



REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: July 24, 2020
	REFERENCE: RFP/UNDP/ISMIA-GOLD/105759/009/2020 - Obtainment of Small-scale Mining Permit (Izin Pertambangan Rakyat/IPR) in Logas and Logas Hilir Villages, Kuantan Singingi, Riau – RE ADVERTISEMENT

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/105759/009/2020 – Obtainment of Small-scale Mining Permit (Izin Pertambangan Rakyat/IPR) in Logas and Logas Hilir Villages, Kuantan Singingi, Riau.**

A bidder's conference will be held on:

Date/Time : 03rd August 2020 starting 1400 hour (GMT+7)

Place : Zoom online Meeting

(https://undp.zoom.us/meeting/register/tJ0qfumtrTkjHNTDR6_eZSkbvw69EKW0xpMU)

Meeting ID: 997 9053 2960

Password: **459002**

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: **000006490**

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 **03rd August 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: agneta.silvia@undp.org cc: yusef.millah@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters.
2. At least one capital letter.
3. At least one number.

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

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

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

Bidder can also access below instruction from youtube with link below:

<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

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

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

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

Sincerely yours,

Martin Kurnia

Martin Stephanus Kurnia
Head of Procurement Unit
7/24/2020

Description of Requirements

Context of the Requirement	To support the ASGM formalization in Logas and Logas Hilir through obtainment of IPRs (<i>Izin Pertambangan Rakyat</i>) for <i>Koperasi Produsen Tombang Tujuh Loge</i> and <i>Koperasi Tambang Sejahtera Lohil</i>
Implementing Partner of UNDP	The Ministry of Environment and Forestry (<i>Kementerian Lingkungan Hidup dan Kehutanan/KLHK</i>) and the Agency for the Assessment and Application of Technology (<i>Badan Pengkajian dan Penerapan Teknologi/BPPT</i>)
Brief Description of the Required Services ¹	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-ISMIA 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	June 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:

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.

Destination/s	Frequency	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
Development and Review of AMDAL Document				
Teluk Kuantan (Capital of Kabupaten Kuantan Singingi)	min. 2 times	@2x days	Field survey	September 2020
Desa Logas and Desa Logas Hilir	min. 3 times	@2 days	Field survey and sampling of related indicators, such as: water quality, biology/hydrology, air quality, socio-cultural and health	October 2020
Teluk Kuantan	1 time	1 day	Public hearing	November 2020
Kota Pekanbaru	2 times	@1 day	Review of <i>Kerangka Acuan (KA)</i> -AMDAL with Tim Teknis AMDAL Provinsi Riau	November 2020
Kota Pekanbaru	2 times	@1 day	Review of KA-AMDAL document with Komisi Penilai AMDAL Provinsi Riau	By December 2020
Kota Pekanbaru	2 times	@1 day	Review of AMDAL, RKL & RPL with Tim Teknis AMDAL Provinsi Riau	By December 2020
Kota Pekanbaru	2 times	@1 day	Review of AMDAL, RKL & RPL with Komisi Penilai AMDAL Provinsi Riau	By January 2021
Completion of IPR Requirements				
Desa Logas	min. 2 times	@2 days	Completion of financial, administrative and technical requirements	November 2020
Desa Logas Hilir	min. 2 times	@2 days		
Teluk Kuantan	min. 1 time	1 day		
Kota Pekanbaru	min. 1 time	1 day		
Desa Logas	min. 2 times	@2 days	Development of technical documents, namely (i) Rencana Reklamasi dan Pasca	April 2021
Desa Logas Hilir	min. 2 times	@2 days		

	Teluk Kuantan	min. 1 time	1 day	Tambang, and, (ii) Rencana Pasca Operasi.	
	Kota Pekanbaru	min. 1 time	1 day		
Special Security Requirements	<input checked="" type="checkbox"/> N/A				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> N/A				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required				
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for Local Bidders is a must				
Value Added Tax on Price Proposal ¹	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of 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				

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

Payment Terms ¹	Deliverable/Outputs	Estimate Due Date	Condition for payment release	Payment Amount
	1st Payment – Completion of a report presenting the IPR procedures and mechanisms based on existing Provincial Regulations of Riau. This report shall include detailed activities and schedule to meet the expected deliverables (in Bahasa Indonesia).	September 2020	Project Management Unit (KLHK, BPPT dan UNDP)	20%
	2nd Payment – Completion of AMDAL document for the small-scale mining activities within the WPR No. 7 covering Desa Logas and Desa Logas Hilir (in Bahasa Indonesia).	November 2020	Project Management Unit (KLHK, BPPT dan UNDP)	20%
	3rd Payment – Issuance of environmental permit for the small-scale mining activities within the WPR No. 7.	March 2021	Project Management Unit (KLHK, BPPT dan UNDP)	20%
	4th Payment – Completion of administrative, technical and financial requirements for IPR applications by Koperasi Produsen Tombang Tujuh Loge and Koperasi Tambang Sejahtera Lohil, including development of (i) Reclamation and Post-Mining Plans, and, (ii) Post-Operation Plan for the IPR application (in Bahasa Indonesia).	April 2021	Project Management Unit (KLHK, BPPT dan UNDP)	20%
	5th Payment – Issuance of at least 1 IPR for each Koperasi Produsen	Mayl 2021	Project Management Unit (KLHK,	10%

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Timbang Tujuh Loge and Koperasi Tambang Sejahtera Lohil (at least 2 IPRs in total).		BPPT dan UNDP)	
	<p>6th Payment – (a) Completion of a report summarizing the process of ASGM formalization in Desa Logas and Desa Logas Hilir (both in Bahasa Indonesia and English), and, (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"> • Documents on AMDAL Kawasan, reclamation, post mining and post operation, • all material presentation, • all photos, and, • all data results. 	June 2021	Project Management Unit (KLHK, BPPT dan UNDP)	10%
Person(s) to review/inspect/ approve outputs/completed 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	<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 20 % <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30 % <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 50 %			

	<p>NOTE: Only bidder(s) who received minimum score of 70 on the technical score will be requested for password to open the financial proposal</p> <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ²	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others ³ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁴	<p>Yusef Saiful Millah and Sestyo Wicaksono <i>Procurement Unit</i> yusef.millah@undp.org; sestyo.wicaksono@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information <i>[pls. specify]</i>	

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

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

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) 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*

No	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	1st Payment – Completion of a report presenting the IPR procedures and mechanisms based on existing Provincial Regulations of Riau. This report shall include detailed activities and schedule to meet the expected deliverables (in Bahasa Indonesia).	20%	
2	2nd Payment – Completion of AMDAL document for the small-scale mining activities within the WPR No. 7 covering Desa Logas and Desa Logas Hilir (in Bahasa Indonesia).	20%	
3	3rd Payment – Issuance of environmental permit for the small-scale mining activities within the WPR No. 7.	20%	
4	4th Payment – Completion of administrative, technical and financial requirements for IPR applications by Koperasi Produsen Tambang Tujuh Loge and Koperasi Tambang Sejahtera Lohil, including development of (i) Reclamation and Post-Mining Plans, and, (ii) Post-Operation Plan for the IPR application (in Bahasa Indonesia).	20%	
5	5th Payment – Issuance of at least 1 IPR for each Koperasi Produsen Tambang Tujuh Loge and Koperasi Tambang Sejahtera Lohil (at least 2 IPRs in total).	10%	

6	6th Payment – (a) Completion of a report summarizing the process of ASGM formalization in Desa Logas and Desa Logas Hilir (both in Bahasa Indonesia and English), and, (b) Submission of a file storage (i.e. USB or CD) containing soft copy and editable version of : <ul style="list-style-type: none"> • Documents on AMDAL Kawasan, reclamation, post mining and post operation, • all material presentation, • all photos, and, • all data results. 	10%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time (USD/IDR)	Total Period of Engagement	No. of Personnel	Total Rate (USD/IDR)
I. Personnel Services				
1. Team Leader			1	
2. Environmental Impact Assessment (EIA) Experts			2	
3. Environmental Expert			1	
4. Chemical Expert			1	
5. Biological Expert			1	
6. Social Expert			1	
7. Health Specialist			1	
8. Mining Expert			1	
9. GIS Expert			1	
10. Project Assistant			1	
11. Enumerator			1	
12. Administrative and Financial Assistant			1	

II. Travel Expenses to:				
1. Desa Logas and Desa Logas Hilir				
2. Teluk Kuantan				
3. Kota Pekanbaru				
III. Related Meetings (price proposal should provide detail breakdown cost)				
1. Public Hearing in Teluk Kuantan <ul style="list-style-type: none"> • 1 time • Participants: min. 100 				
2. Review Meeting of KA ANDAL with <i>Tim Teknis AMDAL Provinsi Riau</i> in Pekanbaru <ul style="list-style-type: none"> • 2 times • Participants: @min. 50 				
3. Review Meeting of ANDAL, RKL & RPL with <i>Tim Teknis AMDAL Provinsi Riau</i> in Pekanbaru <ul style="list-style-type: none"> • 2 times • Participants: @min. 30 				
4. Review Meeting of KA ANDAL with <i>Komisi Penilai AMDAL Provinsi Riau</i> in Pekanbaru <ul style="list-style-type: none"> • 2 times • Participants: @min. 50 				
5. Review Meeting of ANDAL, RKL & RPL with <i>Komisi Penilai AMDAL Provinsi Riau</i> in Pekanbaru <ul style="list-style-type: none"> • 2 times • Participants: @min. 30 				
IV. Other Cost (if any, please specify in detail)				
TOTAL				

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

[Designation]

[Date]

Term of Reference (TOR)
**Obtainment of *Izin Pertambangan Rakyat* in Logas and Logas Hilir Villages,
Kuantan Singingi, Riau**

I. Background Information

Worldwide Artisanal and Small-scale Gold Mining (ASGM) is the largest global source of anthropogenic mercury releases into the environment (35%)¹⁰. 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 life¹¹. Phasing-out mercury from the ASGM sector is therefore of the utmost importance. The ASGM sector is, meanwhile, a very important source of jobs and livelihoods, accounting for about 17-20% of the world's annual gold production¹² with 15 million people directly participating in ASGM activities¹³ and another 100 million depending on ASGM for their livelihoods.

In the above context, UNDP and the Government of Indonesia are in a five-year partnership to address the issues of ASGM in Indonesia through the implementation of Global Environment Facility – Global Opportunities for Long-term Development of Artisanal and Small-scale Gold Mining Sector (GEF-GOLD): Integrated Sound Management of Mercury in Indonesia's ASGM (hereinafter referred to as "GOLD-ISMIA") Project. The GOLD-ISMIA Project Document (Pro-Doc) was signed on 5 September 2018 and the 1st Authorized Spending Limit (ASL) was received on Monday, 29 October 2018. 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*) are the Implementing Agencies of this Project.

The main objective of the GOLD-ISMIA Project is to reduce/eliminate mercury releases from the Indonesian ASGM sector through four (4) components, namely:

- Component 1: Strengthening institutions and the policy/regulatory framework for mercury-free ASGM;
- Component 2: Establishing financing lending arrangements to provide loans for mercury-free processing equipment;

¹⁰ UNEP Global Mercury Assessment (2013)

¹¹ WHO Fact Sheet No. 361 (2013)

¹² Estelle Levin Limited (2014)

¹³ UNEP (2013) The Negotiating Process: <http://www.unep.org/hazardoussubstances/Mercury/Negotiations/tabid/3320/Default.aspx>

- Component 3: Increasing the capacity of mining communities for mercury-free ASGM through the provision of technical assistance, technology transfer and support for formalization; and,
- Component 4: 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 by 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

To achieve the above-said target, the Project has prioritized formalization of ASGM activities in all project locations. This effort includes (i) obtainment of mining permit and gold processing license, and, (ii) establishment of miners' cooperatives, leading to the mining groups' access to formal financing to purchase cleaner technologies. Formalization also leads to more sustainable income opportunities and safer working conditions and this will benefit the sustained phase-out of mercury in the long-term.

I.1. ASGM formalization in Riau focusing on obtainment of IPR

Specific to Kecamatan Singingi, Riau, the project sites are located in Logas and Logas Hilir Villages. The ASGM formalization will be carried out in coordination with the Koperasi Produsen Tombang Tujuh Loge and Koperasi Tambang Sejahtera Lohil which are miners' cooperatives located in Desa Logas and Desa Logas Hilir, respectively. The establishment of both cooperatives were formalized through the Project's facilitation with the deed of establishment (*Akta Pendirian Koperasi*) were approved by the Ministry of Law and Human Rights in April 2020.

The obtainment of small-scale mining permit (*Izin Pertambangan Rakyat/IPR*) is an essential part of the ASGM formalization. As stipulated in the *Undang-Undang No. 4 Tahun 2009 (UU 4/2009) tentang Pertambangan Mineral dan Batubara*, IPR is a permit to conduct mining business within a small-scale mining area (*Wilayah Pertambangan Rakyat/WPR*) with a limited area size and

investments. IPR shall be granted to: (i) individuals (at most 1 hectare); (ii) community groups (at most 5 hectares); and/or, (iii) cooperatives (at most 10 hectares) and valid for 5 years and extendable. Per Attachment CC (4) of the Law No. 23 Tahun 2014 (UU 23/2014) *tentang Pemerintahan Daerah*, issuance of IPR is under the purview of provincial government (through *Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu (DPM-PTSP Provinsi)*).

I.2. Administrative, technical and financial requirements

Meanwhile, per Article 48 of the Government Regulation No. 23 Tahun 2010 (PP 23/2010) *tentang pelaksanaan kegiatan usaha pertambangan dan batubara* to obtain an IPR, a cooperative shall meet administrative, technical and financial requirements, as follows:

1. Administrative requirements – a local cooperative shall submit at least:
 - a. a letter of application;
 - b. a taxpayer registration number (Nomor Pokok Wajib Pajak/NPWP);
 - c. a deed of establishment of the cooperative that has been validated by the competent official;
 - d. information about mining commodities for which an application is submitted; and,
 - e. a certificate from the local office of urban administrative division/office of rural administrative division (*kelurahan/desa setempat*).
2. Technical requirements shall be a statement that sets forth at least:
 - a. shafts for IPR not exceeding 25 meters in depth;
 - b. use of mechanical pumps, retorting or machinery with total power of not more than 25 horsepower for 1 IPR; and,
 - c. no use of heavy equipment and explosives.
3. Financial requirement shall be the previous year's financial statement.

I.3. Environmental permit and planning documents for reclamation, post-mining and post-operation

In addition, obtainment of environmental permit and submission of planning documents for reclamation, post-mining and post-operation are prerequisite for IPR application, as stated in the following regulations:

1. Article 6 of the Regulation of Ministry of Energy and Mineral Resources No. 25 Tahun 2018 (Permen ESDM 25/2018) tentang perusahaan pertambangan mineral dan batubara states that IPR consists of the following activities: preparation of environmental documents, mining, processing and/or purification, and/or transportation and sales.

2. Article 6 of the Regulation of Ministry of Energy and Mineral Resources No. 26 Year 2018 (Permen ESDM 26/2018) *tentang pelaksanaan kaidah pertambangan yang baik* (good mining practices) *dan pengawasan pertambangan mineral dan batubara* states that IPR holders shall apply good mining practices and mining business governance.
3. Article 3 of the Permen ESDM 26/2018 states that good mining practices include environmental management in mining activities, reclamation and post-mining, and post operation.
4. Attachment V of the Decision of Ministry of Energy and Mineral Resources No. 1827 K/30/MEM/2018 (Kepmen ESDM No. 1827 K/30/MEM/2018) *tentang pedoman pelaksanaan kaidah teknik pertambangan yang baik* provides guidance on the implementation of environmental management in minerals and coal mining. The Attachment V also specifies the management and monitoring of environment in mining in reference to the environmental documents, namely: (i) *Analisis Mengenai Dampak Lingkungan* (AMDAL), (ii) *Upaya Pengelolaan Lingkungan Hidup dan Upaya Pemantauan Lingkungan Hidup* (UKL – UPL), and *Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan* (SPPL). This underlines that an IPR application shall be completed with proof of obtained environmental permit.
5. Attachment VI of the Kepmen ESDM 1827 K/30/MEM/2018 provides guidance on the reclamation and post-mining and post operation in minerals and coal mining business. The plans of reclamation, post mining and post operation are developed based on the environmental document.

Regarding the environmental document, per Attachment I, Part K of the Regulation of Ministry of Environment and Forestry P.38/MENLHK/SETJEN/KUM.1/7/2019 (Permen LHK No. P.38/MENLHK/SETJEN/KUM.1/7/2019) *tentang jenis rencana usaha dan/atau kegiatan yang wajib memiliki AMDAL*, exploitation of mineral metallic (or in this case gold) with less than 200 Hectare of mining area and less than 300,000 ton/year of production capacity doesn't require AMDAL. Instead, for an IPR application submitted by a cooperative, UKL – UPL suffices as environmental document. Nevertheless, the Attachment I (Part K) of Permen KLHK P.38/MENLHK/SETJEN/KUM.1/7/2019 further states that AMDAL is mandatory for processing and purification of mineral metallic at any capacity.

Considering that the small-scale mining operators in Logas and Logas Hilir will simultaneously perform gold processing activities in one mining area (WPR), the environmental permit shall be

obtained through AMDAL. Furthermore, per the Government Regulation No. 27 Year 2012 (PP No. 27/2012) tentang izin lingkungan, the “AMDAL Kawasan” is understood relevant for IPR application by the miners’ cooperatives in Logas and Logas Hilir. Note that Article 8 (4) of the PP 27/2012 reads that: *“Pendekatan studi kawasan sebagaimana dimaksud pada ayat (1) huruf c dilakukan apabila Pemrakarsa merencanakan untuk melakukan lebih dari 1 (satu) Usaha dan/atau Kegiatan yang perencanaan dan pengelolaannya saling terkait, terletak dalam satu kesatuan zona rencana pengembangan kawasan, yang pengelolaannya dilakukan oleh pengelola kawasan.”* Most importantly, conducting an AMDAL Kawasan on the WPR area will allow future applications of IPRs by other mining groups.

In light of the above, the Project’s support to the ASGM formalization in Logas and Logas Hilir will focus on the obtainment of IPRs for Koperasi Produsen Tombang Tujuh Loge and Koperasi Tambang Sejahtera Lohil, through fulfillment of relevant requirements including conduct of AMDAL Kawasan and development of planning documents for reclamation, post mining and post operation. This particular support contributes to the delivery of **Project Output 3.2.4** targeting formalization of 60 mining groups in the 6 project locations until 2023.

II. Objective

To support the ASGM formalization in Logas and Logas Hilir through obtainment of IPRs for Koperasi Produsen Tombang Tujuh Loge and Koperasi Tambang Sejahtera Lohil

III. Scope of works

Under the supervision of the GOLD-ISMIA Project Management Unit, the selected company/institution shall carry out the following works:

- **Scope of work #1 – preliminary study**, which involve:
 1. identification of procedures and mechanism relevant to issuance of IPR according to the regulations set by the Provincial Government of Riau, and,
 2. development of (a) strategies to fulfill the procedures and (b) schedule of works.
- **Scope of work #2 – completion of AMDAL document** to support the IPR application Koperasi Produsen Tombang Tujuh Loge and Koperasi Tambang Sejahtera Lohil, which involve:
 1. conduct of AMDAL Kawasan on the WPR No. 7 covering both Desa Logas and Logas Hilir,
 2. field works for data collection and sampling,

3. conduct of related meetings, as follows:
 - a) public hearing in Teluk Kuantan,
 - b) review meeting of KA ANDAL with Tim Teknis AMDAL Provinsi Riau in Pekanbaru,
 - c) review meeting of KA ANDAL with Komisi Penilai AMDAL Provinsi Riau in Pekanbaru,
 - d) review meeting of ANDAL, RKL & RPL with Tim Teknis AMDAL Provinsi Riau in Pekanbaru, and
 - e) review meeting of ANDAL, RKL & RPL with Komisi Penilai AMDAL Provinsi Riau in Pekanbaru.
 4. selection of appropriate venue of meetings, specified in the Points 3(a) – 3(e) above,
 5. provision of appropriate meeting package (2 coffee breaks + 1 lunch) for public hearing and related meetings, specified in the Points 3(a) – 3(e) above.
 6. reimbursement of appropriate honorarium for (a) *Tim Teknis*, (b) *Tim Komisi Penilai AMDAL* and (c) relevant experts and resource persons invited to the meetings as specified in the Points 3(a) – 3(e) above. The honorarium shall refer to the latest *Standard Biaya Umum* of Riau Province.
- **Scope of work #3 – issuance of environmental permit for small-scale mining activities within the WPR No. 7**
 - **Scope of work #4 – completion of IPR requirements and development of technical documents**, which involve:
 1. fulfillment of administrative, technical and financial requirements set for IPR application for Koperasi Produsen Tambang Tujuh Loge and Koperasi Tambang Sejahtera Lohil,
 2. field works to Kota Pekanbaru, Teluk Kuantan, Desa Logas and Desa Logas Hilir (in reference to completion IPR requirement),
 3. development of technical/planning documents for reclamation, post mining and post operation plans, and
 4. field works to related locations (in reference to development technical documents).
 - **Scope of work #5 – obtainment of IPR** for the Koperasi Produsen Tambang Tujuh Loge and Koperasi Tambang Sejahtera Lohil, which involve:
 1. submission of all documents required for the IPR application,
 2. obtainment of at least 1 IPR for each Koperasi Produsen Tambang Tujuh Loge and Koperasi Tambang Sejahtera Lohil (at least 2 IPRs in total), and
 3. field works to related locations.

- **Scope of work #6 – proper handling of administrative and logistic matters**, which involve:
 1. reimbursement of travel local expense for all participants of which the number of for each event specified in the Annex 2 Cost Breakdown,
 2. 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, and
 3. filing of related documents resulted from all related activities, including attendance list, data results, presentations and pictures.

IV. Expected outputs:

The main outputs are the IPRs for Koperasi Produsen Tambang Tujuh Loge and Koperasi Tambang Sejahtera Lohil. The detailed deliverables are as following;

1. Report on identification of procedures and mechanisms of IPR application based on the existing Provincial Regulations of Riau. This report shall be completed with proposed strategies and schedule of works to meet the expected outputs.
2. Completion of AMDAL document for the small-scale mining activities in the WPR No. 7 covering Desa Logas and Desa Logas Hilir (in reference to AMDAL Kawasan).
3. Issuance of environmental permit for the small-scale mining activities in the WPR No. 7 covering Desa Logas and Desa Logas Hilir (in reference to AMDAL Kawasan).
4. Completion of administrative, technical and financial requirements for the IPR applications, including planning documents for reclamation, post mining and post operation to support the IPR application.
5. Issuance of at least 1 IPR for each Koperasi Produsen Tambang Tujuh Loge and Koperasi Tambang Sejahtera Lohil (at least 2 IPRs in total).
6. Summary report on ASGM formalization in Logas and Logas Hilir and storage of all related files.

V. Time Frame: August 2020 – May 2021 (10 months)

VI. Location: Desa Logas and Logas Hilir, Kecamatan Singingi, Kabupaten Kuantan Singingi, Provinsi Riau

VII. Travel Expected

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

Destination/s	Frequency	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
Development and Review of AMDAL Document				
Teluk Kuantan (Capital of Kabupaten Kuantan Singingi)	min. 2 times	@2 days	Field survey	September 2020
Desa Logas and Desa Logas Hilir	min. 3 times	@2 days	Field survey and sampling of related indicators, such as: water quality, biology/hydrology, air quality, socio-cultural and health.	October 2020
Teluk Kuantan	1 time	1 day	Public hearing	November 2020
Kota Pekanbaru	2 times	@1 day	Review of <i>Kerangka Acuan</i> (KA)-AMDAL with Tim Teknis AMDAL Provinsi Riau	November 2020
Kota Pekanbaru	2 times	@1 day	Review of KA-AMDAL document with Komisi Penilai AMDAL Provinsi Riau	By December 2020
Kota Pekanbaru	2 times	@1 day	Review of AMDAL, RKL & RPL with Tim Teknis AMDAL Provinsi Riau	By December 2020
Kota Pekanbaru	2 times	@1 day	Review of AMDAL, RKL & RPL with Komisi Penilai AMDAL Provinsi Riau	By January 2021
Completion of IPR Requirements				
Desa Logas	min. 2 times	@2 days	Completion of financial, administrative and technical requirements	November 2020
Desa Logas Hilir	min. 2 times	@2 days		
Teluk Kuantan	min. 1 time	1 day		
Kota Pekanbaru	min. 1 time	1 day		
Desa Logas	min. 2 times	@2 days	Development of technical documents, namely (i) Rencana Reklamasi dan Pasca Tambang, and, (ii)	April 2021
Desa Logas Hilir	min. 2 times	@2 days		
Teluk Kuantan	min. 1 time	1 day		

Kota Pekanbaru	min. 1 time	1 day	Rencana Pasca Operasi.	
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VIII. Qualifications

A. Selected company/institution requirements:

- The selected company/institution shall have at least has 4 relevant project on EIA within the last 10 years;
- The selected company/institution shall have good knowledge on existing environment and mining regulations;
- The selected company/institution shall have a strong network to collaborate with national and local government as well as local stakeholders especially at project sites; and,
- The selected company/institution shall be familiar with local conditions of Kabupaten Kuantan Singingi.
- Should be registered company with valid certificates/legal document issued by authorized institution

B. Minimum Personnel requirements:

Personnel standards of the selected company/institution are as follows:

1. **One (1) National Team leader:**

Academic:

- minimum Master Degree or higher in Environment or other related fields
- Minimum 10 years of demonstrable experience in management of environmental projects and community development projects, including 5 years of experience working in development and submission of *AMDAL*
- Holder of a KTPA (*Ketua Tim Penyusun AMDAL*) Certificate

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
- Sensibility to partnership building and maintenance, especially in light of the part of assignment focusing on resource mobilization and proposal writing
- Active communication and good writing in English and Bahasa Indonesia

2. Two (2) EIA Experts:

Academic:

- minimum Master Degree or higher in Environment, Biology or other related fields
- Minimum 5 years of demonstrable experience in (i) preparing environmental documents and (ii) working in environmental or natural resource projects
- Holder of an ATPA (*Anggota Tim Penyusun AMDAL*) Certificate

Competencies:

- Preferably good knowledge of mining communities
- Active communication and good writing in English and Bahasa Indonesia

3. One (1) Environmental Expert:

Academic:

minimum Master Degree or higher in Environment or other related fields
Minimum 10 years of demonstrable experience in (i) preparing environmental documents and (ii) working in environmental and community development projects, including 5 years of experience in monitoring environment qualities and conditions.

Competencies:

- Preferably good knowledge of mining communities
- Active communication and good writing in English and Bahasa Indonesia

4. One (1) Chemical Expert:

Academic:

Minimum Master Degree or higher in Chemistry, Chemical Engineering or other related fields
Minimum 10 years of demonstrable experience in (i) preparing environmental documents, (ii) working in environmental and community development projects, and (iii) monitoring environment qualities (related to chemical indicators)

Competencies:

- Preferably good knowledge of mining communities
- Active communication and good writing in English and Bahasa Indonesia

5. One (1) Biological Expert:

Academic:

minimum Master Degree or higher in Environment, Biology or other related fields

Minimum 10 years of demonstrable experience in (i) preparing environmental documents and (ii) monitoring environment qualities (related to biological indicators)

Competencies:

- Preferably good knowledge of mining communities
- Active communication and good writing in English and Bahasa Indonesia

6. One (1) Social Expert:

Academic:

- Minimum Master Degree or higher in Social Studies, Sociology or other related fields
- Minimum 10 years of demonstrable experience in (i) working on socio-economic and community development projects, (ii) preparing environmental documents, and (iii) monitoring environment qualities (related to socio-economic indicators)
- Preferably having experience in social mapping

Competencies:

- Preferably good knowledge of mining communities
- Active communication and good writing in English and Bahasa Indonesia

7. One (1) Health Specialist:

Academic:

Minimum Master Degree or higher in Health, Public Health, Medical Doctor or other related fields
Minimum 5 years of demonstrable experience in (i) preparing environmental documents and (ii) working on health and community development projects.

Competencies:

- Preferably good knowledge of mining communities
- Active communication and good writing in English and Bahasa Indonesia

8. One (1) Mining Expert:

Academic:

- Minimum Master Degree or higher in Geology, Geological Engineering or other related fields
- Minimum 10 years of demonstrable experience in preparing environmental documents, including working in extractive industries

Competencies:

- Preferably good knowledge of mining communities

- Active communication and good writing in English and Bahasa Indonesia

9. One (1) Project Assistant:

Academic:

- Minimum Bachelor Degree or higher in Environment, Biology or other related field
- Minimum 3 years of demonstrable experience in field works related to preparation of environmental documents

Competencies:

- Preferably hold an ATPA Certificate
- Preferably good knowledge of mining communities

10. One (1) Enumerator:

Academic:

- Minimum Bachelor Degree or higher in Environment, Biology or other related field
- Minimum 3 years of demonstrable experience in field works related to preparation of environmental documents
- Minimum 3 years of demonstrable experience in monitoring environment qualities
- Having experience in conducting environmental sampling

Competency:

- Preferably good knowledge of mining communities

11. One (1) GIS Analyst:

Academic:

- Minimum Bachelor Degree or higher in related field
- Minimum 5 years of demonstrable experience in GIS analysis, including minimum 3 years of demonstrable experience in (i) preparation of environmental documents and (ii) monitoring environment qualities.

Competencies:

- Preferably good knowledge of mining communities
- Active communication in English and Bahasa Indonesia

12. One (1) Administrative and Financial Assistant:

Academic:

- Minimum Bachelor Degree or higher in related field

- Minimum 5 years of demonstrable experience in (i) administrative works related to environmental projects and (ii) preparation of environmental documents.

Competency:

- Preferably good knowledge of mining communities

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); 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.

X. Payment

Payment will be made upon satisfactory acceptance by UNDP on the services provided on the following schedule (not in specific order):

Deliverable/Outputs	Estimate Due Date	Condition for payment release	Payment Amount
1st Payment – Completion of a report presenting the IPR procedures and mechanisms based on existing Provincial Regulations of Riau. This report shall include detailed activities and schedule to meet the expected deliverables (in Bahasa Indonesia).	September 2020	Project Management Unit (KLHK, BPPT dan UNDP)	20%
2nd Payment – Completion of AMDAL document for the small-scale mining activities within the WPR No. 7 covering Desa Logas and Desa Logas Hilir (in Bahasa Indonesia).	November 2020	Project Management Unit (KLHK, BPPT dan UNDP)	20%
3rd Payment – Issuance of environmental permit for the small-scale mining activities within the WPR No. 7.	March 2021	Project Management Unit (KLHK, BPPT dan UNDP)	20%
4th Payment – Completion of administrative, technical and financial requirements for IPR applications by Koperasi Produsen Tombang Tujuh Loge and Koperasi Tambang Sejahtera	April 2021	Project Management Unit (KLHK, BPPT dan UNDP)	20%

Lohil, including development of (i) Reclamation and Post-Mining Plans, and, (ii) Post-Operation Plan for the IPR application (in Bahasa Indonesia).			
5th Payment – Issuance of at least 1 IPR for each Koperasi Produsen Tombang Tujuh Loge and Koperasi Tambang Sejahtera Lohil (at least 2 IPRs in total).	May1 2021	Project Management Unit (KLHK, BPPT dan UNDP)	10%
6th Payment – (a) Completion of a report summarizing the process of ASGM formalization in Desa Logas and Desa Logas Hilir (both in Bahasa Indonesia and English), and, (b) Submission of a file storage (i.e. USB or CD) containing soft copy and editable version of: <ul style="list-style-type: none"> • Documents on AMDAL Kawasan, reclamation, post mining and post operation, • all material presentation, • all photos, and, • all data results. 	June 2021	Project Management Unit (KLHK, BPPT dan UNDP)	10%
