



## REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: October 30, 2019
	REFERENCE: RFP/UNDP/ENV-SPOI/45678/028/2019 - <b>Develop a Monitoring, Evaluation and Reporting Framework</b>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to the Request for Proposal **RFP/UNDP/ENV-SPOI/45678/028/2019 - Develop a Monitoring, Evaluation and Reporting Framework**

A bidder's conference will be held on:

Date/Time : Thursday, 7<sup>th</sup> November 2019 starting 1000 hrs (GMT +7)

Place : Aceh Meeting room, 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: 4775**

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 **7<sup>th</sup> November 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](mailto:agneta.silvia@undp.org) cc: [yusef.millah@undp.org](mailto: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***  
***Procurement Analyst***  
**10/30/2019**

### Description of Requirements

Context of the Requirement	to Develop a Monitoring, Evaluation and Reporting (MER), Framework for the implementation of the National Action Plan of Sustainable Palm Oil (NAP-SPO)
Implementing Partner of UNDP	Ministry of Agrarian and Land Agency
Brief Description of the Required Services <sup>1</sup>	To ensure that the National Action Plan for Sustainable Palm Oil (NAP-SPO) will be implemented on the right track towards achieving its long-term objective, a Monitoring, Evaluation and Reporting Framework is required to be developed and established for the five-year period of implementation. This framework will also serve the purpose of accountability of NAP-SPO implementation amongst the concerned stakeholders
List and Description of Expected Outputs to be Delivered	<p>The Service Provider will be expected to produce the below deliverables.</p> <ol style="list-style-type: none"> <li>1. Detailed work plan (<b>Deliverable 1</b>), detailing how assignment will be accomplished with realistic timeline.</li> <li>2. A full report (<b>Deliverable 2</b>) on the conducted review on FoKSBI's existing organization structure (institutional arrangement) and the NAP-SPO document including the Presidential Instruction (the draft) of NAP-SPO.</li> <li>3. A full report (<b>Deliverable 3</b>) on the conducted review of relevant related government policy and regulations (i.e. Presidential Instructions, Presidential Regulations, other specific sectoral/programme National Action Plans, etc.).</li> <li>4. A full report (<b>Deliverable 4</b>) on the developed 'Monitoring, Evaluation and Reporting (MER) Framework' for the NAP-SPO implementation. Encompassing also the required supplementing technical papers and documents as detailed in scope of work.</li> <li>5. A full report (<b>Deliverable 5</b>) detailing roadmaps and implementation/roll-out plans, including conducted training and support for the 'Monitoring, Evaluation and Reporting (MER) Framework'.</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	<ol style="list-style-type: none"> <li>1. <i>National Project Manager SPOI</i></li> <li>2. <i>National Platform Manager SPOI</i></li> <li>3. <i>Implementation Advisor SPOI</i></li> </ol>
Frequency of Reporting	<i>Please refer to the TOR – Annex 2</i>

<sup>1</sup> 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.

Progress Reporting Requirements	Please refer to the TOR – Annex 2																																			
Location of work	<input type="checkbox"/> Exact Address/es <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal																																			
Expected duration of work	24 weeks (6 months)																																			
Target start date	December 2019																																			
Latest completion date	July 2020																																			
Travels Expected	<table border="1"> <thead> <tr> <th>NO</th> <th>Sites</th> <th>Number of days</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Pekanbaru – Riau</td> <td>2</td> <td>1 time</td> </tr> <tr> <td></td> <td>Pelalawan – Riau</td> <td>2</td> <td>1 time</td> </tr> <tr> <td>2.</td> <td>Pontianak – West Kalimantan</td> <td>2</td> <td>1 time</td> </tr> <tr> <td></td> <td>Sintang – West Kalimantan</td> <td>2</td> <td>1 time</td> </tr> <tr> <td>3.</td> <td>Medan – North Sumatera</td> <td>2</td> <td>1 time</td> </tr> <tr> <td></td> <td>South Tapanuli – North Sumatera</td> <td>2</td> <td>1 time</td> </tr> <tr> <td colspan="2">Total</td> <td>12 days</td> <td>6 times</td> </tr> </tbody> </table>				NO	Sites	Number of days	Frequency	1.	Pekanbaru – Riau	2	1 time		Pelalawan – Riau	2	1 time	2.	Pontianak – West Kalimantan	2	1 time		Sintang – West Kalimantan	2	1 time	3.	Medan – North Sumatera	2	1 time		South Tapanuli – North Sumatera	2	1 time	Total		12 days	6 times
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Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling																																			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	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 or <input checked="" type="checkbox"/> Local Currency for Local Bidders																																			

Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<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 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 <sup>3</sup>	<b>No</b>	<b>Deliverables</b>	<b>Percentage</b>	<b>Timeline</b>
	1	Detailed work plan ( <b>Deliverable 1</b> ), detailing how assignment will be accomplished with realistic timeline.	15%	1 <sup>st</sup> week of January 2020
	2	A full report ( <b>Deliverable 2</b> ) on the conducted review on FoKSBI's existing organization structure (institutional arrangement) and the NAP-SPO document including the Presidential Instruction (the draft) of NAP-SPO.	25%	1 <sup>st</sup> week of February 2020
	3	A full report ( <b>Deliverable 3</b> ) on the conducted review of relevant related government policy and regulations (i.e. Presidential Instructions, Presidential Regulations, other specific sectoral/programme National Action Plans, etc.).	25%	1 <sup>st</sup> week of March 2020
	4	A full report ( <b>Deliverable 4</b> ) on the developed 'Monitoring, Evaluation and Reporting (MER) Framework' for the NAP-SPO implementation. Encompassing also the required supplementing technical papers and documents as detailed in scope of work.	25%	4 <sup>th</sup> week of May 2020

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> 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.



	5	A full report ( <b>Deliverable 5</b> ) detailing roadmaps and implementation/roll-out plans, including conducted training and support for the 'Monitoring, Evaluation and Reporting (MER) Framework'	10%	4 <sup>th</sup> week of July 2020
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	1. National Project Manager SPOI 2. National Platform Manager SPOI 3. Implementation Advisor SPOI			
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 <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	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm 35% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% <b><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></b>  <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers			
Contract General Terms and Conditions <sup>4</sup>	<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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>			

<sup>4</sup> 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.

	<a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input type="checkbox"/> Others <sup>6</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p><i>Agneta Silvia and Yusef Saiful Millah</i>  <i>Procurement Unit</i>  <i>agneta.silvia@undp.org and yusef.millah@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]	

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> 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 PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> 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\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (USD/IDR)</b>
1	Detailed work plan detailing how assignment will be accomplished with realistic timeline.	15%	
2	A full report on the conducted review on FoKSBI's existing organization structure (institutional arrangement) and the NAP-SPO document including the Presidential Instruction (the draft) of NAP-SPO.	25%	
3	A full report on the conducted review of relevant related government policy and regulations (i.e. Presidential Instructions, Presidential Regulations, other specific sectoral/programme National Action Plans, etc.).	25%	
4	A full report on the developed 'Monitoring, Evaluation and Reporting (MER) Framework' for the NAP-SPO implementation. Encompassing also the required supplementing technical papers and documents as detailed in scope of work.	25%	
5	A full report detailing roadmaps and implementation/roll-out plans, including conducted training and support for the 'Monitoring, Evaluation and Reporting (MER) Framework'	10%	
	<b>Total</b>	<b>100%</b>	

*\*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	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

**Term of Reference (TOR)**  
**Consultant to Develop a Monitoring, Evaluation and Reporting (MER)**  
**Framework for the implementation of**  
**the National Action Plan of Sustainable Palm Oil (NAP-SPO)**

- A. General Information** : Terminology of this TOR
- Title : Consultant to Develop a Monitoring, Evaluation and Reporting (MER) Framework for the implementation of the National Action Plan of Sustainable Palm Oil (NAP-SPO)
- Report to : 1. National Project Manager SPOI  
2. National Platform Manager SPOI  
3. Implementation Advisor SPOI
- Location : UNDP Indonesia Country Office, Menara Thamrin 8-9th Floor. Jl. MH Thamrin Kav.3 Jakarta 10250, Indonesia
- Expected place of travel : As listed in Annex 1
- Duration of contract : The expected duration of the contract is Six (6) months upon contract signing by both parties
- Provision of support services : ☒ Yes ☐ No
- Equipment (laptop etc.) : ☐ Yes ☒ No
- Secretarial Services : ☐ Yes ☒ No

The terms listed here under are used throughout this request for proposal (RFP) to mean the following:

BPD PKS	Badan yang dibentuk oleh Kementerian Keuangan berdasarkan Peraturan Presiden No 61 Tahun 2015, tanggal 18 Mei 2015, tentang penghimpunan dan penggunaan dana perkebunan sawit. BPD PKS bertugas untuk menghimpun dana bersumber dari pelaku usaha perkebunan sawit, lembaga pembiayaan, dana masyarakat dan dana-dana lain yang sah berupa pungutan ekspor sawit atau turunan dan iuran.
FoKSBI	Multi-stakeholder coordination forum in providing input, views and recommendations on action plans needed to encourage economic growth through sustainable palm oil.

NAP SPO	National Action Plan for Sustainable Palm Oil (NAP SPO), a roadmap for sustainable palm oil in development in Indonesia.
Stakeholders	<p>A person, group or organization that has interest or related to sustainable palm oil production, which can affect or be affected by the related actions, activities, or policies. This include, but not limited to:</p> <ol style="list-style-type: none"> <li>1. DG of Estate Crop, MoA.</li> <li>2. Deputy of Food and Agriculture, CMEA DG of Planology, MoEF</li> <li>3. DG of Natural Resources and Ecosystem Conservation, MoEF</li> <li>4. DG of Agrarian Matters and Land and Spatial Use, Ministry of Agrarian and Land Agency.</li> <li>5. Palm Oil Industry Association</li> <li>6. Palm Oil Smallholders Association</li> <li>7. NGOs/CSOs</li> <li>8. Individuals/institutions that are related to sustainable palm oil trade .</li> </ol>
Sustainable Palm Oil	The approach used in the process of oil palm production by considering environmental, economic and social principles

## B. Background Information

“UNDP is the UN’s global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in about 170 countries and territories, including Indonesia, working to eradicate poverty while protecting the planet. UNDP supports implementation of the Sustainable Development Goals (SDGs). In Indonesia, UNDP works with the Government to integrate SDGs into national plan and policies.”

Indonesia is one of the world’s largest producers of palm oil and has received much attention in recent years particularly from the global community concerned about the sustainability of palm oil production. The Government of Indonesia is taking steps towards building a greener economy that promotes growth, equity, improved livelihood and environmental integrity including in the palm oil sector.

In support of the national government’s commitments and actions to achieve their goals towards sustainable palm oil production, UNDP has been working together with the Indonesian Ministry of Agriculture and the Coordinating Ministry of Economic Affairs, through the **Sustainable Palm Oil Initiative (SPOI)**.

The objective of the project is to improve the sustainability of the Indonesian palm oil sector, by working with the Indonesian government and focusing on four key components:

1. Support smallholder farmers via the creation of sustainable farmers support systems that will

- enhance their engagement, their organization and governance (through Farmers Groups) and their adoption of good agricultural practices;
- 2. Enhance dialogues, build consensus and reduce conflict related to palm oil production, and create more effective policy enabling environments;
- 3. Collaborate with the government to improve environmental monitoring and management; and
- 4. Strengthen the national palm oil standard (ISPO) and increase market access.

In the last few years, SPOI has supported the creation, strengthening and facilitation of a multi-stakeholder sustainable palm oil platform, FoKSBI, which has developed and validated a National Action Plan for Sustainable Palm Oil (the NAP-SPO) as well as improved the policy and regulatory environment at national and subnational level for land use and sustainable palm oil production, and supported farmers in sustainable production at landscape level.

The Director General of Estate Crop of the Ministry of Agriculture states that the forming of the Indonesian Sustainable Palm Oil Forum or FoKSBI demonstrates that all stakeholders - government, private sector, NGOs, business associations, and smallholder associations - have the same strong determination to create a more sustainable Indonesian palm oil industry from the social, economic and environmental point of view. In addition, the National Action Plan (NAP-SPO) has been developed at the right time, considering the government's target – set in 2015 – that by the year 2020 at least 70 percent of Indonesian palm oil is to be certified sustainable. The Coordinating Ministry of Economic Affairs believes the National Action Plan (NAP-SPO) is intended to be one of the initiatives that will play a role in transforming the sector, as it will support in coordinating much of the ongoing programs and initiatives focusing on developing a more sustainable palm oil sector.

Currently the NAP-SPO is in the process of legalization into a Presidential Instruction, in parallel strategies are being developed for NAP implementation. Amongst these including; the development of a 'Monitoring, Evaluation and Reporting (MER) Framework' to support the implementation of the NAP-SPO. ***To ensure that the NAP-SPO will be implemented on the right track towards achieving its long-term objective, a Monitoring, Evaluation and Reporting Framework is required to be developed and established for the five-year period of implementation.*** This framework will also serve the purpose of accountability of NAP-SPO implementation amongst the concerned stakeholders.

The primary recipients of the services will be *the Forum Kelapa Sawit Berkelanjutan Indonesia* (FoKSBI).

### C. Context of this TOR

In the context to support the strategy and implementation of the NAP SPO a Service Provider will be contracted to develop:

1. A comprehensive monitoring, evaluation, and reporting (MER) framework to be used by the institution/organization mandated in NAP-SPO implementation for assessing, understanding and informing of the NAP-SPO's implementation; including its outputs and outcomes.
2. A guidance in conducting monitoring, evaluation and reporting, including a communication protocol

to ensure the alignment with the monitoring and evaluation framework used by different institutions involved in NAP-SPO.

3. A guidance in formulating the necessary recommendation for relevant policy improvement and the project management of NAP-SPO based on the logical framework of project's intended impacts, objectives, outputs and activities.

#### **D. Scope of Work**

The Service Provider will be expected to carry out and deliver on the following tasks:

1. Conduct a review of FoKSBI's existing organization structure (institutional arrangement) and the NAP-SPO document including the Presidential Instruction (the draft) of NAP-SPO with a view to identify
  - a. key institutional arrangements, organizational components and inter-stakeholder coordination to support efficient and effective implementation of the NAP-SPO.
  - b. key quantitative and qualitative targets to be achieved by each activity with certain timeline and resources.
  - c. key indicators, verifier and verification methods of NAP-SPO's intended impact, objectives, outputs and activities, and prioritizing them for the purpose of tracking implementation progress and results.
2. Conduct a review of relevant related government policy and regulations at national, provincial and district level (i.e. Presidential Instructions, Presidential Regulations, other specific sectoral/programme National Action Plans, etc.) with the objective to;
  - a. Identify and provide recommendations to best develop NAP-SPO Monitoring, Evaluation, and Reporting (MER) Framework based on best practices and lessons learned from other existing government MER Frameworks.
  - b. Ensure that identified NAP-SPO implementation indicators/parameters are aligned to current prioritized national and sub-national strategies, goals and commitments.
3. Develop a comprehensive 'Monitoring, Evaluation and Reporting (MER) Framework' for the NAP-SPO implementation.
  - a. The framework should outline performance indicators of NAP-SPO with clear definitions, methodology for monitoring and evaluation, and guideline for report.
    - The framework should take into consideration existing government MER systems including Indonesia's SDGs MER framework, drawing on existing data available and ensuring new data collection proposed is complementary to existing systems and data is made available to national and subnational stakeholders as far as possible.
    - The framework should take into account the readiness of FoKSBI in terms of capacity for monitoring, evaluating and reporting on activities; providing deliberation unto the recommended comprehensiveness of the MER framework and its approach for roll-out/implementation.



- The framework should allow for continuous assessment; accessibility and transparency, cost effectiveness as well as inclusiveness. An evaluation strategy the draws on the specified evaluation criteria related to effectiveness, efficiency and impact is to be developed within the framework. Evaluation methods to test and explore impact and effectiveness are to be specified and detailed in the strategy.
  - A comprehensive MER system, to support the implementation of the framework, is to be developed. The system should detail and establish relevant guidelines and formats for each component (monitoring, evaluating and reporting). Including defining the required institutional processes for its administration (i.e. planning, implementation, analysis, assessment, etc.), also the required instruments/tools to facilitate the conveying of it reports.
- b. The performance indicators for NAP-SPO's intended impacts, objectives, outputs and activities. The indicators should be able to assess the functionality of each actors and it should maintain continuity of information. Relevant NAP-SPO's documents have to be used as references for formulation of monitoring and evaluation indicators. The draft of identified criteria for evaluation should be further discussed with experts. The intended impacts should refer to SDGs Indonesia indicators.
- Reference to the above performance indicators; the framework should be able to ascertain clear markers of success in NAP-SPO implementation, providing with relevant baseline data and current and ideal levels of achievement
- c. The methodology for monitoring and evaluation, the protocols for implementation, and the presentation of monitoring and evaluation results. The protocols should ensure all monitoring and evaluation processes and communication amongst involved parties will take place smoothly. The triangulation method including desk study, interviews and observation recommended to be applied to cover all NAP-SPO's actors and taking into account region distribution. A roundtable discussion with experts should be conducted to refine the draft of methodology and a consultation with key governments institutions and other stakeholders should be conducted for feedback.
- It should include milestones, data collections strategies, and frequency of collection.
  - It should also clearly demonstrate how the outlined impacts will be measured and evidence for the evaluations will be generated. Systematic disaggregation of data including by geographical location, program, and activities should be emphasized throughout. Views from intended beneficiaries/recipients should be sought and fed into the monitoring, evaluation and reporting (MER) framework/system.
- d. The guideline for public consultation prior to the implementation of monitoring and evaluation process, an approach and method should be presented to stakeholders for comments and inputs.
- e. The guideline for the formulation and consultation of report. 1st Draft Report of the monitoring and evaluation containing of all relevant information, findings and recommendations. Public consultation on the draft should involve the stakeholders for comments and inputs. The same stakeholder representatives should be involved for each period of monitoring and evaluation,

and if necessary, with additional parties identified during the process. Final Draft Report should be formulated by taking into account comments and inputs from public consultation forum. The public summary which consist of background, processes, key findings and recommendations should be added into the Final Draft Report.

- f. The framework should also provide details on essential financial and budgetary components required to operationalize and sustain the recommended 'MER Framework' itself.
4. Develop detailed roadmaps and implementation/roll-out plans, also providing training and support for the institutionalization of the 'Monitoring, Evaluation and Reporting (MER) Framework'. Taking into account current situations and conditions against expected outcomes, also the initial 5-year implementation period of the NAP-SPO.

#### E. Expected Outputs

The Service Provider will be expected to produce the below deliverables.

1. Detailed work plan (**Deliverable 1**), detailing how assignment will be accomplished with realistic timeline.
2. A full report (**Deliverable 2**) on the conducted review on FoKSBI's existing organization structure (institutional arrangement) and the NAP-SPO document including the Presidential Instruction (the draft) of NAP-SPO.
3. A full report (**Deliverable 3**) on the conducted review of relevant related government policy and regulations (i.e. Presidential Instructions, Presidential Regulations, other specific sectoral/programme National Action Plans, etc.).
4. A full report (**Deliverable 4**) on the developed 'Monitoring, Evaluation and Reporting (MER) Framework' for the NAP-SPO implementation. Encompassing also the required supplementing technical papers and documents as detailed in scope of work.
5. A full report (**Deliverable 5**) detailing roadmaps and implementation/roll-out plans, including conducted training and support for the 'Monitoring, Evaluation and Reporting (MER) Framework'.

#### F. Risk and Assumptions

##### Assumptions:

1. FoKSBI secretariat established and the people who will be responsible for M&E appointed.
2. Ministries and Government Offices at the provinces and districts appointed people who will be responsible for the M&E

##### Risks

1. Required data is not available or not accurate
2. Stakeholders do not want to share their data.



#### G. Institutions/Resources who need to be involved

A detailed list of institutions/resources who will be involved in this activity is available in Annex 2.

The SPOI Project will be able to provide the advice towards the context and content which each stakeholders can be relevant from the Annex.

Please see Annex 2

#### H. Institutional Arrangement

- The Consultant should submit their work plan to UNDP for review and approval before starting the assignment. Consultant should communicate any changes of the work plan and budget to UNDP and UNDP should give the approval in writing.
- UNDP will require the Consultant to report the progress of the work in monthly basis, in writing in addition to the required deliverable.
- All logistical arrangements and costs associated with the delivery of tasks identified above to be covered by the selected individual/company.
- The SPOI Project will provide advice and guidance in terms of the extent of the engagement with all institutions/organizations as detailed in Annex 2.

#### I. Duration of the Work

It is anticipated that the Assignment will be completed within a total of twenty-four (24) weeks or six (6) months from the date of the signing of the contract between the SPOI project and the Service Provider. All work must be completed by 30<sup>th</sup> July 2020.

#### J. Payment Schedule

Payment will be made after satisfactory acceptance by UNDP of the services provided based on the following schedule:

Payment	Deliverables	Percentage	Timing
1 <sup>st</sup> payment	Detailed work plan ( <b>Deliverable 1</b> ), detailing how assignment will be accomplished with realistic timeline., submitted and approved	15%	1 st week of January 2020
2 <sup>nd</sup> payment	A full report ( <b>Deliverable 2</b> ) on the conducted review on FoKSBI's existing organization structure (institutional arrangement) and the NAP-SPO document including the Presidential	25%	1st week of February 2020

	Instruction (the draft) of NAP-SPO, submitted and approved.		
3 <sup>rd</sup> payment	A full report ( <b>Deliverable 3</b> ) on the conducted review of relevant related government policy and regulations (i.e. Presidential Instructions, Presidential Regulations, other specific sectoral/programme National Action Plans, etc.), submitted and approved.	25%	1st week of March 2020
4 <sup>th</sup> payment	A full report ( <b>Deliverable 4</b> ) on the developed 'Monitoring, Evaluation and Reporting (MER) Framework' for the NAP-SPO implementation. Encompassing also the required supplementing technical papers and documents as detailed in scope of work, submitted and approved.	25%	4th week of May 2020
5 <sup>th</sup> payment	A full report ( <b>Deliverable 5</b> ) detailing roadmaps and implementation/roll-out plans, including conducted training and support for the 'Monitoring, Evaluation and Reporting (MER) Framework', submitted and approved.	10%	4th week of July 2020

#### K. Qualifications of the Successful Contractor

The Service Provider should have knowledge, competencies and experience in the following areas:

1. Five (5) years experience in design and delivery of robust, relevant and timely evaluation strategies and reviews of development interventions using qualitative and quantitative methods using multi-stakeholders' approach;
2. Expertise and experience of designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing and data collection / analysis, and formulating MER guidelines);
3. Experience Monitoring and evaluation of large, complex, and long-term program.
4. Experience Generating data to demonstrate program effects for different program.
5. Experience Reviews and evaluations in the palm oil sector in Indonesia and a demonstrated understanding of political economy issues in the sector.
6. Experience in using reviews and evaluation as a tool for lesson learning including formulating improvement recommendations.
7. Experience of review and evaluation of sustainable development agendas and the palm oil sector at

the national level or national entities as well as at the subnational level,

**L. Qualification of key personnel's:**

**1. Lead Expert**

***Experiences and Competencies:***

- Doctoral degree in agriculture, natural resource management, forestry, development studies, social science, or other related fields.
- Five (5) years professional experience in Monitoring and Evaluation or related works.
- Statistical analysis and narrative report writing skills
- Experience designing, organizing and conducting fieldwork using structured (quantitative) and semi structured (qualitative) interview techniques
- Excellent spoken and written English
- Experience developing monitoring frameworks for multiyear development programs
- Experience in working in a complex multi-stakeholder, multi-jurisdictional settings.
- Strong project management and leadership skills

**2. Support Specialist in MER (max 2 people)**

***Experiences and Competencies:***

- Master's degree in agriculture, natural resource management, forestry, development studies, social science, statistics, or other related fields.
- Five (5) years professional experience in Monitoring and Evaluation or related works.
- Statistical analysis and narrative report writing skills
- Experience designing, organizing and conducting fieldwork using structured (quantitative) and semi structured (qualitative) interview techniques
- Excellent spoken and written English
- Experience developing monitoring frameworks for multiyear development programs
- Experience in working in a complex multi-stakeholder, multi-jurisdictional settings

**3. Admin & Finance**

***Experiences and Competencies:***

- Bachelor's degree in finance, project management, business administration, or other related fields.
- Three (3) years in administration and finance
- Fluency in Indonesia and English
- Skills in operating Microsoft office and accounting software.
- Skills: very good organizational skills, tact in discretion; ability to adapt to a range of projects and to work in a team; ability to work in an international, multicultural environment; good

interpersonal skills and ability to maintain good working relations with colleagues and staff at all levels within as well as outside the organizations

#### M. Language requirement

All reports should be presented both in Bahasa Indonesia and English.

#### N. TIMELINE

No	Deliverables	Timeline
1	Detailed work plan ( <b>Deliverable 1</b> ), detailing how assignment will be accomplished with realistic timeline.	1 <sup>st</sup> week of January 2020
2	A full report ( <b>Deliverable 2</b> ) on the conducted review on FoKSBI's existing organization structure (institutional arrangement) and the NAP-SPO document including the Presidential Instruction (the draft) of NAP-SPO.	1 <sup>st</sup> week of February 2020
3	A full report ( <b>Deliverable 3</b> ) on the conducted review of relevant related government policy and regulations (i.e. Presidential Instructions, Presidential Regulations, other specific sectoral/programme National Action Plans, etc.).	1 <sup>st</sup> week of March 2020
4	A full report ( <b>Deliverable 4</b> ) on the developed 'Monitoring, Evaluation and Reporting (MER) Framework' for the NAP-SPO implementation. Encompassing also the required supplementing technical papers and documents as detailed in scope of work.	4 <sup>th</sup> week of May 2020
5	A full report ( <b>Deliverable 5</b> ) detailing roadmaps and implementation/roll-out plans, including conducted training and support for the 'Monitoring, Evaluation and Reporting (MER) Framework'	4 <sup>th</sup> week of July 2020

#### Attachment 1. Expected site of travel

NO	Sites	Number of days	Frequency
1.	Pekanbaru – Riau	2	1 time
	Pelalawan – Riau	2	1 time
2.	Pontianak – West Kalimantan	2	1 time
	Sintang – West Kalimantan	2	1 time
3.	Medan – North Sumatera	2	1 time
	South Tapanuli – North Sumatera	2	1 time
Total		12 days	6 times

#### Attachment 2. List of Institutions/Resources who need to be involved

##### I. FoKSBI Steering Committee

1. Deputy of Food and Agriculture, Coordinating Ministry of Economic Affairs.
2. Deputy of Maritime and Natural Resources, Ministry of National Development Planning/ Bappenas.
3. Directorate General of Estate Crops, Ministry of Agriculture
4. Directorate General of Forest Planning and Environmental Governance , Ministry of Environment and Forestry.
5. Directorate General of Natural Resources and Ecosystem Conservation Ekosistem, Ministry of Environment and Forestry.
6. Directorate General of Agrarian Affairs Handling, Land and Spatial Use, Ministry of Agrarian and Spatial Planning (ATR/BPN).
7. Directorate General of Agrarian Governance , Ministry of Agrarian and Spatial Planning.
8. Directorate General of Regional Development , Ministry of Home Affairs.
9. Directorate General of Foreign Trade , Ministry of Trade.
10. Directorate General of America and Erope, Ministry of Foreign Affairs.
11. Dr. Rusman Heriawan, FoKSBI Advisor.
12. Chair of Indonesia Palm Oil Board (DMSI).
13. Chair of Indonesia Palm Oil Association (GAPKI).
14. Chair of Indonesia Palm Oil Smallholders Association)

##### II. FoKSBI Drafting Team

1. M. Saifulloh (Assistant Deputy of Estate Crops and Horticulture Coordinating Ministry of Economic Affairs, a.i.).



2. Anwar Sunari (Oil Palm Plantation Fund Agency/ BPDPKS).
3. Ita Munardini, Head of Sub Directorate for Quality Standardisation and Estate Crops Business Development, Ministry of Agriculture.
4. Edi Subianto (Head of Oil Palm Sub Directorate, Directorate of Perennial and Beverage Crops, Ministry of Agriculture).
5. Prasetyo Djati (Head of Sustainable Business Development Section, Directorate of Estate Crops Product Processing and Marketing, Ministry of Agriculture).
6. Putri Jauhar Manikam (Ministry of Environment and Forestry).
7. Ari Agung (FoKSBI).
8. Bandung Sahari (Astra Agro Lestari).
9. Ismu Zulfikar (GAR).
10. Desi Kusumadewi (IFFCO).
11. Rauf Prasodjo (Unilever).
12. Solahudin, GAPKI.
13. Ermanto Fahamsyah, Forum for Sustainable Strategic Estate Crops Development (FP2SB).
14. Eka Wijayanti (IDH).
15. Diah Suradiredja (KEHATI).
16. Rino Afrino (APKASINDO).
17. Team SPOI/GGP.

**III. FoKSBI of North Sumatra Province**

**IV. FoKSBI of Riau Province**

**V. FoKSBI of West Kalimantan Province**

**VI. FoKSBI of South Tapanuli District**

**VII. FoKSBI of Pelalawan District**

**VIII. FoKSBI of Sintang District**