledge on regulation and the implementation of the state administration and financial system, especially related to grant administration. 5. Good knowledge on FP VI technical 	<ol style="list-style-type: none"> 1. Have minimum 15 years of working experiences in Forestry. 2. Have minimum 2 years proven experiences in engaging international projects cooperation. 3. Have experience in managing government

No.	Position	Requirements	Experience
		<p>aspects.</p> <p>6. Good English skills (spoken and written) with minimum level 5 in interval level base of 1-5 (level 1 is poor and level 5 is excellent).</p> <p>7. Maximum age of 50 years in July 2021</p> <p>8. Indonesian nationality</p>	<p>finance or DIPA system.</p> <p>4. Have excellent knowledge about the site projects.</p> <p>5. Have experience and knowledge in mangrove research</p> <p>6. Have at least 3 international publications on mangrove ecosystems</p>
2.	Technical Specialist	<p>1. Master degree in forestry, Forest Management, or other field related to natural resources.</p> <p>2. Good knowledge on mangroves and social forestry related issues</p> <p>3. Good English skills (spoken and written) with minimum level 3 in interval level base of 1-5 (level 1 is poor and level 5 is excellent).</p> <p>4. Excellent knowledge on regulation and the implementation of the state administration and financial system, especially related to grant administration.</p> <p>5. Competency in computer skills for a variety of tasks with adequate knowledge of Microsoft Office (particularly word, excel, ppt).</p> <p>6. Demonstrated ability to plan and organize tasks and workflows.</p> <p>7. Demonstrated commitment to teamwork and collaborative work practices as well as ability to work effectively independently.</p> <p>8. Maximum age of 50 years at the time of application</p> <p>9. Indonesian nationality</p>	<p>1. Have minimum 5 years of working experience in project, government and/or international organisation.</p> <p>2. Have working experiences in forestry would be preferable.</p> <p>3. Exposure in dealing with international organizations.</p>

No.	Position	Requirements	Experience
3.	Financial Specialist	<ol style="list-style-type: none"> 1. Bachelor's degree in any subject. 2. Good knowledge on regulation and implementation of state budget treasury (DIPA). 3. Good understanding in specific grant management of state budget. 4. Good English skills (spoken and written) with minimum level 3 in interval level base of 1-5 (level 1 is poor and level 5 is excellent). 5. Maximum age of 50 years at the time of application 6. Indonesian nationality 	<ol style="list-style-type: none"> 1. Have minimum 5 years of working experiences in finance and administration. 2. Have working experience in accounting and administration of international project cooperation especially international project in MoEF will be an advantage
4.	General Officer	<ol style="list-style-type: none"> 1. Bachelor's degree in any subject. 2. Good knowledge on regulation and implementation of state budget treasury (DIPA). 3. Good understanding in grant management of state budget. 4. Good English skills (spoken and written) with minimum level 3 in interval level base of 1-5 (level 1 is poor and level 5 is excellent). 5. Maximum age of 50 years at the time of application 6. Indonesian nationality 	<ol style="list-style-type: none"> 1. Have minimum 3 years of working experiences in finance and administration. 2. Have working experience in accounting and administration of international project cooperation will be an advantage

7. Recruitment Process:

The NPMU staffs will be recruited through a Limited Competitive Bidding that will be started in July 2021 and announced via website of the MoEF.

Dates (Weekdays)	Agenda
1 st	Announcement of the NPMU selection.
1 st - 2 nd	The PEA will give invitations to the potential candidates of the

	NPMU staffs.
2 nd - 3 rd	The candidates of the NPMU staffs must submit their offer, cover letter, and resume/CV for the selection by email to the PEA.
3 rd - 4 th	The PEA evaluates the candidates' documents.
4 th	The prospective candidates in each position will be interviewed by PEA.
4 th	Refutation period.
5 th	Winner announcement. The selected candidates will be informed to KfW to obtain a "No Objection Letter".
5 th	After receiving the "No Objection Letter" from the KfW, the selected candidate will be assigned based on the Director of Center for Standardization of Sustainable Forest Management Instruments decree.
5 th	Assigning the NPMU staffs.