



## REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: July 15, 2020
	REFERENCE: <b>RFP/UNDP/ISMIA-GOLD/6391/013/2020 - Empowering Artisanal Women Miners to Eliminate Mercury Use and Establishing Women Miners Cooperative in Kuantan Singingi, Riau</b>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to the Request for Proposal RFP/UNDP/ISMIA-GOLD/6391/013/2020 – **Empowering Artisanal Women Miners to Eliminate Mercury Use and Establishing Women Miners Cooperative in Kuantan Singingi, Riau.**

A bidder's conference will be held on:

Date/Time : 22<sup>nd</sup> July 2020 starting 10.00 hour (GMT +7)

Place : Online meeting via Zoom

<https://undp.zoom.us/j/99359201261?pwd=aUlzRktrWTRlL2pBWjlmMdlZoc2tmUT09>

Meeting ID : 993 5920 1261

Password : 797066

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 6391**

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 **22<sup>nd</sup> July 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 [sestyo.wicaksono@undp.org](mailto:sestyo.wicaksono@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,

A handwritten signature in black ink that reads "Martin kurnia". The script is cursive and somewhat informal.

**Martin Stephanus Kurnia**  
**Head of Procurement Unit**  
**7/15/2020**

**Annex 1****Description of Requirements**

Context of the Requirement	To foster the empowerment process and participation of women in the ASGM sector through the development of a women miners' cooperative and increasing their capacity on mercury-free gold processing in ASGM community in Logas and Logas Hilir village, Kuantan Singingi, Riau.
Implementing Partner of UNDP	The Ministry of Environment and Forestry (Kementerian Lingkungan Hidup dan Kehutanan/KLHK) and the Agency for the Assessment and Application of Technology (Badan Pengkajian dan Penerapan Teknologi/BPPT)
Brief Description of the Required Services <sup>1</sup>	Please see Annex 3 – Term of Reference
List and Description of Expected Outputs to be Delivered	Please see Annex 3 – Term of Reference
Person to Supervise the Work/Performance of the Service Provider	UNDP National Project Manager of GOLD-ISMA in coordinating with MoEF and BPPT
Frequency of Reporting	Please see Annex 3 – Term of Reference
Progress Reporting Requirements	Please see Annex 3 – Term of Reference
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Deadline of Submission	Please refer to the e-tendering system
Expected duration of work	10 (ten) months
Target start date	September 2020
Latest completion date	July 2021
Travels Expected	Below are the travel plans recommended by the Project, but the Bidder may propose differently depending on the proposed approach and methodology:

<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.



	Destination/s	Frequency	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Desa Logas/Desa Logas Hilir, Kecamatan Kuantan Singingi, Riau	1 time	7 days	Scoping visit, stakeholder and target mapping	September 2020
		1 time	6 days	Inception workshop and Facilitate to develop women miners' group	October 2020
		2 times	@3 days	Establishing women miners cooperative and conduct gender sensitization training	November, 2020
		1 time	8 days	Finalization of cooperative registration and conduct training on mercury-free gold processing	December, 2020
		1 time	7 days	Cooperative formalization and conduct training for first stage of refining process.	January, 2021
		2 times	@3 days	Cooperative assistance and establish link to the prospective buyer	February, 2021
		2 times	@4 days	Assist the cooperative sells the gold and benefits from selling mercury-free gold at a premium price	March, 2021
Special Security Requirements	<input checked="" type="checkbox"/> N/A				

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> N/A			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for Local Bidders is a must			
Value Added Tax on Price Proposal <sup>1</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>2</sup>	<b>Deliverables/Outputs</b>	<b>Estimated Due Date</b>	<b>Condition for Payment Release</b>	<b>Payment Amount</b>
	1 <sup>st</sup> deliverable – report on the analysis on stakeholders mapping, value chain and gender analysis with action plan for capacity building and women cooperative development;	30 September 2020	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)	20%

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

<sup>2</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.

	2 <sup>nd</sup> deliverable – Report on inception meeting and submission of training modules;	30 November 2020	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)	20 %
	3 <sup>rd</sup> deliverable – upon completion of: a. Women miners Cooperative registration at province and national level  b. Gender awareness training – rights to resources, organizational (cooperative) capacity, savings, equal right to work and make income, new roles in ASGM, communication (in Bahasa Indonesia);	30 January 2021	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)	20 %
	4 <sup>th</sup> Deliverable– upon Issuance of cooperative formalization and completed mercury-free gold-processing training;	30 March 2021	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)	10%
	5 <sup>th</sup> Deliverable– report on established link of women miner’s cooperative to the prospective buyer and signed working agreements with the buyer;	30 May 2021	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)	20%
	6 <sup>th</sup> Deliverable –Upon completion of: a. Evaluation report on the activities of empowering	30 July 2021	Upon approval of Project Management	10%

	<p>women miners, including Summary process of women miner's cooperative development in Desa Logas and Desa Logas Hilir (both in Bahasa Indonesia and English)</p> <p>b. Submission of a file storage (i.e. USB or CD) containing soft copy and editable version of:</p> <ul style="list-style-type: none"> <li>• Documents on Women miners cooperative development</li> <li>• all training material &amp; presentation,</li> <li>• all photos, and,</li> <li>• all data results.</li> </ul>		Unit (KLHK, BPPT and UNDP)	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Project Management Unit (KLHK, BPPT dan UNDP)			
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract			
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><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.</p>			
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 20 %</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30 %</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 50 %</p>			

	<p><b>NOTE: Only bidder(s) who received minimum score of 70 on the technical score will be requested for password to open the financial proposal</b></p> <p><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.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Service Providers</u>]</i></p>
Contract General Terms and Conditions <sup>1</sup>	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>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></p>
Annexes to this RFP <sup>2</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input type="checkbox"/> Others<sup>3</sup> <i>[pls. specify]</i></p>
Contact Person for Inquiries (Written inquiries only) <sup>4</sup>	<p>Yusef Saiful Millah and Sestyo Ndaru Wicaksono Procurement Unit <a href="mailto:Yusef.millah@undp.org">Yusef.millah@undp.org</a> and <a href="mailto:Sestyo.wicaksono@undp.org">Sestyo.wicaksono@undp.org</a> 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 <i>[pls. specify]</i>	

<sup>1</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.

<sup>2</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>3</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>4</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>1</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</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, contact references;*
- e) 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.*

### C. Qualifications of Key Personnel

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*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/Outputs [list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	1st deliverable – report on the analysis on stakeholders mapping, value chain and gender analysis with action plan for capacity building and women cooperative development;	20%	
2	2nd deliverable – Report on inception meeting and submission of training modules;	20%	
3	3rd deliverable – upon completion of: a. Women miners Cooperative registration at province and national level b. Gender awareness training – rights to resources, organizational (cooperative) capacity, savings, equal right to work and make income, new roles in ASGM, communication (in Bahasa Indonesia);	20%	
4	4th deliverable – upon Issuance of cooperative formalization and completed mercury-free gold-processing training;	10%	
5	5th deliverable – report on established link of women miners cooperative to the prospective buyer and signed working agreements with the buyer;	20%	
6	6th deliverable – Upon completion of: a. Evaluation report on the activities of empowering women miners, established at least one (1) of agreement with potential Gold buyer as well as summary process of women miners cooperative development (both in Bahasa Indonesia and English)	10%	

	b. Submission of a file storage (i.e. USB or CD) containing soft copy and editable version of: <ul style="list-style-type: none"> <li>• Documents on Women miners cooperative development</li> <li>• all training material &amp; presentation,</li> <li>• all photos, and,</li> <li>• all data results.</li> </ul>		
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time (USD/IDR)	Total Period of Engagement	No. of Personnel	Total Rate (USD/IDR)
<b>I. Personnel Services</b>				
1. Team Leader			1	
2. National Liaison Coordinator			1	
3. Training Expert			1	
4. Gender Specialist			1	
5. Community Development Specialist			1	
6. Project Assistant			2	
<b>II. Travel Expenses to: (please provide the breakdown cost)</b>				
1. Desa Logas & Logas Hilir				
2. Kecamatan Kuantan Singingi				
3. Pekanbaru				
<b>III. Related Meetings (please provide the breakdown cos)</b>				
1. Stakeholder meeting <ul style="list-style-type: none"> <li>• 1 time</li> <li>• Participants: min. 25 (from Desa Logas/Desa Logas Hilir)</li> </ul>				



<p>2. Project Inception Meeting</p> <ul style="list-style-type: none"> <li>• 1 time</li> <li>• Participants: min. 25 (from Desa Logas/Desa Logas Hilir)</li> </ul>				
<p>3. Meeting for Women Miners Group Development</p> <ul style="list-style-type: none"> <li>• 2 times</li> <li>• Participants: min 25 (from Desa Logas/Desa Logas Hilir)</li> </ul>				
<p>4. Meeting for Cooperatives Establishment</p> <ul style="list-style-type: none"> <li>• 2 times</li> <li>• Participants: min 25 (from Desa Logas/Desa Logas Hilir)</li> </ul>				
<p>5. Training for Mercury Free- Gold Processing</p> <ul style="list-style-type: none"> <li>• 2 times</li> <li>• Participants: min 25 (from Desa Logas/Desa Logas Hilir)</li> </ul>				
<p>6. Training on Gender Sensitization</p> <ul style="list-style-type: none"> <li>• 1 time</li> <li>• Participants: min 25 (from Desa Logas/ Desa Logas Hilir)</li> </ul>				
<p>7. Cooperatives Validation Meeting for Legal Entities Registration</p>				

<ul style="list-style-type: none"> <li>• 2 times</li> <li>• Participants: min. 10 (from government entities)</li> </ul>				
8. Training for gold processing and first stage of refining process <ul style="list-style-type: none"> <li>• 1 time</li> <li>• Participants: min. 30 (from Desa Logas/Desa Logas Hilir)</li> </ul>				
9. Meeting for Establishment of network between women miner's cooperative with the prospective buyer <ul style="list-style-type: none"> <li>• 2 times</li> <li>• Participants: min 25 (from Desa Logas/Desa Logas Hilir)</li> </ul>				
<b>IV. Other Cost (if any, please specify in detail)</b>				
<b>TOTAL</b>				

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

*[Designation]*

*[Date]*

## TERMS OF REFERENCE

### Empowering Artisanal Women Miners to Eliminate Mercury Use and Establishing Women Miners Cooperative in Kuantan Singingi, Riau

#### I. Background Information

Worldwide ASGM is the largest global source of anthropogenic mercury releases into the environment (35%). Mercury can travel long distances, contributing to global mercury pollution and contaminating the world's ecosystems and fisheries. Exposure to mercury may cause serious health problems, and it is a particular threat to the development of the child in utero and early in life. Phasing-out mercury from the ASGM sector is therefore of the utmost importance, however ASGM is a very important source of jobs and livelihoods. ASGM accounts for about 17-20% of the world's annual gold production with 15 million people directly participating in ASGM activities and another 100 million depending on ASGM for their livelihoods.

The Global Environment Facility – Global Opportunities for Long-term Development of Artisanal and Small-scale Gold Mining (ASGM) Sector (GEF-GOLD) is implementing: Integrated Sound Management of Mercury in Indonesia's ASGM (ISMIA) project in partnership with UNDP and the Government of Indonesia to address the issues of Mercury in Artisanal and Small-scale Gold Mining (ASGM) in Indonesia. The objective of the project is to reduce/eliminate mercury releases from the Indonesian Artisanal and Small-scale Gold Mining (ASGM) sector by i) Strengthening institutions and the policy/regulatory framework for mercury-free ASGM; ii) Increasing the access of mining communities to finance to enable the procurement of mercury-free processing technologies; iii) Increasing the capacity of mining communities for mercury-free ASGM through the provision of technical assistance, technology transfer and support for formalization; and, (iv) raising awareness and disseminating best practices and lessons-learned on mercury phase-out in the ASGM sector.

In particular, the Project will support six (6) ASGM communities in Indonesia to reduce mercury use at least 5 metric tonnes/year starting in year three (3) of the project, which over the life-span of the project will result in a mercury release reduction of at least 15 tonnes. The 6 ASGM communities are as follows:

1. Kecamatan Kokap, Kabupaten Kulon Progo, Provinsi Daerah Istimewa Yogyakarta;
2. Kecamatan Sekotong, Kabupaten Lombok Barat, Provinsi Nusa Tenggara Barat;
3. Kecamatan Sumalata Timur, Kabupaten Gorontalo Utara, Provinsi Gorontalo;
4. Kecamatan Dimembe, Kabupaten Minahasa Utara, Provinsi Sulawesi Utara;
5. Kecamatan Singigi, Kabupaten Kuantan Singingi, Provinsi Riau;
6. Kecamatan Obi, Kabupaten Halmahera Selatan, Provinsi Maluku Utara.

In most ASGM field, women do not enjoy the same opportunities around access to, control over, and benefits from artisanal mining in their communities. Division of labor and cultural norms are directly linked to women's limited access to and control over resources such as land and capital. Assets ownership and cultural patterns often exclude women and negatively affect women's participation in artisanal mining. Through establishment of miners' cooperative, the mining groups will get an access to formal financing mechanism to purchase cleaner technologies.

The project will engage third parties to conduct the capacity development, empowering women miners group and support in developing women cooperative and establish connection to get a better markets and benefits from selling mercury-free gold at premium price. Establishment of women

miners' cooperative will provide an access to formalization of ASGM activities. This association is expected to be the voice of female miners, putting their role in the ASGM sector in focus and implementing strategies and tools to mercury-free gold processing. This particular will contribute to the delivery of project output 3.2.1: *Support the establishment of women mining groups or ASGM associations/cooperative/Bumdes* and also contribute to the outcome indicator 3.3: *Route to market for mercury-free gold established*.

## II. Objectives of the Program

1. To foster groups of women artisanal miners in Logas and Logas Hilir village, Kuantan Singingi, Riau to work collaboratively in legal organization under a cooperative and increase their capacity using mercury free technology to extract, process and refine gold.

## III. Expected Outputs

**The main outputs are increased capacity of women miners group and established a women cooperative in Kuantan Singingi that covered Logas and Logas Hilir women miners. The detailed deliverables are as following:**

1. Report on the analysis of stakeholders mapping, value chain and gender analysis with action plan for capacity building and women cooperative development.
2. Report on Completion of inception workshop and finalization of learning module for capacity building activities
3. Established women miners' cooperative and enhanced the knowledge of women miners group on gender equality concept and low impact, environmentally friendly technologies used to extract, process and refine gold
4. Issuance of cooperative certification and completed mercury-free gold-processing training.
5. Established network between women miner's cooperative with the prospective buyer
6. Final report on the implemented activities with a summary lessons learned and recommendations

## IV. Scope of Work

The scope of work is as follows:

Scope of Work 1: Finalization preliminary study and conduct analysis through a desk study and scoping visit, together with stakeholders and value chain analysis

This activity will establish a baseline information to get contextual information on the mining site, number of women miners, potentiality of the gold resource and market, legal status of the area, stakeholders mapping for group formation and cooperative establishment, assessment of relevant government policies and programs.

Scope of Work 2: Completion of inception workshop and finalization of learning module for capacity building activities

- a. Conduct inception workshop to sensitize the local stakeholders (Environmental and Forestry Service (*DLHK*), Agency of Cooperative and Small And Medium Business (*Dinas Koperasi dan UKM*), office for Energy and Mineral Resources (*Dinas ESDM*) and other relevant provincial and district

- institutions to obtain inputs and confirmation on the activity plan
- b. Design training module based on women empowerment principles, values, norms and business model under cooperative mechanism; this should involve tailor-made training and skills transfer, acquisition and adoption appropriate approach to eliminate mercury use by women miners; (initial stages of the cycle, with an understanding that the community development through women empowerment is a prolonged process, which will require follow-up).
- c. Facilitate to develop women miners' group which lead to the establishment of cooperative

Scope of Work 3: Establishment of women miners' cooperative and Enhance the knowledge of women miners group on gender equality concept in ASGM sector

- a. Facilitate the document preparation for development of women miner's cooperative, develop agreement on mandatory and voluntary contributions; a set of statutes and by laws; a set of recommendations from village and district authorities.
- b. Establishment of cooperative by conducting series of formal meetings, consultations with the cooperative agency, appointment of cooperative management Board, and submission of application to cooperative Agency.
- c. Conduct training on gender sensitization on rights to resources, organizational (cooperative) capacity, savings, equal right to work and make income, new roles in ASGM, and communication strategy.

Scope of Work 4: Issuance of cooperative certification and enhanced women miners' capability on mercury-free gold-processing training.

- a. Finalization of cooperative registration at province and national level with the cooperative and Micro-, Small-and Medium-Business agencies.
- b. Obtain cooperative validation from the Ministry of Law and Human Rights.
- c. Support cooperative to make their corporate governance more transparent, effective, accountable, gender equitable and age inclusive through; developing quotas on boards, setting up gender committees, implementing gender policies and strategies, and providing managerial and leadership training;
- d. Conduct a training to improve skills & knowledge on better techniques for first stage of refining process.

Scope of Work 5: Establishment of network between women miner's cooperative with the prospective buyer

- a. Increase market access of products (gold) by building existing and creating new vendor relationships and support the women's cooperative gets premium price for mercury-free gold
- b. Obtain a formal agreement with gold buyer and signed working arrangement with at least one (1) of potential buyer.

Scope of Work 6: Completion of final report on the implemented activities & proper handling of administrative and logistic matters which involves:

- a. Submit the report on the implemented activities with a summary lessons learned and recommendations and details on the number of women miners and the dependents who get

benefit from this activity; evaluation approach – economic analysis (cost-benefit) of overall investment and operation costs and technical analysis of effectiveness and efficiency of the new methods proposed

- b. Filing of related documents resulted from all related activities, including attendance list, data results, presentations and pictures;
- c. The contractor is also responsible to provide logistic requirement such as, venue, meeting package (2x coffee break + 1 lunch), reimbursement of travel local expense for participants with number of participants for each event as specified in Annex 2 Cost Breakdown (SBU Riau province).
- d. The contractor is responsible to invite the meeting participants and also the confirmation from the meeting participants.
- e. Circulation of invitation and subsequently, seeking confirmation from the meeting participants. In doing so, the Contractor shall ensure that the minimum number of expected participants is met.

#### **V. Time Frame**

September 2020- July 2021 (10 months)

#### **VI. Location**

Kecamatan Singingi, Kabupaten Kuantan Singingi, Riau

#### **VII. Travel Expected**

Below are the travel plans recommended by the Project, but the Bidder may propose differently depends on the proposed approach and methodology:

<b>Destination/s</b>	<b>Frequency</b>	<b>Estimated Duration</b>	<b>Brief Description of Purpose of the Travel</b>	<b>Target Date/s</b>
Desa Logas & Logas Hilir, Kecamatan Kuantan Singingi, Riau	1 time	7 days	Scoping visit and stakeholder and target mapping	September 2020
	1 time	6 days	Inception workshop and Facilitate to develop women miners' group	October 2020
	2 times	3 days	Establishing women miners cooperative and conduct gender sensitization training	November,2020
	1 time	8 days	Finalization of cooperative registration and conduct training on mercury-free gold processing	December, 2020

	1 time	7 days	Cooperative formalization and mercury-gold processing free training	January, 2021
	2 times	3 days	Cooperative assistance and establish link to the prospective buyer	February, 2021
	2 times	4 days	Assist the cooperative sells the gold and benefits from selling mercury-free gold at a premium price	March, 2021

### VIII. Qualifications

#### Company requirements:

- The contracting company shall/ institution shall have at least 5 relevant projects experience on working with mining communities in the ASGM sector in Indonesia,
- The contracting company shall/ institution shall have technical knowledge of ASGM mining and processing practices, including study and research, on ASGM sites in Indonesia as well as gender dynamic in ASGM sector;
- The contracting company shall/ institution shall have have the capacity to quickly network and collaborate with prospective gold buyers and local stakeholders to the level of village authority;
- The contracting company shall/ institution shall have technical expertise on ASGM mining and processing technologies as well as capacity building on grass-root level, including in bookkeeping, leadership, and organization;
- Should be registered company/institution with valid certificates issued by authorized institution

#### Minimum Personnel requirements:

Personnel standards of the consulting company are as follows:

#### **One (1) Team Leader:**

##### Academic:

- Bachelor degree in Natural Resources sector and/or Social Sciences or other related fields.

##### Experience:

- Minimum 10 (ten) years of demonstrable experience in natural resources management and project management in Indonesia, including capacity-building projects in the Indonesian ASGM sector, and experience working on capacity building for communities and government;
- Has knowledge and practical experience in ASGM and value chain mapping;

**Competencies:**

- Professionalism, integrity and commitment to project demands;
- Ability to motivate and build a team working environment to support organizational goals;
- Self-motivated with an ability to accept responsibility and accountability for decisions and actions;
- Creative and innovative in deconstructing issues and coming up with solutions;
- Excellent time management skills, with an ability to deliver high-quality outputs on time;

**One (1) National Liaison Coordinator Expert**

- Minimum Bachelor degree or higher in Economic, Business, Environment Engineering, Mining Engineering, Chemical Engineering, Socio-economic studies or other related fields;
- Minimum of 10 (ten) years of demonstrable experience in organizational building, capacity analysis and building, research and reporting;
- Extensive knowledge and practical experience in government, law and regulations, business, financing, environment, mining, and gender;

**Competencies:**

- Professionalism, integrity and commitment to project demands;
- Ability to motivate and build a team working environment to support organizational goals;
- Self-motivated with an ability to accept responsibility and accountability for decisions and actions;
- Creative and innovative in deconstructing issues and coming up with solutions;
- Excellent time management skills, with an ability to deliver high-quality outputs on time;

**One (1) Training Specialist:**

- Bachelor degree in relevant field;
- Minimum 6 (six) years of relevant experience working in capacity building and training;
- Has knowledge of ASGM, mining communities, value chain, and gender perspective and dynamic in ASGM sector;

**Competencies:**

- Professionalism, integrity and commitment to project demands;
- Ability to motivate and build a team working environment to support organizational goals;
- Self-motivated with an ability to accept responsibility and accountability for decisions and actions;
- Creative and innovative in deconstructing issues and coming up with solutions;



- Proficient with the usage of Microsoft Office applications, such as MS Words, MS PowerPoint, and MS Excel;
- Direct field experience working with local communities;
- Excellent time management skills, with an ability to deliver high-quality outputs on time;

#### **One (1) Gender Specialist**

- Bachelor degree in social science, gender studies or relevant disciplines
- Minimum 6 (six) years working experience engaging with ASGM communities and government;
- Has good facilitation skills with multiple stakeholders – government, communities, companies, and others;
- Experienced and knowledgeable with the women empowerment and gender equality issues in ASGM sector;

#### Competencies:

- Professionalism, integrity and commitment to project demands;
- Ability to motivate and build a team working environment to support organizational goals;
- Self-motivated with an ability to accept responsibility and accountability for decisions and actions;
- Creative and innovative in deconstructing issues and coming up with solutions;
- Excellent time management skills, with an ability to deliver high-quality outputs on time;

#### **One (1) Community Development Specialist**

- Bachelor degree or equivalent;
- Minimum 6 (six) years working experience engaging with ASGM communities and government;
- Has good facilitation skills with multiple stakeholders – government, communities, companies, and others;
- Experienced and knowledgeable with the ASGM sector and environmental issues;

#### Competencies:

- Professionalism, integrity and commitment to project demands;
- Ability to motivate and build a team working environment to support organizational goals;
- Proficient with the usage of Microsoft Office applications, such as MS Words, MS PowerPoint, and MS Excel.
- Self-motivated with an ability to accept responsibility and accountability for decisions and actions;
- Creative and innovative in deconstructing issues and coming up with solutions;
- Excellent time management skills, with an ability to deliver high-quality outputs on time;

#### **Two (2) Project Assistant:**

- Bachelor's degree in relevant subject;
- Minimum two (2) years' experience in development sector organization or project;

- Has experience in documentation and administration;

Competencies:

- Professionalism, integrity and commitment to project demands;
- Excellent time management skills, with an ability to deliver high-quality outputs on time;
- Development and Operational Effectiveness

#### **IX. INSTITUTIONAL ARRANGEMENT**

The selected company/institution will work closely with the GOLD-ISMIA Project Management Unit (i.e., UNDP Environment Unit, Ministry of Environment and Forestry and BPPT); and GOLD ISMIA Focal Points in Pekanbaru and Kuantan Singingi (at least 3 persons). The selected company/institution is responsible to coordinate with the UNDP GOLD-ISMIA Field Facilitator and GOLD-ISMIA Focal Points in every activity in the project site. In addition, the selected company/institution is responsible for timely submission of the expected deliverables according to the above proposed timeline. Each deliverable must receive a technical clearance from the Project Management Unit that is based in Jakarta.

Furthermore, considering to the pandemic situation and to minimize the risk of covid-19 transmission, the selected company/institution should follow health protocols for any activities. The selected company/institution also should responsible to ensure a safe and healthy meeting venue by maintaining hygiene, air quality and providing mask and hand sanitizer during the event. The cost of this arrangement should be part of financial proposal and borne by selected company/institution.

#### **X. PAYMENT**

Payment will be made after satisfactory acceptance by UNDP on the required deliverable with the following schedule:

<b>Deliverables/Outputs</b>	<b>Payment Amount</b>	<b>Estimated Due Date</b>	<b>Condition for Payment Release</b>
1 <sup>st</sup> deliverable – report on the analysis on stakeholders mapping, value chain and gender analysis with action plan for capacity building and women cooperative development	20%	30 September 2020	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)

2 <sup>nd</sup> deliverable – Report on inception meeting and submission of training modules	20 %	30 November 2020	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)
3 <sup>rd</sup> deliverable– upon completion of: a. Women miners Cooperative registration at province and national level b. Gender awareness training – rights to resources, organizational (cooperative) capacity, savings, equal right to work and make income, new roles in ASGM, communication (in Bahasa Indonesia)	20 %	30 January 2021	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)
4 <sup>th</sup> deliverable – upon Issuance of cooperative formalization and completed mercury-free gold-processing training	10%	30 March 2021	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)
5 <sup>th</sup> deliverable – report on established link of women miners cooperative to the prospective buyer and signed working agreements with the buyer	20%	30 May 2021	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)
6 <sup>th</sup> deliverable –Upon completion of: a. Evaluation report on the activities of empowering women miners, established at least one (1) of agreement with potential Gold buyer as well as summary process of women miners cooperative development (both in Bahasa Indonesia and English)  b. Submission of a file storage (i.e. USB or CD) containing soft copy and editable version of: • Documents on Women miners cooperative development • all training material & presentation, • all photos, and, • all data results	10%	30 July 2021	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)