



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 24, 2020
	REFERENCE: RFP/UNDP/ENV-SPOI/89554/003/2020 – Development of Peat Ecosystem Protection and Management Plan Documents for Pelalawan District – UNDP Indonesia – Indonesia (READVERTISED)

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/89554/003/2020 – **Development of Peat Ecosystem Protection and Management Plan Documents for Pelalawan District – UNDP Indonesia - Indonesia**

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: 0000005466**

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 **26th February 2020**. 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 bel.kelvian@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,

A handwritten signature in black ink, appearing to be 'M. Kurnia', written over a horizontal line.

Martin Stephanus Kurnia
Procurement Analyst
2/24/2020

Description of Requirements

Context of the Requirement	To facilitate and assist the Pelalawan district government to develop their Peat Ecosystem Protection and Management Plan Documents as mandated by National Regulation.
Implementing Partner of UNDP	Ministry of Environment and Forestry; Ministry of Ministry of Agrarian and Spatial Plan/ National Land Agency; Minister for Public Works and Human Settlements; Ministry of Home Affairs
Brief Description of the Required Services ¹	to provide a logical framework and management plan for peat land in Pelalawan District as: <ol style="list-style-type: none"> 1. governance corrective action on peat management in Pelalawan District that accommodates various interests and considers environmental, economic, and social aspects; 2. efforts to improve the damage prevention and preservation of the peat ecosystems functions through providing recommendation for good/ best management practices activities on peat ecosystems (landscapes). 3. As a reference for the systematic and integrated implementation of protection and management of peat ecosystems in Pelalawan Districts
List and Description of Expected Outputs to be Delivered	The Service Provider will be expected to produce the below deliverables. <ol style="list-style-type: none"> 1. Develop preliminary report on actual condition of peatland area in Pelalawan Districts and its implication for environment, social and economy (Deliverable 1). 2. A final report on formulation of a peat ecosystem protection and management plan (Deliverable 2). 3. A final draft regulation (District Regulation/ Regent Regulation) on peat ecosystem protection and management plan in Pelalawan (Deliverable 3).
Person to Supervise the Work/Performance of the Service Provider	<ol style="list-style-type: none"> 1. <i>National Project Manager SPOI</i> 2. <i>Implementation Advisor SPOI</i> 3. <i>Environment and Policy Officer</i>
Frequency of Reporting	Please refer to the TOR – Annex 2
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

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.

Expected duration of work	10 months																											
Target start date	March 2020																											
Latest completion date	December 2020																											
Travels Expected	<table border="1"> <thead> <tr> <th>No</th> <th>Sites</th> <th>Number of days</th> <th>Amount of travel</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Each sub-District and representative villages in Pelalawan District</td> <td>20</td> <td>2 times</td> </tr> <tr> <td>2</td> <td>Pangkalan Kerinci, Pelalawan Government Offices</td> <td>6</td> <td>6 times</td> </tr> <tr> <td>3</td> <td>Pekanbaru, Riau Province</td> <td>2</td> <td>2 times</td> </tr> <tr> <td>4</td> <td>Jakarta, MoEF and MoHA</td> <td>6</td> <td>2 times</td> </tr> <tr> <td colspan="2">Total</td> <td>34 days</td> <td>12 times</td> </tr> </tbody> </table>				No	Sites	Number of days	Amount of travel	1.	Each sub-District and representative villages in Pelalawan District	20	2 times	2	Pangkalan Kerinci, Pelalawan Government Offices	6	6 times	3	Pekanbaru, Riau Province	2	2 times	4	Jakarta, MoEF and MoHA	6	2 times	Total		34 days	12 times
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Special Security Requirements	<input 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																											
	<input checked="" type="checkbox"/> United States Dollars or																											

Currency of Proposal	<input checked="" type="checkbox"/> Local Currency for Local Bidders																		
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 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 ²	<table border="1"> <thead> <tr> <th>No</th> <th>Deliverables</th> <th>Percentage</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Develop preliminary report on actual condition of peatland area in Pelalawan Districts and its implication for environment, social and economy Monthly report : March, April, and May</td> <td>25%</td> <td>1st week of April 2020</td> </tr> <tr> <td>2</td> <td>A final report on formulation of a peat ecosystem protection and management plan Monthly report : July</td> <td>35%</td> <td>1st week of August 2020</td> </tr> <tr> <td>3</td> <td>A final draft regulation (District Regulation/ Regent Regulation) on peat ecosystem protection and management plan in Pelalawan Monthly report : August, September, October, November</td> <td>40%</td> <td>2nd week of December 2020</td> </tr> </tbody> </table>			No	Deliverables	Percentage	Timeline	1	Develop preliminary report on actual condition of peatland area in Pelalawan Districts and its implication for environment, social and economy Monthly report : March, April, and May	25%	1 st week of April 2020	2	A final report on formulation of a peat ecosystem protection and management plan Monthly report : July	35%	1 st week of August 2020	3	A final draft regulation (District Regulation/ Regent Regulation) on peat ecosystem protection and management plan in Pelalawan Monthly report : August, September, October, November	40%	2 nd week of December 2020
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¹ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

² 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.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	1. National Project Manager SPOI 2. Implementation Advisor SPOI 3. Environment and Policy Officer
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	<p><u>Technical Proposal (70%)</u></p> <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% <p><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></p> <p><u>Financial Proposal (30%)</u></p> <p>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
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) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

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.

Annexes to this RFP ¹	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others ² <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ³	<i>Bela Ghassani Kelvian and Yusef Saiful Millah</i> <i>Procurement Unit</i> <i>bela.kelvian@undp.org and yusef.millah@undp.org</i> 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.
Other Information <i>[pls. specify]</i>	N/A

¹ Where the information is available in the web, a URL for the information may simply be provided.

² A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

³ 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 or 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, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. if any*
- 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	Develop preliminary report on actual condition of peatland area in Pelalawan Districts and its implication for environment, social and economy (Deliverable 1)	25%	
2	A final report on formulation of a peat ecosystem protection and management plan (Deliverable 2)	35%	
3	A final draft regulation (District Regulation/ Regent Regulation) on peat ecosystem protection and management plan in Pelalawan (Deliverable 3)	40%	
	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	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				

5. Equipment Lease				
6. Others				
III. Other Related Costs				
'One-on-one' meeting(s) <i>*specifying which activity in relation</i> <i>**incl. venue, meeting package,</i> <i>participant transport if applicable</i>				
Focus Group Discussion(s) (FGD) <i>*specifying which activity in relation</i> <i>**incl. venue, meeting package,</i> <i>participant transport if applicable</i>				
Public consultation(s) <i>*specifying which activity in relation</i> <i>**incl. venue, meeting package,</i> <i>participant transport if applicable</i>				

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

Term of Reference (TOR)

Consultant to Develop the Peat Ecosystem Protection and Management Plan Documents for Pelalawan District

- A. General Information : Terminology of this TOR
- Title : Consultant to Develop the Peat Ecosystem Protection and Management Plan Documents for Pelalawan District
- Report to : 1. National Project Manager SPOI
2. Implementation Advisor SPOI
3. Environment and Policy Officer
- 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 ten (10) 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:

Peat	Organic material that is formed naturally from the remnants of imperfect decomposed plants with a thickness of 50 centimeters or more and accumulates in the swamp
Peat Ecosystem	The order of the elements of Peat which is a comprehensive whole that affects each other in shaping its balance, stability and productivity
Peat Hydrological Unit	Peat Ecosystem located between 2 (two) rivers, between rivers and sea and / or in swamps
Protection and Management of Peat Ecosystems	Systematic and integrated efforts undertaken to preserve the functions of the Peat Ecosystem and prevent damage to the Peat Ecosystem which includes planning, utilization, control, maintenance, supervision, and law enforcement
Peat Ecosystem Protection and Management Plan	Written planning containing the potential, Peat Ecosystem problems (challenges), as well as efforts to protect and manage the environment within a certain period
District Peat Ecosystem Protection and Management Plan	Planning documents that developed as guidance for the Protection and Management of Peat Ecosystems within district / city area

B. Background Information

Oil palm plantations were introduced in Southeast Asia at the beginning of the 20th century, mainly in Malaysia and Indonesia, where their extent has increased with the decline of the rubber market. Currently, Crude palm oil (CPO) production plays important roles in both the local-global environment and socio economy in Indonesia. Between 2000 and 2014, exports and consumption of CPO in Indonesia have increased from 5 to 22 Mt and from approximately 3 to 11 Mt respectively. Currently, palm oil represents 17 % of total agricultural revenues, making it the most important agricultural product of Indonesia. In 2016 palm oil represented 2.36 % of Indonesia's GDP (The World Bank 2016; Indonesia Investments 2017). The production of CPO has resulted in economic improvement within rural areas through providing jobs for local people. CPO generated used to produce food, soap, cosmetics, and biofuel (about one third of the global biodiesel production).

This shows that the benefits and apparently positive economic impact of this commodity are huge. Today, Indonesia is the largest grower of oil palm in the world, and its production is expected to continue to increase in the near future. The country achieved this through rapid agricultural expansion over the last 15 years, 70% of which occurred at the expense of primary and secondary forests. This phenomenon of sudden land conversion for oil palm threatens Indonesia's vast but dwindling rainforests in the world, particularly in Sumatera, Kalimantan and Papua. The key development challenge here is: how to expand production of key agricultural commodities—which are in high demand due to expanding populations, rising incomes and low substitutability—without further imposing the kinds of external costs such as environmental degradation, forest and biodiversity loss, and increased greenhouse gas emissions. Success in meeting this challenge will require change that transforms commodity production (as well as demand and finance) from its current form, which is often unsustainable, to a more inclusive form that ensures greater social, economic and environmental sustainability.

It can't be denied that there is significant loss of ecosystem services in landscapes modified by oil palm plantations compared with previous land uses, such as primary forests and peatlands. For instance, the peatland has carbon-rich ecosystem and has important socio-economic values and provides valuable ecological services, including controlling and mitigating global climate change. In the last decade, the European Union and the USA have enacted renewable energy policies that have promoted the use of biofuels for reducing anthropogenic CO₂ emissions to combat climate change. This show that palm oil is a highly controversial topic in the Western World and mostly linked to deforestation and CO₂ Emissions that the EU tries to address.

To address the concern of the international community, the Government of Indonesia (GoI) has taken steps towards building a greener economy that promotes growth, equity, improved livelihood and environmental integrity including in the palm oil sector. Aiming to support the government's actions, UNDP has been working together with the Indonesian Ministry of Agriculture to achieve the country's goals of sustainable palm oil production through the implementation of various initiatives, both at the national and landscape levels, such as, among others, the UNDP-managed and Global Environment Facility-funded project, Support to Reduced Deforestation from Commodity Production, (hereafter the 'Production project').

The Production project is a child project under the UNDP-GEF 6 Good Growth Partnership program – Taking Deforestation out of Commodity Supply Chains. The ultimate objective of the program is to reduce the global impacts of agriculture commodities on GHG emissions and biodiversity by meeting the growing demand of the commodities such as palm oil in Indonesia and Liberia through supply that does not lead to deforestation and related GHG emissions. Specifically, the Production project is encouraging sustainable practices for oil palm in these countries while conserving forests and safeguarding the rights of smallholder farmers and forest-dependent communities. The Production project comprises of four components: (1) dialogue, action planning, policies and

enforcement, (2) farmer support systems, and (3) land use mapping and planning, and (4) knowledge management. Interventions under the four project components above are supporting the GoI to achieve sustainable palm oil. At the sub-national level, the project is being piloted in three provinces – North Sumatera, Riau and West Kalimantan, and three landscapes – South Tapanuli, Pelalawan and Sintang districts.

The Indonesian Government has published a number of policies and regulations on peatland use. A first regulation that explicitly mentioned the need to protect peatland was issued in 1990 (Presidential Decree No. 32 year 1990), followed by a ratification of the convention on wetlands in 1991. In 2007, the Indonesian Government began to pay more attention to the rehabilitation of its degraded peatlands, followed by developing guidance for the utilization of peatland for oil palm cultivation in 2009 and a strict moratorium on forest and peatland conversion since 2011. Recently, the Government Regulation (PP) No. 71 year 2014 on protection and management of peatland ecosystems was issued. Yet, these peatland policies are often not effective in part due to unclear management authority for all peatlands as well as the lack of law/policy enforcement in the field at the level where many of the land-use decisions are taken (i.e. at village, district and provincial).

Relating to improving peat governance, UNDP through GGP will support the Pelalawan Government to develop the District Peat Ecosystem Protection and Management Plan that is mandated by Government Regulation 71/2014 and Government Regulation 57/2016. The document is intended to be a reference for the systematic and integrated implementation of protection and management of peat ecosystems in Pelalawan Districts. This is because the effects of previous policy interventions on peatland management remains uncertain due to the lack of assessment of how these peatland policies and regulations are implemented by peatland users in a specific locality. A new practice that is prescribed by policy or regulation is not automatically accepted and adopted in all localities. Adoption may vary across actors, organizations and locations and may occur through phases of conflict and cooperation.

The United Nations Development Programme (UNDP) in Indonesia is seeking proposals from firms or organizations to supply a package of services on developing District Peat Ecosystem Protection and Management Plan for Pelalawan in support of work in Indonesia on a global project on “Reducing Deforestation on Commodity Production”, managed by UNDP and funded by the Global Environment Facility. More activities including FDGs and workshops under this ToR are to be carried out in Pelalawan District.

C. Context of this TOR

In the context to support the district government to develop the District Peat Ecosystem Protection and Management Plan, a Service Provider will be contracted to develop:

1. A preliminary report on actual condition of peat ecosystem area in Pelalawan Districts and its implication for environment, social and economy of surrounding community.
2. A final report on formulation of a Peat Ecosystem Protection and Management Plan.
3. A final draft regulation (District Regulation/ Regent Regulation) on Peat Ecosystem Protection and Management Plan in Pelalawan.

D. Scope of Work

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

1. A preliminary report on actual condition of peat ecosystem area in Pelalawan Districts and its implication for environmental services, with following detail on:
 - a. the formation of the drafting team, work team Decree (UNDP will assist the service provider to get a decree from regent), work plan and analysis of data availability and needs;
 - b. Conduct studies on synchronization of Pelalawan District Spatial Plan, forest function (designated forest area), peat ecosystem functions maps and other maps (such as: land rights/permits, moratorium, open access, allocation of social forestry, land use, land cover, and forest/land fire) to identify existing condition;
 - c. Carry out a ground check to invent: (i) facilities and infrastructure of peat ecosystems, (ii) ecosystem vulnerability to climate change, (iii) land use, (iv) population distribution, (v) local wisdom, (vi) community conditions, (vii) peat ecosystem damage, (viii) potential natural resources, (ix) peat management institutions, programs, activities and funding;
 - d. Conduct 'one-on-one' meetings and/or focus group discussions (FGD) to obtain data and information on relevant institutions that have been involved and have programs in the management of peat ecosystems in site level; and
 - e. Compile dataset and conduct analysis to know: (i) the existing condition of peat ecosystem; (ii) potential of peat ecosystems includes natural resource and environmental service; (iii) peat ecosystem challenges and/or strategic issues, consist of: economic strategic issues, social strategic issues, environmental strategic issues; and (iv) implications of peat ecosystem for environment, social and economy of the surrounding community.

Activity	Details
'One-on-one' meetings	Location(s): National/Province/District offices Target Stakeholders/Participants: Please refer to "Annex 2. List of Institutions/Resources who need to be involved" Details are to be elaborated in proposal/work plan submission as required.

2. A final report on formulation of a Peat Ecosystem Protection and Management Plan, with following detail on:
 - a. Develop a recommendation based on existing condition, challenges, strategic issue, and potential of peat ecosystem, consist of:
 1. peat ecosystems utilization plan (for protected and cultivation function),
 2. peat ecosystem damage controlling plan (consist of preventing, mitigating and recovering plan),
 3. peat ecosystem maintenance plan (the peat ecosystem reserve plan and preservation of the function plan),
 4. climate change mitigation and adaptation plans;
 - b. Conduct a Public Consultation to obtain input from several institutions in order to improve the substance of program recommendations, activities and targets; and
 - c. Develop programs, programs, actions and targets on peat ecosystem management in accordance with the 4 plans above.

Activity	Details
'One-on-one' meetings	<p>Location(s): National/Province/District offices or venues</p> <p>Target Stakeholders/Participants: Please refer to "Annex 2. List of Institutions/Resources who need to be involved"</p> <p>Details are to be elaborated in proposal/work plan submission as required.</p>
Focus Group Discussions (FGD)	<p>Location(s): Province/District</p> <p>Target Stakeholders/Participants: Please refer to "Annex 2. List of Institutions/Resources who need to be involved"</p> <p>Details are to be elaborated in proposal/work plan submission as required.</p> <p>Suggested arrangements:</p> <p>3 from provincial government (BRG, Dinas LHK, P3 Ekoregion);</p> <p>10 gov official from Pelalawan;</p> <p>3 from NGOs/CSOs/Associations;</p> <p>3 from Private Sector;</p>
Public consultation	<p>Location(s): Province/District</p> <p>Target Stakeholders/Participants: Please refer to "Annex 2. List of Institutions/Resources who need to be involved"</p> <p>Details are to be elaborated in proposal/work plan submission as required.</p> <p>Suggested arrangements:</p> <p>3 from National government;</p> <p>5 from Provincial government;</p> <p>25 gov official from Pelalawan;</p> <p>10 from NGOs/CSOs/Associations;</p> <p>15 from Private Sector;</p>

3. A final draft regulation (District Regulation/ Regent Regulation) on Peat Ecosystem Protection and Management Plan in Pelalawan, with following detail on:
 - a. Conduct a policy analysis of peat land management, consists of at least:
 - sector and regional policies (development plan),
 - functions, duties and authorities of institutions related to the protection and management of peat ecosystems,
 - Institutional arrangement (mechanism of work relations between institutions) related to the protection and management of peat ecosystems;
 - b. Develop a policy brief and/or policy arrangement on peat ecosystem protection and management plan in Pelalawan District;
 - c. Develop a draft regulation of peat ecosystem protection and management plan in Pelalawan District.
 - d. Form a technical group using a multi-stakeholder approach. The technical group consists of representatives from peat experts, practitioners, District and Provincial governments, companies and communities who will be assigned to compile and approve the substance of the proposed draft regulations to be in accordance with recommendations for approved peat ecosystem protection and management plans

above;

- e. Conduct FGDs of technical group to discuss: (1) objectives and goals, (2) strategy, (3) policy direction, and (4) programs, activities and targets;
- f. Convene a public consultation inviting all stakeholders to obtain inputs for the regulatory framework and policy direction from public, which are outlined in the draft regulation; and
- g. Conduct FGDs with provincial and national government to harmonize and obtain approval of the draft regulation for the legalization.

Activity	Details
Focus Group Discussions (FGD) technical	<p>Location(s): Province/District</p> <p>Target Stakeholders/Participants: Please refer to "Annex 2. List of Institutions/Resources who need to be involved"</p> <p>Details are to be elaborated in proposal/work plan submission as required.</p> <p>Suggested arrangements: 3 from provincial government; 10 gov official from Pelalawan; 2 from NGOs/CSOs/Associations; 2 from Private Sector;</p>
Public consultation	<p>Location(s): Province/District</p> <p>Target Stakeholders/Participants: Please refer to "Annex 2. List of Institutions/Resources who need to be involved"</p> <p>Details are to be elaborated in proposal/work plan submission as required.</p> <p>Suggested arrangements: 3 from national Government; 5 from provincial government; 25 gov official from Pelalawan; 10 from NGOs/CSOs/Associations; 15 from Private Sector;</p>
Focus Group Discussions (FGD) provincial	<p>Location(s): Province</p> <p>Target Stakeholders/Participants: Please refer to "Annex 2. List of Institutions/Resources who need to be involved"</p> <p>Details are to be elaborated in proposal/work plan submission as required.</p> <p>Suggested arrangements: 8 from provincial government; 4 gov official from Pelalawan;</p>
Focus Group Discussions (FGD) national	<p>Location(s): National</p> <p>Target Stakeholders/Participants: Please refer to "Annex 2. List of</p>

	<p>Institutions/Resources who need to be involved"</p> <p>Details are to be elaborated in proposal/work plan submission as required.</p> <p>Suggested arrangements: 4 gov official from Pelalawan;</p>
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E. Expected Outputs

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

1. Develop preliminary report on actual condition of peatland area in Pelalawan Districts and its implication for environment, social and economy (**Deliverable 1**).
2. A final report on formulation of a peat ecosystem protection and management plan (**Deliverable 2**).
3. A final draft regulation (District Regulation/ Regent Regulation) on peat ecosystem protection and management plan in Pelalawan (**Deliverable 3**).
4. Supplemental monthly communication and information update report on implementation.

F. Risk and Assumptions

Assumptions:

1. Development the Peat Ecosystem Protection and Management Plan in Pelalawan District can be done without waiting for the completion of similar plan documents at the National and Provincial levels.
2. Ministry of Environment and Forestry and provincial government agreed and endorsed the plan and methodology that used by service provider.
3. Practitioners in peat ecosystem management, companies and local communities are willing to be a member of technical group to develop the draft regulations.

Risks

1. National policy on guidelines for the developing the peat ecosystem protection and management plan will be legalized in 2020 before this process is completed.
2. Data limitations (some institutions that was worked in the site level don't want to share their main data).
3. The District Regulation on Pelalawan spatial plan has not been enacted by the District Government.

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 stakeholder can be relevant from the Annex.

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 the formal communication 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 10 months from the date of the signing of the contract between the SPOI project and the Service Provider. All work must be completed by 30th November 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 st payment	Develop preliminary report on actual condition of peatland area in Pelalawan Districts and its implication for environment, social and economy (Deliverable 1) Monthly report: March, April, May.	25%	1 st week of June 2020
2 nd payment	A final report on formulation of a peat ecosystem protection and management plan (Deliverable 2) Monthly report: July.	35%	1 st week of August 2020
3 rd payment	A final draft regulation (District Regulation/ Regent Regulation) on peat ecosystem protection and management plan in Pelalawan (Deliverable 4) Monthly report: August, September, October, November	40%	2 nd week of December 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 undertake the work on peatland/ peat ecosystem management, land use plan and sustainable forest management related work.
2. Three (3) years' experience in facilitating the of regional plan documents development including spatial plan, programmatic plan, action plan and/ or budget plan for the government (both national and sub-national).
3. Experience in conducting part by part activities and/or reviews and evaluations in the peat ecosystem management plan related activities in Indonesia and a demonstrated understanding of political socio-economy issues in the peatland management.
4. Experience in developing program, action, and set the target of large, complex, and long-term project.
5. Experience generating data to demonstrate program effects for different program.
6. Experience of review and evaluation of sustainable development agendas at the national level or national entities as well as at the subnational level.

entities as well as at the subnational level.

7. Experience in outreach and advocacy communications.
8. Experience to develop clear, concise, and simple in dealing with all audiences in regard to peat ecosystem management plan.
9. Ability to communicate effectively complex ideas to a non-specialist audience and to vested interest audience is a must.

L. Qualification of key personnel's:

1. Team Leader

Experiences and Competencies:

- Doctoral Degree with at least 5 years or a master's degree on climate change, environment conservation, forestry, geography or civil engineering.
- At least 10 years of working experience in managing and/or coordinating a project in peat ecosystem management, socio culture and land conservation related fields.
- Experience in carrying out peat ecosystem planning, land management and natural resources management planning assignments, related research methodology development, data collection, analysis and report writing.
- Experience in liaise and coordinate with government counterparts in recovery/rehabilitation phase, especially in peatland issue.
- Preferably he/she can demonstrate experience in environmental policy and advocacy with lawmakers and influential stakeholders.
- Experience in working with governments, local communities, CSOs, and private sector companies, as well as international organizations.
- Proven experience (providing reference) in report writing in English and Bahasa Indonesia.
- Experience in working in a complex multi-stakeholder, multi-jurisdictional settings.
- Relevant experience with significant exposure on leading and directing strategic and complex initiatives.

2. Planning & Policy Expert

Experiences and Competencies:

- At least Magister degree in resources management, regional development, environmental studies, public administration, and spatial plan or relevant field.
- Minimum of 5 years of working experience in develop land use plan, peatland management plan and action, and/or environmental management, and public decision-making process.
- Experience in research and policy-level analysis; including policy process and development.
- Knowledge on government planning and budgeting mechanism.
- Knowledge on national development planning, peatland management plan, prioritizing and targeting and UN conventions, as well as their mainstreaming in the development plans.
- Knowledge on laws and regulations related to spatial planning, national/sub national development plan, peat land management.
- Knowledge on environment, economic and socio issues, management and government business would be an advantage.
- Experience in working in a complex multi-stakeholder, multi-jurisdictional settings.

- Experience In working in international level and/or the international organization would be an asset.
- Experience in managing international funded projects would be an asset.
- Excellent spoken and written English and Bahasa Indonesia.

3. *Hydrological Services Expert*

Experiences and Competencies:

- Master's degree or higher in climate change, environment conservation, forestry, hydraulic engineering, construction, water management and other related fields. A Doctoral' degree in these fields is an advantage.
- At least 5 years of experience in one of the related fields including design, construction, construction supervision, operation, maintenance, and assessment of the efficiency of peat management canals.
- Minimum of 5 years of demonstrated experience relevant to climate change issues and/ or hydro-orology related works at the national level and sub-national level.
- Knowledge of environmental and climate change related concepts, theories, policies and practices.
- Experience and understanding of current issues related to climate change and environment at the national and sub-national levels.
- Experience in Multi-Ministry project management on climate change/environment.
- Hands-on experience in design, formulation, implementation, monitoring and evaluation of climate change projects.
- Having a broad network with high-level decision makers in ecosystem landscape and environmental services would be an advantage.
- Proficiency in quality written and spoken English is required.

4. *Disaster and Climate Risk Governance Expert*

Experiences and Competencies:

- A Master' or higher in geography, forestry, or civil engineering. A higher post graduate degree in these fields is an advantage.
- Minimum of 5 years of demonstrated experience relevant to peatland management, peat restoration activities.
- Experience in disaster risk analysis, concept and policy.
- Experience in facilitating local partners in community-based disaster risk reduction.
- Experience with governance system, policies and procedures in disaster management.
- Experience in working with less supervision.
- Having a broad network with high-level decision makers in ecosystem landscape and environmental services would be an advantage.
- Proficiency in quality written and spoken English is required.

5. *Biodiversity Specialist*

Experiences and Competencies:

- A Bachelor's degree in areas related to environment, natural resources conservation, and forestry. Higher post-graduate degree in the same fields will be an advantage.
- At least 2 years of relevant working experience in ecosystems and species conservation, natural resources management, forestry science or related works.

- Has professional experience in identifying flora and fauna, and developing ecosystems and species conservation strategies, wildlife management strategies, corridor protection strategies, as well as Essential Ecosystem conservation or Sustainable Landscape Management.
- Excellent spoken and written English and Bahasa Indonesia.

6. Economist Specialist

Experiences and Competencies:

- A Bachelor's degree in areas related to economics, development economics, econometrics, micro-economics, macro-economic, environmental economics, statistics or equivalent. A higher post-graduate degree in the same fields will be an advantage.
- At least 2 years of relevant working experience in natural resource valuation, econometrics and statistics, economic development planning.
- Statistical analysis and narrative report writing skills.
- Excellent spoken and written English and Bahasa Indonesia.
- Experience in working in a complex multi-stakeholder, multi-jurisdictional settings.

7. Sociologist Specialist

Experiences and Competencies:

- A Bachelor's degree in areas related to sociology, social science, natural resource management, forestry, and development studies, and higher post-graduate degree in the same fields will be an advantage.
- At least 2 years of relevant working experience in social impact assessment, rural community development.
- Experience designing, organizing and conducting work with communities.
- Excellent spoken and written English and Bahasa Indonesia.
- Experience in working in a complex multi-stakeholder, multi-jurisdictional settings.

8. GIS/Remote Sensing Specialist

Experiences and Competencies:

- A Bachelor's degree in Geography, Forestry, Computer Science, Remote Sensing or GIS, and higher post-graduate degree in the same fields will be an advantage.
- A minimum of 3 (three) years of professional experience in develop the geographical information systems in Indonesia.
- Experience working with government and/or others palm oil stakeholder and transform the GIS content into easy-to-understand materials.
- Expert knowledge of GIS and other planning tools is required.
- Relevant experience in data gathering and in production of maps.
- Relevant experience in spatial planning projects.

M. Language requirement

The report should be presented both in Bahasa Indonesia and English. However, for final draft regulation report should be presented in Bahasa Indonesia.

N. TIMELINE

No	Deliverables	Percentage	Timeline
1	Develop preliminary report on actual condition of peatland area in Pelalawan Districts and its implication for environment, social and economy (Deliverable 1)	25%	1 st week of June 2020
2	A final report on formulation of a peat ecosystem protection and management plan (Deliverable 2)	35%	1 st week of August 2020
3	A final draft regulation (District Regulation/ Regent Regulation) on peat ecosystem protection and management plan in Pelalawan (Deliverable 3)	40%	2 nd week of December 2020

Annex 1. Expected site of travel

No	Sites	Number of days	Amount of travel
1.	Each sub-District and representative villages in Pelalawan District	20	2 times
2	Pangkalan Kerinci, Pelalawan Government Offices	6	6 times
3	Pekanbaru, Riau Province	2	2 times
4	Jakarta, MoEF and MoHA	6	2 times
Total		34 days	12 times

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

1. Ministry of Environment and Forestry
2. Ministry of Agrarian and Land Use Plan/ Land National Agency
3. Ministry of Home Affairs
4. Badan Restorasi Gambut (BRG)
5. Public Works and Spatial Planning Office of Riau Province
6. Spatial Planning Offices, Pelalawan District
7. Environment Office, Pelalawan District
8. PT. RAPP, RGE GROUP
9. PT. SMF, APP GROUP
10. PT Adei Plantation
11. PT. Musim Mas
12. GAPKI
13. ASPEKPIR
14. Jikalahari
15. Jaringan Masyarakat Gambut Riau (JMGR)
16. Walhi Riau
17. World Resources Institute (WRI)
18. Yayasan Madani Berkelanjutan
19. Universitas Riau (UNRI)
20. Universitas Islam Riau (UIR)
21. Universitas Lancang Kuning (UNILAK)
22. Lembaga Kerapatan Adat Melayu (LKAM) Pelalawan