**Terms of Reference (ToR)**

**Project Preparation Support Consultants for Ministry of Village Priority Projects**

1. **Introduction**

The Terms of Reference for a team of six individual consultants who will provide intensive, specialized technical support to the Ministry of Village and Development of Disadvantaged Regions are delineated in this document. The team will be accountable for the comprehensive preparation of two national priority projects: the "Smart Warehouse and Rural Logistic System Development through Digitalization" and the "Village Infrastructure Sustainable Initiatives (VISI) for Food Security."

The consultants will collaborate as a cohesive team for a six-month period to generate all essential analytical work and documentation, including comprehensive Feasibility Studies, to guarantee that the projects satisfy the funding approval requirements of the government and IsDB. The consultants will be working closely under the direction and supervision of Ministry of Village and IsDB.

1. **Team Composition and Structure**

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| --- | --- | --- |
| **Level** | **Position Title** | **Area of Focus / Project** |
| Senior Specialist | Senior Technical Specialist | Rural Economic and Infrastructure for Food System Productivity Support |
| Senior Specialist | Senior Technical Specialist | Smart Warehouse & Rural Logistic |
| Specialist | Project Development Specialist | Village Institution and Rural Area Development |
| Specialist | Project Development Specialist | Economic and Finance Development in Disadvantage Region |
| Analyst | Project Officer | Programme Management |
| Analyst | Project Officer | Programme Management |

1. **Deliverables**

The consultant team will be jointly responsible for the following integrated outputs:

* Consolidated Inception Report: A comprehensive report that covers the team's comprehension of the projects, a consolidated work plan, methodology, risk assessment, and an initial stakeholder analysis.
* A comprehensive feasibility study for the VISI project, which includes technical, institutional, economic, financial, and social and environmental feasibility, is a bankable document.
* Comprehensive Feasibility Study for Smart Warehouse Project: A bankable document that incorporates technical, institutional, economic, financial, and social and environmental feasibility.
* Joint Funding Submission Report: A comprehensive report that contains all the requisite inputs, data, and justifications for the Government of Indonesia's official submission for foreign funding.
* Technical Working Papers: A collection of comprehensive technical papers from each specialist that are the analytical foundation of the Feasibility Studies.
* Workshop and Consultation Reports for Stakeholders: Minutes and summary reports from the most significant technical workshops and consultation meetings that were conducted during the assignment.

1. **Individual Terms of Reference**
   1. **Senior Technical Specialists (2 Positions)**
2. **Rural Economic and Infrastructure for Food System Productivity Specialist**

**Key Responsibilities:**

* + Assess the current state of Rural Economic and Infrastructure for Support Food System Productivity in the target districts.
  + Identify key constraints and opportunities for improving food production, processing, storage, transporting (connectivity) and distribution.
  + Design specific project activities related to:
  + Improving agricultural productivity through the adoption of modern farming techniques and appropriate technologies.
  + Strengthening post-harvest management practices to reduce food loss and improve quality.
  + Developing village-level food processing and storage facilities.
  + Linking rural producers to markets through improved infrastructure and market information systems.
  + Develop a detailed implementation plan for the food system components of the project.
  + Provide technical input to the project's Monitoring and Evaluation (M&E) framework.
  + Work in coordination with DG Village Development and Empowerment (PDP), MoV

**Qualifications and Experiences:**

* + Education: Advanced degree (master’s preferred) in a relevant field such as Economic Finance-Business, Agriculture Economic, Development Studies or related field.
  + Experience: A minimum of 8 years for master’s degree and/or 15 years for bachelor’s degree of professional experience on rural development projects with focus on food security and agriculture value chains.
  + Proven track record of leading the technical preparation of complex infrastructure or technology projects, preferably financed by international financial institutions.
  + Strong understanding of sustainable economic and infrastructure for support food system productivity and market access for rural communities
  + In-depth knowledge of international best practices, standards, and innovative approaches in their field.
  + Strong leadership, coordination, and report-writing skills.

**Projected Outputs:**

* + Lead authorship of the Feasibility Study for Village Infrastructure Sustainable Initiatives (VISI) Project.
  + A comprehensive Technical Working Paper on the design, specifications, and implementation plan for their assigned project.
  + Assessment report on rural economic and infrastructure for support food system productivity in the target districts.
  + Detailed design of project activities related to food production, processing, storage, transporting (connectivity) and distribution.
  + Detailed cost estimates (Bill of Quantities) for all technical components.
  + Substantive contributions to the Consolidated Inception Report and the Joint Report for Funding Submission.

1. **Smart Warehouse & Rural Logistics Specialist**

**Key Responsibilities:**

* + Lead the overall technical design and feasibility assessment for their assigned priority project and lead authorship of the technical sections of the Feasibility Study for their assigned project.
  + Oversee the development of detailed technical specifications for all project components (e.g., rural infrastructure, digital architecture, IoT integration, warehouse facilities).
  + Conduct detailed assessments of existing rural logistics infrastructure and warehousing facilities.
  + Design smart warehouse layouts and specifications, integrating IoT technologies for optimized management.
  + Develop strategies for improving rural supply chain efficiency, reducing post-harvest losses, and enhancing distribution networks.
  + Advise on the selection and implementation of appropriate technologies for warehouse management and logistics tracking.
  + Develop training programs for local personnel on smart warehouse operations and logistics management.
  + Work in coordination with DG Development of Disadvantage Region (PPDT) , MoV

**Qualifications and Experiences**

* + Education: Advanced degree (master’s preferred) in a relevant field such as Civil Engineering, Agricultural Engineering, Information Technology, Supply Chain Management, or a related discipline.
  + Experience: A minimum of 8 years for master’s degree and/or 15 years for bachelor’s degree of professional experience in designing and implementing large-scale development projects in their respective fields.
  + Strong knowledge of IoT technologies and their application in warehouse management.
  + Proven track record of leading the technical preparation of complex infrastructure or technology projects, preferably financed by international financial institutions.
  + In-depth knowledge of international best practices, standards, and innovative approaches in their field.
  + Strong leadership, coordination, and report-writing skills.

**Projected Outputs:**

* + Lead authorship of the Feasibility Study for Smart Warehouse and Rural Logistic Project.
  + A comprehensive Technical Working Paper on the design, specifications, and implementation plan for their assigned project.
  + Detailed cost estimates (Bill of Quantities) for all technical components.
  + Substantive contributions to the Consolidated Inception Report and the Joint Report for Funding Submission.
  1. **Project Development Specialists (2 Positions)**

1. **Village Institution and Rural Area Development Specialist**

**Key Responsibilities:**

* + Develop strategies for community mobilization, stakeholder engagement, and village and rural area institutional capacity building.
  + Assess the current capacity of BUMDes, cooperatives, and farmer groups in the target districts. Including to identify their strengths, weaknesses, opportunities, and threats (SWOT analysis).
  + Develop a strategy for promoting collaboration between village institutions and other stakeholders, such as government agencies, NGOs, and the private sector.
  + Provide technical input to the project's Monitoring and Evaluation (M&E) framework.
  + Design sustainable models for project implementation, governance, and the long-term operation and maintenance of project assets.
  + Conduct comprehensive social, economic, and financial analyses, including cost-benefit analysis financial modelling, and calculation of key indicators
  + Develop frameworks for social safeguards, gender inclusion, and community empowerment.
  + Take lead authorship of the relevant chapters (Institutional, Social, Economic, Financial) across the Feasibility Studies.
  + Work in coordination with DG Village Development and Empowerment (PDP), MoV

**Qualifications and Experiences**

* + Education**:** Advanced degree (master’s preferred) in Sociology, Economic, Law and/or Public Policy Studies, Development Studies, or other related fields
  + Experience: A minimum of 8 years for master’s degree and/or 15 years for bachelor’s degree of professional experience in the preparation and analysis of development projects.
  + Demonstrated expertise in institutional analysis, community development, and social safeguards (for the Institutional Specialist) or in economic and financial analysis, including cost-benefit analysis and financial modeling (for the Economic Specialist).
  + Strong understanding of BUMDes, cooperatives, and farmer groups.
  + Strong analytical and quantitative skills.
  + Experience with projects funded by international financial institutions is required.
  + Excellent report-writing and communication skills.

**Projected Outputs:**

* + Analysis of economic activities and needs in targeted rural communities.
  + Strategies for integrating local producers and MSMEs into the logistics network.
  + Capacity building programs for entrepreneurship and business management.
  + Assessment report on the potential for increased economic productivity.
  + Technical Working Papers on Economic and Financial Analysis and Sustainability Models.
  + A comprehensive Capacity Building Plan and detailed financial projection models for both projects.

1. **Village Economic Development Specialist**

**Key Responsibilities:**

* + Develop strategies for enhancing village economic growth through improved logistics systems, focusing on increasing market access and supporting local enterprises.
  + Analyse the economic activities and needs of rural communities.
  + Develop strategies for integrating local producers and MSMEs into the smart warehouse and logistics network.
  + Identify opportunities for value-added processing and local manufacturing within the rural logistics system.
  + Develop programs for capacity building in entrepreneurship, business management, and market access.
  + Assess the potential for increased economic productivity and competitiveness in rural industries.
  + Design sustainable models for project implementation, governance, and the long-term operation and maintenance of project assets.
  + Conduct comprehensive social, economic, and financial analyses, including cost-benefit analysis financial modeling, and calculation of key indicators
  + Develop frameworks for social safeguards, gender inclusion, and community empowerment.
  + Take lead authorship of the relevant chapters (Institutional, Social, Economic, Financial) across the Feasibility Studies.
  + Work in coordination with DG Development of Disadvantage Region (PPDT), MoV

**Qualifications and Experiences**

* + Education**:** Advanced degree (master’s preferred) in Economics business and/or finance, Development Studies, or other related fields (Business Administration)
  + Experience: A minimum of 8 years for master’s degree and/or 15 years for bachelor’s degree of professional experience in the preparation and analysis of development projects.
  + Strong analytical and quantitative skills.
  + Experience with projects funded by international financial institutions is required.
  + Excellent report-writing and communication skills.

**Projected Outputs:**

* + Analysis of economic activities and needs in targeted rural communities.
  + Strategies for integrating local producers and MSMEs into the logistics network.
  + Capacity building programs for entrepreneurship and business management.
  + Assessment report on the potential for increased economic productivity.
  + Technical Working Papers on Economic and Financial Analysis and Sustainability Models.
  + A comprehensive Capacity Building Plan and detailed financial projection models for both projects.
  1. **Project Officer (2 Positions)**

**Focus Area:** To provide analytical and project management support, ensuring the project design report aligns with project goals and is completed efficiently. Work in coordination with DG Development of Disadvantage Region (PPDT) and DG Village Development and Empowerment (PDP), MoV

**Key Responsibilities:**

* + Collect, manage, analyze, and compile all necessary quantitative and qualitative data to support the development of all reports and deliverables.
  + Conduct reviews of relevant policies, regulations, and development plans to inform project design.
  + Utilize tools for spatial analysis, mapping, and data visualization.
  + Provide direct support to all specialists by preparing data sets, charts, maps, and statistical inputs.
  + Take lead responsibility for drafting, formatting, and consolidating all team reports (Inception Report, Feasibility Studies, etc.) to ensure consistency and quality.
  + Organize, document, and report on all stakeholder workshops, meetings, and consultations.

**Qualifications and Experiences**

* + Education: University degree (Bachelor’s required) in a relevant field such as Development Studies, Law, Public Administration/Policy, Economics, Geography, Forestry or Information Management.
  + Experience**:** A minimum of 3 years of relevant professional experience supporting development projects or in a research/analytical role.
  + Strong skills in data collection, management, and analysis (both quantitative and qualitative).
  + High proficiency in office software and data analysis tools.
  + Excellent organizational skills and experience in compiling and editing complex technical documents.
  + Ability to work effectively in a team and support multiple senior experts.

**Projected Outputs:**

* + A comprehensive project database with all collected baseline data.
  + A data visualizations for analysis and inclusion in reports.
  + Lead role in the compilation and editing of all joint team deliverables.
  + A complete record of policy reviews and stakeholder consultation minutes.
  + Presentations and briefing notes for meetings.

**Timeline of Key outputs delivery**

