

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANT)

The Government of Indonesia
Global Environment Facility Indonesia Sustainable Cities Impact Project
Grant No.: TF0B8114

Assignment Title: Regional Development Specialist for Assessment Study of Readiness Criteria in 5 Priority Thematic Areas
Reference No.: ID-P3IPN-BAPPENAS-381120-CS-INDV

The Government of Indonesia has received financing from the World Bank toward the cost of the Global Environment Facility Indonesia Sustainable Cities Impact Project (GEF-SCIP), and intends to apply part of the proceeds for consulting services.

One of the specialists needed is the Regional Development Specialist who will be part of the greater Assessment Study of Readiness Criteria in 5 Priority Thematic Areas (RCAS) package that will be delivered in full by the incoming RCAS consultancy firm. The consultant will work together with other individual consultants to deliver the initial work for RCAS. The output of the consultant(s) will be discussed with The Directorate of National Priority Infrastructure Project Planning and Development (P3IPN) as PIU and coordinated with the incoming GEF-SCIP consultancy firm.

The responsibilities of the Regional Development Specialist are to:

- 1) Coordinate individual consultants and consulting service (firm) to ensure that the project is delivered on time and produce the desired results;
- 2) Develop detailed project plans to monitor and track progress;
- 3) Ensure resource availability and allocation;
- 4) Measure project performance using appropriate tools and techniques;
- 5) Report and escalate to upper management as needed;
- 6) Manage relationship with all stakeholders;
- 7) Perform risk management to minimize project risks;
- 8) Create a comprehensive project documentation;
- 9) Provide support and assistance to analyze general needs and challenges to develop sustainable infrastructure in accordance with consolidation report of data and information of readiness criteria for each 5 pilot cities.

The detailed Terms of Reference (TOR) for the assignment can be found in the attachment.

The Directorate of National Priority Infrastructure Project Planning and Development (P3IPN) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- 1) Having at least 3 years’ relevant working experience as regional development/city planning;

- 2) Hold at least a Master Degree in Urban and Regional Planning/Economics;
- 3) Having experience with project management tools and techniques;
- 4) Experience in working in multilateral/bilateral donor project;

The attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's *Procurement Regulations for IPF Borrowers dated November 2020* ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the **Individual Consultant Selection** method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours (08.00 to 16.00 GMT+7).

Interested applicant must submit **comprehensive curriculum vitae** of individual consultant to the address below by e-mail before **17 June 2024 – 16.00 GMT+7**.

Pejabat Pengadaan Barang/Jasa PPN IX

Kementerian Perencanaan Pembangunan Nasional/Bappenas

Jl. Taman Suropati No.2 Menteng Jakarta Pusat 10310 Indonesia

E-mail: r.bonny@bappenas.go.id

Jakarta, 4 June 2024

TERM OF REFERENCE (TOR)
REGIONAL DEVELOPMENT CONSULTANT FOR
ASSESSMENT STUDY OF READINESS CRITERIA IN 5 PRIORITY THEMATIC
AREAS

A. Background

1. In order to realize sustainable urban development in 2045 through strengthening urban planning and supporting economic transformation and sustainable development that in line with the global agenda, the Ministry of National Development Planning/Bappenas is collaborating with the World Bank through grant funding from the Global Environment Facility (GEF), took the initiative to formulate the Indonesia Sustainable Cities Impact Program (SCIP). The project is expected to have a strategic role in strengthening the capacity of cities in preparing sustainable, integrated development plans through prioritization of capital investment planning by considering carrying capacity aspects and environmental capacity and biodiversity conservation in accordance with the National Urban Policy, Environmental Development Policy and Low Carbon Development Policy. SCIP is also directed to give an impact on changes in the behaviour of development actors in thinking holistically and continuously in developing cities with paying attention to social, economic and environmental aspects in a balanced manner.
2. GEF Indonesia SCIP will be integrated with the on-going sustainable development programs such as National Urban Development Program (NUDP) and Low Carbon Development Indonesia (LCDI) which have the same ultimate goals of a sustainable city with an emphasis on low emission and low carbon development. Therefore, this GEF Indonesia SCIP activity is expected to support previous projects in finding sustainable city approach and sustainable city indicators based on lesson learned from province/pilot cities. Moreover, the integration of GEF Indonesia SCIP with existing projects is expected to increase the impact from the bigger projects and act as a leverage for the implementation of sustainable development principle in Indonesian urban development.
3. The development and implementation of the project contains 5 (five) components, which include: (i) Component 1, integrated spatial planning and urban management; (ii) Component 2, catalyzing integrated investment in priority areas; (iii) Component 3, piloting innovative financing approaches and instruments; (iv) Component 4, policy dialogue and knowledge management for related stakeholders; (v) Component 5, project management.

4. The 5 Priority Areas Readiness Criteria Completeness Assessment Study is part of Component 2. The study should be done before the implementation of readiness criteria in 5 priority areas, include: Domestic Household Waste and Wastewater Management, Integrated Urban Drinking Water Access Provision and Management, Energy Efficiency and Renewable Energy (RE), Sustainable Transportation, and Sustainable Landscape. The project will take 5 cities as pilot project, which are: DKI Jakarta, Palembang, Semarang, Balikpapan, and Bitung.
5. The Project consists of support to government expenditures in four Results Areas/Components: (1) Identify the rules and procedures for the assessment of the preparatory criteria preparation in each priority area (2) Identify the implementation of the document Innovation of the Mechanism for Assessing the Completeness of Criteria Documents that Mainstream Environmental Considerations and Climate Change; (3) Identify the concept and Readiness Criteria document drafting approach; (4) Develop a draft scenario for assistance in preparing the Readiness Criteria assessment document.

B. Tasks

The Regional Development Consultant is expected to work closely with the National Strategic Project Planning and Development Coordinator in Directorate of National Priority Infrastructure Projects Planning and Development, Bappenas. The Regional Development Consultant is expected to perform specified tasks related to day-to-day management of specific goals but not necessarily be confined to, the following:

1. Coordinate individual consultants and consulting service (firm) to ensure that the project is delivered on time and produce the desired results;
2. Develop detailed project plans to monitor and track progress;
3. Ensure resource availability and allocation;
4. Measure project performance using appropriate tools and techniques;
5. Report and escalate to upper management as needed;
6. Manage relationship with all stakeholders;
7. Perform risk management to minimize project risks;
8. Create a comprehensive project documentation;
9. Provide support and assistance to analyze general needs and challenges to develop sustainable infrastructure in accordance with consolidation report of data and information of readiness criteria for each 5 pilot cities.

C. Deliverables

1. The output of the consultant service is Completeness Assessment Study of Readiness Criteria in 5 Priority Areas, with supporting outputs such as:
 - a. Document of data, information inventory, and analysis on project progress and performance, in hardcopy and softcopy form;
 - b. Materials and reports on the proceedings of FGDs and other activities carried out in this consultancy service work.
2. Regular reports on the results of this consulting service, that are divided into the following:
 - a. Monthly Report, submitted no later than the end of each month.
 - b. Final Report, submitted no later than the 6th month, printed in color on A4 paper and Maps on A3 paper (if any) with 5 (five) copies, equipped with a digital form (soft copy) that can be edited, consist of:
 - i. Report of Study Results;
 - ii. Consolidation report of data and information of readiness criteria for each 5 pilot cities;
 - iii. Analysis report of sustainable infrastructure development challenges and recommendations based on consolidation report.
 - iv. Executive Summary Document;
 - v. FGD implementation report (if any);
 - vi. Tabular and spatial databases produced;
 - vii. Research instruments and other supporting documents produced during the review process.
3. Each report and data are also submitted in softcopy including raw data, processed data, both in the form of tabular data and spatial data by paying attention to data format compatibility.
4. All reports are written using the required language provisions and good and correct Indonesian according to the General Guidelines for Indonesian Spelling (PUEBI) and the Big Indonesian Dictionary (KBBI).
5. The consultant is obliged to maintain the confidentiality of data, reports and results of this activity, namely not disseminating to other parties without the consent of the Ministry of National Development Planning/Bappenas and not using reports and data for the benefit of other parties.

D. Working Schedule

The study will be carried out within 6 (six) months period from the contract signing (tentative start date: July 2024) with proposed work implementation schedule as table below.

Table 1. Overview of Working Schedule

| NO | ACTIVITIES | MONTH | | | | | |
|----|---|-------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Theoretical and Policy Review | ■ | | | | | |
| 2 | Collection of documents completeness with criteria/guidelines regarding urban infrastructure preparation in general | ■ | ■ | | | | |
| 3 | Collection data and information of infrastructure planning for each 5 pilot cities | ■ | ■ | | | | |
| 4 | Review of infrastructure planning document | | ■ | ■ | | | |
| 5 | Assessment of the level of effectiveness of infrastructure planning implementation | | | ■ | ■ | | |
| 6 | Gap analysis on regulation and policy | | | | ■ | ■ | |
| 7 | Analyze challenges and recommendations for sustainable infrastructure development | | | | ■ | ■ | |
| 8 | Bridging and helping the coordination between Consulting Firm and Dit. P3IPN | ■ | ■ | ■ | ■ | ■ | ■ |
| 9 | Reporting: | | | | | | |
| | 1. Monthly Report | ■ | ■ | ■ | ■ | ■ | ■ |
| | 2. Final Report | | | | | | ■ |

E. Reporting and Supervisory Arrangement

The contracted Regional Development Consultant will report directly to the National Strategic Project Planning and Development Coordinator, who will supervise the day-to-day implementation of the project.

F. Qualifications

The Consultant shall have the following minimum qualifications and experience:

1. Having at least 3 years' relevant working experience;
2. Hold at least a Master Degree in Urban and Regional Planning/Economics;
3. Having experience with project management tools and techniques;
4. Excellent communication skills;
5. Experience in working in international environment;
6. Solid organizational skills including attention to detail and multitasking skills;

7. Proven ability to: (i) handle multiple tasks under pressure with short deadlines; (ii) ability to work independently, seeking guidance on complex issues; and (iii) excellent interpersonal skills, proven team orientation and the ability to work across unit boundaries;
8. Project Management Professional (PMP) certification is a plus;
9. Knowledge and experience with Grant funds considered as advantage;
10. Fluent in Bahasa Indonesia and English both oral and written is a required;
11. Advanced computer skills in MS office programs.

G. Duration of Work and Payment Arrangement

- a. The selected Consultant are expected to start in July 2024 and be performed during a period of 6 months.
- b. The Consultant will be paid according to time-based arrangement.