



Terms of Reference Template for Regular Staff Recruitment

I. Position Information
<p>Job code title : Project Officer – RBP FCPF Communities (2 Positions)</p> <p>Pre-classified Grade : -</p> <p>Duration of contract : 12 Months</p> <p>Supervisor : Project Coordinator</p>
II. Organizational Context
<p>The East Kalimantan Jurisdictional Emissions Reduction Program (ER Program) is a national project to reduce deforestation and forest degradation. This program covers 12.7 million ha of East Kalimantan Province of which 6.5 million ha (54%) is still covered by tropical rainforests which are home to a wealth of globally significant biodiversity, and that support indigenous and other local communities.</p> <p>The ER Program supports a combination of enabling conditions and promotion of sustainable management practices to address the underlying drivers of emissions. As much as 86.3 million tCO₂e of (gross) emission will be reduced over a five and a half-year period (2019-2024) by this ER Program. The Accounting Area for the ER Program covers the entire boundary of the East Kalimantan Province, covering seven districts and three cities, 103 sub-districts, and 1,032 villages (BPS, 2017), and is not only limited to the state forest in the East Kalimantan Province.</p> <p>The ER Program is implemented by all beneficiaries with the Ministry of Environment and Forestry (MoEF) and the East Kalimantan Provincial Government as the responsible bodies for managing the proposed ER Program. Relevant agencies in the central, provincial, districts and village governments will be involved in the project implementation following the directions of the MoEF and East Kalimantan Provincial Government. Private sectors, as well as local and adat communities within the East Kalimantan Province jurisdiction will also implement the ER Program according to the specific roles and responsibilities agreed and written in the Emissions Reduction Program Document (ERPD). The non-government institutions will be involved and become the government’s partners in implementing the ER Program. The mechanism in distributing the ER Program benefit to each beneficiary is described in Benefit Sharing Plan (BSP) document.</p> <p>Government of Indonesia has received the first payment for ERP in 2022 and the funds will be managed through BPDH (Indonesian Environmental Fund). The ER Payments to National and Local Government would be channeled through the state budget mechanism (APBN and APBD) while the ER Payments to Local Communities will be directly channeled through Intermediary Agency (Lembara) after the Payments are disbursed by The Indonesian Environment Fund (BPDH/IEF).</p> <p>The Partnership for Governance Reform (KEMITRAAN), which has been accredited as intermediary agency/Lembara of BPDH, was selected and appointed as the Lembara by East Kalimantan Government for preparing the implementation of ER program and channeling the ER payments to eligible communities/villages beneficiaries.</p>



The objectives of the project are:

Objective 1. Facilitating the readiness of village/community groups beneficiaries and improving their capacity to develop viable community-driven proposals and reporting that are in line with FCPF ERPD's objective

Objective 2. Facilitating the disbursement of ER Payments/Funds to eligible Village/Community groups that have meet the criteria and requirements of ERP benefits channeling.

In ensuring the effective implementation of the Project, KEMITRAAN will form a quality Project Management Unit that will manage the day to day implementation and monitoring-evaluation of the Project. To carry out the expected development objectives and outputs above, KEMITRAAN will recruit Project Officer that will lead and coordinate the project implementation at the subnational and community level.

Under the guidance and direct supervision of Project Coordinator, the Project Officer(s) will provide oversight on the assigned project location(s) and is primarily responsible for coordination of project related activities. S/He will be responsible for coordinating the overall project planning, implementation, monitoring of progress, facilitation of requirements to secure project progress, synergize activities across the relevant staff and experts within the project, coordination and relationship building with key stakeholders, including relevant national and local governments, within the specifically assigned project location(s) to her/him.

The Project Officer(s) will be based in Samarinda and will work closely with the Monitoring, Evaluation and Learning Manager, Monitoring, Evaluation and Learning Officer, Provincial Coordinators, Field Officers, Community Facilitators, Admin & Procurement Officer, Finance & Admin Officers, Project Finance and Administration Assistants, Grantees, Consultants /Experts and Advisors, Government institutions (MoEF, Local governments), The World Bank, and other staffs within KEMITRAAN's office.

III. Functions / Key Results Expected

Summary Key function and results Expected:

Coordination of Project-related activities:

The Project Officer (PO) is responsible for quality implementation of the project and for leading and supervising the project activities carried out and being implemented at the specific assigned location(s) to her/him. The PO also supervises timely submission of all requested project outputs, consolidates, and analyses monitoring and evaluation results. This particular post will be responsible to supervise project implementation in three districts during the cycle of Project.

1. Implementation of projects include:

- Leads project implementation, and supervises the quality of the project's activities and outputs carried out and being implemented at the specific assigned location(s) (in close cooperation with Provincial Coordinators, Field Officers, Monitoring, Evaluation, and Learning unit, Admin & Procurement Officer, Finance & Admin Officers, Project, Finance and Admin Assistants, and Component Leaders).

- Prepares all the project related reports.
- Prepares and implements the work plan together with the team.
- Coordinates and carries out project related activities.
- Assisting Project Coordinator in daily operational work of the project.
- Reports to Project Coordinator about the progress of the project implementation.
- Ensures that all administrative, procurement, and financial tasks are done in time (together with Admin & Procurement Officer, Finance & Admin Officers, Project, Finance and Admin Assistants).
- Develop and maintain project records such as databases, reports and records of decisions.
- Ensures that project related documents are archived in accordance with the project's requirements.

2. Monitoring and evaluation:

- Carries out needs and capacity assessment jointly with Monitoring, Evaluation, and Learning unit.
- In collaboration with Monitoring, Evaluation, and Learning unit, elaborates and assures that monitoring is conducted according to the framework.
- Assures that the indicators and obligations towards World Bank's standards and compliance related to the projects are fulfilled.
- Assures that direct project costs are being spent in accordance with the budget.
- Develop and deliver semester reports of Project and Financial management.

3. External relations:

- Develop and maintain proactive, positive and professional relationships with key government officials at the national and local level, partner organizations, CSOs, Donor, and national & international media;
- Maintain responsible media coverage of program events in coordination with Project Coordinator and Communication & Stakeholders Relation Expert.

4. Administration:

- Ensures that all projects related administrative tasks are fulfilled (data record, correspondents, support in any events, etc)
- Provides necessary capacity building in administrative and procedural requirements.
- Supervise Field Supervisors and Community/Village Facilitators.
- Ensure project compliance with Kemitraan's policies and procedures.
- Prepares and supervises contractual matters related to the project (in cooperation with Finance and Admin officer, Finance and Admin Assistants, HR and Operational unit in Kemitraan).

5. Others

SUPERVISES:

- Field Supervisors/Technical Specialist (20 persons)

CLOSE COORDINATION WITH:

- Program Director
- Project Coordinator
- Finance and Admin Officer



- Admin and Finance Assistant
- Finance Manager
- MEL Specialists
- National Pool of Experts
- Knowledge Management and Learning Unit

IV. Impact of Results

The key results of the assignment will give positive impacts for strategic programme implementation, including:

- Successful and more substantively accountable program implementation.
- Good communication and facilitation to key stakeholders that led to KEMITRAAN perceived as trusted working partner.
- Opportunities for developing and implementing longer term governance programmes under the cooperation between KEMITRAAN, related government institutions, and the World Bank

V. Competencies

- Demonstrates integrity by modelling the KEMITRAAN values and ethical standards
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders, culturally and gender sensitive
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines
- High level of computer literacy is essential (in particular word processing and presentation software)
- Analytical and problem-solving skills of high order, including the ability to formulate recommendations and advice senior management on tackling difficult situations
- Leadership qualities, including the ability to make sound judgement, meet challenges constructively and creatively
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials and development partners
- Ability to quickly adapt to change, and to remain calm under pressure
- Fluency in written and spoken English.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Undergraduate degree in environment and/or natural resource management, forestry, environmental policy and or other relevant fields.
Experience:	<ul style="list-style-type: none"> • Minimum of 5 years of professional experience in the environment and natural resources management sector, including proven experience in emission reduction program, climate change mitigation, forestry and community-based development; • 5 years of successful record in project implementation at



	<p>middle to senior level</p> <ul style="list-style-type: none"> • Knowledge of Indonesian current legislation, policies, and standards in the field of environment, natural resource management and climate change is desirable. • Previous experience of working in an international organization with focus on forest management, REDD+, climate change, and relevant issues • Extensive networks and positive working relationships with Government partners in national and subnational level (East Kalimantan) is preferred • Previous experience of working and sound knowledge of social and environmental baseline condition in the Project area is plus advantage 	
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written and spoken English and Bahasa Indonesia 	
VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name Dadang Hilman	Signature	Date
Chief Division/Section		
Name	Signature	Date