

Terms of Reference
Forest Management Area Assistance in APL
In West Kotawaringin Regency, Central Kalimantan Province
“Strengthening Forest Area Planning and Management in Kalimantan”
January – June 2020

Background

The Indonesian government has made forestry development an integral part of the implementation of national development. This is because forests are an element of renewable natural wealth. As a bio-ecosystem that has played an important role in supporting economic development and the provision of environment-based services such as green development, clean air, low carbon emissions, water availability, genetic preservation and biodiversity, the government has issued various regulations and policies to manage

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 that are in non-forestry areas or commonly referred to as Other Utilization Areas (APL) which are local government jurisdictions / 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. So, it does not rule out the possibility 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, a large forest development strategy that has economic, social, cultural and environmental dimensions is a very important thing to do. Corrective action and corrective policy on forest management in APL is needed so that there is a breakthrough that will maintain the existence of forests.

From the baseline preparation conducted from April 2019 to May 2019, it was 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 / kelurahan. Information was also obtained that there is a potential for forests that can sustainably be a source of improvement in the welfare of the village / kelurahan.

With the existing business as usual village development model, successful management of forested areas in APL in the village is difficult to achieve maximum results in line with expectations, namely sustainable management of forested areas in APL. To achieve maximum results, the village / kelurahan government and its people need to have adequate knowledge and forest management capabilities in APL as well as the need for more innovative and quality village / kelurahan 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 / kelurahan governments to manage forested areas that are oriented towards sustainability. For this reason, village / kelurahan facilitation activities are needed in managing the surrounding forested areas to ensure that the village / kelurahan forestry management complements forestry implementation 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 supportive of technical assistance carried out by OPD of Kotawaringin Barat Regency with the implementation of its activities grouped into 3 phases:

- Phase 1: Quality innovative village program assistance in pilot project villages and preparation of enabling factors in development villages. (for 6 months).
- Phase 2: Continued assistance in the implementation of quality innovative village programs based on the management of forested areas in APL in the pilot project and development villages recommended (for 2 years).
- Phase 3: Monitoring and Evaluation (for 6 months)

In early 2020, the KalFor Project together with the local government (OPD), will carry out the Phase 1 program with a duration of completion of work for 6 months. For the implementation of this activity, the KalFor Project opened **a Call for Proposal** to professional / implementing / technical expertise service providers to assist selected villages.

Work location

This work is carried out in the form of fieldwork at the site level and facilitation at the district / provincial / central level as needed, with work locations as follows:

No	Desa/Kelurahan	Kecamatan	Luas (Ha)*	Ekosistem / Kehati	Note
1	Desa Lada Mandala Jaya	Pangkalan Banteng	20 Ha	Hutan rawa sekunder	Pilot Project
2	Hutan areal Danau Masorian, Kelurahan Kotawaringin Hulu	Kotawaringin Lama	1200 Ha	Hutan rawa Sekunder	Pilot Project
3	Hutan areal AURI, Desa Pasir Panjang	Kumai	889 Ha	Hutan	

* Source: KalFor Project Baseline by Muhammadiyah University Palangkaraya 2019

Work Objectives and Scope

The chosen implementing agency will work with two schemes, namely:

Scheme 1: Assist innovative and quality village development assistance in realizing sustainable forest management in APL in Lada Mandala Jaya Village, Pangkalan Lada district and forest area in Lake Masorian, Kotawaringin Hulu Village as the location of the pilot project.

Scheme 2: Realizing conditions enabling (enabling) innovative and quality village development activities needed to realize sustainable forest management located in APL in the prospective development village and forest in the area of AURI LANUD ISKANDAR FOREST, Pasir Panjang village, Kumai District.

The chosen implementing agency will do the following and is not limited to:

SCHEME 1: INNOVATIVE AND QUALITY VILLAGE DEVELOPMENT IN THE DEVELOPMENT OF SUSTAINABLE FOREST MANAGEMENT IN MANDALA JAYA PEPPER VILLAGE AND MASORIAN LAKE AREAS, MASOTIAN COMMUNITIES, AS A PROJECT LOCATION MANAGEMENT.

1. Kick off a meeting with the PMU / KalFor Secretariat to present a detailed work plan to KalFor PMU / Secretariat before carrying out activities in the field.
2. Carry out socialization of innovative and quality village development planning programs based on sustainable management of forested areas in APL with the principles of FPIC (Free, Prior and Informed Consent) or FPIC (Free, Prior and Informed Consent).
3. Conduct an assessment at the village / kelurahan level to get more detailed baseline data, by optimizing the data already available in the village, including:

- a. The level of community welfare (family economic level),
 - b. Current sources of community income,
 - c. Business potentials that can be developed in the village as an alternative income for the community, especially those related to forested areas in APL, the existence of existing assistance programs,
 - d. Documentation of the interaction models of community groups with forests in APL around the village / kelurahan (rules, institutions, culture, local wisdom, etc.),
 - e. Opportunities / choices of incentive systems in the field and access to the system by community groups that manage forests in APL in a sustainable manner
 - f. Detailed biodiversity data on Masorian lakes and forest areas
 - g. Data related to gender issues in the village / kelurahan concerned.
4. Facilitating innovative and quality village development programs based on sustainable management of forested areas in APL. Through this program, the management of forested areas in APL is an integral part of management of all the potential that exists in Lada Mandala Jaya Village, Pangkalan Lada sub-district and Forest area of Masorian Lake, Kotawaringin Hulu sub-district, Kotawaringin Lama District. The chosen implementing agency is expected to carry out the following activities:
- a. Revitalization and / or strengthening of organizations in rural / urban villages as a place to organize the implementation of forest management activities, for example revitalization of tourism awareness groups (Pokdarwis) / ecotourism management groups, village farmer groups, strengthening cooperatives, BUMDES, and other relevant forms of organization. village.
 - b. Selecting local residents who have the potential to be the driving force of forest management activities in APL in the village / kelurahan concerned by involving young people
 - c. Increased organizational capacity in the village / kelurahan and movers in the village / kelurahan through training and assistance programs in accordance with the needs of each organization. The intended training and assistance can be identified after a meeting with members of the organization that will be increased in capacity. Training options may consist of organizational management training, financial / office administration, work program development, regeneration and external fundraising (innovative incentives).
 - d. Assistance with village / kelurahan organizations and movers in the village / kelurahan for the preparation of formal legal aspects of forested area management in APL, including assistance in preparing village regulations, preparing work plans and submitting permits for management of forested areas in APL in a way that takes into account existing conditions.
 - e. Basic training and management concepts in developing ecotourism areas
 - f. Participatory preparation of line business in ecotourism development and supporting businesses for tourism
 - g. As well as other programs needed that can be developed in the village / kelurahan concerned.

SCHEME 2: MAKING ENABLING CONDITIONS (ENABLING) VILLAGE DEVELOPMENT OF INNOVATIVE AND QUALITY REQUIRED TO REALIZE SUSTAINABLE FOREST MANAGEMENT IN THE VILLAGE OF CANDIDATES FOR THE DEVELOPMENT OF FOREST AREA IN AURI LANUD ISKANDAR, PASIR PANJANG VILLAGE, DISTRICT KUMAI

1. Kick off a meeting with the pmu / kalfor secretariat to present a detailed work plan to KalFor/ PMU before carrying out activities in the field
2. Carry out socialization of innovative and quality village development planning programs based on sustainable management of forested areas in apl with the principles of fpic (free, prior and informed consent) or FPIPC (free, prior and informed consent)
3. Conduct a detailed assessment of the prospective development village, both formally and informally to identify:
 - a. Level of community welfare (family economic level)
 - b. Current sources of community income
 - c. Business potentials that can be developed in the village as an alternative income for the community, especially those related to forested areas in APL
 - d. Existence of existing community assistance programs
 - e. Documentation of the interaction model of community groups with forests in apl around the village / kelurahan (rules, institutions, operations, budgeting)
 - f. Opportunities / choices of incentive systems in the field and access to the system by community groups that manage forests in APL in a sustainable manner.
 - g. Data related to gender issues in the village / kelurahan concerned
 - h. Data and information regarding the stages of determining village / forest boundaries in the AURI LANUD Iskandar area
 - i. Arboretum design data and information in the AURI LANUD Iskandar forest area.
4. Develop and implement a program of motivation for village communities to be willing to be actively and voluntarily involved in the planning, implementation and supervision of innovative and quality village development processes based on sustainable forest management in apl. the chosen implementing agency is expected to carry out the following activities:
 - a. Establish good contacts with formal and informal leaders in the village / kelurahan so that the empowerment program plan can work well.
 - b. Identifying agents of change who act as social animators that drive the empowerment process in the village / kelurahan.
 - c. Prepare village / kelurahan cadres, namely local cadres who come from the community who voluntarily participate in various community empowerment activities and take responsibility in efforts to improve community welfare

- d. Increase the knowledge and knowledge of forest management of local leaders, including agents of change and local cadres, through field visits, dissemination of information / workshops / FGD, or other relevant types of capacity building.
5. Formation / strengthening of organizations in the village / kelurahan as a forum for organizing the implementation of forest management activities in APL later, such as the formation / strengthening of village farmer groups, cooperatives, Bumdes, or other relevant forms of organization.
6. Increased organizational capacity that is formed, which can be done through:
 - a. Training and assistance in office administration, financial administration, organizational management, work program development, fundraising (innovative incentives) and others according to local needs
 - b. Provide technical assistance expertise to organizations formed in terms of management, financial studies, regulations etc.
7. Strengthening the organization in the village / kelurahan which is formed through assistance in preparing programs that can be applied in the field in a participatory manner
8. Making recommendations for follow-up actions for assistance in the village; the development of a forest management model in APLI, a scheme to improve community welfare, and recommendations for proposing innovative forms, channels and incentives for community groups.

Expected Process and Results

Implementing activities will:

1. Prepare and compile a detailed plan of activities. Present detailed plans to the PKTL MONEV team and PMU.
2. Carry out the activities assigned with detailed tasks as stated in this TOR
3. Provides reports of results in templates and time frames approved by PMU. based on detailed plans and other inputs that may be needed by the project, as part of the intermediate and final reports.
4. Providing information and progress on project activities if needed at any time, for example for special needs such as conferences, workshops, and so on.
5. Coordinate and establish communication with the KalFor-UNDP project team, as needed.

Expected results:

1. Detailed description of the level of welfare of selected village communities in the form of community socio-economic baselines along with the potential that can be developed in pilot villages and development villages.
2. Innovative plans for developing village / kelurahan specific needs.

3. Current information and conditions of forest management models in the ongoing APL and potential management models developed in the village / kelurahan program
4. Data and information on the conditions of opportunity, the choice of incentive forms 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 for village / kelurahan assistance that includes the development of a forest management model in APL, a scheme to improve community welfare, and recommendations for proposing forms, flow 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.

Outputs & Schedule of Activities

The duration of this work is 6 (six months) starting in January-June 2020, with the outputs as listed in the table below, including trips to villages / villages, districts and other locations for the purpose of meetings, public consultations, meetings and workshops that are relevant to the project objectives. The outputs are adjusted to the work plans and programs in each village both in the pilot project village and other development villages, in the form of:

No.	Output	Time (no more than)
1.	Detailed plan for implementation of activities (methods, objectives, objectives, timeline)	One week after signing of the contract and has been presented to the MONEV PKTL and PMU teams.
2.	<p>Middle report that contains:</p> <ol style="list-style-type: none"> a. Report on the implementation of socialization with the principles of FPIC / FPIC. b. Village baseline documents regarding economic conditions / community welfare, community income sources and village potential that can be developed. <p>Middle report contains:</p> <ol style="list-style-type: none"> 1) Draft Data and Information and current conditions of ongoing forest management models in APL and potential management models developed in selected villages / kelurahan that are complemented by relevant village-level policies. 2) Draft Data and Information on opportunity conditions, the choice of incentive forms and management / utilization for community groups that manage forests in APL in a sustainable manner that is complemented 	3 (three months) after contract is signed

	<p>by relevant village-level policies.</p> <ul style="list-style-type: none"> c. Report on the progress of the implementation of the village / kelurahan capacity building program d. Report on the development of formation / revitalization / strengthening of organizations in rural / urban villages and their work programs to support the management of forested areas in APL. e. Report on the progress of the implementation of training and assistance for organizations in the village f. Draft Report on the development of formal legal aspects in the management of forested areas in the village, including the licensing process carried out in the pilot project village g. Draft facilitation report of an innovative system of potential incentives developed. 	
3.	<p>Final Report, which contains:</p> <ul style="list-style-type: none"> a. Final report on the implementation of rural / urban village capacity development b. Detailed report on the results of the formation / strengthening of farmer groups / POKDARWIS / cooperatives / BUMDES and their work programs. c. Final report on the implementation of training and assistance in the village / kelurahan d. Final Data and Information and current conditions of ongoing forest management models in APL and potential management models developed in the village / kelurahan which are complemented by relevant village / kelurahan level policies. e. Final Data and Information regarding opportunity conditions, choice of incentive forms and management / utilization for community groups that manage forests in APL in a sustainable manner that is complemented by relevant village-level policies. f. Recommendations for follow-up actions to assist rural / urban villages that contain the development of forest management models in APL, community welfare improvement schemes, and recommendations for proposing forms, pathways and incentives for community groups g. Maps of conditions and use of natural resources in selected villages that contain information about the class 	6 (six months) after the contract is signed 6

	of forest land in APL whose scale can be used as a basis for management planning.	
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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, meetings, workshops, professional fees, accommodation, and operational cost. Payments will be made on a deliverable's basis, in stages:

1. The first payment (40% of the total contract value) is made after the signing of the contract and receipt of the submission of a detailed work plan.
2. The second payment (50% of the total contract value) is made after output 2 is received.
3. The fourth payment (10% of the total contract value) is made after output 3 is received.

Implement Institutional Qualifications

1. Work at least 4 years 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. Having experience of working, building work networks (networking) and having a good working relationship with the provincial government of central Kalimantan and Kotawaringin Lama District
4. Core personnel involved are permanent staff from service providers (institutions / organizations).
5. Able to meet the administrative document requirements required by UNDP as stated in the service provider requirements form in accordance with a certain period.

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

1. Led by the Chairman / Team Leader who has expertise in team management, organizational skills, planning, analytical work and reporting.
2. Having special specialization or experience in facilitating the formulation of policy products, facilitation of village community groups and government groups.
3. Have exceptional time, organizational and interpersonal management skills.

Personnel Qualification

- 1 (one) Team Leader with a minimum education of S1, who has at least 5 (five) years' experience in team management, organization, planning, and reporting. Have a background

in Forestry, community development, and understand well the issues of forestry, environment, plantation and natural resource management policies.

- 2 (two) Team Members with minimum education of S1, who have at least 3 (three) years' experience in natural resource issues and understand well the issues of forestry, environment, plantation and natural resource management policies.
- 1 (one) Project Administration Staff.