

Terms of Reference for Consultant Recruitment

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| I. Position Information |
| <p>Job code title : Small Medium Enterprise (SME) Specialist Department : SGC Location : Remote/Hybrid (Samarinda is preferred) Report to : Project Coordinator, MEL Specialist, and Program Director</p> |
| II. Job Purpose |
| <p>Introduction</p> <p>The Enhancing Access to Benefits while Lowering Emissions (EnABLE) Project Phase 2 is designed to strengthen the inclusion, capacity, and resilience of vulnerable communities so they can benefit from the East Kalimantan Jurisdictional Emissions Reduction Program (EK-JERP) supported by the Forest Carbon Partnership Facility (FCPF). The ERP emphasizes the importance of ensuring that marginalized groups especially adat communities and women receive fair access to both carbon and non-carbon benefits. EnABLE’s mandates also focus on building an enabling environment for inclusive benefit sharing, strengthening institutional capacities, and supporting sustainable, low-carbon livelihood development. The project will be implemented in approximately 71 villages across Paser, Penajam Paser Utara, Mahakam Ulu, and Kutai Barat Districts.</p> <p>The project aims not only to improve community access to carbon benefits but also to strengthen sustainable, low-carbon livelihood opportunities for rural communities who depend their lives on forestry, agriculture, small-scale enterprises, and ecosystem services. The transition toward low-carbon development requires technical, economic, and institutional support to ensure that livelihood strategies remain productive while reducing emissions and protecting natural resources.</p> <p>In this context, the SME Development Specialist plays a key role in advancing sustainable enterprises, nature-based solutions, and community-level low-carbon livelihood models by providing strategic guidance, technical expertise, capacity building, and knowledge support to village communities, facilitators, and government stakeholders. His/her role encompasses the development of technical guidance and recommendations for designing and implementing emission reduction programs aligned with low-carbon development pathways and sustainable SME and livelihood objectives, as well as conducting value chain assessments to identify gaps, opportunities, and priority intervention points for strengthening climate-resilient and low-carbon practices. It further includes formulating actionable recommendations and improvement plans to enhance sustainable agriculture, agroforestry, livelihoods, and other nature-based solutions at village and community levels. The Specialist is also responsible for designing and delivering capacity-building plans, training modules, workshops, and demonstrations to strengthen the skills of village facilitators and beneficiaries of the EnABLE project.</p> |
| III. Principal Accountabilities |

Scope of Work and Key Responsibilities

1. Strategic Advisory and Program Development

- Provide strategic guidance on the design and implementation of emission reduction programs that promote low-carbon development, and sustainable SMEs and community livelihoods.
- Ensure sustainability and long-term impact by integrating accountable and effective exit strategies into community-level emission reduction initiatives.
- Assessment of the existing SMEs in forestry and agricultural sector in East Kalimantan (or specific districts) to identify challenges, best practices, and develop recommendations.

2. Value Chain Analysis and Livelihood Strengthening

- Advise and support the Project Team in identifying gaps and opportunities within key commodities' value chains in targeted areas.
- Identify potential SMEs to be established (through the project interventions) on improving the competitiveness of selected commodities and/or priority value chains.
- Strengthen low-carbon livelihood practices and nature-based solutions at the community or village level, including sustainable agriculture, agroforestry, and ecosystem-based services.

3. Capacity Building and Knowledge Transfer

- Lead, facilitate, and deliver capacity-building activities for government officials, village facilitators, and target beneficiaries, focusing on the development of pilot community businesses that promote sustainable land-use and low-carbon approaches.
- Provide technical input into the development of training methodologies, capacity-building modules, and frameworks that incorporate low-carbon livelihood strategies into community-based emission reduction efforts.

4. Knowledge Management and Reporting

- Contribute to the development of knowledge products and communication materials related to sustainable livelihood frameworks, sustainable land use, and other thematic areas supporting emission-reduction initiatives.
- Provide technical input for project reports and publications to be shared with donors, partners, and stakeholders.

5. Stakeholder Engagement and Coordination

- Support in facilitating effective coordination and relationship-building on small medium enterprises/SME affairs with key stakeholders, including technical agencies, government offices, and relevant officials at district and village levels, to ensure strong collaboration and program alignment.

IV. Deliverables and Timeline

- Recommendations and technical guidance documents for designing and implementing emission reduction programs aligned with low-carbon development, and sustainable SMEs and communities' livelihood objectives.
- A comprehensive value chain assessment report identifying gaps, opportunities, and intervention points for strengthening low-carbon and climate-resilient livelihood practices in targeted areas.
- Actionable recommendations and improvement plan to enhance sustainable agriculture, agroforestry, ecosystem service-based livelihoods, and other nature-based solutions at community and village levels.
- A capacity-building plan and training modules developed to strengthen the skills of village facilitators and target beneficiaries in piloting low-carbon and sustainable land-use initiatives.
- Training sessions, workshops, or demonstrations delivered to support implementation of community-level low-carbon and nature-based pilot activities.
- Knowledge products, communication materials, and documentation (e.g., briefs, infographics, case studies) showcasing sustainable livelihood frameworks, sustainable land use practices, and other programmatic themes related to emission reduction.
- Technical contributions to project reports, publications, and donor or stakeholder submissions ensuring accuracy, clarity, and alignment with project objectives.
- Documentation of coordination efforts, including meeting notes, engagement summaries, and partnership plans with technical agencies, government offices, and local officials.

Table 1 Deliverable Timeline*

| No | Deliverables | Apr | May | Jun | Jul | Agu | Sep |
|----|--|-----|-----|-----|-----|-----|-----|
| 1 | Recommendations & technical guidance for emission reduction programs | | | | | | |
| 2 | Value chain assessment report (low-carbon & climate-resilient livelihoods) | | | | | | |
| 3 | Recommendations & improvement plan for sustainable agriculture, agroforestry & NBS | | | | | | |
| 4 | Capacity-building plan & training modules for facilitators and beneficiaries | | | | | | |
| 5 | Training sessions, workshops & demonstrations for pilot activities | | | | | | |
| 6 | Knowledge products & communication materials (briefs, infographics, case studies) | | | | | | |
| 7 | Technical contributions to project reports, publications & donor submissions | | | | | | |
| 8 | Documentation of coordination & partnerships | | | | | | |

* It is assumed that the specialist will be onboarded in April 2026, following the completion of the recruitment process and Eid Mubarak 2026. However, it will be adjusted later to be February/March 2026 if possible,

IV. Time Frame

The consultancy is expected to last **6 months (60 working days)**, with possible extension based on project needs and consultant performance.

IV. Qualifications

Education

- A Bachelor’s degree in business and finance management, economics, entrepreneurship, environmental sustainability, natural resource management, agriculture, forestry, rural development, or a closely related field.
- A Master’s degree or higher is preferred in any of the above disciplines, particularly with specialization in entrepreneurship, low-carbon development, sustainable land management, or sustainable livelihood development.
- Additional certification or training in climate change mitigation/adaptation, sustainable development frameworks, along with demonstrated experience working with small and medium enterprises (SMEs), such as in sales, digital marketing, product packaging, and networking with the private sector (market/distributors/consumers).

Experience

- Minimum 7 years of hands-on experience working in rural or community-based settings on low-carbon development, climate-resilient livelihoods, sustainable agriculture, agroforestry, or nature-based solutions (NbS), ideally within the geographic or socio-economic context of the project.
- Local candidates domiciled in East Kalimantan are strongly encouraged to apply, as **this will be considered an advantage**.
- Strong capability to identify strategic interventions, constraints, and opportunities across different community livelihood systems and natural resource sectors.
- Experience designing and delivering training modules, capacity-building sessions, workshops, and field demonstrations for community stakeholders, local facilitators, or government partners.
- Ability to simplify complex concepts into accessible and actionable training materials suitable for local communities.
- Demonstrated experience working with government agencies, community-based organizations, technical departments, NGOs, and development partners.
- Strong facilitation and communication skills to engage diverse stakeholders at village, district, and sub-national levels.
- Ability to establish productive partnerships, manage expectations, and maintain collaborative relationships throughout project implementation.
- Proven experience producing knowledge products, including briefs, infographics, manuals, case studies, and technical reports.

Skills and Competencies

- Demonstrated skills and experience in working with small and medium enterprises (SMEs), including sales, digital marketing, product packaging, and private sector networking.
- Strong understanding of emission reduction methodologies, sustainable land-use practices, and national/subnational climate policies.
- Demonstrated ability to conduct value chain assessments, livelihood analyses, and participatory rural appraisals.
- Ability to develop technical recommendations, implementation guidance, and strategic frameworks for emission reduction or sustainable livelihood initiatives.
- Strong writing skills to ensure high-quality contributions to project reports, publications, and donor submissions.
- Practical understanding of community dynamics, local governance structures, and barriers to adopting sustainable livelihood practices.
- Strong analytical, organizational, and problem-solving skills.
- Commitment to participatory, inclusive, and gender-sensitive approaches.

V. Signatures- Job Description Certification

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| Name | Signature | Date |
| Name | Signature | Date |
| Name | Signature | Date |

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