

Term of Reference

Procurement of Consultancy Services for Designing the Regional Low Carbon Development and Climate Resilient Plan for North Sumatra Province

For Low Carbon Development Initiative

Background

The Foreign, Commonwealth, and Development Office of the UK Government (FCDO) in collaboration with the Development and Planning Ministry (Bappenas) and the Government of Indonesia, have developed a partnership agreement in the Low Carbon Development Initiative (LCDI) since 2017. The first phase of LCDI was implemented in 2017-2021. Currently, the programme has entered LCDI Phase 2 (LCDI2) for four years. The LCDI Phase 1 focused on the preparation and implementation of the first national low-carbon development plan for Indonesia. One of the major milestones in LCDI Phase 1 is the Government of Indonesia launched a UK-funded report called “*Low Carbon Development: A Paradigm Shift Towards a Green Economy in Indonesia*” (the LCDI Report). This report has been successfully incorporated into the national Medium-Term Development (RPJMN) 2020-2024.

Oxford Policy Management Limited (OPML) has recently contracted by FCDO, with British Embassy Jakarta (BEJ) as its client service, as the Supplier to deliver and manage programme implementation of LCDI2 in collaboration with the Government of Indonesia (GoI), primarily Bappenas, along with relevant line ministries and the pilot provinces of the Programme. This programme will support implementation of the LCDI at both the national and subnational level to support the Government meet its emissions reductions targets in Indonesia’s medium term development plan. In specific, the programme covers:

- Building political support for low-carbon development within and outside of government
- Building knowledge and understanding of the LCDI approach among those who would be responsible for implementing it within GoI
- Supporting implementation of the LCDI approach, especially through provincial and national development plans
- Raising ambition to the highest levels set out in the LCDI report

The focus in this second phase is to promote the implementation of Low Carbon Development (*Pembangunan Rendah Karbon - PRK*), through the alignment of emission reduction targets, emission intensity, and green economic growth in the planning, funding, and implementation of national and sub-national development. Achieving this requires innovative, multi-sectoral approaches and collaboration with sub-national governments. As of 2019-2022, seven provinces have signed Memorandum of Understanding (MoUs) with Bappenas, with four

additional provinces (North Sumatra, Bengkulu, West Nusa Tenggara, and Maluku) joining in 2023. North Sumatra Province, in particular, is a top priority based on the ranking analysis from the second phase of the LCDI.

Based on the MoU, a work plan matrix for the **Climate Resilient Low Carbon Development** program in North Sumatra Province was created. This matrix outlines four key outputs:

1. Development of Regional Low Carbon and Climate Resilient Development documents through system dynamics modelling (including climate hazard analysis), followed by the preparation of Governor Regulations (Peraturan Gubernur) on Regional Low Carbon and Climate Resilient Development.
2. Integration of Low Carbon and Climate Resilient Policy into the RPJMD 2024-2029.
3. Integration of the Monitoring, Evaluation and Reporting system for Low Carbon Development (PRK) and Climate Resilient Development (*Pembangunan Berketahanan Iklim - PBI*) with the AKSARA system.
4. Implementation of pilot projects focusing on energy, blue carbon, agriculture, and marine and coastal sectors.

The work plan matrix for the Regional Climate Resilient Low Carbon Development Program (*Rencana Pembangunan Rendah Karbon dan Berketahanan Iklim Daerah - RPRKBID*) in North Sumatra was agreed upon on 20 August 2024, in Medan. The implementation will begin with output 1, which focuses on preparing the Regional Climate Resilient Low Carbon Development Plan (RPRKBI-D) document. This document will serve as a strategic reference for achieving North Sumatra's GHG emission reduction and emission intensity targets. The preparation of the RPRKBI-D is led by a team of consultants and / or organization, working in collaboration with the North Sumatra PRKBI Working Group and the LCDI team.

The RPRKBI-D must align with the RPJPN 2025 - 2045, RPJPD 2025 - 2045, and the Joint Circular Letter of the Minister of Home Affairs and the Minister of PPN / Bappenas number 2 of 2024. Furthermore, it must include Gender Equality, Disability, and Social Inclusion (GEDSI) components in the planning and execution of PRKBI activities.

Given the disproportionate impacts of climate change on women, people with disabilities, and other vulnerable groups, the PRKBI document will:

1. Explicitly integrate GEDSI into national medium- and long-term low-carbon development plans.
2. Ensure that all proposed policies and interventions in the PRKBI include GEDSI aspects.
3. Incorporate GEDSI considerations into policy reforms, ensuring that the transition to low-carbon development is inclusive and benefits all, regardless of gender or background.

Objectives

The selected institution / organisation will then be responsible to Oxford Policy Management Limited (OPML) as the executor of the LCDI program.

Obtain an Institutional Consultant to assist the local government of North Sumatra in the preparation of the RPRKBI-D document for a period of 20 years (2025 - 2045) which refers to,

RPJPN 2025 - 2045, RPJPD 2025 - 2045, Joint Circular Letter (SEB) of the Minister of Home Affairs and Minister of PPN/Bappenas number 2 of 2024, and GEDSI-LCDI Action Plan.

Scope of Works

The selected organization will collaborate closely with the LCDI Secretariat team, specifically the Provincial Climate Policy Lead, to ensure that the execution of the scope aligns with the broader LCDI workplan and priorities set by the Provincial government.

The scope of work for this organization includes:

1. The consultant will facilitate comprehensive coordination among key stakeholders, including Bappenas, Bappelitbang North Sumatra Province, the PRKBI Working Group, the LCDI secretariat, relevant Regional Apparatus Organizations (*Organisasi Perangkat Daerah – OPD*), and representatives from Gender Equality, Disability, and Social Inclusion (GEDSI). The primary objective is to secure alignment and robust support for the RPRKBI-D document from Bappeda, the Governor’s Office, and other relevant provincial government departments. To achieve this, the consultant must allocate adequate time and resources to foster full stakeholder buy-in, ensuring that the document is well-supported across all involved institutions.
2. Technical Writing and Analysis:
 - a. Responsible for the technical writing of the North Sumatra Province RPRKBI-D document, which includes preparing work plans, collecting data and information used for analysis.
 - b. Conduct data and information analysis, develop integrated analysis based on system dynamics, develop policy scenarios and target achievement strategies, climate hazard analysis including climate resilient action policy scenarios for emission reduction targets, GHG emission intensity and achievement of green economy index targets for North Sumatra Province.
 - c. Mapping the stakeholders who play a role and are directly involved in achieving the targets in point b.
3. Provide substantial input on actions/activities to achieve the targets of regional achievement indicators in action planning so as to support the achievement of national targets.
4. Evaluate, and report on the progress of activity results on a regular basis (monthly).
5. Develop materials and materials to conduct meetings, seminars and workshops in the context of capacity building related to the preparation of the RPRKBI-D document of North Sumatra Province, including capacity related to mainstreaming GEDSI in the RPPKBI-D document.
6. Facilitate Focus Group Discussions (FGDs), seminars and workshops as part of the preparation of the RPRKBI-D document.
7. Prepare the final RPRKBI-D document that is ready to be legalized in the North Sumatra Governor Regulation.
8. Draft the Manuscript of North Sumatra Governor Regulation on RPRKBI-D.
9. Ensure that the RPRKBI-D document is responsive to GEDSI considerations, and in line with the GEDSI-LCDI Action Plan.

Support from the LCDI Team:

- Technical Assistance in Modelling and Sector Analysis: The consultant will have access to a systems dynamics model developed to support LCDI objectives, with guidance from modelling and sector specialists to aid in scenario planning and integrated policy development.
- GEDSI Integration: A GEDSI adviser will be available for advisory support the consultant in embedding Gender Equality, Disability, and Social Inclusion principles, helping make the RPRKBI-D document inclusive and responsive to diverse community needs.

Expected Result / Output

Expected outputs/results of this service procurement include:

- a. Work Plan for the preparation of the North Sumatra Province RPRKBI-D document for a period of 20 years which can support the achievement of RPJPD (2025 - 2045) and RPJMD (2025 - 2029) which integrates the GEDSI component.
- b. RPRKBI-D document of North Sumatra Province for a period of 20 years that can support the achievement of RPJPD (2025 - 2045) and RPJMD (2025 - 2029) that integrate GEDSI components.
- c. Final draft of the Governor Regulation governing the RPRKBI-D of North Sumatra Province.
- d. Meeting / workshop / seminar materials and materials in the context of capacity building related to the preparation of the RPRKBI-D document of North Sumatra Province, including capacity building materials in mainstreaming GEDSI in the RPPKBI-D document.
- e. Materials for FGDs, seminars and workshops in the preparation of the RPRKBI-D document of North Sumatra Province.
- f. Performance reports every month in accordance with the achievements of the work plan in softcopy.

Timeline

The organisation or Consultant carries out activities for 4 (four) months, starting in December 2024 and ending in March 2025. Please note that this is not a full-time role; each expert is expected to contribute fix number of days of input throughout the project period. The details of the activity implementation are as follows:

Achievement Results	Timeline	Description of Achievement
Work Plan for the preparation of RPRKBI-D document of North Sumatra	December 2024	Structured and detailed work plan to prepare the RPRKBI-D document of North Sumatra Province which contains GEDSI mainstreaming considerations.

Achievement Results	Timeline	Description of Achievement
Workshop/seminar on capacity building for System Dynamics modelling	December 2024	Implementation of workshop/seminar activities to increase the capacity of System Dynamics modelling consisting of the North Sumatra RPRKBI-D Working Group, related OPDs, NGOs and GEDSI representation stakeholders. Implementation report and discussion results from the workshop/seminar
North Sumatra Province RPRKBID Document	January 2025	Design of documents with the approval of Bappelitbang of North Sumatra Province in physical and softcopy file.
Final draft of North Sumatra Governor Regulation	Mid- March 2025	Final draft of North Sumatra Governor Regulation on RPRKBI-D in physical and softcopy form which has been consulted with Bappelitbang of North Sumatra Province and Legal Bureau.
<p>Evaluation report and performance results</p> <p>Documents / reports are made per month and attached in the form of softcopy</p>	December 2024 - March 2025	Documents / reports are made per month and attached in the form of softcopy

Qualification of the Expert Team

In the implementation of the RPRKBI-D document preparation activities, the appointed institution is expected to prepare a team of relevant experts as the implementation team.

- a. The team consists of individuals with a minimum educational background of Master / S2 in the relevant field in the preparation of the RPRKBI-D document.
- b. Have a minimum of 10 years of cumulative experience conducting studies / research in related fields: social, economic, environmental, forestry, fisheries, governance and public policy, regional development (including rural/urban areas), gender and social

- inclusion, project management and monitoring and evaluation system development, low carbon development, climate resilient development, as evidenced by decree/reference letter / previous contract/research results/publications.
- c. Have the ability to write articles / reports / presentations in Indonesian and English as evidenced by written articles/reports/presentations in Indonesian and English.
 - d. Have been involved in local planning processes relevant to SCP and PBI (eg: Strategic Environmental Assessment (SEA), Environmental Protection and Management Plan (RPPLH), Regional General Energy Plan (RUED), Disaster Risk Assessment (DRR) etc.

Qualification of the Organisation of the Consultant Service Provider

The institutions eligible to submit applications for this consultancy service include national institutions with legal entities, including Non-Governmental Organizations, Higher Education Institutions accredited by the National Accreditation Board for Higher Education (BAN-PT) under the Ministry of Education, Culture, Research and Technology (Kemdikbudristek), and consulting firms. The expert team, hosted by a Non-Governmental Organization, Higher Education Institution, or consulting firm, should have experience in preparing planning documents or similar work and must meet the qualifications of the expert team as described in the previous point 6 (points a - d).