

## Terms of Reference for Staff Recruitment

### I. Position Information

Job Title	: Project Officer (2 positions)
Location	: Samarinda
Duration of Contract	: 12 months (possibility to extend)
Direct Supervisor	: Project Coordinator EnABLE

### 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 in project implementation. In ensuring the effectiveness 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 Officers 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 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 sub-national and local governments, within the specifically assigned project location(s) to her/him.

EnABLE Project Officer will be based in Samarinda and will work closely with the Monitoring, Evaluation and Learning Specialist of EnABLE, Monitoring, Evaluation and Learning Officer fo Kemitraan, Field Supervisors of EnABLE, Community Facilitators, Admin & Procurement Officer of Kemitraan, Finance & Grant Officers of Kemitraan, Project Finance and Administration Assistants, Consultants /Experts and Advisors, CSO partners, Government institutions (MoEF, Local governments), The World Bank Task Team for EnABLE Indonesia, 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.

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 Project Coordinator, Field Supervisors, Monitoring, Evaluation, and Learning unit, Admin & Procurement Officer, Finance & Grant Officers, Project, and Finance and Admin Assistants).
- Leads the preparation of all the project related reports including those required under the Stakeholder Engagement Plan (SEP) and Labor Management Procedures (LMP).
- Prepares and implements the work plan together with the team.
- Coordinates and carries out project related activities including activities/due diligence required under the SEP and LMP.
- Assisting EnABLE 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 & Grant Officers, Project, Finance and Admin Assistants).

- Develop and maintain project documentation such as databases, reports, event notes (*berita acara*), and records of decisions including those related to the LMP and SEP such as but not limited to grievances received and resolved.
- Ensures that project related documents are archived in accordance with the project's requirements.

**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 including those related to the Environment and Social Framework (ESF) 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.

**External relations:**

- Develop and maintain proactive, positive and professional relations with key government officials, partner organizations, CSOs, and donor representatives at the sub-national and local level media;
- Maintain media coverage of program events in coordination with Project Coordinator, Communication Expert of EnABLE, and Communication Manager of Kemitraan

**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 for Field Supervisors and Project Administration and Finance Assistants.
- Supervise the Field Supervisors and Community Facilitators.
- Ensure project compliance with Kemitraan's policies and procedures.
- Prepares and supervises contractual matters related to the project (in cooperation with Project, Finance and Admin Assistants, HR and Operational unit in KEMITRAAN).

F. Others

**SUPERVISES:**

- Field Supervisors (3 persons)

**CLOSE COORDINATION WITH:**

- Program Director Environment and Sustainable Governance of Kemitraan
- Admin and Finance Assistants of EnABLE
- Finance Manager of EnABLE
- Field Supervisors of EnABLE
- MEL Specialists of EnABLE

- National and Local Pool of Experts of EnABLE
- Knowledge Management and Learning Unit of Kemitraan

**REPORTING TO:**

- Project Coordinator EnABLE

**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.

**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, organisational 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:**

- Undergraduate degree in environment and/or natural resource management, forestry, environmental policy and or other relevant fields.

**Experience:**

- Minimum of 3 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
- 3 years of successful record in project implementation at middle 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 at the subnational (East Kalimantan) and local level 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]***