



REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: October 18, 2019
	REFERENCE: RFP/UNDP/ENV-IWT/78219/019/2019 - <i>Consultant services to implement baseline KAP survey to support communication strategy for social marketing campaign on Illegal Wildlife Trade (IWT)</i>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference RFP/UNDP/ENV-IWT/78219/019/2019 - ***Consultant services to implement baseline KAP survey to support communication strategy for social marketing campaign on Illegal Wildlife Trade (IWT)***.

A bidder's conference will be held on:

Date/Time : Friday, 25th October 2019 starting 1400 hours (GMT+7 - Jakarta Local Time)

Place : Aceh Meeting room, 7th Floor Menara Thamrin Building, Jl. MH. Thamrin Kav. 3 Jakarta 10250

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: 4666**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address.

The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1.**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED.**

NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking **"Accept Invitation"** but not later than **25 October 2019**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached "Instructions Manual for the Bidders". Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to agneta.silvia@undp.org and yusef.millah@undp.org.

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/sources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,



John Benjamin
Operations Manager
10/18/2019

Description of Requirements

Context of the Requirement	The Development of Consultant services to implement baseline KAP survey to support communication strategy for social marketing campaign on illegal wildlife trade (IWT).
Implementing Partner of UNDP	Directorate of Crime Prevention and Forest Security, Directorate General of Law Enforcement and Forestry, Ministry of Environment and Forestry
Brief Description of the Required Services ¹	Please see annex 3 – Term of Reference
List and Description of Expected Outputs to be Delivered	Please see annex 3 – Term of Reference
Person to Supervise the Work/Performance of the Service Provider	<ol style="list-style-type: none"> 1. Director of Forest Protection, Ministry of Environment and Forestry. 2. Programme Manager NRM Cluster Environment Unit, UNDP Indonesia. 3. National Project Manager of Combatting Illegal Wildlife Trade (CIWT).
Frequency of Reporting	Please see annex 3 – Term of Reference
Progress Reporting Requirements	Please see annex 3 – Term of Reference
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	6 (six) months
Target start date	December 2019
Latest completion date	May 2020
Travels Expected	<p>2 times for each location and spend minimum 3 days for each location. The list of locations are as follows:</p> <p>Location:</p> <ul style="list-style-type: none"> -TNGL (district around National Park Gunung Leuseur), -National Park Bogani Nani, -Belawan Port, -Pasar Satwa Medan, -Perak Port, -Jabodetabek (will be spent within 3 days for all those locations),

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	-Surabaya and or Malang, -Bitung Port, and -Manado
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars for International Bidders <input checked="" type="checkbox"/> Local Currency for Local Bidders
Value Added Tax on Price Proposal ¹	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

¹ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms ¹	Deliverable/Outputs	Duration (in months)	Output Progress	Due Date	Payment Schedule	Payment Amount
	Finalized Work Plan Work plan covering scope of work 1	2	30%	13 January 2020	Within two weeks (subject to approval by NPD CIWT and Technical Officer of UNDP)	25%
	Draft report covering scope of work 2 and 3	3	70%	13 April 2020	24 April 2020 (subject to approval by NPD CIWT and Technical Officer of UNDP)	50%
	Final Report	1	100%	13 May 2020	22 May 2020 (subject to approval of final report by NPD CIWT and Technical Officer of UNDP)	25%
Person(s) to review/inspect/ approve outputs/completed services and	1. Director of Forest Protection, Ministry of Environment and Forestry. 2. Programme Manager NRM Cluster Environment Unit, UNDP Indonesia. 3. National Project Manager of Combatting Illegal Wildlife Trade (CIWT).					

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40% NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ²	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ³ <i>[pls. specify]</i>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² Where the information is available in the web, a URL for the information may simply be provided.

³ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) ¹	<p><i>Agneta Silvia and Yusef Saiful Millah</i> <i>Procurement Unit</i> <i>agneta.silvia@undp.org and yusef.millah@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. **Cost Breakdown per Deliverable***

No	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive – IDR/USD)
1	Finalized Work Plan Work plan covering scope of work 1	25 %	
2	Draft report covering scope of work 2 and 3	50 %	
3	Final Report	25 %	
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Communication Expert			1	
2. Psychologist			1	
3. Research Assistant			3	
4. Etc. (if any)				
II. Travel Expenses to				
1. TNGL				
2. Bogani Nani National Park				
3. Belawan Port				
4. Medan				
5. Perak Port				
6. Jabodetabek				
7. Surabaya				
8. Bitung				
9. Manado				
10. Others (if any please specify in detail)				

III. Other Related Costs (if any, please specify in detail)				

*[Name and Signature of the Service Provider's Authorized
Person]
[Designation]
[Date]*

Term of Reference (TOR)

Consultant services to implement baseline KAP survey to support communication strategy for social marketing campaign on Illegal Wildlife Trade (IWT)

A. General Information	:	Terminology of this TOR
Title	:	Consultant services to implement baseline kap survey to support communication strategy for social marketing campaign on illegal wildlife trade (IWT)
Report to	:	1. Director of Forest Protection, Ministry of Environment and Forestry 2. Programme Manager NRM Cluster Environment Unit, UNDP Indonesia 3. National Project Manager of Combatting Illegal Wildlife Trade
Location	:	UNDP Indonesia Country Office, Menara Thamrin 8-9th Floor. Jl. MH Thamrin Kav.3 Jakarta 10250, Indonesia
Expected place of travel	:	As listed in Attachment 2
Duration of contract	:	The expected duration of the contract is Six (6) months upon contract signing by both parties
Provision of support services	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Equipment (laptop etc.)	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Secretarial Services	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

The terms listed here under are used throughout this request for proposal (RFP) to mean the following:

Wildlife crime	<p>Crime (from great dictionary of the Indonesian Language) is a behavior that contrary to applicable values and norms that have been ratified by written law.</p> <p>Wildlife (from great dictionary of the Indonesian Language) are all animals that live and still have wild properties, both free living and those that are maintained by humans,</p> <p>Wildlife (Law NO. 5 of 1990) is all animals that live on land, water, and air that still have wild traits, both free living and those that are maintained by humans.</p> <p>Crime against protected animals (Law NO. 5 of 1990)</p> <p>Article 21 paragraph 2 (a) captures, injures, kills, saves, possesses, maintains, transports and trades protected animals in living conditions; (b) storing, possessing, maintaining, transporting and trading protected animals in a dead state; (c) removing protected animals from a place in Indonesia to another place inside or outside Indonesia; (d) trade, store or possess skin, body or other parts of protected animals or goods made from these parts or remove them from a place in Indonesia to another place</p>
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	inside or outside Indonesia; (e) taking, damaging, destroying, trading, storing or possessing eggs and / or nests of protected animals.
Social Marketing	<p>Social marketing is the use of commercial marketing principles and techniques to improve the welfare of people and the physical, social and economic environment in which they live. It is a carefully planned, long-term approach to changing human behavior.</p> <p>The illegal wildlife trade is a global threat to biodiversity as well as to public health and good governance. As legislation and law enforcement have been insufficient to protect many wildlife species, is needed to increasingly focused on campaigns to help reduce demand for wildlife products.</p>
Stakeholders	<p>A person, group or organization that has interest or related to illegal wildlife trade, which can affect or be affected by the related actions, activities, or policies. This include:</p> <ol style="list-style-type: none"> 1. DG Environment and Forestry Law Enforcement, MoEF. 2. DG Conservation of Natural Resource and Ecosystem, MoEF. 3. Public relations bureau, MoEF. 4. Ministry of Foreign Affairs. 5. Indonesia Statistical Bureau (BPS). 6. The Criminal Investigation Agency, Indonesian National Police. 7. Exporters Association of Wildlife. 8. NGOs that are related to wildlife trade research, campaign, and monitoring. 9. Individuals/institutions that are related to wildlife trade research, campaign, and monitoring.

B. Background Information

Indonesia is one of the world's top 10 'megadiverse' countries, and supports many mammal and bird species including endemic and endangered species threatened by illegal wildlife trade (IWT) such as Sumatran tiger, Sumatran and Javan rhinoceros, Bornean and Sumatran orang-utan, Asian elephant, Sunda pangolin, anoa, yellow-crested cockatoo and other species. The country is located in the biodiversity distribution path of the Asian continent and Australia, and is in the transitional zone of the Wallace line, and therefore harbors the biological richness of Asia, Australia and the transitional zone of the two continents.

In the past decades, we have seen the devastating impact of unsustainable and IWT on wildlife populations in Indonesia and Southeast Asia. The value of the illegal trade in Indonesia alone is estimated at up to US\$ 1 billion per year. Factoring in the unsustainable legal trade, the value rockets, representing an enormous economic, environmental, and social loss. This trade has already caused the decline and local extinction of many species across Southeast Asia. Much of the trade is highly organized, benefits a relatively small criminal fraternity, whilst depriving developing economies of billions of dollars in lost revenues and development opportunities. Within Southeast Asia, a significant amount of this trade starts from Indonesia, the largest supplier of wildlife products in Asia, both 'legal' and illegal. Indonesia is also becoming an important transit point for IWT from Africa to East Asia, such as African Ivory. The consequence of the unsustainable trade is a massive threat to globally important wildlife.

UNDP, together with several partners, aims to reduce the volume of unsustainable wildlife trade and the rate of loss of globally significant biodiversity in Indonesia and East and Southeast Asia, by ensuring that the legal wildlife trade is ecologically and economically sustainable, while reducing the scale and impact of illegal wildlife trafficking, both from Indonesia and in transit through the country. Wildlife is a natural resource that, if exploited well, can fuel development, provide considerable state revenues and financial incentives. This project will secure populations of globally significant species through dramatically improving the systemic and institutional capacity of the nation to control legal commercial and IWT and associated overexploitation of species.

Combating wildlife crime does not only save species but also curbs corruption. This directly benefits local people disadvantaged by the wide range of corrupt practices that forestall development and progress. Moreover, combating wildlife crime reduces insecurity and crime in rural areas and strengthens the infrastructure for effective law enforcement that can address both wildlife crime and other crimes that affect rural communities. It will also ensure that species and their habitats are better managed and more resilient, thus creating the conditions for communities to continue using natural resources as a socio-economic safety net, particularly as climate change uncertainty exacerbates risks to their economic and physical security.

One of the project's outcomes is to strengthen institutional capacity for regulatory coordination, implementation and enforcement at the national and international level. The outcome will be achieved through, among others, development and implementation of social marketing campaign to increase awareness on IWT to be implemented at the national and regional levels.

C. Context of this TOR

The objective of the assignment is to design and undertake a baseline knowledge, attitude, and practice (KAP) survey prior to commencing social marketing campaigns on IWT. The survey is aimed at understanding the current situation

of the IWT-related issues, challenges and opportunities in Indonesia to combat IWT, as well as the knowledge, attitude, and practice of the campaign's target audience groups.

This survey will provide project staff with detailed baseline data on knowledge, attitudes and practices of key stakeholders on IWT issues to measure their support and participation, and identify effective communication channels and methods for the social marketing campaign. The survey will also help in the development of a detailed M&E framework based on its findings.

D. Scope Of Work

The selected consultant/firm will be responsible for designing and undertaking the baseline KAP survey.

Methodology

The survey should combine quantitative and qualitative methods to provide the required data and insights to be the basis of the communication strategy. The consultant/firm will apply different data collection methods such as desk review, observation, survey, in-depth interviews (IDI), and focus group discussion (FGDs) to collect input from the key stakeholders. Focus Group Discussion will facilitate by CIWT project (the detail of FGD and field survey can be seen in attachment 2)

Survey Areas

The collecting data was conducted by field survey for TNGL, Bogani Nani National Park, Perak Port, Medan Animal Market, Bitung Port. Meanwhile, for online survey will be conducted for Jabodetabek areas, Surabaya / Malang, and Manado.

With the number of respondents per region is minimal 100 respondents (representative of local government/port authority, NGO and civil society, and animal lover community) by using a questionnaire method and qualitative interviews with 2 representatives per region (key informants).

Main Tasks

The team of consultants will coordinate with Directorate General of Environment and Forestry Law Enforcement of the Ministry of Environment and Forestry. The scope of works is as follow:

PHASE 1

Scope of work I: Initial preparation

- 1.1. Consultations with project team and other relevant resource persons, as well as thorough review of relevant literature and studies/surveys to gather background information. Literature Review: review of key documents (i.e. project documents, IWT related reports/articles/news, existing and previous IWT campaigns conducted by UNDP and/or other organizations, previous baseline surveys tool and reports).
- 1.2. Finalize survey instruments after discussion with the project team and UNDP manager. Both qualitative and quantitative research should be conducted to obtain data, attitude, knowledge and practices of key stakeholders in relation to IWT issues.
- 1.3. Submit detailed work plan and scope of study within 2 weeks of signing contract by both parties.

PHASE 2

Scope of work 2: Data Collection and Data Analysis

2.1. Collecting primary and secondary data:

- Field survey at TNGL (district around National Park Gunung Leuseur), National Park Bogani Nani, "Pasar Satwa Medan", Perak Port, and Bitung Port.
- Online survey: Jabodetabek, Surabaya, and Malang.

Coordinate with project team to get quantitative data for further analysis and interpretation, whenever relevant and/or as needed. The same sample design used for the baseline survey will be used for endline survey in the future.

2.2. Data Analysis

PHASE 3

Scope of work 3: Preliminary Research Report

Submit draft final report prior to stakeholder meeting to discuss draft report containing all report produced in scope of work 1 to 2:

Preparing presentation and lead a stakeholder meeting to present preliminary findings and receive feedback from the project team for report finalization (The meeting will be facilitated by CIWT Project).

PHASE 4

Scope of work 4: Final Report

- 4.1. Presentation of final report and recommendations. The report shall be an in-depth analysis and can be used as guidelines for the calculation of the claim value and the basis of the judges' consideration in the determination of court decisions.
- 4.2. Finalize report based on all inputs and comments gathered from all stakeholders, UNDP and Ministry of Environment and Forestry and submit the report in English and Indonesian. The consultant shall submit a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos, all data and calculation, and simulation result (if available); (The meeting final report presentation report will be facilitated by CIWT Project).

E. Expected Outputs

The specific outputs of the assignment include:

- Inception report should include research design, fieldwork plan and instruments for baseline survey outlining the methodology, sampling technique, and data analysis process.
- Preliminary report of the baseline survey for feedback from MoEF and UNDP.
- Final report of the baseline survey incorporating feedback and comments from MoEF and UNDP.

F. Risks and Assumptions

Undertaking data collection in the facilities level presents several challenges including rejection or resistance from the host, data is not sufficient or not valid, data is considered as confidential matter, and longer administration process which may delay the project.

One of the other risks that may happen is slow process of coordination between government agencies and the relevant partners which require additional acceleration support. It is expected that the consultant should consider the successful factor of project implementation, i.e. relevant government agencies sharing data in timely manner.

Reorganization in the relevant government agencies may occur throughout the project period which may also affect the commitment of the organizations/facilities. The organizations/company shall identify the risks prior to the project implementation and develop strategies of countermeasures.

G. Institutions/Resources who Need to be Involved

Several stakeholders related to the activity and can contribute as respondent/resource person are:

1. DG Environment and Forestry Law Enforcement, MoEF.
2. DG Conservation of Natural Resource and Ecosystem, MoEF.
3. Public relations bureau, MoEF.
4. Ministry of Foreign Affairs.
5. Indonesia Statistical Bureau (BPS).
6. The Criminal Investigation Agency, Indonesian National Police.
7. Exporters Association of Wildlife.
8. NGOs that are related to wildlife trade research, campaign, and monitoring.
9. Individuals/institutions that are related to wildlife trade research, campaign, and monitoring.

H. DELIVERABLES

Considering that the users of the study are the Government of Indonesia, all forms of reports shall be developed in the national language (Bahasa Indonesia) with an excellent translation in English. All reports must be presented first to Director General of Law Enforcement of Environment and Forestry, Ministry of Environment and Forestry of Indonesia for feedback and comments. These comments must be incorporated to the reports before the product's final approval by the project steering committee. The final reports must have an executive summary and Power Point presentation. The team of consultant shall submit the final report both in English and Bahasa Indonesia version in a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos and video, all data and calculation, and simulation result (if available).

I. PAYMENT SCHEDULE

Phase	Deliverable/Outputs	Duration (in months)	Output Progress	Due Date	Payment Schedule	Payment Amount
1	Finalized Work Plan Work plan covering scope of work 1	2	30%	13 January 2020	Within two weeks (subject to approval by NPD CIWT and Technical Officer of UNDP)	25%

2	Draft report covering scope of work 2 and 3	3	75%	13 April 2020	24 April 2020 (subject to approval by NPD CIWT and Technical Officer of UNDP)	50%
3	Final Report	1	100%	13 May 2020	22 May 2020 (subject to approval of final report by NPD CIWT and Technical Officer of UNDP)	25%

J. REQUIRED EXPERIENCE AND QUALIFICATIONS

1. Company / Organization

UNDP is seeking an organization/company, with the following requirements:

1. Have legal entity registered at Ministry of Law and Human Rights of Republic of Indonesia.
2. Have Tax Identification Number.
3. Experience in Strategic Communication
 - Three (3) years' experience in management, communication, and public relation.
 - Knowledge in conservation and biodiversity law enforcement business process;
 - Knowledge in wildlife crime; and
 - Familiar with Indonesia's environmental and forestry law enforcement, biodiversity and wildlife conservation sector's status, policies and regulations are preferred.
4. Experience in projects and program in Indonesia and ability to work effectively in Indonesia. Three (3) years of experience in conducting projects in Indonesia.
5. Good project management ability.
 - Focused on result responds positively to feedback;
 - Ability to deliver the expected report in timely manner; and
 - Demonstrate openness to change and ability to manage complexities.

2. Personnel:

a. List of Personnel:

The companies should have experienced professionals in the field of:

- Communication Expert (as a team leader);
- Psychologist;
- Data Analyst (three person)

b. List of Qualification

Minimum requirements include:

a. Communication Expert (Team Leader)

- **Qualifications:**

- Master Degrees (S2) in communication, with experience in related field for six (6) years.
- Experience in developing communication strategy.
- Experience in working with Government and Non-Government Organization/Institution
- Experience in preparing content and material for a campaign
- Experience in developing baseline study
- Experience in developing guideline

- **Competencies:**

- Have a basic understanding of the issue of wildlife trade.
- Able to communicate messages in various media.
- Have the ability to conduct persuasion, lobbying and negotiation communication.
- Broad insight into the scope of the organization.
- Master interpersonal communication in overcoming pressure from the community and building customer trust.
- Providing, serving and mastering information related to the organization and public services.
- Develop, support and promote company goals, including message development, social media content creation and media outreach.
- Develop and disseminate public relations materials that increase our visibility among stakeholders and lawmakers.
- Have insight and understanding of public and media characteristics.
- Have the ability to take decisions that are fast, intelligent and minimize negative impacts.

b. Psychologist (one person)

Qualifications:

- Master's degree in psychology
- Two (2) years' experience in supporting research on human and animal behavior.
- Experience in working with Government and Non-Government Institution
- Research experience relate to any type of Behavior preferable both Human and Animal Behavior
- Experience in developing baseline study
- Experience in developing guideline

Competencies:

- The ability to motivate and form the scope of teamwork in supporting the achievement of goals;
- Working with clients to help them make changes to their behavior through a variety of psychological therapies;
- Identifying and diagnosing mental, behavioural or emotional disorders;
- Developing treatment plans;
- Administering psychological tests and assessing the results;
- Conducting research through interviews, surveys and observations

c. Wildlife Specialist

Qualifications:

- Bachelor's degree in Biology or Forestry.
- Three (3) years' experience in the issue of forest and wildlife management.
- Experienced in providing training or presentations related to the management of wildlife domestically / or abroad.
- Active in various wildlife conservation forums in Indonesia.

Competencies:

- Having the latest knowledge about wildlife trafficking in Indonesia and globally, especially in the issue of illegal hunting and circulation of wildlife.

d. Data analyst (three person)

Qualifications:

- Bachelor's degree in Statistical, Information, Forestry, Conservation, or environmental science;
- Two (2) years' experience in data analyst
- Experience in preparing an in-depth analysis and prepare presentation that will be used as guideline;
- One of data analyst must be a statistical graduates and have experience in processing qualitative and quantitative data;
- Experience in doing research with Government and Non-Government Organization/Institution;
- Experience in research for human;
- Experience in developing baseline study
- Proven working experience as a data analyst or business data analyst;
- Have a high spirit in testing and validating models to make accurate and consistent models.

Competencies:

- Technical expertise regarding data models, database design development, data mining and segmentation techniques.
- Strong knowledge of and experience with reporting packages (Business Objects etc), databases (SQL etc), programming (XML, Javascript, or ETL frameworks).
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc).
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy

4. Language Requirement

While all individuals on the team may not have both English and Indonesian skills, collectively and at all times, there should be at least:

- Proficiency in English language, spoken and written. The consultants must have the ability to write reports, make presentations, and to provide training etc. in the English language.
- Proficiency in Indonesian, spoken and written. The consultants must have the ability to write reports, make presentations, and to provide training etc. in Indonesian.

5. Composition of Key Staff

A guideline proposed staffing structure for the consulting team is given in the following Table. Bidders should specify the amount of the time of key staff would spend in the field during project period. The combined team's CV should clearly demonstrate experience in the above-mentioned disciplines. Bidders are encouraged to review and propose their own staffing schedule to match the project need. Bid submissions must include CVs for proposed staff in the format given in the Attachment II "Technical Proposal Format", Section 3: Personnel Suggested staffing structure and inputs

Description	Quantity	Unit	Number of Unit (Man. Days) in total	Remarks
Communication Specialist	1	Person	70	National specialist
Wildlife Specialist	1	Person	10	National specialist
Psychologist	1	Person	40	National specialist
Data Analyst	3	Person	210	National staff
Total	6	Persons	330	

Other Selection Criteria

Given the urgency and on-going nature of the work, the Organization/Company must be available to start in December 2nd 2019.

LIST OF ATTACHMENTS

ATTACHMENT 1: TIMELINE

ATTACHMENT 2: LIST OF EXPECTED MINIMUM NUMBER OF ACTIVITIES (WORKSHOP, SEMINAR, FGD, CONFERENCE OR SIMILAR)

ATTACHMENT 1. TIMELINE

	Description	Deliverable	Months					
			Dec '19	Jan '20	Feb '20	Mar '20	Apr '20	May '20
Sign contract								
1.1. Kick off meeting(s) to get input from the parties and to discuss the detailed tasks.		Minutes of Meeting						
1.2. Participate and initiate meetings/ Focus Group Discussion / interview with other relevant stakeholders as needed (e.g. key person, other line ministries and other relevant stakeholders).		Minutes of Meeting						
1.3. Submit detailed work plan, methodology of study and scope of study within 2 weeks upon signing contract by both parties.		Data Compilation						
2.1. Collecting primary and secondary data (field survey)		Draft Report						
2.2. Data analysis		Draft Report						
3. Submit draft report and present and lead a stakeholder meeting to discuss draft report for inputs and comments.		draft report & minutes of meeting						
4. Final Report (The report shall be an in-depth analysis and can be used as guidelines for the calculation of the claim value and the basis of the judges' consideration in the determination of court decisions). The report must be submitted in English and Indonesian. The consultant shall submit a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos, all data and calculation, and simulation result.		Final Report						
Ensuring multi stakeholder participations. Within each scope of works mentioned above, the team of consultant is expected to ensure the active participation of government, private sector, academicians, local people, and NGO.								

Note: All schedule of activities are subject to discussion FGD, meetings and site visits: Refer to annex 2

ATTACHMENT 2. LIST OF EXPECTED MINIMUM NUMBER OF ACTIVITIES (WORKSHOP, SEMINAR, FGD, CONFERENCE OR SIMILAR)

No.	Item	Freq. of activities	No of participant	No of Days	Location	Note
1.	FGD: For validating work plan of the consultant	1	25	1	Jakarta	Facilitate by CIWT
2.	Kick off Meeting	1	40	1	Jakarta	Facilitate by CIWT
3.	Collecting primary and secondary data by field survey	5 (five location) → 1 times survey for each location with duration minimal 3 days)	Response: min. 100 people/location	3	1. TNGL (district around National Park Gunung Leuseur) 2. National Park Bogani Nani 3. "Pasar Satwa Medan" 4. Perak Port 5. Bitung Port	Facilitate by the Selected Contractor
4.	Online survey		2	3	Jabodetabek areas, Surabaya / Malang, and Manado.	Facilitate by Selected Contractor
3.	Final Stakeholder Meeting	1	40	1	Jakarta	Facilitate by CIWT

Note: The table represents minimum scenario in relation to number of activities and the grouping of sub-sectors within each scope of work. The team of consultants is expected to design and estimate the grouping, or the number of stakeholder consultations and site visits needed in each scope of work, by referring to the table. The site visits shall only be conducted on the sub-sectors which are considered necessary to conduct field visits for the purposes of sampling, data collection and/or data confirmation.

The team of consultants shall cover the costs for accommodation, travelling to and transportation within Indonesia. Routine home-office costs for materials, printing, telecommunication, etc. are considered to be covered within the team of consultant's remuneration. The cost of meeting packages will be borne by the consultants.