

## Terms of Reference

### Facilitating and Assisting Forest Area Management by Villages in APL in Sintang District, West Kalimantan Province

“Strengthening Forest Area Planning and Management in Kalimantan”  
January – June 2020

GL UNIT	OP UNIT	FUND	DEPT	PC BUS UNIT	PROJECT	ACT	CATEGORY	IMPL AGENT	DONOR
UNDP1	IDN	62000	40805	IDN10	00093330	2	NIMCO	001981	10003

### 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 forest areas in APL have also made management efforts, both protection and utilization, which have an impact on the preservation of forest areas around the village. To achieve maximum results, the village government and its people need to have adequate knowledge and forest management capabilities in APL. They will also need 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 forest 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 forest 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 forest areas in APL. This program is supporting technical assistance carried out by district OPDs that are grouped into 3 phases:

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

## Work location

This work shall be carried out in the form of fieldwork and facilitation at district/provincial/central level as necessary, with the work location as follows:

No	Village	Sub-district	Area (Ha)*	Ecosystem/Biodiversity	Note
1	Ensaid Panjang	Kelam Permai	210,92	Secondary Dryland Forest	Pilot Project Village
2	Bangun	Sepauk	564,79	Secondary Dryland Forest	
3	Sungai Buluh	Tempunak	833,19	Secondary Dryland Forest	

\*Source: KalFor Project Baseline by University of Tanjungpura, 2019. Not net area.

## Purpose and Scope of Work

The chosen implementing agency will work on two schemes, as follows:

- Scheme 1: Assist innovative and quality village development to realize a sustainable management of forest in Ensaid Panjang Village's APL as pilot project location
- Scheme 2: Realize the enabling conditions of innovative and quality village development that are needed to realize a sustainable management of forest in candidate development village's APL i.e., Bangun and Sungai Buluh Villages.

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

### **SCHEME 1: ASSIST INNOVATIVE AND QUALITY VILLAGE DEVELOPMENT TO REALIZE A SUSTAINABLE MANAGEMENT OF FOREST IN ENSAID PANJANG VILLAGE'S APL AS PILOT PROJECT LOCATION.**

1. Hold kickoff meeting with the KalFor PMU/Secretariat to present the detailed work plan to KalFor PMU/Secretariat prior to implementing field activities.
2. Raise awareness about innovative and quality village development planning based on sustainable forest management in APL under the guidance of FPIC (Free, Prior and Informed Consent) principles.
3. Conduct village-level assessment to obtain more detailed baseline data by optimizing existing data in villages, including:
  - a. community welfare level (household economy level)
  - b. latest village development index (IDM)
  - c. existing source of income for the community
  - d. business potential in the village that can be developed as an alternative source of income for the community, especially with regard to forest area in APL, existing assistance program

- e. documentation of interaction model between community group and village in APL around the village (rules, institution, culture, operation etc.)
  - f. incentive system opportunity/choice in the field and access to the system by community groups that manage the forest in APL sustainably.
  - g. data concerning gender issues (Gen 2 UNDP) in the village.
4. Facilitate innovative and quality village development program based on sustainable forest area management. Through this program, forest area management in APL is an integral part of the management of all potentials in Ensaid Panjang Village. The chosen implementing agency is expected to implement the following activities:
- a. Revitalizing and/or strengthening organization in village as an avenue to organize the implementation of forest management activities, such as revitalization of tourism/eco-tourism local organization, farmer union, cooperatives, village-owned enterprises, and other relevant types of organization in the village.
  - b. Selecting local villager that can become an agent of change for forest management activities in the APL around the village.
  - c. Strengthening the capacity of organization and agent of change in the village through training and assistance program in accordance with the needs of each organization. The concerned training and assistance can be known after holding a meeting with the members of organization whose capacity will be strengthened. Training options can be consisted of organizational management training, financial/office administration, job program development, cadre building and external fundraising (innovative incentive).
  - d. Assisting village organization and agent of change to prepare the legal formal aspects of forest area management in APL including assistance for preparing village regulation, work plan and requesting permission to manage forest area in APL in a sustainable manner by taking into account existing conditions.
  - e. Training on diversification of Ensaid Panjang *tenun ikat* products. If the chosen implementing agency has limited resource persons related to the diversification of this product, then the chosen implementing agency can collaborate with institutions/organizations that have succeeded in developing product diversification after consulting with KalFor PMU.
  - f. Fostering and initiating regeneration of weavers, including for young people and school children.
  - g. Assisting the enrichment of natural coloring plants to support the production of *tenun ikat* in an environmentally-friendly manner
  - h. Preparing business line in a participatory manner for the development of weaving and ecotourism businesses in the villages concerned to ensure they are of higher quality and sustainable.
  - i. As well as other necessary programs that can be developed in the village concerned.

**SCHEME 2: REALIZE THE ENABLING CONDITIONS OF INNOVATIVE AND QUALITY VILLAGE DEVELOPMENT THAT ARE NEEDED TO REALIZE A SUSTAINABLE MANAGEMENT OF FOREST IN CANDIDATE VILLAGE'S APL I.E., BANGUN AND SUNGAI BULUH VILLAGES.**

1. Hold kickoff meeting with the KalFor PMU/Secretariat to present the detailed work plan to KalFor PMU/Secretariat prior to implementing field activities.
2. Raise awareness about innovative and quality village development planning based on sustainable forest management in APL under the guidance of FPIC (Free, Prior and Informed Consent) principles.
3. Conduct detailed assessment to candidate village for development, both formally and informally, to identify:
  - a. community welfare level (household economy level)
  - b. latest village development index (IDM)
  - c. existing source of income for the community
  - d. business potential in the village that can be developed as an alternative source of income for the community, especially with regard to forest area in APL
  - e. Existing community development program
  - f. documentation of interaction model between community group and village in APL around the village (rules, institution, culture, operation etc.)
  - g. incentive system opportunity/choice in the field and access to the system by community groups that manage the forest in APL sustainably.
  - h. data concerning gender issues (Gen 2 UNDP) in the village.
4. Preparing and implementing 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. The chosen implementing agency is expected to conduct the following activities:
  - a. Establish contacts with both formal and informal leaders in the village to ensure the smooth implementation of development program.
  - b. Identifying agents of change who act as social animators that can drive the development process in the village.
  - c. 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
  - d. 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.
5. Establishing village organization as an avenue 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.

6. Increasing the organizational capacity of the established organizations through the provision of:
  - a. training and assistance in office administration, financial administration, organizational management, work program development, fundraising (innovative incentives) and so on as necessary.
  - b. expert technical assistance to the established organizations in the fields of management, financial studies, regulation etc.
7. Strengthening the established village organization through assistance program that can be implemented in a participatory manner.
8. Providing 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.

### **Expected Process and Results**

Implementers shall:

1. Prepare and formulate detailed activity plans. They will then present this detailed plan to the MONEV team in PKTL and PMU.
2. Implement activities in accordance with the detailed task outlined in this TOR.
3. Provide reports in templates and time frames that has been agreed by PMU, based on detailed plans and other inputs that may be needed by the project, as part of the midterm 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. Coordinate and 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 socio-economic data as well as potential that can be developed in the pilot village and development village.
2. Innovative plans for developing specific village needs.
3. Current information and conditions of forest management models in the ongoing APL and management models that can potentially be developed in the program villages.
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 forest areas in APL and other potential resources.

## Deliverables & Time Frame

This work must be done in 6 (six) months starting from January to June 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. The deliverables shall be adjusted to the work plan and program in each village, including pilot project village and development village, as follows:

No.	Deliverables	Time (No longer than)
1.	Detailed plan of activity implementation (methods, targets, objectives, timeline)	One week after the signing of the contract and the presentation to the MONEV team of PKTL and PMU.
2.	Midterm Report, containing: <ul style="list-style-type: none"> <li>a) Report on the implementation of socialization with FPIC principles</li> <li>b) Village baseline document on the economic/welfare condition of the community, Village Development Index (IDM), source of income and village potential that can be developed.</li> <li>c) Draft Data and Information on the 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.</li> <li>d) Report on the progress of village capacity building program</li> <li>e) Report on the progress of village organization formation/revitalization/strengthening as well as their work program to support the management of forest area in APL.</li> <li>f) Report on the progress of training and assistance for village organization.</li> <li>g) Draft report on the progress of preparing legal-formal aspects of forest area management in village, including licensing process in the pilot project village.</li> <li>h) Draft report on the facilitation of innovative incentive system that has potential to be developed.</li> </ul>	3 (three) months after the signing of the contract
3.	Final Report, containing <ul style="list-style-type: none"> <li>a) Final report on the implementation of village capacity building</li> <li>b) Detailed report on the results of the formation of farmer groups/cooperatives/BUMDES and their work</li> </ul>	6 (six) months after the signing of the contract

	<p>programs.</p> <p>c) Final report on the implementation of training and assistance in the village.</p> <p>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.</p> <p>e) Final Data and Information on the 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.</p> <p>f) 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</p> <p>g) 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.</p>	
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**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 4 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 forest areas.



3. Have a good network and working relationship with the government of West Kalimantan Province and Sintang District.
4. The involved core personnel must be a permanent staff of the service providers (institutions/organizations).
5. 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.
3. Have exceptional time management, organization and interpersonal skills.

### **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.