**TERMS OF REFERENCE**

**Training Needs Assessment Service Provider**

**December 2021-January 2022**

**Background**

Indonesia is the world’s largest producers of palm oil and has received much attention in recent years, particularly from the global community, concerning the sustainability of palm oil production in Indonesia. Given the significant contribution made by palm oil sector towards the country’s economy, the Government of Indonesia (GOI) has the strongest interest to ensure the sustainability and continuity of the palm oil sector in Indonesia. Hence, responding to the global scrutiny over the country’s palm oil sector, GOI is taking steps to accelerate the development of sustainable palm oil sector that will resulted in a more sustainable and inclusive economic growth.

In 2019, GOI laid the foundation of sustainable palm oil development roadmap in Indonesia by enacting the Presidential Instruction Nr. 6/2019 on National Action Plan for Sustainable Palm Oil 2019-2024 (NAP SPO). NAP SPO was developed using multistakeholder approach and covered a wide array of sustainability topics—from economic, social and environmental sustainability. NAP SPO consisted of five components: (A) Strengthening data, coordination and infrastructure; (B) Improving smallholders’ capacity and capability; (C) Enhancing environmental management and monitoring; (D) Improving governance and facilitating conflict mediation; and (E) Improving ISPO certification and facilitating market access. NAP SPO is mandated to 14 line ministries/agencies, as well as 26 palm oil producing provinces across Indonesia.

In order to support NAP SPO implementation, several implementing entities have been established, which are: (i) National Team, which members are the ministers; (ii) Implementation Team, which members are Echelon I officials; and (iii) focal points from each line ministry/agency which consist of Echelon II officials. In addition, at sub-national level, each province is also mandated to establish Sub-national Implementation Team to oversee the Sub-national Action Plan for SPO (as the derivative of NAP SPO) at provincial and district level. These teams/platforms are the key to successful implementation of NAP SPO both at national and sub-national level. Therefore it is utmost important to equip the personnel of these teams/platforms with the required capacity and skills (e.g., system thinking, facilitation and advocacy skills, etc.), to enable them in facilitating and leading the NAP SPO implementation process.

With that context, UNDP Sustainable Palm Oil Initiative (SPOI) project is planning to hire Training Needs Assessment (TNA) Service Provider, to conduct TNA for the personnel of the abovementioned teams/platforms, both at national and sub-national level (see Annex 1). The TNA result will then become the basis for designing and planning the capacity building activities for the implementing entities of NAP SPO.

**Objectives**

* 1. To map the background and current capacity of NAP SPO implementing entities’ personnel
  2. To better understand the required training needs to enhance the capacity of NAP SPO implementing entities’ personnel
  3. To have the training strategy to become the basis of training module development and implementation of training delivery

**Scope of Works**

Selected vendor will deliver TNA services in a course of 30 days, between November and December 2021, with the following scope of works:

1. Undertake in-depth assessment of the background (including their mandate), and current skills and expertise of the existing NAP SPO implementing entities’ personnel, which should include stakeholders’ consultation process (could be in a form of interview, FGDs, etc.)
2. Identify the required and essential capacities (including soft skills) that must be possessed by NAP SPO implementing entities’ personnel, which should be derived from the function that needs to be performed by the entities
3. Recommend the most suitable training methods and programme (including proposed modules outline) of improving the capacities of NAP SPO implementing entities’ personnel, thus they could perform their roles and responsibilities
4. Recommend the required and essential capacities (including experience and background) that must be possessed by the trainers to deliver the recommended training methods and programmed
5. Draw up schedule, budget plan and other resource requirements to implement the training programme
6. Recommend monitoring and evaluation framework to assess the effectiveness of the training programme
7. Develop TOR to support the hiring process of Capacity Building Service Provider, elaborating on the TNA results

**Deliverables**

1. Inception Report that includes the following information (not exhaustive list):
   1. Workplan;
   2. Key information sources that will be used; and
   3. Institutions/organization that will be consulted throughout the process.
2. TNA Report that includes the following information (not exhaustive list):
   1. Assessment on the background (including their mandate), and current skills and expertise of the existing NAP SPO implementing entities’ personnel;
   2. Identification of the required and essential capacities (including soft skills) that must be attained by NAP SPO implementing entities’ personnel;
   3. Recommendation on the most suitable training methods and programme;
   4. Recommendation on the detailed schedule, budget plan and other resource requirements to implement the training programme
   5. Recommendation on monitoring and evaluation framework to assess the effectiveness of the training programme
3. TOR to support the hiring process of Capacity Building Service Provider, elaborating on the TNA results

**Qualifications and Experience**

Service Provider

UNDP-SPOI is seeking a Training Needs Assessment Service Provider (or ‘Service Provider’) with the following qualifications:

1. Have valid registration certificate to operate in Indonesia
2. Minimum have conducted 3 capacity building-related activities (such as, training needs assessment, module development, training delivery, etc.) in the last 3 years
3. Practical expertise in conducting capacity building-related activities in multistakeholder settings
4. Demonstrated experience in designing and outlining training modules targeting at multistakeholder audience
5. Proven experience working with Indonesian government entities, both at national and sub-national level
6. Strong experience and familiarity in using adult learning/pedagogy approach

Personnel

The Service Provider will need to provide key personnel with certain qualifications as follows:

1. Project Manager
   * Bachelor degree in any field
   * Experienced in leading the Training Needs Assessment process
   * Strong communication and interpersonal skills
2. Module Developer
   * Bachelor degree in any field
   * Experienced in developing training module for multistakeholder audience
   * Strong analytical skills and familiarity with adult learning/pedagogy approach
3. Facilitator (2 persons)
   * Bachelor degree in any field
   * Experienced in facilitating focus group discussions and/or multistakeholder meetings
   * Strong facilitation and communication skills
4. Report writer
   * Bachelor degree in any field
   * Experience in developing activity report
   * Strong writing and analytical skills

**Payment Terms**

1. First payment (25%) will be made upon:

* Submission and approval of Inception Report (due: 10 December 2021)
* Submission of invoice

1. Second payment (50%) will be made upon:

* Submission and approval of TNA Report (due: 21 January 2022)
* Submission of invoice

1. Third payment (25%) will be made upon:

* Submission and approval of TOR for Capacity Building Service Provider (due: 31 January 2022)
* Submission of invoice

**ANNEX 1**

1. NAP SPO Implementation Team

|  |  |  |
| --- | --- | --- |
| Chair | : | Deputi Bidang Koordinasi Pangan dan Agribisnis, Kementerian Koordinator Bidang Perekonomian |
| Co-chair | : | Direktur Jenderal Perkebunan, Kementerian Pertanian |
| Members | : | Deputi Bidang Kemaritiman dan SDA, Bappenas |
|  |  | Direktur Jenderal Sarana dan Prasarana, Kementerian Pertanian |
|  |  | Direktur Jenderal Konservasi SDA dan Ekosistem, KLHK |
|  |  | Direktur Jenderal Pengendalian Iklim, KLHK |
|  |  | Direktur Jenderal Penataan Agraria, KemenATR/BPN |
|  |  | Direktur Jenderal Hubungan Hukum Keagrariaan, KemenATR/BPN |
|  |  | Direktur Jenderal Pengendalian Pemanfaatan Ruang dan Penguasaan Tanah, KemenATR/BPN |
|  |  | Direktur Jenderal Planologi Kehutanan dan Tata Lingkungan KLHK |
|  |  | Direktur Jenderal Penanganan Masalah Agraria, Pemanfaatan Ruang dan Tanah, KemenATR/BPN |
|  |  | Direktur Jenderal Pembinaan Pengawasan Ketenagakerjaan dan K3, Kementerian Ketenagakerjaan |
|  |  | Direktur Jenderal Energi Baru, Terbarukan dan Konservasi Energi, Kementerian ESDM |
|  |  | Direktur Jenderla Industri Agro, Kementerian Perindustrian |
|  |  | Direktur Jenderal Bina Marga, Kementerian PUPR |
|  |  | Direktur Jenderal Perdagangan Luar Negeri, Kementeria Perdagangan |
|  |  | Direktur Jenderal Bina Pembangunan Daerah, Kementerian Dalam Negeri |
|  |  | Direktur Jenderal Anggaran, Kementerian Keuangan |
|  |  | Kelapa Badan Penyuluhan dan Pengembangan SDM Pertanian, Kementerian Pertanian |
|  |  | Deputi Bidang Perekonomian, Sekretariat Kabiner |
|  |  | Deputi Bidang Informasi Geospasial Tematik, BIG |
|  |  | Deputi Bidang Statistik Produksi, BPS |
|  |  | Asisten Deputi Bidang Ketahanan Pangan, Pertanian, dan LHK, Sekretariat Kabinet |
| Secretaries | : | Asisten Deputi Bidang Perkebunan dan Hortikultura, Kementerian Koordinator Bidang Perekonomian |
|  |  | Direktur Pengolahan dan Pemasaran Hasil Perkebunan, Kementerian Pertanian |

1. Secretariat for NAP SPO Implementation Team

|  |  |  |
| --- | --- | --- |
| Chair | : | Direktur Pengolahan dan Pemasaran Hasil Perkebunan, Kementerian Pertanian |
| Co-chair | : | Asisten Deputi Pengembangan Agribisnis Perkebunan, Kementerian Koordinator Bidang Perekonomian |
| Secretary 1 | : | Kepala Subdirektorat Standarisasi, Mutu dan Pembinaan Usaha Perkebunan, Kementerian Pertanian |
| Secretary 2 | : | Kepala Subdirektorat Tanaman Kelapa Sawit, Kementerian Pertanian |
| Members | : | Kepala Bidang Pengembangan Kelapa Sawit, Kementerian Koordinator Bidang Perekonomian |
|  |  | Kepala Subbidang Kebijakan Produksi Kelapa Sawit, Kementerian Koordinator Bidang Perekonomian |
|  |  | Kepala Subbidang Kerja Sama Kelapa Sawit, Kementerian Koordinator Bidang Perekonomian |
|  |  | Kepala Seksi Pembinaan Usaha Perkebunan Berkelanjutan, Kementerian Pertanian |
|  |  | Kepala Seksi Penerapan Teknologi dan Pemberdayaan, Kementerian Pertanian |
|  |  | Kepala Seksi Pengembangan Kawasan, Kementerian Pertanian |
|  |  | Kepala Subbagian Hukum dan Hubungan Masyarakat, Kementerian Pertanian |
|  |  | Sdri. Doris Monica Sari Turnip, Kementerian Pertanian |
|  |  | Sdri. Tri Martsiska, Kementerian Pertanian |
|  |  |  |

1. North Sumatera Sub-national NAP SPO Implementation Team

|  |  |  |
| --- | --- | --- |
| Chair (Ka-Har) | : | Kepala Dinas Perkebunan |
| Secretary | : | Kepala Dinas Lingkungan Hidup |
| Members | : | Kepala BAPPEDA |
|  |  | Kepala Dinas Kehutanan |
|  |  | Kepala Dinas Tenaga Kerja |
|  |  | Kepala Kantor Wilayah ATR/BPN Provsu |
|  |  | Kepala Dinas Koperasi dan UKM |
|  |  | Kepala Dinas Komunikasi dan Informatika |
|  |  | Kepala Dinas Perindustrian dan Pedagangan |
|  |  | Kepala Biro Perekonomian |
|  |  | Kepala Balai Besar Perbenihan dan Proteksi Tanaman Perkebunan |
|  |  | Kepala Badan Pusat Statistik Provsu |
|  |  | Kepala Dinas Pemberdayaan Masyarakat Desa |
|  |  | Kepala Dinas SDA, Cipta Karya dan Tata Ruang |
|  |  | Kepala DPMPTSP |
|  |  | Ketua GAPKI Sumatera Utara |
|  |  | Ketua APKASINDO Sumatera Utara |
| Expert Staff | : | Direktur PPKS Medan |
|  |  | Dr. Diana Chalil |
|  |  | Ir. Patricia Pasaribu |
|  |  | Timbas Prasad Ginting |
|  |  | Prof. Syamsul Arifin |
|  |  | Prof. Dr. Ir. Abdul Rauf |
|  |  | Henry Marpaung |
| Secretariat | : | Kabid Pengolahan dan Pemasaran, Disbun |
|  |  | Kabid Produksi dan Pengembangan, Disbun |
|  |  | Kabid Pengendalian Pencemaran dan Kerusakan Lingkungan, DLH |
|  |  | Kabid Penataan dan Peningkatan Kapasitas LH, DLH |
|  |  | Sekretaris GAPKI Sumut |
|  |  | Ketua DPW APKASINDO Sumut |

1. Riau Sub-national NAP SPO Implementation Team

|  |  |  |
| --- | --- | --- |
| Chair (Ka-Har) | : | Asisten Administrasi Perekonomian dan Pembangunan, Setda |
| Co-chair | : | Kepala Dinas Tanaman Pangan, Hortikultura dan Perkebunan |
| Secretary | : | Kepala BAPPEDA |
| Members | : | Kepala Dinas Lingkungan Hidup dan Kehutanan |
|  |  | Ketua Kamar Dagang dan Industri Riau |
|  |  | Ketua GAPKI Riau |
|  |  | Ketua ASPEKPIR Riau |
|  |  | Ketua APKASINDO Riau |
| Coord. WG1 | : | Kabid Perkebunan, Dinas Tanaman Pangan, Hortikultura dan Perkebunan |
| Coord. WG 2 | : | Kadis LHK |
| Coord. WG 3 | : | Asisten Pemerintahan dan Kesejajteraan Rakyat, Setda |
| Coord. WG 4 | : | Kabid Sarana Prasarana, Dinas Tanaman Pangan, Hortikultura dan Perkebunan |
| Secretariat | : | Kabid Perkebunan, Dinas Tanaman Pangan, Hortikultura dan Perkebunan |
|  |  | Bendahara Bidang Perkebunan, Dinas Tanaman Pangan, Hortikultura dan Perkebunan |
|  |  | Kasi Produksi Perkebunan, Dinas Tanaman Pangan, Hortikultura dan Perkebunan |
|  |  | Sekretaris GAPKI Riau |
|  |  | Sekretaris Bid. Organisasi, APKASINDO Riau |
|  |  | Sekretaris ASPEKPIR Riau |

1. West Kalimantan Sub-national NAP SPO Implementation Team

|  |  |  |
| --- | --- | --- |
| Chair (Tech Team) | : | Kabiro Perekonomian, Setda |
| Members | : | Kadis Kehutanan |
|  |  | Kadis ESDM |
|  |  | Kadis Pemukiman, Perumahan Rakyat dan Lingkungan Hidup |
|  |  | Kadis Perindustrian dan Perdagangan |
|  |  | Kepala DPMPTSP |
|  |  | Kepala Biro Hukum |
|  |  | Ketua GAPKI Kalbar |
|  |  | Ketua GPPI |
|  |  | Ketua APKASINDO Kalbar |
| Coord. WG1 | : | Kadis Koperasi dan UKM |
| Coord. WG 2 | : | Kabag SDA, Hutan dan Lingkungan Hidup, Dinas PUPERA-LH |
| Coord. WG 3 | : | Kabad SDA Pertanian, Kelautan dan Perikanan, Setda Kalbar |
| Coord. WG 4 | : | Kabid Pengolahan, Pemasaran dan Pembinaan Usaha, Disbun |
| Secretariat | : | Sekretaris Disbun |
|  |  | Kabid Pengolahan, Pemasaran dan Pembinaan Usaha, Disbun |
|  |  | Kasi Pembinaan Usaha, Disbun |

1. South Tapanuli Sub-national NAP SPO Implementation Team

|  |  |  |
| --- | --- | --- |
| Chair (Ka-Har) | : | Asisten Perekonomian dan Pembangunan, Setda Tapsel |
| Secretary | : | Kadis Pertanian |
| Coord. WG1 | : | Kepala BAPPEDA |
| Coord. WG 2 | : | Kabid Penyuluhan, Dinas Pertanian |
| Coord. WG 3 | : | Dinas Lingkungan Hidup |
| Coord. WG 4 | : | Kadis Perumahan Rakyat dan Kawasan Permukiman |
| Coord. WG 5 | : | Sekretaris Dinas Pertanian |
| Coord. WG 6 | : | Kepala DPMPTSP |

1. Pelalawan Sub-national NAP SPO Implementation Team

|  |  |  |
| --- | --- | --- |
| Chair (Ka-Har) | : | Asisten Administrasi Pemerintahan |
| Secretary | : | Kepala Disbunnak |
| Members | : | Kepala BAPPEDA |
|  |  | Kepala Kantor Pertanahan Pelalawan |
|  |  | Kepala Dinas Lingkungan Hidup |
|  |  | Kepala Badan Penanggulangan Bencana Daerah |
|  |  | Kepala Dinas Koperasi, Perdagangan dan Pasar |
|  |  | Kepala Balai TNTN |
|  |  | Kepala DPMPTSP |
|  |  | UNRI |
|  |  | Sekolah Tinggi Teknologi Pelalawan |
|  |  | GAPKI Riau |
|  |  | ASPEKPIR Riau |
|  |  | APKASINDO Pelalawan |
|  |  | Asosiasi Amanah |
|  |  | Asian Agri |
|  |  | AAL |
|  |  | Wilmar |
|  |  | Musim Mas |
|  |  | WWF |
|  |  | JIKALAHARI |

1. Sintang Sub-national NAP SPO Implementation Team

|  |  |  |
| --- | --- | --- |
| Chair | : | Sekda |
| Co-chair | : | Ketua GAPKI Sintang |
|  |  | Ketua APKASINDO Sintang |
| Secretary | : | Kadis Pertanian dan Perkebunan |
|  |  | Kepala BAPPEDA |
| Coord. WG 1 | : | Asisten Perekonomian dan Pembangunan, Setda Sintang |
| Coord. WG 2 | : | PT Sintang Agro Mandiri |
| Coord. WG 3 | : | Kepala Dinas LH |
| Coord. WG 4 | : | Kepala DPMPTSP |
| Coord. WG 5 | : | Kepala Dinas Perindustrian, perdangan, Koperasi, UKM |
| Secretariat | : | Kasi Pengembangan dan Produksi Perkebunan, Distanbun |
|  |  | Kasi Pengawasan dan Gangguan Usaha Perkebunan, Distanbun |
|  |  | Kasi Pengaduan, Penyelesaian Sengketa dan Penegakan Hukum Lingkungan, DLH |
|  |  | Kasi Pengendalian dan Pengawasan Penanaman Modal, DPMPTSP |
|  |  | Kasubbag Perekonomian Bagian Ekonomi Pembangunan, Setda |
|  |  | Sekretaris APKASINDO Sintang |