



REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: October 4, 2019
	REFERENCE: RFP/UNDP/ENV-IWT/78907/012/2019 - Economic Value Assessment of Protected Wildlife to Support Legal Processes

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to the Request for Proposal RFP/UNDP/ENV-IWT/78907/012/2019 - **Economic Value Assessment of Protected Wildlife to Support Legal Processes**.

A bidder's conference will be held on:

Date/Time : Monday, 14th October 2019 at 14.30 hour (GMT +7)
Place : Aceh Meeting room, UNDP, 7th Floor Menara Thamrin Building,
Jl. MH. Thamrin Kav. 3 Jakarta 10250

Detailed Terms of Reference as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system" (<https://etendering.partneragencies.org>) Event ID: **4575**

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

NOTE! The Financial Proposal and the Technical 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 Proposal has been found to pass the technical evaluation stage. Once a 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 PROPOSAL PRICE IN THE SYSTEM, INSTEAD ENTER ONE.

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 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 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 on "Accept Invitation" button no later than **14th October 2019**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have not registered in the system before, you can register now 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 "Instructions Manual for the Bidders", attached. Should you require any training on the UNDP ATLAS e-Tendering system or face with any difficulties when registering your company or submitting your quotation, please send an email to agneta.silvia@undp.org cc: 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.
3. At least one number.

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

For already existing bidders whose current password does not meet the criteria, when signing in, system will prompt you to change the password, and it will not accept a new password that does not meet requirement.

The user guide and videos are made available to bidder in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Bidder can also access below instruction from youtube with link below: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

The bidders are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

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

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Sincerely yours,



Martin Stephanus Kurnia
Head of Procurement Unit
10/4/2019

Description of Requirements

Context of the Requirement	The Development of Economic Value Assessment of Protected Wildlife to Support Legal Processes
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	<p>Indonesia is recognized as a country with extraordinary species richness that attracts attention and admiration of people around the world. BAPPENAS (2003) recorded not less than 704 mammal species (ranked as the most in the world; Maryanto et al. 2007), 1598 species of birds (ranked 4th most; Sukmantoro et al. 2007), 270 species of amphibians (ranked 5th most), 600 reptile species (3rd most) and 1600 butterfly species (most) inhabiting land habitats and waters in this vast archipelago (Appendix of Ministry of Forestry Regulation No. P.57/Menhut-II/2008). Among ASEAN countries, Indonesia has the National Biodiversity Index which reaches a value of 1, bring Indonesia as the highest biodiversity country in Southeast Asia (von Rintelen, Arida, & Häuser, 2017).</p> <p>In the past three decades, more and more Indonesian animals have been included in the IUCN's 'endangered' list. In addition, many Indonesian animals are included in the CITES Appendix list. Noerdjito and Maryanto (2001) as editors of the book "Protected Types of Indonesian Legislation" include a long list of Indonesian fauna protected by law based on various laws and regulations since the Dutch era (Dierrenbeschermings Ordonantie in 1931) up to Government Regulation No. 7 of 1999. The list included 130 species of mammals, 390 species of birds, 48 species of reptiles, 8 species of fish, 19 species of insects, 12 species of mollusks, 9 types of crustaceans and other animals. In 2018, through the Regulation of Ministry of Environment and Forestry No. P.20 / MENLHK / SETJEN / KUM.1 / 6/2018 the list has been added protected species animals which currently amounted to 794 species.</p> <p>Those protected wild animals are believed to have very high economic value, especially endemic animals that only live in Indonesia or even only on an island in Indonesia. Even though wild animals are protected, the facts show that hunting and illegal trade continue to occur and tend to increase. This can be seen from the high number of wildlife crimes. In 2015-2018 it is recorded that more than 609 arrests of perpetrators of illegal hunting and distribution (Ditjen Gakkum LHK, 2019). Tigers, elephants, rhinos, primates, birds, fish, and reptiles of various types become commercial commodities for perpetrators. Financial Transaction Analysis and Reporting Centre (PPATK) estimates that the value of animal trade reaches more than 13 trillion rupiah per year (KLHK, 2018).</p> <p>The problem that arises later is the difficulty of the prosecution to determine the amount of compensation that must be prosecuted for illegal trading. In addition, with the current valuation method where economic reviews are highlighted, valuation results tend to be undervalued/overvalued and or debatable/multiple interpretations. This is because wild animals have many values such as: biological values, ecological values, economic values, and social values. In this regard, there is a need of study of determining the economic value of protected wildlife for the purposes of legal proceedings. Through the study, it is expected that the most appropriate methodology and economic values of rational wild animals will</p>

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.

	be obtained which have considered biological values, ecological values, economic values, and social values.
List and Description of Expected Outputs to be Delivered	<p>Description of works:</p> <ol style="list-style-type: none"> 1. The species of wild animals in the activity include 25 protected species of the most widely traded. 2. Valuation is carried out using an assumption the animals in living condition. 3. Several valuation methods used in the activity are: (1) Market Price Method; (2) Willingness to pay; (3) Cost-Based Method 4. Activities in the study cover: <ul style="list-style-type: none"> - Focus Group Discussion (FGD) on preparation of study - Data Collection, through: <ul style="list-style-type: none"> • Desk study • Field Survey (Gunung Leuser National Park, Bogani Nani National Park, Belawan Port, Bitung Port, Perak Port, Medan Animal Market). For the field survey, all the administration will include in selected consultant contract value. • FGD for validating work plan of the consultant (will facilitate by CIWT project) • FGD for data validation (will facilitate by selected consultant) - Data Analysis - Reporting - Workshop to present result (will facilitate by CIWT project) <p>Deliverable:</p> <p>PHASE 1: <u>Initial preparation</u></p> <ol style="list-style-type: none"> 1.1 Preparing and facilitate in the kick off meeting(s) to get input from the parties and to discuss the detailed tasks. (The meeting will be facilitated by CIWT Project); 1.2 Participate and initiate meetings/ Focus Group Discussion with other relevant stakeholders as needed (e.g. other line ministries as mentioned above and other relevant stakeholders); and 1.3 Submit detailed work plan, methodology of study and scope of study within 2 weeks upon signing contract by both parties. <p>PHASE 2: <u>Data Collection and Data Analysis</u></p> <ol style="list-style-type: none"> 2.1. Collecting primary and secondary data (Field survey and FGD) 2.2. Data Analysis 2.3. Report drafting <p>PHASE 3: <u>Final Report</u></p> <p>Submit draft final report prior to stakeholder meeting to discuss draft report containing all report produced in scope of work 1 to 2:</p> <ol style="list-style-type: none"> 3.1. Preparing facilitate and lead a stakeholder meeting to discuss draft report for inputs and comments; (The meeting will be facilitated by CIWT Project).

	<p>3.2. 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.</p> <p>3.3. 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.</p>					
Person to Supervise the Work/Performance of the Service Provider	<p>1. Director of Forest Protection, Ministry of Environment and Forestry.</p> <p>2. Programme Manager NRM Cluster Environment Unit, UNDP Indonesia.</p>					
Frequency of Reporting	Deliverable/Outputs	Duration (month)	Output Progress	Estimate Due Date	Payment Amount	
	Finalized Work Plan	1	30%	29 November 2019	25%	
	Work plan covering scope of work 1					
	Draft report covering: a. Collecting primary and secondary data (Field survey and FGD) b. Data Analysis c. Final Report Draft	3	75%	28 February 2020	50%	
	Final Report for economic value assessment of Protected Wildlife to Support Legal Processes	1	100%	30 March 2020	25%	
Progress Reporting Requirements	YES					
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal					
Deadline of Submission	Please refer to the e-tendering system					

Expected duration of work	6 (six) months	
Target start date	November 2019	
Latest completion date	March 2020	
Travels Expected	1 (one) time for each location and spend minimum 4 days of each location. The list of location are as follows: <ul style="list-style-type: none"> • Gunung Leuser National Park • Bogani Nani National Park • Belawan Port • Bitung Port • Perak Port • Medan Animal Market Field survey cost should be included in the Bidder's Proposal.	
Special Security Requirements	<input checked="" type="checkbox"/> N/A	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Local Currency for Local Bidders is a must	
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	<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

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

submission of quotes)	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.					
Partial Quotes	<input checked="" type="checkbox"/> Not permitted					
Payment Terms ¹	Phase	Deliverable/Outputs	Estimate Due Date	Condition for payment release	Payment Amount	
	1	Finalized Work Plan Work plan covering scope of work 1	(1 month) Due date: 29 November 2019	subject to approval by NPD CIWT and Programme Manager for NRM, UNDP	25%	
	2	Draft report covering: d. Collecting primary and secondary data (Field survey and FGD) e. Data Analysis f. Final Report Draft	(3 months) Due date: 28 February 2020		50%	
	3	Final Report for economic value assessment of Protected Wildlife to Support Legal Processes	1 month Due date: 30 March 2020		25%	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Review and Approval by NPD CIWT and Programme Manager for NRM, UNDP					
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					

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.

	<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	<p><u>Technical Proposal (70%)</u></p> <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% <i>NOTE: Only bidder(s) who received minimum score of 70 on the technical score will be requested for password to open the financial proposal</i> <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
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 (Annex 3) <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>Yusef Saiful Millah and Agneta Silvia</i></p> <p><i>Procurement Unit</i></p> <p><i>Yusef.millah@undp.org; agneta.silvia@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, contract 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*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1: Finalized Work Plan Work plan covering scope of work 1: 1.1 Preparing and facilitate in the kick off meeting(s) to get input from the parties and to discuss the detailed tasks. 1.2 Participate and initiate meetings/ Focus Group Discussion with other relevant stakeholders as needed. 1.3 Submit detailed work plan, methodology of study and scope of study within 2 weeks upon signing contract by both parties.	25%	
2	Deliverable 2: Draft report covering scope of work 2 (Data Collection and Data Analysis): 2.1. Collecting primary and secondary data (Field survey and FGD) 2.2. Data Analysis 2.3. Report drafting	50%	
3	Final Report for economic value assessment of Protected Wildlife to Support Legal Processes	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 (USD/IDR)	Total Period of Engagement	No. of Personnel	Total Rate (USD/IDR)
I. Personnel Services				
1. Team leader/ Specialist of Economics Evaluation of Forest Resources		100	1	
2. Wildlife Ecology and Management Specialist		100	1	
3. Quantitative Ecology		100	1	
4. Environment Law Specialist		100	1	
5. Research Assistant (Three Person)		100	3	
II. Travel Expenses to:				
1. TNGL		min. 4 days	3	
2. Bogani Nani National Park		min. 4 days	3	
3. Belawan Port		min. 4 days	3	
4. Bitung port		min. 4 days	3	
5. Perak Port		min. 4 days	3	
6. Medan Animal Market		min. 4 days	3	
III. FGD Expenses				
1. Medan (venue and reimbursement of local transport for participants)		1 day	20 participants	
2. Manado (venue and reimbursement of local transport for participants)		1 day	20 participants	
3. Surabaya (venue and reimbursement of local transport for participants)		1 day	20 participants	
IV. Other Cost (if any, please specify in detail)				
TOTAL				

NOTE: The travel cost and accommodation of Meeting should refer to SBM year 2019

(http://keuangan.unej.ac.id/wp-content/uploads/2018/08/SBM_2018_32_PMK.02_2018Per.pdf)

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

[Designation]

[Date]



Term of Reference (TOR)

Economic Value Assessment of Protected Wildlife to Support Legal Processes

A. General Information	Terminology of this TOR
Title	: Economic Value Assessment of Protected Wildlife to Support Legal Processes
Report to	: <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
Location	: Menara Thamrin, Jl. M.H. Thamrin No.3, Jakarta Pusat
Expected place of travel	: as listed in annex 2
Duration of contract	: The expected duration of the contract is 5 (five) 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</p>
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	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 inside or outside Indonesia; (e) taking, damaging, destroying, trading, storing or possessing eggs and / or nests of protected animals.
Protected Species	Animal species which have a very small population and have a very slow breeding rate, both due to the influence of habitat and ecosystems, and determined to be protected through legislation.
Valuation Method	Methods for providing monetary values for goods and services produced by natural and environmental resources both on market value and non-market value.
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. Ministry of Environment and Forestry 2. Ministry of Finance 3. Ministry of Trade 4. Ministry of Marine Affairs and Fisheries 5. Attorney General's Office 6. Financial Transaction Analysis and Reporting Centre (ppATK) 7. The Indonesian Institute of Sciences 8. The Supreme Court of Republic Indonesia 9. Indonesian National Police 10. NGOs that are related to wildlife trade research, campaign, and monitoring 11. Individuals/institutions that are related to wildlife trade research, campaign, and monitoring
Government Policy	<p>The target wild animals are wild animals that are protected under existing laws, such as Government Regulation No. 7 of 1999 on Preservation of Plant and Animal Species, Regulation of Ministry of Environment and Forestry No. P.20/MENLHK/SETJEN/KUM.1/6/2018 on Types of Protected Plants and Animals.</p> <p>Guidelines for legal proceedings refer to existing laws, such as Law No. 32 of 2009 on Environmental Protection and Management, Law No. 18 of 2013 on Prevention and Eradication of Forest Destruction, and Regulation of Ministry of Environment and Forestry No. P.18/MenLHK-II/2015 on Organization and Working Procedure of the Ministry of Environment and Forestry.</p>

B. Background Information

Indonesia is recognized as a country with extraordinary species richness that attracts attention and admiration of people around the world. BAPPENAS (2003) recorded not less than 704 mammal species (ranked as the most in the world; Maryanto et al. 2007), 1598 species of birds (ranked 4th most; Sukmantoro et al. 2007), 270 species of amphibians (ranked 5th most), 600 reptile species (3rd most) and 1600 butterfly species (most) inhabiting land habitats and waters in this vast archipelago (Appendix of Ministry of Forestry Regulation No. P.57/Menhut-II /2008). Among ASEAN countries, Indonesia has the National Biodiversity Index which reaches a value of 1, bring Indonesia as the highest biodiversity country in Southeast Asia (von Rintelen, Arida, & Häuser, 2017).

In the past three decades, more and more Indonesian animals have been included in the IUCN's 'endangered' list. In addition, many Indonesian animals are included in the CITES Appendix list. Noerdjito and Maryanto (2001) as editors of the book "Protected Types of Indonesian Legislation" include a long list of Indonesian fauna protected by law based on various laws and regulations since the Dutch era (Dierrenbeschermings Ordonantie in 1931) up to Government Regulation No. 7 of 1999. The list included 130 species of mammals, 390 species of birds, 48 species of reptiles, 8 species of fish, 19 species of insects, 12 species of mollusks, 9 types of crustaceans and other animals. In 2018, through the Regulation of Ministry of Environment and Forestry No. P.20 / MENLHK / SETJEN / KUM.1 / 6/2018 the list has been added protected species animals which currently amounted to 794 species.

Those protected wild animals are believed to have very high economic value, especially endemic animals that only live in Indonesia or even only on an island in Indonesia. Even though wild animals are protected, the facts show that hunting and illegal trade continue to occur and tend to increase. This can be seen from the high number of wildlife crimes. In 2015-2018 it is recorded that more than 609 arrests of perpetrators of illegal hunting and distribution (Ditjen Gakkum LHK, 2019). Tigers, elephants, rhinos, primates, birds, fish, and reptiles of various types become commercial commodities for perpetrators. Financial Transaction Analysis and Reporting Centre (PPATK) estimates that the value of animal trade reaches more than 13 trillion rupiah per year (KLHK, 2018).

The problem that arises later is the difficulty of the prosecution to determine the amount of compensation that must be prosecuted for illegal trading. In addition, with the current valuation method where economic reviews are highlighted, valuation results tend to be undervalued/overvalued and or debatable/multiple interpretations. This is because wild animals have many values such as: biological values, ecological values, economic values, and social values. In this regard, there is a need of study of determining the economic value of protected wildlife for the purposes of legal proceedings. Through the study, it is expected that the most appropriate methodology and economic values of rational wild animals will be obtained which have considered biological values, ecological values, economic values, and social values.

C. Context of this TOR

The results of economic value assesment will be very useful for investigators (Indonesian National Police and Ministry of Environment and Forestry), prosecutors, and the panel of judges who process court cases related to wild animal crimes in the process of preparing case files, prosecutions, and up to the judge's decision. In addition, it is also important for civil society to raise awareness about the preservation of the intended wildlife.

D. The Outline of Report

The outline of the activity should be as follow:

- b. Executive summary
- c. Glossary
- d. Background/Problem Statement, including defining vision, mission and objectives.
- e. Scope of Work
- f. Method
- g. Result of economic value assessment
- h. Conclusion and Recommendation
- i. References
- j. Appendix

E. Expected Approach and Ethical Guidelines

The selected institution/company will be expected to observe full ethical guidelines and approach during the field work (specifically) and throughout the process (generally) which will be designed and agreed during the methodology design stage. It is important, however, to highlight the following fundamentals to UNDP's intervention practice which the organization/company is expected to keep in mind:

- Ensure that both the formal and informal environmental and socio-economic mechanisms are examined;
- Be aware of conflict and gender sensitivities and adopt the principles and practices of participatory dialogue for all consultations;
- Respect local cultures and values and ensures behaviors of research team do not violate norms and values;
- Ensure adequate safety to those conducting and attending the consultations and other activities of the process; and
- Ensure objectivity and independence by conducting the consultation in an impartial manner; as specified above list to identify participants for the consultations; and pay attention to vulnerable group throughout the process.

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. Ministry of Trade
4. Ministry of Foreign Affairs
5. Indonesia Statistical Bureau (BPS)
6. Indonesian Institute of Sciences (LIPI)
7. Non-Government Organizations ("NGOs") that deal with the protection of wildlife
8. Attorney General Office of the Republic Indonesia
9. The Criminal Investigation Agency, Indonesian National Police
10. Customs, Ministry of Finance
11. Agricultural Quarantine Agency, Ministry of Agriculture
12. Ministry of Marine Affairs and Fisheries
13. Exporters Association of Wildlife

H. Scope of Work

The scope of activity is as follow:

- A. The species of wild animals in the activity include 25 protected species the most widely traded

The list of protected species consist of:

1. Kakatua (*Cacatua sp.*)
2. Nuri {Nuri Kepala Hitam (*Lorius domicella*) / Nuri Bayan (*Eclectus roratus*)}
3. Trenggiling (*Manis javanica*)
4. Siamang (*Symphalangus syndactylus*)
5. Owa Jawa (*Hylobates moloch*)
6. Yaki (*Macaca nigra*)
7. Elang Jawa (*Nisaetus bartelsi*)
8. Kukang (*Nycticebus sp.*)
9. Merak Hijau (*Pavo muticus*)
10. Rangkong Badak (*Buceros rhinoceros*)
11. Rangkong Gading (*Rhinoplax vigil*)
12. Beruang Madu (*Helarctos malayanus*)
13. Cendrawasih (*Paradisaea sp.*)
14. Rusa (*Cervus sp.*)
15. Harimau (*Pantera tigris sumaterae*)
16. Buaya (*Crocoylus sp.*)
17. Badak (*Dicerorhinus sp.*)
18. Komodo (*Varanus Komodoensis*)
19. Gajah (*Elephas maximus sumateranus*)
20. Penyu (*Chelonia sp.*)
21. Orang Utan (*Pongo sp.*)
22. Kura-kura Moncong Babi (*Carettochelys insculpta*)

- 23. Anoa (*Babalus sp.*)
- 24. Maleo (*Macrocephalon maleo*)
- 25. Burung Hantu (*Otus sp.*)

B. Valuation is carried out using an assumption the animals in living condition.

Several valuation methods used in the activity are:

- Market Price Method: market price weighted by conservation aspects.
- Willingness to pay: contingent valuation method.
- Cost-Based Method: using protection and rehabilitation cost approach and opportunity cost approach.

C. Activities in the study cover:

- Focus Group Discussion (FGD) on preparation of study
- Data Collection, through:
 - Desk study
 - Field Survey (Gunung Leuser National Park, Bogani Nani National Park, Belawan Port, Bitung Port, Perak Port, Medan Animal Market). Field survey funding is included in the selected consultant contract.
 - FGD for validating work plan of the consultant (will facilitate by CIWT project)
 - FGD for data validation (will facilitate by selected consultant)
- Data Analysis
- Reporting
- Workshop to present result (will facilitate by CIWT project)

PHASE 1

Scope of work 1: Initial preparation

- 1.1 Preparing and facilitate in the kick off meeting(s) to get input from the parties and to discuss the detailed tasks. (The meeting will be facilitated by CIWT Project);
- 1.2 Participate and initiate meetings/ Focus Group Discussion with other relevant stakeholders as needed (e.g. other line ministries as mentioned above and other relevant stakeholders); and
- 1.3 Submit detailed work plan, methodology of study and scope of study within 2 weeks upon 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 and FGD)
- 2.2. Data Analysis
- 2.3. Report drafting

PHASE 3

Scope of work 3: Final Report

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

- 3.1. Preparing facilitate and lead a stakeholder meeting to discuss draft report for inputs and comments; (The meeting will be facilitated by CIWT Project).

- 3.2. 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.
- 3.3. 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).

I. DELIVERABLES and PAYMENT SCHEDULE

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 English translation. 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 selected 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).

Phase	Deliverable/Outputs	Duration (in months)	Output Progress	Number of working days	Estimate Due Date	Payment Schedule	Payment Amount
1	Finalized Work Plan Work plan covering scope of work 1	1	30%	30	29 November 2019	Within two weeks after signature of the contract	25%
2	Draft report covering: g. Collecting primary and secondary data (Field survey and FGD) h. Data Analysis i. Final Report Draft	3	75%	90	28 February 2020	9 March 2020 (subject to approval by NPD CIWT and Programme Manager for NRM, UNDP)	50%
3	Final Report for economic value assessment of Protected Wildlife to Support Legal Processes	1	100%	30	30 March 2020	6 April 2020 (subject to approval of final report by NPD CIWT and Programme Manager for NRM, UNDP)	25%

J. REQUIRED EXPERIENCE AND QUALIFICATIONS

1. Company / Organization

The 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. Experience in Wildlife Ecology and economic valuation of natural resources.
 - At least 3 years' experience in economic valuation of forest resources including wild animals;
 - 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.
3. Experience in projects and program in Indonesia and ability to work effectively in Indonesia.
4. Good project management ability (experience in managing projects with government and international organizations)
 - 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:

The companies should have experienced professionals in the field of:

- Economic valuation of forest resources;
- Wildlife ecology and management;
- Ecology quantitative;
- Environmental Law; and
- 3 research assistants.

**** Expert of Economic valuation of forest resources will be acted as a team leader.***

3. Personal Education

Minimum requirements include:

a. Team leader/ Specialist of Economics Evaluation of Forest Resources (one person)

- Qualifications:
 - Minimum Master's degree (S2) in forestry management, environmental management, or economics with major in environmental economics, with experience in related fields for at least 6 years.
 - Have experience in valuing forest resources, preferably experienced in valuing wildlife;
 - Experience with projects and initiatives linking biodiversity with economic development will be considered an advantage;
 - Experience with governance issues in economic development with links to natural resources management and conservation.

- Competencies:
 - The ability to motivate and form the scope of teamwork in supporting the achievement of goals;
 - Self-confidence in the ability to accept responsibility and accountability for decision making and action;
 - Creative and innovative in deconstructing and providing solutions to related issues;
 - Can collaborate in teams, as well as individually;
 - Excellent time management capability, with the ability to deliver high quality outputs in the right time; and
 - Strong presentation, organisational and communication skills and excellent report writing.

b. Wildlife Ecology and Management Specialist (one person)

- Qualifications:
 - Graduates of master degree, preferably Biology, Ecology or Forestry graduates;
 - Minimum 3 years working experience in the same field for bachelor degree and 2 years for master degree;
 - Have experience in conducting ecological wildlife research in the field.
- Competencies:
 - Having the latest knowledge about wildlife trafficking in Indonesia and globally, especially in the issue of illegal hunting and circulation of wildlife.
 - Conduct ecosystem surveys in forests, perform habitat assessments and population monitoring programs or oversee the conservation of threatened and endangered species.
 - Demonstrated knowledge of wildlife habitat ecology and management.
 - Known and has good relations with various relevant agencies, especially the Ministry of Environment.
 - Excellent time management capability, with the ability to deliver high quality outputs in the right time.
 - Known and has good relations with various relevant agencies, especially the Ministry of Environment.

c. Quantitative Ecology (one person)

- Qualifications:
 - Master degree in biology, ecology, agricultural, natural resources, statistical/mathematical or other closely related field with minimum 2 years' experience in statistical analyses or modeling.
 - Have strong field experience, strong ecological knowledge, and experience in ecological
 - Experienced in quantifying wildlife.
- Competencies:
 - Have strong knowledge at quantitative methods, animal population ecology, and wildlife conservation.
 - Must be comfortable and competent working independently.
 - Must be organized and self-driven.

d. Environment Law (one person)

- Qualifications:
 - Bachelor graduates (S1) in Forestry Law or Environmental Law, preferably those who have a master's degree (S2) in law enforcement of forestry or environment
 - Have work experience in the field of environmental law or forestry law for at least 5 years for Bachelor Degree and 3 years for Master Degree.
- Competencies:
 - Able to conduct research and analysis in the form of primary and secondary data needed.
 - capacity in preparing and organizing public hearings.
 - Identify and analyse the environmental law implementation in Indonesia.
 - Analyse the role of environmental laws in development related to wildlife trade.
 - Understanding the state of wildlife law enforcement in Indonesia

e. Research Assistants (three persons)

- Qualifications:
 - Graduates of Bachelor (S1) preferably Biology, Forestry, Conservation, or environmental science Graduates.
 - Minimum 3 years' experience for bachelor's degree in supporting research on biodiversity with a statistical approach.
- Competencies:
 - Independent, understand and accustomed to doing data processing and making data analysis reports;
 - Preparing and analyzing programs to collect data and information related to illegal hunting and circulation of protected wildlife;
 - Must have experience using maps and handheld GPS units;
 - Identifying relationships and trends in the data, as well as influencing factors;
 - Analyzing and interpreting statistical data to identify significant differences in the relationship between information sources; and
 - Preparing Report on the results of statistical analysis, including information in the form of graphs, diagrams, and tables along with explanations that can be understood by society.

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
Economics/valuation of forest resources	1	Person	100	National specialist
Wildlife ecology and management	1	Person	75	National specialist
Quantitative Ecology	1	Person	50	National specialist
Environmental Law	1	Person	50	National specialist
Research Assistants	3	Person	300	National specialist
Total	7	Persons	575	

6. Other Selection Criteria

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

LIST OF ATTACHMENTS

ATTACHMENT 1: TIMELINE

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

ANNEX 1. TIMELINE

Description	Deliverable	Month				
		Oct' 19	Nov' 19	Dec' 19	Jan '20	Feb' 20
Sign contract						
1.1. Facilitate 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 and FGD)	Draft Report					
2.2. Data analysis	Draft Report					
2.3. Report drafting of Economic Value Assessment of Protected Wildlife to Support Legal Processes	Draft Report					
3.1. Facilitate and lead a stakeholder meeting to discuss draft report for inputs and comments.	Minutes of meeting / draft report					
3.2. 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

ANNEX 2. LIST OF ESTIMATED 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	30	1	Jakarta	Facilitate by CIWT
2.	Kick off Meeting	1	65	1	Jakarta	Facilitate by CIWT
3.	<ul style="list-style-type: none"> Collecting primary and secondary data on economic values for endangered species Field survey 	1 time for each location	3	4	<ul style="list-style-type: none"> Gunung Leuser National Park Bogani Nani National Park Belawan Port Bitung Port Perak Port Medan Animal Market 	Facilitate by selected consultant
4.	<ul style="list-style-type: none"> FGD for data validation 	1 time for each location	15 (Custom, Quarantine, UPT BBKSDA UPT Gakkum, local NGO)	1	Medan, Manado, Surabaya	Facilitate by selected consultant
5.	Final Stakeholder Meeting	1	65	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, ticketing and local transportation within Indonesia. Routine home-office costs for materials, printing, telecommunication, etc. to be proposed by bidders as part of financial proposal. The cost of meeting packages and travel expense for participants will be borne by the selected company and should be part of bidder's financial proposal