Terms of Reference Template for Regular Staff Recruitment

I. Position Information

Job Title : Team Leader EnABLE
Location : Samarinda, East Kalimantan
Duration of Contract : The position is anticipated to be required until June 2027, subject to KEMITRAAN's applicable contract system
Direct Supervisor : Program Manager Environment and Sustainable Governance
Application Process : Applications will be reviewed on a rolling basis, and qualified candidates may be contacted before the application deadline.

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 71 villages in Paser, Kutai Barat, Kutai Kartanegara, and Mahakam Ulu 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.

12 CSOs have been 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 effectives 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 Manager that will lead and coordinate the project implementation at the subnational and community level.

The Project Manager will lead the project management unit and work closely with Finance Manager, Monitoring, Evaluation and Learning Specialist who also serve as safeguards focal point, Project Officers, Field Supervisors, Admin & Procurement Officer, Finance & Grant Officers, Finance & Administration Assistants, Consultants and Experts, Grantees, Government institutions (MoEF, East Kalimantan Provincial Government and line Agencies), 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 manage 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 documents, donor, and Kemitraan guidelines including World Bank's Environment and Social Framework
- Review approved Project outputs and indicators so as to ensure that they are appropriate and realistic.
- Develop & revise 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.
- Develop and revise as needed the Project Operations Manual and relevant guidelines (e.g., incident reporting, FGRM, MEL plan, other guidelines as attached in the POM).

Establish and implement Project monitoring and evaluation systems in order to provide regular information and justified evidence 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 (i.e., semi-annual/biannual report, Mid-term Review Report, and Project Completion Report) 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 and/or increase institutional added value of Kemitraan.
- Ensure the project compliance following the World Bank Environmental and Social Framework (ESF), Environmental and Social Commitment Plan (ESCP) and other agreed instruments as well as their effective and timely implementation and reporting.
- Lead the implementation of actions from the Mid-term Review, and the Project Completion Process.

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.
- Together with FM Specialist, ensure submission of IFR and audit report in timely manner as well as implementation of activities in accordance with the approved Annual Work Plan.

C. Contract Management.

- Ensure that contractual compliance obligations to the donor are understood and adhered to by all relevant Project staff.
- Manage compliance with the World Bank procurement policies including ensuring up to date record of all contracts in the STEP system.
- In the event of any urgent and serious matters, provide immediate reports (verbal or written) to line management or Program Manager and Program Director.
- Ensure quality and timely submission of all agreed deliverables and reports.
- 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.
- Ensure the project compliance with the Labour Management Plan (LMP) as well as its effective and timely implementation and reporting.
- 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 workers in line with Kemitraan policies and procedures as well as measures set in the LMP.
- Ensure the provision of annual and refresher trainings as relevant for the project workers (including facilitators).

E. Key Stakeholders Engagement

- Establish and maintain positive working relationships with other institutions involved in the project by ensuring appropriate representation of Kemitraan.
- Liaise and engage with the World Bank Task Team for EnABLE Project, government agencies, and strategic partners at national, sub-national, and local levels on project implementation, collaboration, and knowledge dissemination.
- Ensure the project compliance with the Stakeholder Engagement Plan (SEP) as well as its effective and timely implementation and reporting.
- Manage a regular coordination meeting with sub-national & district stakeholders. This may include such things as: planning, implementing, reporting, monitoring and evaluation or any other events.
- Assist line management to meet all required narrative and financial reporting requirements promptly.
- 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. Others

SUPERVISES:

- Project Officers (2 persons);
- Finance Manager (1 person)
- Field Supervisors (6 persons)
- Admin and Finance Assistant (4 persons)
- MEL Specialist (1 person)
- Junior Data and Knowledge Officer (1 person)
- National Technical Experts (6 persons)

CLOSE COORDINATION WITH:

- Program Director of Kemitraan
- Finance and Operation Director
- Program Manager ESG
- Finance & Grants Manager of Kemitraan
- MEL of Kemitraan
- Knowledge Management and Learning Unit of Kemitraan
- Project Management Unit of East Kalimantan Forest Carbon Partnership Facility (EK-FCPF)
- World Bank Task Team for EnABLE Indonesia

REPORTING TO:

Program Manager ESG

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
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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
- Demonstrates experience in stakeholder engagement skills focused on social inclusion, including demonstrated experience with marginalized groups and facilitation of participatory processes.
- 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:

- 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]*