



Terms of Reference Template for Regular Staff Recruitment

I. Position Information
<p>Job code title : Project Coordinator (RBP FCPF- Communities) Pre-classified Grade : - Duration of contract : 12 months Supervisor : Program Director</p>
II. Organizational Context
<p>The East Kalimantan Jurisdictional Emissions Reduction Program (ER Program) is a national project to reduce deforestation and forest degradation. This program covers 12.7 million ha of East Kalimantan Province of which 6.5 million ha (54%) is still covered by tropical rainforests which are home to a wealth of globally significant biodiversity, and that support indigenous and other local communities.</p> <p>The ER Program supports a combination of enabling conditions and promotion of sustainable management practices to address the underlying drivers of emissions. As much as 86.3 million tCO₂e of (gross) emission will be reduced over a five and a half-year period (2019-2024) by this ER Program. The Accounting Area for the ER Program covers the entire boundary of the East Kalimantan Province, covering seven districts and three cities, 103 sub-districts, and 1,032 villages (BPS, 2017), and is not only limited to the state forest in the East Kalimantan Province.</p> <p>The ER Program is implemented by all beneficiaries with the Ministry of Environment and Forestry (MoEF) and the East Kalimantan Provincial Government as the responsible bodies for managing the proposed ER Program. Relevant agencies in the central, provincial, districts and village governments will be involved in the project implementation following the directions of the MoEF and East Kalimantan Provincial Government. Private sectors, as well as local and adat communities within the East Kalimantan Province jurisdiction will also implement the ER Program according to the specific roles and responsibilities agreed and written in the Emissions Reduction Program Document (ERPD). The non-government institutions will be involved and become the government’s partners in implementing the ER Program. The mechanism in distributing the ER Program benefit to each beneficiary is described in Benefit Sharing Plan (BSP) document.</p> <p>Government of Indonesia has received the first payment for ERP in 2022 and the funds will be managed through BPD LH (Indonesian Environmental Fund). The ER Payments to National and Local Government would be channeled through the state budget mechanism (APBN and APBD) while the ER Payments to Local Communities will be directly channeled through Intermediary Agency (Lemtara) after the Payments are disbursed by The Indonesian Environment Fund (BPD LH/IEF).</p> <p>The Partnership for Governance Reform (KEMITRAAN), which has been accredited as intermediary agency/Lemtara of BPD LH, was selected and appointed as the <i>Lemtara</i> by East Kalimantan Government for preparing the implementation of ER program and channeling the ER payments to eligible communities/villages beneficiaries.</p> <p>The objectives of the project are:</p> <p><i>Objective 1. Facilitating the readiness of village/community groups beneficiaries and improving their capacity to develop viable community-driven proposals and reporting that are in line with FCPF ERP’s objective</i></p> <p><i>Objective 2. Facilitating the disbursement of ER Payments/Funds to eligible Village/Community groups that have meet the criteria and requirements of ERP benefits channeling.</i></p>

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 a Project Coordinator that will lead and coordinate the project implementation at the subnational and community level.

The RBP FCPF Communities' Project Coordinator will be based in Samarinda at the project management unit office and work closely with Monitoring, Evaluation and Learning Manager, Project Officers, Field Supervisors, Admin & Procurement Officer, Finance & Admin Officers, Finance & Administration Assistants, Consultants and Advisors, Grantees, Government institutions (MoEF, Local Governments), 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 coordinator of the project team with the following responsibilities:

1. Project Management.

- ❑ Lead and manage overall project cycle within the logframe and budget available. Ensure compliance with Project documentation, donor, and Kemitraan guidelines.
- ❑ Review approved Project outputs and indicators so as to ensure that they are appropriate and realistic.
- ❑ Develop 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.
- ❑ Establish and implement Project monitoring and evaluation systems in order to provide regular information 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.
- ❑ Support identification and implementation of potential innovation of the project to increase the project outreach or increase institutional added value of Kemitraan.

2. 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.

3. Contract Management.

- ❑ Ensure that contractual compliance obligations to the donor are understood and adhered to by all relevant Project staff.
- ❑ In the event of any urgent and serious matters, provide immediate reports (verbal or written) to

line management or Program Manager and Program Director.

- Prepare and submit all reports on time.
- 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.

4. 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.
- 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 staff in line with Kemitraan policies and procedures.

5. Government Liaison/External Relations

- Establish and maintain positive working relationships with other institutions involved in the project by ensuring appropriate representation of Kemitraan.
- Establish local procedures in order to liaise effectively with local government
- institutions. This may include such things as: planning, implementing, reporting, monitoring and evaluation or any other aspect that requires local government understanding and support for effective project management.
- Assist line management to meet all required narrative and financial reporting requirements promptly.
- Facilitate and provide the opportunities for counterpart staff and agencies to be aware of and learn from the implementation of all aspects of the Project.
- 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.

6. Others

SUPERVISES:

- Project Officers (2 persons);
- Field Supervisors (20 persons)
- Finance and Admin Officer (1 person)
- Admin and Finance Assistant (4 persons)

CLOSE COORDINATION WITH:

- Program Director
- Finance Manager
- MEL Specialists
- National Pool of Experts
- Knowledge Management and Learning Unit



IV. Impact of Results	
<ul style="list-style-type: none"> • 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 	
V. Competencies	
<ul style="list-style-type: none"> • 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, 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:	<ul style="list-style-type: none"> • Minimum bachelor degree in environment and/or natural resource management, forestry, environmental policy and/or other relevant fields. Advanced degree with equivalent experience is an advantage.
Experience:	<ul style="list-style-type: none"> • 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

