

ANNEX I
Terms of Reference (ToR)
Provision of Catering Service
For REDD+ Office

GL Unit: UNDP1	Account Code:	OPU: IDN	Fund: 30000	Dept ID: 40805	PCBU: IDN10	Project:	Activity:	Impl Agt: 1981	Donor: 187
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I. Background

Indonesia is the third largest emitter of carbon dioxide (CO₂) and the world's largest emitter from agriculture, forestry and other land use. Over the past five years, Indonesia's annual deforestation rate has averaged around 1 million hectares, which contributes to an estimated 87 percent of Indonesia's annual emissions. In response to this situation, in 2009, President Susilo Bambang Yudhoyono, made a voluntary commitment to the world to reduce emissions as much as 26 percent under a business-as-usual scenario or up to 41 percent with international support by 2020.

According to the Second National Communication from Indonesia to the UNFCCC, Indonesia is expected to emit around 2.9 million metric tons (gigatons) by 2020 under the business-as-usual scenario. A commitment to reduce that amount by 26 percent would mean a reduction of 0.8 gigatons, while 41 percent would amount to a reduction of 1.2 gigatons. A reduction from an expected 2.9 to 1.7 gigatons by 2020 is a challenging commitment for a country aiming to maintain its 7 percent annual growth rate. Nevertheless, this commitment has been translated into a comprehensive National Action Plan known as RAN-GRK (PP 61/2011).

The National Action Plan for the Reduction of Green-house Gas Emissions (RAN-GRK) estimates that 87 percent of the emission-reduction target - approximately 1 gigaton - relates directly to the forestry and peat land sectors and, to address this, the government has adopted an incentive mechanism to improve management of the country's vast forest resources while supporting climate-change mitigation. This mechanism, known as REDD+ (Reducing Emissions from Deforestation and Forest Degradation), has five primary objectives: (a) reduction of deforestation; (b) reduction of forest degradation; (c) conservation of carbon stocks; (d) sustainable forest management; and (e) enhancing carbon stocks.

On 26 May 2010 the Governments of Indonesia and Norway signed a Letter of Intent (LoI) to establish a REDD+ Partnership. The first phase of this REDD+ Partnership (Phase 1) was to establish an agency with the capacity to implement and manage REDD+ projects initially in the pilot province Central Kalimantan and progressively in other priority provinces across Indonesia. A Task Force (*Satuan Tugas*, Satgas) was established to support this initial phase and, as of June 2013 at the end of the Task Force's mandate, the following progress was achieved:

- Drafting of an integrated Presidential Regulation regarding the establishment of a REDD+ Agency and governance of REDD+ in Indonesia;
- Finalisation of a REDD+ National Strategy (Stranas) and development of Provincial Strategies and Action Plans (PSAPs) for the eleven priority provinces;
- Agreement on, and legal basis for, the structure and operations of a REDD+ Financial Instrument (FREDDI); its implementation awaits the establishment of the REDD+ Agency and the subsequent release of funding for Phase 2 of the LoI;
- A methodology, partially trialled, for the structure and Standard Operating Procedures (SOPs) of the MRV technical unit; while international standards and an international/national REDD+ registry remain in development, the unit is ready for mobilisation following the establishment of the REDD+ Agency;

- Legal review of regulatory requirements related to REDD+ implementation in particular land tenure, forest and peat-land governance, forest monitoring and law enforcement, consolidation of land concessions, and a Moratorium on all new concessions for conversion of peat and natural forest in Indonesia; and
- Successful implementation of a wide range of projects by the REDD+ Task Force in the pilot province Central Kalimantan with a focus on developing an operational capacity and an enabling environment for REDD+ projects.

These achievements have prepared a basic foundation for a future REDD+ national programme that aims to address the emission-reduction target for the forestry and peat-land sectors and the national long-term goals associated with sustainable economic development and poverty reduction.

II. Context of this TOR:

The second phase of the Indonesian-Norway partnership started in December 2013, following the establishment of the REDD+ Agency and its technical units. The implementation of REDD+ is now running at full throttle. All components are working hand in hand to meet the objectives and the imperative actions that have been set for the year of 2014.

To support the program of REDD+ Agency as a new institution, an office space located at Mayapada building Tower 2 has been rented for the next two years; the space is designed to accommodate various meetings and workshop that used to be conducted in hotels and other outside venues. Apart from having significant fund saving, in-house meetings and workshops shall have other benefits such as avoid time consuming in travel, easy on accessing office resources, and more flexible in setting meeting time frame.

In order to meet with the service provided by hotels and other professional meeting venues, the UNDP REDD+ project will have to maintain LTA relationship with good and reliable catering service that will provide meals for the meeting participants.

III. Scope of Services:

The catering service provider is expected to serve UNDP REDD+, on a demand basis, variety foods and beverages for lunch, dinner, coffee breaks and snack box with detail as follows:

1. The type of serving for lunch and dinner will be served either buffet or box
2. The type of serving for coffee break will be served either buffet or box
3. For lunch and dinner there should be five different type of foods/meals in each type of serving (buffet or box) which should at least contain rice, meat (fish/beef/chicken), two types of side dish (soup and sauté), cracker (krupuk/chips), mineral water and desert
4. For Coffee breaks there should be at least three different types of snack and beverage (tea and coffee or cold beverage – juice/soft drinks)
5. For snack box there should be at least three different types of snack and a glass mineral water
- 6.

Additionally, the catering provider is expected to deliver the above mentioned catering service on ad-hoc basis upon request in the form of Purchase Order (PO) for in house requirement or outside REDD+ Office.

IV. Objectives

1. To provide high quality catering service with reasonable price
2. To professionally managed demand from UNDP REDD+ Agency in terms of quality food, service and time delivery

3. To provide dietary preference including halal meals and snacks in variety packages without minimum order requirement

V. Payment Terms

Payment will be made 100% upon submission and acceptance of service and original invoice to REDD+ Project Office located in the following address:

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Mayapada Tower II 14th Floor

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Jakarta 19210

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UP: Ichsan Sahputra

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