

## Terms of Reference Template for Regular Staff Recruitment

### I. Position Information

Job Title : Project Coordinator  
 Location : Jakarta/Samarinda  
 Duration of Contract : 12 months (with possibility to extend)  
 Direct Supervisor : Program Director Environment and Sustainable Governance

### II. Project Context

The World Bank with the resources provided by the EnABLE, a multi-donor trust fund, is financing a project to enhance the inclusion of target marginalized and disadvantaged groups in the East Kalimantan Emission Reduction Program (ERP) through enhanced awareness of and access to carbon and non-carbon benefits. Full details of the Indonesia EnABLE Project and associated East Kalimantan ERP are available on the World Bank website (<https://www.worldbank.org/en/topic/climatechange/brief/enable-enhancing-access-to-benefits-while-lowering-emission>).

Project beneficiaries are marginalized groups, particularly *adat* and women, within the populations of approximately 95 villages in Paser Regency, Penjamin Paser Utara, and Kutai Barat Districts. The selected villages will be located within the existing forest cover in East Kalimantan province, and are eligible ERP villages, having been selected due to the high potential for emission reductions. In addition, the project will benefit government officials and other stakeholders by enhancing their capacity to deliver more inclusive ERP activities.

Local NGOs will be recruited to support implementation of EnABLE by Kemitraan – especially organizations led by and representing indigenous groups – and will benefit from capacity building as a result of being involved in managing the project.

The development objective is to enhance the inclusion of target marginalized and disadvantaged groups in the East Kalimantan Emission Reduction Program (ERP) through enhanced awareness of and access to carbon benefits. The Project comprises of 3 main components:

COMPONENT 1: Capacity building and awareness raising for inclusive delivery of ERP

COMPONENT 2: Support for inclusive, nature-positive livelihoods and low-carbon practices

COMPONENT 3: Project management, monitoring and evaluation, & knowledge dissemination

The Partnership for Governance Reform (KEMITRAAN) is the selected Implementing Agency for EnABLE Phase-II. KEMITRAAN will be responsible to manage and implement the Project throughout the project cycle and liaise with the key stakeholders within this project. To lead 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 is seeking to recruit a Project Coordinator that will lead and coordinate the project implementation at the subnational and community level.

The Project Coordinator will lead the project management unit and work closely with Monitoring, Evaluation and Learning Manager, Project Officers, Field Supervisors, Admin & Procurement Officer, Finance & Grant Officers, Finance & Administration Assistants, Consultants and Advisors, Grantees, Government institutions (MoEF, Local Governments), World Bank, and other staffs within KEMITRAAN's office.

### III. Functions / Key Results Expected

#### Summary Key function and results Expected:

S/he will serve as leader and coordinator of the project team with the following responsibilities:

#### A. Project Management.

- ❑ Lead and manage overall project cycle within the logframe and budget available. Ensure compliance with Project documentation, donor, and Kemitraan guidelines.
- ❑ Review approved Project outputs and indicators so as to ensure that they are appropriate and realistic.
- ❑ Develop Project start up plans in consultation with Project staff, line management and local government partners. Following project initiation, develop regular (monthly) implementation plans and reports.
- ❑ Establish and implement Project monitoring and evaluation systems in order to provide regular information on progress towards indicators of outputs and objectives and assess the impact of the Project.
- ❑ Mobilize and manage technical assistance and support to Project and counterpart staff as required.
- ❑ Prepare and coordinate the project progress reports and all key deliverables while also ensuring timely submission to donor/funding organization
- ❑ Support identification and implementation of potential innovation of the project to increase the project outreach or increase institutional added value of Kemitraan.
- ❑ Overall responsibility for effective implementation of project social and environmental risk management framework, in compliance with the Grant agreement signed with the World Bank.

#### B. Financial/Budget and Asset Management.

- ❑ Comply with Kemitraan financial management procedures and expenditure monitoring systems.
- ❑ Check monthly Project expenditure report for accuracy and appropriateness. Regularly discuss with Finance Manager concerning financial reporting issues, errors, trends, payment delays, outstanding commitments and related matters.
- ❑ Monitor expenditure on a monthly basis against the approved budget. Review expenditure projections to ensure that expenditure stays within budget.

- ❑ In close coordination with the Administration and Procurement Unit and/or Operational Director, to ensure that assets purchased by or provided to the Project comply with Kemitraan asset management guidelines.

#### C. Contract Management.

- ❑ Ensure that contractual compliance obligations to the donor are understood and adhered to by all relevant Project staff.
- ❑ In the event of any urgent and serious matters, provide immediate reports (verbal or written) to line management or Program Manager and Program Director.
- ❑ Prepare and submit all reports on time.
- ❑ Ensure that approved objectives, outputs (targets) and budgets are reached. Any changes to the project design, objectives, outputs or budget must have prior approval by Kemitraan line management and donor.
- ❑ Ensure the effective management, maintenance, security and legitimate usage of all project facilities, assets, personnel and equipment.

#### D. Personnel Management.

- ❑ Develop, define and maintain updated job descriptions for all relevant Project staff, which clearly explain the roles and responsibilities of each staff member.
- ❑ Actively assist staff, in particular women, assume greater responsibility within project activities and 'foster' their long-term professional development.
- ❑ Ensure that staff participates in the development of project Weekly/monthly work plans.
- ❑ At all times ensure the safety and security of all Project staff in line with Kemitraan policies and procedures.

#### E. Government Liaison/External Relations

- ❑ Establish and maintain positive working relationships with other institutions involved in the project by ensuring appropriate representation of Kemitraan.
- ❑ Establish local procedures in order to liaise effectively with local government institutions. This may include such things as: planning, implementing, reporting, monitoring and evaluation or any other aspect that requires local government understanding and support for effective project management.
- ❑ Assist line management to meet all required narrative and financial reporting requirements promptly.
- ❑ Facilitate and provide the opportunities for counterpart staff and agencies to be aware of and learn from the implementation of all aspects of the Project.
- ❑ Develop, maintain and strengthen relations with other agencies working in the same geographical area.
- ❑ Undertake all areas of responsibility in a professional manner and in a way that enhances the reputation of the Project and the reputation of Kemitraan.

#### F. Develop Strategic Partnership and Resource Mobilization, and Others

- ❑ Analysis and research of information on donors, preparation of substantive briefs on

possible areas of cooperation, identification of opportunities to create new projects in scaling up ENABLE and KEMITRAAN's program

- ❑ Contribute in development of high quality concept notes and proposals to generate resources for the program development
- ❑ Provision of high quality presentation kits/materials and strategy for effective visualization of the ENABLE and KEMITRAAN Program's results, impact and lessons
- ❑ Maintained good networking with donor communities to build their confidence in Kemitraan as a trustworthy partner in supporting sustainable natural resources and governance reform
- ❑ Conduct other tasks as required to support ENABLE and KEMITRAAN's program implementation and development

**SUPERVISES:**

- Project Officers (2 persons);
- Field Supervisors (3 persons)
- Admin and Finance Assistant (4 persons)

**CLOSE COORDINATION WITH:**

- Program Director Environment and Sustainable Governance
- 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:
- Bachelor degree or Master Degree in social risk, environment and/or natural resource management, social sciences, environmental policy and or other relevant fields
- Experience:
- Minimum of 8 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 Management at middle to senior level
  - 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

**VII. Signatures- Job Description Certification**

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

*[Note: ToR/Job Description Should Not Exceed 2 Pages]*