Terms of Reference for Staff Recruitment

I. Position Information

Job Title : Field Supervisor (6 positions)
Location : Kutai Barat, Paser, Penajam Paser Utara
Duration of Contract : until 30 June 2027 (possibility to extend)
Direct Supervisor : Project Officer

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 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 Field Supervisor that will assist and coordinate the project implementation at the district and community level.

Under the guidance and direct supervision of Project Officer, the Field Supervisor will provide oversight on the assigned project location(s) and is primarily responsible for coordination of project related activities at the district level.

EnABLE Field Supervisor will be based in each of the Project location administrative area, namely Kutai Barat, Paser and Penajam Paser Utara District. He/She will work closely with the Monitoring, Evaluation and Learning Specialist of EnABLE, Monitoring, Evaluation and Learning Officer of Kemitraan, Project Coordinator, Project Officers of EnABLE, Community Facilitators of EnABLE, Admin & Procurement Officer of Kemitraan, Finance & Grant Officers of Kemitraan, Project Finance and Administration Assistants of EnABLE, Service Providers, Pool of Techncial Consultants of EnABLE, Government institutions (MoEF, Local governments), The World Bank Task Team for EnABLE Indonesia, and other staffs within KEMITRAAN office.

III. Functions / Key Results Expected

Summary Key function and results Expected:
S/he will serve as coordinator at the district level within their specific assigned location, with the following responsibilities:

Coordination of Project-related activities:
The Field Supervisor 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 Field Supervisor also assists the Project Officer in supervising timely submission of all requested project outputs, consolidates, and analyses monitoring and evaluation results.

Implementation of projects include:

- Leads oordination, implementation, and supervises the quality of the project activities and outputs carried out and being implemented at the specifically assigned district (in close cooperation with Project Officers, Monitoring, Evaluation, and Learning unit, Admin & Procurement Officer, Finance & Grant Officers, Project, and Finance and Admin Assistants).
- Assists the Project Officer in preparing all the project related including those required under the Labor Management Procedures (LMP) and Stakeholder Engagement Plan (SEP).
- Assists Project Coordinator and Project Officer in daily operational work of the project including activities/due diligence required under the LMP and SEP.
- Assisting Project Coordinator and Project Officer in program planning, design, implementing and monitoring of the project at the district and local level.
- Assisting in identification, development, and execution of project strategy at the local level.

- Reports to Project Officer and Project Coordinator about the progress of the project implementation.
- Ensures that all administrative, social and environmental risk mitigation, 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 documentations such as databases, reports and records of decisions including those required under the LMP and SEP such as but not limited to grievances received and resolved.
- Ensures that project related documents are prepared and delivered in accordance with the project and other applied requirements.
- Conduct regular visit to supervise implementation and progress of project at sub district and village level
- Provide guidance and technical support to Community Facilitators regarding project implementation, including to assist in handling problems of project implementation at the field level
- Supervise progress and coordinate with service providers regarding progress, achievement and challenges of project implementation at local level

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 result framework.
- Assures that the indicators and obligations towards World Bank 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 District Project and Financial management reports to Project Officer and Project Coordinator, in coordination with Admin & Procurement Officer, Finance & Grant Officers, Project Finance and Admin Assistants.
- Prepare and deliver three-monthly progress report to the Project Officer and Project Coordinator

External relations:

- Assisting Project Officer and Project Coordinator in strategic communications with key government officials in the district, sub-district and village level.
- Develop and maintain proactive, positive and professional relationships with key government officials, partner organizations, CSOs, and local media;
- at the local and grass-root level.Maintain responsible media coverage of project events in coordination with Project Officer and Communication & Outreach Specialist of EnABLE.

Administration:

- Ensures that all projects related administrative tasks are fulfilled (data record, correspondents, support in any events, etc)
- Supervise Village Facilitators and coordinate with Project Finance and Admin Assistant, and Government's Village Facilitators and Extension Workers.

- Ensure project compliance with Kemitraan's policies and procedures.

CLOSE COORDINATION WITH:

- Program Director Environment and Sustainable Governance of Kemitraan
- Project Coordinator of EnABLE
- Project Officers of EnABLE
- Project Admin and Finance Assistants of EnABLE
- Finance Manager of EnABLE
- MEL Specialists of EnABLE
- National Pool of Experts of EnABLE
- Knowledge Management and Learning Unit of Kemitraan

REPORTS TO:
Project Officer

SUPERVISES:
Community Facilitators

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 in culturally appropriate and gender sensitive manners?
- Good understanding in 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
- professional working proficiency for english and knowledge in relevant local language(s) as a plus point

VI. Recruitment Qualifications

Education:

- Undergraduate degree in environment and/or natural resource management, forestry, environmental policy, social science 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 preferably at Kalimantan region
- Good understanding on Indonesian current legislation, policies, and standards in the field of environment, natural resource management and climate change is desirable.
- Previous experience of working in community development, livelihood development, environmental and other relevant issues
- Extensive networks and positive working relationships with Government partners in provincial and district 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]*