



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant / PSA.NAT

Job Title:	Forestry Consultant (UN-REDD)		
Division/Department:	FAO Representation Office in Jakarta		
Programme/Project Number:	FAO UN-REDD Programme UNJP/GLO/386/UNJ		
Location:	Jakarta, Indonesia		
Expected Start Date of Assignment:	1 August 2016	Duration:	5 months, 1 Aug – 31 Dec 2016
Reports to: Mark Smulders	Title: FAO Representative in Indonesia		

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

1) Context and justification

The UN-REDD Programme is the United Nations collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD) in developing countries. The Government of Indonesia has expressed interest in getting FAO technical assistance and capacity building in order to improve the National Forest Monitoring Systems (NFMS) needed to implement REDD+. Plans for work to support this include a national study using the FAO Collect Earth tool and a training workshop, plus a mission to do an assessment of Indonesia's NFMS and opportunities for improvement. These activities will involve increased workload in the FAO-Indonesia office and require technical forestry knowledge and the ability to coordinate with the MoEF staff in Bahasa to plan and implement the work. These tasks are best done by a dedicated mid-level forestry consultant to coordinate the work either from the FAO-Indonesia office or located in the MoEF (tbc).

2) Objective of the terms of reference

The FAO UN-REDD Programme and the FAO Representation to Indonesia are seeking a National Forestry Officer to support the planning and implementation of activities to support improvements in Indonesia's NFMS. The following terms of reference is for a short-term national forestry consultant for 5 months.

3) Expected outputs/deliverables

Specific duties are as follows:

- a) Assist with the planning and coordination with MoEF and other GoI agencies to deliver the UN-REDD work supporting Indonesia's National Forest Monitoring System (NFMS).
- b) Liaise with GoI agencies to arrange the Collect-Earth study and workshop (Aug/Sept) including:
 - i. Organize all logistics incl. venue with suitable computer facilities in consultation with MoEF;
 - ii. Help set up data and draft participants list and communicate to them with / through MoEF.
- c) Liaise with GoI agencies to make arrangements for the NFMS assessment team mission in Oct/Nov.
 - i. Help plan and draft mission agenda with MoEF and other agencies useful to meet (donors etc.);
 - ii. Collate relevant background materials (reports, maps, datasets etc.) for team review electronically

in advance, and provide input into the draft report as required.

- d) The consultant will plan and undertake operational tasks to support the NFMS work including regular contact with the UN-REDD staff in RAP on technical matters;
- e) Contribute to the development of synergies and joint work between UN-REDD activities and other relevant forest monitoring initiatives in Indonesia (e.g. donors and projects incl. UNDP, USAID, GIZ, the FAO FLEGT Programme, Norway, World Bank, GEF, NGO activities and peatlands mapping and monitoring work). Develop opportunities for FAO to be involved in new forestry work, including the FCPF project work in East Kalimantan by discussions with GoI, TNC, GIZ and relevant agencies.
- f) Provide technical support to the FAO Representation in Indonesia on matters related to forestry, including attending meetings and writing reports;
- g) Carry out other duties as required.

4) Supervision and responsibilities of the consultant

The Consultant will work under the overall supervision of the FAO Representative of Indonesia and following the technical work-plan developed by the UN-REDD Forestry Officer based in RAP, with day-to-day guidance from the Senior National Forestry Consultant in the FAO Jakarta office. On finance and administration matters the Consultant shall check before incurring any payments with the UN-REDD Programme's Administrative Assistant (Bangkok based) and working with the FAO Representation administrative staff in Jakarta to process the paperwork following FAO rules.

5) Expected profile

The consultant will have the following minimum qualifications and experience:

- a) University degree in forestry, environment or other field relevant to the Terms-of-Reference;
- b) Five years of professional experience relating to forestry with experience in field forest inventory / monitoring being an advantage;
- c) Experience in processing forest inventory and/or remote sensing data for forestry or other land uses;
- d) Experience in planning for and running workshops and meetings including consulting with government agency staff, planning agendas, drafting and sending invitations using MS Word and email;
- e) A high level of proficiency in computer skills essential; ability to set up and analyze datasets desirable;
- f) Experience in working with international organizations is an advantage;
- g) Good writing, presentation and communication skills;
- h) Self-motivated and able to work with minimal supervision;
- i) Fluent in English and Bahasa Indonesian.

Key performance indicators (Expected outputs/deliverables)	Required Completion Date:
<ol style="list-style-type: none"> 1. Short monthly reports on activities undertaken and plan for next month; 2. Assist plan and draft the Collect Earth workshop agenda and input to the draft report (participants' lists, presentations online etc.); 3. Drafting of meeting minutes, input to mission reports BTORs etc.; 4. Arrange meetings with GoI agencies or projects on new project ideas. 5. Help plan the NFMS mission by coordination with GoI agencies on the agenda and assist with input to the report; 6. End of contract report with recommendations on future work. 	<ol style="list-style-type: none"> 1. End Aug, Sept, Oct, Nov, Dec. 2. 31 August (draft agenda), 30 Sept (draft workshop report). 3. Within 1 week of the meeting. 4. Draft outline project ideas in meeting notes to FAO-ID/RAP. 5. Draft plan 2 weeks before mission, report 2 weeks after. 6. Final report due 31 Dec.