**Consultant (National) / Technical writer**

**Terms of Reference**

**Expert:** Technical writer

**Output:** MRV Road Map for Forestry

**Responsible UN Agency:** FAO

**National/International:** National

**Duration:** 14 days

**Duty station:** Jakarta, Indonesia

**Background:**

The UN-REDD Joint Programme is a collaborative programme between UNDP/UNEP/FAO, aimed at coordinating national and international efforts in the creation of a post Kyoto agreement on REDD. The Programme was officially launched by the Norwegian Prime Minister and UN Secretary General in September 2008, and Indonesia was selected as one of the pilot countries.

The Ministry of Forestry Indonesia, together with FAO, UNEP and UNDP has successfully developed the UN-REDD National Joint Programme (NJP) for Indonesia. The NJP was signed by the Indonesian Government and the UN in November 2009.

The Objective of the UN-REDD NJP is “to support the GoI in attaining REDD-Readiness”. In order to secure this Objective, three Outcomes will be pursued:

Outcome 1: Strengthened multi-stakeholder participation and consensus at national level.

Outcome 2: Successful demonstration of establishing a REL, MRV and fair payment systems based on the national REDD architecture.

Outcome 3: Capacity established to implement REDD at decentralized levels.

To implement the NJP, a UN-REDD Programme Management Unit (PMU) is established at the Ministry of Forestry. The PMU includes a National programme Manager, a Chief Technical Advisor, three team leaders (one per outcome) and support staff. All staff will report to the National Programme Manager who in turn reports to the National Programme Director.

In the UN-REDD programme, FAO works with the Ministry of Forestry on Measuring, Reporting and Verification (MRV) and Reference Emission Levels (REL). FAO works closely with the PMU and the Ministry of Forestry staff to increase capacities, develop an MRV system, implement a Forest Inventory, develop a methodology for REL and establish REL. As part of UN-REDD efforts to contribute to the development of a MRV system for Indonesia, the Ministry of Forestry requested specific focus on those MRV components to be carried out by the Ministry of Forestry. For this several Focus Group Discussions (FGDs) are planned. UN-REDD is looking to recruit a technical writer to compile information from four FGDs and to develop this into a MRV roadmap that will describe the tasks to be done by the Ministry of Forestry in relation to MRV.

**Objectives:**

The objective of the assignment is to compile information from a series of focus group discussions on MRV for forestry that are being organized by the Ministry of Forestry and develop this information into a roadmap for MRV for Forestry.

**Supervision:**

Under the general supervision of FAO Representative and operational supervision of the UN-REDD National Programme Director, Mr. Yuyu Rahayu; with close cooperation with the UN-REDD Team Leader responsible for MRV and FAO technical officer.

**The technical writer will take on the following specific tasks** :

* Compile information resulting from focus group discussions on MRV.
* Collect additional information from Ministry of Forestry and FAO
* Develop a road map for MRV for Forestry in a report format highlighting the various steps that need to be taken to reach a functioning MRV system

**Qualifications, Experience and Competencies**:

* Masters in Forestry
* At least 10 years of working experience
* Advanced understanding of the forestry sector and of Measurement, Reporting and Verification
* Extensive experience as a writer
* Experience in working with the Ministry of Forestry is an asset
* Proficiency in both spoken and written English.
* Indonesian National