

Terms of Reference

Facilitating and Assisting Forest Area Management by Villages in East Kutai District, East Kalimantan Province

*(Saka Village and Sempayau Village, Sangkulirang Sub-district,
Batu Lepoq Village, Karangan Sub-district)*

“Strengthening Forest Area Planning and Management in Kalimantan”
November 2019 – April 2020

Background

The Government of Indonesia has established forest development as an integral part of national development. This is due to the fact that forest is a renewable element of natural resources. As a bio-ecosystem that plays an essential role in supporting economic development and providing environmental-based services such as green development, clean air, low-carbon emission, water availability, genetic preservation and biodiversity, the government has issued various regulations and policies to manage it.

Various policies were made by the government to manage Indonesia's forests, among others by determining certain areas that could be used as exploitable areas and areas that had to be protected. In addition to grouping forests into protected and exploitable forests, these forests can also be grouped into forests in forestry areas (commonly called areas) which are the KLHK jurisdiction, and forests in non-forestry areas or commonly referred to as Other Utilization Areas (APL) which the jurisdiction of local government/BPN. One of the policies related to this process is the President's instruction to the Minister of Environment and Forestry (LHK) to postpone the release or exchange of oil palm plantation forest areas. The instruction was contained in Presidential Instruction (Inpres) No. 8 of 2018 concerning the Postponement and Evaluation of Palm Oil Plantation Licensing and Increased Productivity of Oil Palm Plantation. The postponement applies to: a. new application; b. application that has been submitted but has not yet completed the requirements or has fulfilled the requirements but is in a productive forest area; or c. an application that has received principle approval but has not yet been demarcated and is in a productive forest area.

Forests in APL may be legally logged. This is because the existence of APL is to support the development of the non-forestry sector. Therefore, it is possible that forests in APL could disappear at any time on the pretext of meeting the need for land needed for the development of the non-forestry sector. And if this happens, then the negative impact of forest loss on development and human life will increase.

To answer this situation, an extensive forest development strategy that incorporates economic, social, cultural and environmental dimensions is highly essential. Corrective actions and corrective policies on forest management in APL are needed to create a breakthrough that will maintain the existence of forests.

The baseline preparation conducted from April 2019 to May 2019 found that villages adjoining the forested areas in APL have also made management efforts, both protection and utilization, which have an impact on the preservation of forested areas around the village. The preparation also found that the forests have the potential to become a sustainable source of welfare improvement for these villages.

The existing 'business as usual' village development model makes it challenging to achieve a maximum, sustainable result in the forest area management of the APLs adjoining those villages. To achieve maximum results, the village government and its people need to have adequate knowledge and forest management capabilities in APL and the need for more innovative and quality village development.

Existing villages have limitations in accessing service providers to increase their knowledge capacity and technical capacity for implementation in the village. This affects the quality of planning and development outcomes in the village, including in terms of forested area management in APL.

This situation must be supported by regulations at the village level that can become the basis for village governments to manage forestry areas that are oriented towards sustainability. For this reason, village facilitation activities are needed in managing the forested area around it to ensure that the village government is managing forestry areas in accordance with government policies in protecting forests outside the forest area.

KLHK, through the KalFor project, has a program to prepare the technical services needed by the Village to realize village innovation activities based on sustainable management of forested areas in APL. This program is supporting technical assistance carried out by district OPDs which are grouped into 3 phases:

- Phase 1 : Preparation of village enabling factors in the context of quality, innovative village development based on forested areas management in APL (for 6 months).
- Phase 2 : Assisting the implementation of quality, innovative village programs based on forested areas management in APL (for 2 years).
- Phase 3 : Monitoring and evaluation (for 6 months).

In this early 2020, KalFor project, along with local government (OPD), will implement Phase 1 for a period of 6 months. To implement the activities, KalFor Project has issued a Call for Proposal to technical service professional/implementer/provider to assist selected villages.

Purpose and Scope of Work

The chosen implementing agency will work with the aim of:

- a. Realizing the enabling conditions for innovative and higher quality village development activities that are needed to realize sustainable forest management,

- b. Assist local governments in providing technical services needed by villages,
- c. Increase institutional capacity and empowerment of village community cadres.

The chosen implementing agency will work within the following scope:

- a. Program socialization in the form of processes that at least contain awareness activities about the importance of protecting forested areas in APL and its benefits for the community.
- b. Facilitating the provision of village infrastructure through the provision of enabling conditions for the realization of quality and innovative village programs based on forest management in APL
- c. Facilitating the village government and the community in a participatory manner to prepare the enabling factors needed by the village to run an innovative village program.

The chosen implementing agency will do, without limitation, the following:

1. Conduct a detailed assessment of the regions/villages identified by the university as regions/villages that have the potential to become pilot locations, both formally and informally, taking into account the number of people potentially involved, and the forest area in APL in the village. (Output: selected village)
2. Conducting assessments in selected villages in the field of community welfare (family economic level).
3. Identifying sources of income and business potential that can be developed in the village as an alternative income for the community, especially those related to forested areas in APL.
4. Identifying the model of forest management in APL and documenting the model of interaction between community groups and the forests in APL around the village (rules, institutions, operations, budgeting).
5. Conduct an assessment of the opportunities/choices of the incentive system in the field and access to the system by community groups who manage forests in APL in a sustainable manner.
6. Conducting dissemination of innovative and quality village development planning programs based on sustainable management of forested areas in the APL based on FPIC (Free, Prior and Informed Consent) principles.
7. Establish contacts with formal and informal leaders in the pilot village so that relations with the community can be appropriately established.
8. Develop and implement a program to motivate the village communities to be actively and voluntarily involved in the process of planning, implementing and monitoring innovative and quality village development based on sustainable forest management in APL.
9. Identifying agents of change who act as social animators so that the empowerment process continues in the village.
10. Prepare village cadres, i.e. local cadres from the community, who voluntarily participate in various community empowerment activities and take responsibility for efforts to improve community welfare
11. Increase the knowledge and insight concerning forest management among local leaders, including agents of change and local cadres, through field visits, dissemination/seminars, or other relevant types of capacity building.

12. Formation of village organization as a forum for organizing the later implementation of forest management activities in APL, e.g. establishing village farmer groups, cooperatives, BUMDES, or other relevant forms of organization.
13. Increase the organizational capacity of the established organizations through the provision of training and assistance in office administration, financial administration, organizational management, work program development and fundraising (innovative incentives).
14. Providing expert technical assistance to the established organizations in the fields of management, financial studies, training/capacity building, regeneration, rural infrastructure, and regulation.
15. Making recommendations for follow-up actions for village assistance, developing a forest management model in APL, a scheme to improve community welfare, and recommendations for proposing models, plots and incentives for community groups.
16. Provide assistance to organizations formed to develop work programs in a participatory manner.

Expected Process and Results

Implementers shall:

1. Prepare (and consult the KalFor-UNDP Team) for detailed activity plans, including activity progress reports and final reports.
2. Arrange a detailed plan of activities.
3. Provides results reports in agreed templates and time frames based on detailed plans and other inputs that may be needed by the project, as part of the intermediate and final reports.
4. Provide information on the project's progress and development upon request, e.g., for special needs such as conference, workshop, etc.
5. Maintain communication with KalFor-UNDP project team as necessary.

Expected Result:

1. Detailed description of the level of welfare of the selected village in the form of Baseline Economic/welfare data at the level of the family unit/household in the selected village.
2. Innovative plans for developing specific village needs as a result of field study.
3. Current information and conditions of forest management models in the ongoing APL and potential management models developed in selected villages that are equipped with relevant village-level policy products.
4. Data and information on the conditions of opportunity, the choice of incentive model and management/utilization for community groups that manage forests in APL in a sustainable manner that is complemented with relevant village-level policy products.
5. List of recommendations for follow-up actions on village assistance that include the development of a forest management model in APL, a scheme to improve community welfare, and recommendations for proposing models, plots and incentives for community groups.
6. Map of conditions and use of natural resources in selected villages that contain information about the distribution of forested areas in APL and other potential resources.

Work location

This work shall be carried out in the form of fieldwork, by carrying out direct activities at the Village and East Kutai levels, with the location of the pilot village being:

No	Village	Sub-district	Area (Ha)*	Ecosystem/Biodiversity
1	Batu Lepoq	Karangan	5.700	Forest + Limestone Mountain
2	Sempayau	Sangkulirang	5.400	Mangrove Primer
3	Saka	Sangkulirang	1.200	Mangrove Primer

*Source: KalFor Project Baseline by University of Mulawarman, 2018. Not net area.

Trips required to deliver project achievement shall be implemented in accordance with the plan and under the approval from KalFor-UNDP Project Unit Management.

Deliverables & Time Frame

This work must be done in 6 (six) months starting from November 2019 to April 2020, with deliverables as attached in the following table, including trips to the village, district and other locations for the purpose of meeting, public consultation, and workshop that are relevant to achieve the goal of the project.

No.	Deliverables	Time (No longer than)
1.	Detailed plan of activity implementation (methods, targets, objectives, timeline)	One week after the signing of the contract
2.	Midterm Report, containing: <ul style="list-style-type: none">a) Report on the implementation of socialization with FPIC principlesb) Report on the progress of implementing capacity building for local champions.c) Detailed report on the development of the formation of farmer groups/cooperatives/BUMDES and their work programs.d) Report on the progress of the implementation of training and assistance in the field of office administration, financial administration, organizational management, work program development, fundraising, and sustainable forest management techniques.e) Final baseline document on economic conditions/welfare at the level of family unit/household in the selected village.f) Draft Data and Information as well as current conditions of ongoing forest management models in APL and potential management models developed in selected villages supplemented by relevant village-level policies.g) Draft Data and Information regarding opportunity conditions, choice of incentive model and	3 (three) months after the signing of the contract

	management/utilization for community groups that manage forests in APL in a sustainable manner that is complemented by relevant village-level policies.	
3.	<p>Final Report, containing</p> <ul style="list-style-type: none"> a) Final report on the implementation of capacity building for local champions. b) Detailed report on the results of the formation of farmer groups/cooperatives/BUMDES and their work programs. c) Final report on the implementation of training and assistance in office administration, financial administration, organizational management, work program development, fundraising, and sustainable forest management techniques. d) Final Data and Information as well as current conditions of ongoing forest management models in APL and potential management models developed in selected villages supplemented with relevant village-level policies. e) Final specific village development plan adopted from the results of field study. f) Final Data and Information regarding opportunity conditions, choice of incentive model and management/utilization for community groups that manage forests in APL in a sustainable manner that is complemented by relevant village-level policies. g) Recommendations for follow-up actions on village assistance that include the development of a forest management model in APL, a scheme to improve community welfare, and recommendations for proposing models, plots and incentives for community groups h) Maps of conditions and utilization of natural resources in selected villages that contain information about the forest land class in APL whose scale can be used as a basis for management planning. 	6 (six) months after the signing of the contract

Budget and Payment

The total budget provided by KalFor-UNDP for this activity is USD 40,000. Funding for these activities includes travel costs (land), meetings, workshops, professional fees, accommodation, and operational costs (overhead costs). Payments will be made on a deliverables basis, in stages:

1. The first payment (40% of the total contract value) will be made after the signing of the contract and the receipt of the detailed work plan.
2. The second payment (50% of the total contract value) will be made after deliverable no. 2 is achieved
3. The third payment (10% of the total contract value) will be made after deliverable no. 3 is achieved.

Qualifications of Implementing Agency

1. Have at least 3 years of experience at the village level with specialization in policy assistance and implementation of natural resource management by the village.
2. Experienced in conducting assessments of the level of community welfare associated with natural resource utilization activities around the village, especially forested areas.
3. Have a good network and working relationship with the government of East Kalimantan Province and East Kutai District.
4. Have exceptional time management, organization and interpersonal skills.
5. The qualified personnel (as a team) must be a permanent staff of the service providers (institutions/organizations).
6. Capable of meeting the administrative document requirements required by UNDP as stated in the service provider requirements form within a specific time frame.

Implementers in the form of institutions/organizations are required to meet the following requirements:

1. Led by a Head/Leader who has expertise in team management, organizational skills, planning, analytical work and reporting.
2. Having specific specialization or experience in facilitating the formulation of policy products, facilitation of village community groups and government groups.

Personnel Qualification

- 1 (one) Team Leader with a minimum of bachelor degree, who has at least 5 (five) years of experience in team management, organization, planning, and reporting. Have a forestry background and understand well the issues of forestry, environment, plantation and natural resource management policies.
- 2 (two) Team Members with a minimum of bachelor degree, who have at least 3 (three) years of experience in natural resource issues and understand well the issues of forestry, environment, plantation and natural resource management policies.
- 1 (one) Project Administration Staff.