

## Terms of Reference for Full-time Consultant Recruitment

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| <b>I. Position Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                |
| Job code title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | : <b>Community Development Specialist</b>      |
| Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | : Sijunjung District, West Sumatra Province    |
| Duration of contract:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4 Months and possible extension                |
| Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | : PIU Coordinator West Sumatra – RIMBA Project |
| <b>II. Project Context</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                |
| <p>The RIMBA Ecosystem Corridor Strengthening Program (RIMBA Project) is a grant-funded project supported by the Global Environment Facility (GEF) through the United Nations Environment Programme (UNEP). The project is implemented by the Directorate General of Spatial Planning, Ministry of Agrarian Affairs and Spatial Planning/National Land Agency (ATR/BPN), supported by the Project Management Unit (PMU) based in Jakarta and Project Implementation Units (PIUs) in the Provinces of Riau, Jambi, and West Sumatra.</p> <p>The RIMBA Corridor covers approximately 3.8 million hectares, connecting conservation areas such as Kerinci Seblat National Park, Bukit Tigapuluh National Park, and Berbak National Park. The project aims to protect biodiversity and enhance carbon stocks by promoting green economy practices involving government institutions, the private sector, and local communities.</p> <p>To ensure the proper preparation process for the implementation of the Carbon and Biodiversity Credit pilot project in Sijunjung Regency, West Sumatra Province, the project requires two specialists in Community Development and Biodiversity Conservation to ensure that the preparatory processes carried out by the selected NGO are implemented effectively, on schedule, and in accordance with project objectives.</p> |                                                |
| <b>III. Functions / Key Results Expected</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                |
| <p>Scope of work</p> <ol style="list-style-type: none"> <li>1. Develop plans, methods, and schedules for facilitation, coordination, and communication with the NGO implementing the activities.</li> <li>2. Coordinate with the Government of Sijunjung Regency, Sub-Districts, and Nagari/Villages to provide a comprehensive understanding of the project objectives <b>in order to</b> ensure smooth and effective implementation.</li> <li>3. Develop a Stakeholder Engagement analysis that consists of stakeholder identification, project coordination and management, project participants, and participatory design and FPIC processes.</li> <li>4. Collect and verify dynamic field data and activity information and compile them into progress reports on field activities (including challenges, issues, and alternative solutions/recommendations).</li> <li>5. Develop a Project Design analysis, especially the socioeconomic baseline, project logic (socio-economic benefits), and social screening.</li> </ol>                                                                                                                                                                                                                                                                                                                                |                                                |

6. Conduct monitoring and evaluation of activities related to community facilitation and coordination, including FGDs and field surveys.
7. Prepare and present monthly progress reports to support decision-making by the RIMBA PMU/PIU management.
8. Document all activity processes.

#### IV. Impact of Results

The deliverables of this position include expert technical support, reports, and strategic plans to ensure the effective preparation and implementation of carbon and biodiversity credit activities in Sijunjung Regency.

#### V. Key Deliverables

| No | Deliverable                                                                                                                                                                                                                                                                     | Frequency                                     |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 1  | Coordination, communication, and facilitation plan through the end of the contract                                                                                                                                                                                              | At the beginning of the project (First month) |
| 2  | Monthly Project Target Monitoring Report                                                                                                                                                                                                                                        | During the contract period                    |
| 3  | Community development strategy and implementation plan for FPIC                                                                                                                                                                                                                 | Monthly                                       |
| 4  | Design a governance structure for the community development team.                                                                                                                                                                                                               | At the end of the contract                    |
| 5  | Contribute social data and information to the drafting of Project Idea Notes (PIN) for biodiversity and carbon credit initiatives, focusing particularly on Stakeholder Engagement, socio-economic baselines, project logic, social screening, and other socio-economic issues. | At the end of the contract                    |
| 6  | Final Assignment Report                                                                                                                                                                                                                                                         | Once                                          |

#### VI. Competencies

- Experienced in drafting Concept Notes (PIN or other similar formats) and well-versed in Project Design Documents (PDD) for Biodiversity and/or carbon credit initiatives
- Ability to independently construct and describe field dynamics in written reports at every stage.
- Proficiency in English is preferred.
- Ability to work in teams and under tight deadlines.

- Ability to manage multiple tasks independently with minimal supervision.

## VII. Recruitment Qualifications

Education:

Minimum Bachelor's Degree (S1) in Social Sciences, Humanities, Science and Technology, or related fields (Sociology, Development Studies, Anthropology, etc.) from an accredited university.

Experience:

- At least 5 years of experience facilitating communities, local governments, and other stakeholders, preferably related to carbon trade/biodiversity credit.
- Good understanding of Minangkabau culture.
- Experience working on conservation issues, especially carbon and or biodiversity issues.
- Previous experience in international development projects or foreign-funded grants is preferred.

## VIII. Signatures- Job Description Certification

| Name | Signature | Date |
|------|-----------|------|
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|      |           |      |
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**[Note: ToR/Job Description Should Not Exceed 2 Pages]**