



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 18, 2020
	REFERENCE: RFP/UNDP/ATSEA/109950/017/2020 - Facilitation of Biodiversity, Fisheries, land-based and Marine Pollution and Gender Field Assessment in Rote Ndao, Aru Archipelago and Merauke District

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference RFP/UNDP/ATSEA/109950/017/2020 - **Facilitation of Biodiversity, Fisheries, land-based and Marine Pollution and Gender Field Assessment in Rote Ndao, Aru Archipelago and Merauke District.**

A **bidder's conference** will be held on:

<https://undp.zoom.us/j/97406479609?pwd=dFhLTFc2NUlpK3EwdDBQWUxjem00QT09>

Date/Time : 24 August 2020, 14.00 WIB

Place : Zoom Meeting

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: 0000006840**

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

NOTE! The Technical Proposal and Financial 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 Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical 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 BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1.**

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, the 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 the **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 **"Accept Invitation"** but not later than **24 August 2020**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

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

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

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

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

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,



Martin Stephanus Kurnia
Head of Procurement Unit
8/18/2020

Annex 1

Description of Requirements

Context of the Requirement	Facilitation of Biodiversity, Fisheries, land-based and Marine Pollution and Gender Field Assessment in Rote Ndao, Aru Archipelago and Merauke District
Implementing Partner of UNDP	Fisheries Research Center, Ministry of Marine and Fisheries (MMAF)
Brief Description of the Required Services ¹	The context of this TOR is UNDP seeking to engage organization/company to facilitate field assessment in 4 main objectives related to updating data and information on Habitat and Marine ecosystem, Fisheries consumption and business assessment, land-based and marine pollution, and gender field assessment. The Main focus area of assessment are in 3 district, Rote Ndao district – Nusa Tenggara Timur, Aru Archipelago-Maluku and Merauke District -Papua Province
List and Description of Expected Outputs to be Delivered	<p>The overall objective of this assignment is to support the Government of Indonesia to improve fisheries management.</p> <p>The key output under this assignment are, which includes but not limited to:</p> <ol style="list-style-type: none"> 1. Facilitate Habitat and Ecosystem assessment 2. Facilitate Fisheries consumption and Business assessment 3. Facilitate Land-based and Marine pollution 4. Facilitate Gender assessment
Person to Supervise the Work/Performance of the Service Provider	<ol style="list-style-type: none"> 1. Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF 2. Programme Manager for Natural Resource Management, UNDP 3. National Project Coordinator of ATSEA-2
Frequency of Reporting	<i>Please Refer to the TOR attached to this RFP</i>
Progress Reporting Requirements	<i>Please Refer to the TOR attached to this RFP</i>
Location of work	<input type="checkbox"/> Exact Address/es Djibouti initially , or the assignment Country Office in case of LTA used by other Country Office <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	The expected duration of the contract is 6 (six) month calculated based on the contract starting date
Target start date	3 rd Week of September 2020

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.

Latest completion date	March 2021																									
Travels Expected	<p>Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed destination below:</p> <table border="1"> <thead> <tr> <th>Destination/s</th><th>Frequency</th><th>Estimated Duration (days)</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Jakarta</td><td>3 times</td><td>Maximum 3 days @trip</td><td>Workshop, and Coordination meeting for field assessment</td><td>September 2020- March 2021</td></tr> <tr> <td>Nusa Tenggara Timur</td><td>2 times</td><td>Maximum 15 days @trip</td><td>Data Collection through survey to Habitat and ecosystem, land-based and Marine pollution and Gender assessment</td><td>September 2020- March 2021</td></tr> <tr> <td>Maluku</td><td>2 times</td><td>Maximum 20 days @trip</td><td>Data Collection through survey to Habitat and ecosystem, Fisheries and Gender assessment</td><td>September 2020- March 2021</td></tr> <tr> <td>Merauke</td><td>2 times</td><td>Maximum 20 days @trip</td><td>Data Collection through survey to Habitat and ecosystem, Fisheries and Gender assessment</td><td>September 2020- March 2021</td></tr> </tbody> </table>	Destination/s	Frequency	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s	Jakarta	3 times	Maximum 3 days @trip	Workshop, and Coordination meeting for field assessment	September 2020- March 2021	Nusa Tenggara Timur	2 times	Maximum 15 days @trip	Data Collection through survey to Habitat and ecosystem, land-based and Marine pollution and Gender assessment	September 2020- March 2021	Maluku	2 times	Maximum 20 days @trip	Data Collection through survey to Habitat and ecosystem, Fisheries and Gender assessment	September 2020- March 2021	Merauke	2 times	Maximum 20 days @trip	Data Collection through survey to Habitat and ecosystem, Fisheries and Gender assessment	September 2020- March 2021
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Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>																									
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Liaise with the relevant stakeholders																									
Implementation Schedule indicating	<input checked="" type="checkbox"/> Required																									

breakdown and timing of activities/sub-activities															
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														
Value Added Tax on Price Proposal ²	<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 ³	<table border="1"> <thead> <tr> <th>Scope of work</th> <th>Deliverables/Outputs</th> <th>Output Progress</th> <th>Due Dates</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <ul style="list-style-type: none"> - CV compilation of local enumerator and facilitator for field assessment - Training report of four (4) assessment objective in Rote Ndao, Aru Archipelago, and Merauke district </td> <td>30%</td> <td>October 2020</td> <td> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of </td> </tr> </tbody> </table>					Scope of work	Deliverables/Outputs	Output Progress	Due Dates	Condition for Payment Release	1	<ul style="list-style-type: none"> - CV compilation of local enumerator and facilitator for field assessment - Training report of four (4) assessment objective in Rote Ndao, Aru Archipelago, and Merauke district 	30%	October 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ 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.

		- TOR of arrangement planning in Rote Ndao, Aru archipelago and Maluku Province			the quality of the outputs; and Receipt of invoice from the Service Provider.	
	2	- Field assessment report in Rote Ndao, Nusa Tenggara Timur Province that consist of Habitat and Ecosystem Assessment, land-based and marine pollution, and gender assessment - cleaning data collection from 3 objective assessment	20%	November 2020		
	3	- Field assessment report in Aru Archipelago, Maluku Province that consist of Habitat and Ecosystem Assessment, Fisheries, and gender field assessment - Cleaning data collection from 3 objective assessment	20%	December 2020		
	4	- Field assessment report in	20%	January 2021		

		<p>Merauke, Papua Province that consist of Habitat and Ecosystem Assessment, Fisheries, and gender field assessment</p> <ul style="list-style-type: none"> - cleaning data collection from 3 objective assessment 				
	5	<ul style="list-style-type: none"> - Data and information compilation on 4 field assessment from Rote Ndao, Aru Archipelago and Merauke district - Report of clarified indicator, baseline and MoV on strategic Result Framework and its relevant with this project implementation - Workshop report on field assessment technical report consultation - Photos and videos of documentation process. 	10%	February 2021		
		Total	100%			

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Coordinator of ATSEA Project - 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 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40% <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, depending on the following factors:
Contract General Terms and Conditions ⁴	<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>

⁴ 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 ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Sample written self declaration (Annex 4) <input type="checkbox"/> Others ⁶ <i>[pls. specify]</i>
Other Information <i>[pls. specify]</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.

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

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

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[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.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ 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 <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (IDR / USD – please choose one)
1	<ul style="list-style-type: none"> - CV compilation of local enumerator and facilitator for field assessment - Training report of four (4) assessment objective in Rote Ndao, Aru Archipelago, and Merauke district - TOR of arrangement planning in Rote Ndao, Aru archipelago and Maluku Province 	30%	
2	<ul style="list-style-type: none"> - Field assessment report in Rote Ndao, Nusa Tenggara Timur Province that consist of Habitat and Ecosystem Assessment, land-based and marine pollution, and gender assessment - cleaning data collection from 3 objective assessment 	20%	
3	<ul style="list-style-type: none"> - Field assessment report in Aru Archipelago, Maluku Province that consist of Habitat and Ecosystem Assessment, Fisheries, and gender field assessment - Cleaning data collection from 3 objective assessment 	20%	
4	<ul style="list-style-type: none"> - Field assessment report in Merauke, Papua Province that consist of Habitat and Ecosystem Assessment, Fisheries, and gender field assessment 	20%	

	- cleaning data collection from 3 objective assessment		
5	<ul style="list-style-type: none"> - Data and information compilation on 4 field assessment from Rote Ndao, Aru Archipelago and Merauke district - Report of clarified indicator, baseline and MoV on strategic Result Framework and its relevant with this project implementation - Workshop report on field assessment technical report consultation - Photos and videos of documentation process. 	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 (IDR/USD)	Total Period of Engagement	No. of Personnel	Total Rate (IDR / USD)
I. Personnel Services				
1. Program Manager		60 man days		
2. Field Facilitator Marine Biodiversity and Gender		90 man days		
3. Field Facilitator Marine and Fisheries Business		90 man days		
4. Data and Knowledge Management Specialist		60 man days		
5. Other (if any please specify)				
II. Travel Expense (please provide the breakdown cost – transportation, accommodation, meals)				
Jakarta (3 Trips x @3 days)		9 trips days		
Nusa Tenggara Timur (2 Trips x @15 days)		30 trips days		
Maluku (2 Trips x @20 days)		40 trips days		
Merauke (2 trips x @20 days)		40 trips days		
III. Other Related Costs (please provide in detail – if any)				

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

[Designation]

[Date]

Term of Reference (TOR)

**Facilitation of Biodiversity, Fisheries, land-based and Marine Pollution and Gender Field Assessment in
Rote Ndao, Aru Archipelago and Merauke District
ATSEA Project Activity 2**

A. General Information

Title	:	Facilitation on Biodiversity, Fisheries, land-based and marine pollution and Gender Field Assessment in Rote Ndao, Aru Archipelago and Merauke District
Report to	:	1. Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF 2. Programme Manager for Natural Resource Management, UNDP 3. National Project Manager of ATSEA-2
Location	:	Jakarta, Rote Ndao, Aru Archipelago and Merauke District
Expected place of travel	:	As listed in annex 1
Duration of contract	:	The expected duration of the contract is 6 (six) month calculated based on the contract starting date (please see detail on the suggested staffing working time)
Provision of support services	:	
Location	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Equipment (laptop etc.)	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Secretarial Services	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

B. Background Information

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development."

The Arafura-Timor Seas (ATS) region is part of the North Australian Shelf large marine ecosystem (LME), which is a tropical sea lying between the Pacific and Indian Oceans and extending from the Timor Sea to the Torres Strait and including the Arafura Sea and Gulf of Carpentaria. The ATS region are important to respective countries, both economically and ecologically, as the ATS region is very rich in living and non-

living marine resources, filled with major fisheries and oil and gas reserves. It has strong connectivity in oceanographic and ecological processes, such as the movement of pelagic and migratory species. Significantly, the ATS region exhibits high productivity that sustains both small- and large-scale fisheries, including several high-value, shared transboundary fish stocks, with industrial-scale fisheries, such as finfish trawl fishery, shrimp trawl fishery, and bottom long-line fishery. These fisheries provide livelihoods for millions of people in the region, and make significant contributions to food security for both regional communities and also, large populations in export market countries to the north, including China. However, many of the ATS fisheries are fully exploited or over exploited. The marine environment in the ATS region is in serious decline, primarily as a result of over-harvesting and other direct and indirect impacts of anthropogenic stresses and global climatic changes. In the ATS region, several signs of overfishing are identified, affected by many factors and added with high levels of Illegal, Unreported and Unregulated (IUU) fishing in the ATS. Alterations and damages to marine and coastal habitats, unsustainable harvesting, climate change, and pollution from both land-based and marine-based sources are also issues that need to be handled.

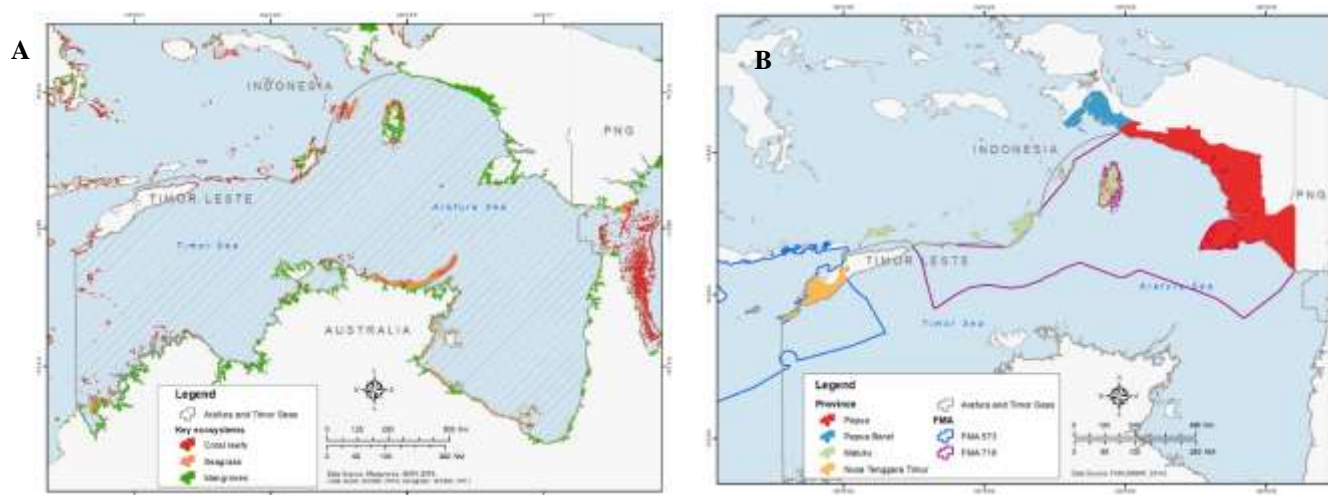


Figure 1. (A) Key coastal ecosystem in Arafura and Timor Seas (ATS) region; (B) Indonesia's Provinces in ATS region

The littoral countries of Indonesia, Timor-Leste, and Australia have joint commitment to a regional response for improving management and governance of the Arafura and Timor Seas (ATS) ecosystems, through signing of a Ministerial Declaration 2014 that formalizes support of the long-term objective and vision of the ATS regional strategic action program (SAP) “to promote sustainable development of the Arafura-Timor Seas region to improve the quality of life of its inhabitants through restoration, conservation and sustainable management of marine-coastal ecosystems”. The overall goal and objective of this project is to sustain the flow of ecosystem goods and services from the Arafura and Timor Seas through a transboundary governance strategy that is rooted in national development priorities, and to enhance sustainable development of the Arafura-Timor Seas (ATS) region to protect biodiversity and improve the quality of life of its inhabitants through conservation and sustainable management of marine-coastal ecosystems.

Context of this TOR

The context of this TOR is UNDP seeking to engage organization/company to facilitate field assessment in 4 main objectives related to updating data and information on Habitat and Marine ecosystem, Fisheries consumption and business assessment, land-based and marine pollution, and gender field assessment. The Main focus area of assessment are in 3 district, Rote Ndao district – Nusa Tenggara Timur, Aru Archipelago-Maluku and Merauke District -Papua Province

C. Objectives of Assignment

The overall objective of this assignment is to support the Government of Indonesia to improve fisheries management.

D. Expected Outputs

The key output under this assignment are, which includes but not limited to:

1. Facilitate Habitat and Ecosystem assessment
2. Facilitate Fisheries consumption and Business assessment
3. Facilitate Land-based and Marine pollution
4. Facilitate Gender assessment

E. Expected Approach and Ethical Guidelines

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

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

F. Risks and Assumptions

One of the other risks that may happen is the limitation of travel access since COVID pandemic especially in Aru Archipelago. It is expected that the consultant should consider the successful factor of project

implementation, i.e. relevant government agencies sharing data in timely manner. The organizations/company shall identify the risks prior to the project implementation and develop strategies of countermeasures.

G. Scope of Work

The ATSEA project requires assessment and a coordinated effort to design field assessment for updating the status of Habitat and Ecosystem in Arafura and Timor Seas, Fisheries consumption and business assessment, marine and land-based pollution, and Gender field assessment in 3 districts. The detail data and information in each area that targeted for the works are:

Table 1. Field assessment objective in Rote Ndao, Aru Archipelago and Merauke District

Objective	Rote Ndao	Aru Archipelago	Merauke
Habitat and Ecosystem Assessment			
- Distribution of coastal key and critical ecosystem	+	+	+
- Potential distribution on ETP species (cetacean, sea turtle, dugong) in proposed MPA Kolepom (Merauke), SAP Aru Tenggara and Rote Ndao	+	+	+
- Resources use area by local community in proposed MPA Kolepom (Merauke), Aru Tenggara MPA and Rote Ndao.	+	+	+
- Economic valuation study on coastal ecosystem in proposed MPA Kolepom (Merauke) and Aru Tenggara MPA.		+	+
Fisheries Assessment			
- Estimate the current levels of fish consumption		+	+
- obtaining related data and information on supply, demand, value chain, potential business plan and the way of fish been traded for livelihood and source of food		+	+
Land-based and Marine Pollution assessment			

- Identification land-based and marine pollution hotspot in Timor Seas	+		
Gender Field Assessment			
- Identified gender issues in multiple level in local community, local government and national government policy	+	+	

Sampling Location

Sampling location based are targeted in 36 village that distribute in 3 area. Each location has multiple assessment related to biodiversity, fisheries and land-based and Marine pollution and gender assessment focus area.

Site Location	Targeted village	Activity
Rote Ndao (13 Village)	Landu Leko (Daiama, Tena Lai)	Habitat and Ecosystem assessment - <i>Ground Check Image Analysis</i> - <i>Partisipatory mapping on marine and coastal resources use and species sighting.</i>
	Rote Timur (Faifua, Papela, Hundipoho, Matasio, Batefalu)	
	Pantai Baru (Nusakdale, Lenepetu, Sonimanu, Oeledo)	Land-based Marine pollution - <i>Household interview</i> - <i>Field Observation</i>
	Rote Selatan (Dodaek)	Gender assessment - <i>Household interview</i>
	Lobalain (Kuli)	
Aru Archipelago (12 Village)	Aru Selatan Timur (Beltubur, Siya, Meror, Salarem, Karey, Jorang, Gomar Meti)*	Habitat and Ecosystem assessment - <i>FGD marine resources use</i> - <i>Ground Check Image Analysis</i> <i>Occasional observation, during trips between villages and from/to home base</i>
	Aru Tengah Selatan (Mesiang, Aparu, Bemun, Longgar, Gomogomo)	Fisheries assessment - <i>Household interview</i>

	Pulau-Pulau Aru (Dobo, Siwa lima, Galai dubu, Durjela, Gorar, Jabulenga, karangguli, Kobrar, Lau-lau, Nafar, Samang, Tungu, Tunguwatu, Ujir, Wangel, Wokam)**	Gender assessment - <i>Household interview</i>
	Aru Utara (Marlasi, Foket, Jerwatu, Kabufin, Kaibolafin, Kolamar, Mesidang, Selmona, Tasinwaha, Wahangula-Ngula, Wahayum, Warialau)**	
	Aru Tengah (Benjina, Algadang, Fatlabata, Gardakau, Gulili, Irloy, Jirlay, Kobadangar, Kobasel Fara, Kobasel Timur, Kwarbola, Lorang, Maijuring, Manjau, Murai, Namara, Papakula, Selibata-bata, Selilau, Tanah Miring, Wakua)**	
Merauke district (11 kelurahan and 34 village) <u>Note:</u> <i>There are 8 villages in Waan village that have same location</i>	Waan (Waan, Konorau, Tor, Kladar, Sabon, Sibenda, Wetau) → 7 village	Habitat and Ecosystem assessment - <i>FGD marine resources use</i> - <i>Key Informant Interview: with minimum 8 respondents per resource user group each village.</i> - <i>Ground Check Image Analysis</i> - <i>Occasional observation, during trips between villages and from/to home base</i>
	Tabonji (Kawe, Yeraha, Konjombando, Iromoro, Yamuka) → 5 village	

<i>between Habitat & Ecosystem assessment and Fisheries assessment.</i>	Waan (Waan, Konorau, Sibenda, Wetau, Kawe, Toor, Sabon, Kladar, Dafnawanga, Pembri, Wantarma) → 11 village	Fisheries assessment - Household interview
	Merauke (Nasem, Wasur, Rimba Jaya, Seringgu Jaya, Maro, Karang Indah, Samkai, Mandala, Kelapa Lima, Bambu Pemali, Bokem, Buti, Nggolar, Muli, Kamundu, Kamahedoga) → 11 kelurahan and 5 village	
	Tanah Miring (Hidup Baru, Soa, Ngguti Bob, Tambat, Barsehati, Yaba Maru, Isano Mbias, Amun Kay, Waninggap Miraf, Sarmayam Indah, Waninggap Say, Yasa Mulya, Sumber Harapan, Kamangi) → 14 village	

The detail scope of work as follow:

Scope of work 1: Facilitate capacity building for assessment and design field arrangement

- 1.1 Manage to recruit the local enumerator and facilitator for field assessment that collaborated with UNDP partners in the area;
- 1.2 Support to organize serial training for four (4) assessment objectives in Rote Ndao, Aru Archipelago, and Merauke district (venue and logistic, and others);
- 1.3 Present the field arrangement planning in Rote Ndao, Aru archipelago and Maluku Province;
- 1.4 Submit meeting notes and training material

Scope of work 2: Facilitate Field Assessment in Merauke District

- 2.1 Manage data collection for Habitat and Ecosystem Assessment, Fisheries, and gender field assessment
- 2.2 Organize and facilitate during field assessment for logistic and accommodation survey, stationary survey, administration (official letter, distribution, any other requirement as necessary) with not more than 7 (seven) additional field enumerator;
- 2.3 Provide cleaning collected data, and field report for implementation survey

Scope of work 3: Facilitate Field Assessment in Rote Ndao

- 3.1 Manage data collection for Habitat and Ecosystem Assessment, land-based and marine pollution, and gender assessment
- 3.2 Organize and facilitate during field assessment for logistic and accommodation survey, stationary survey, administration (official letter, distribution, any other requirement as necessary) with not more than 6 (Six) additional field enumerator;
- 3.3 Provide cleaning data collection, and field report for implementation survey.

Scope of work 4: Facilitate Field Assessment in Aru Archipelago District

- 4.1 Manage data collection for Habitat and Ecosystem Assessment, Fisheries and gender field assessment
- 3.4 Organize and facilitate during field assessment for logistic and accommodation survey, stationary survey, administration (official letter, distribution any other requirement as necessary) with not more than 7 (seven) additional field enumerator;
- 4.2 Provide cleaning data collection, and field report for implementation survey

Scope of work 5: Final Report

- 5.1 Present compilation data and information on 4 field assessment from Rote Ndao, Aru Archipelago and Merauke district., include verified participatory mapping data in spatial datasets
- 5.2 Manage workshop event for technical consultation on field assessment report collaborate with expert from UNDP
- 5.3 Provide photos and videos of documentation process. The consultant shall submit a file storage (i.e. USB or CD) containing soft copy of data and information, presentation and photos and video that produce by the project

DELIVERABLES

All forms of reports shall be developed in English translation from the national language (Bahasa Indonesia). All field arrangement must be presented first to the PCU for feedback and comments. The final reports must have an executive summary and Power Point presentation. The team of consultant shall submit the final report both in English and Bahasa Indonesia version in a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos and video, all data and calculation.

The list of require deliverable are as follows:

Scope of work	Deliverables/Outputs	Estimate Due Date
1	<ul style="list-style-type: none"> - CV compilation of local enumerator and facilitator for field assessment - Training report of four (4) assessment objective in Rote Ndao, Aru Archipelago, and Merauke district - TOR of arrangement planning in Rote Ndao, Aru archipelago and Maluku Province 	October 2020
2	<ul style="list-style-type: none"> - Field assessment report in Rote Ndao, Nusa Tenggara Timur Province that consist of Habitat and Ecosystem Assessment, land-based and marine pollution, and gender assessment - cleaning data collection from 3 objective assessment 	November 2020
3	<ul style="list-style-type: none"> - Field assessment report in Aru Archipelago, Maluku Province that consist of Habitat and Ecosystem Assessment, Fisheries, and gender field assessment - Cleaning data collection from 3 objective assessment 	December 2020
4	<ul style="list-style-type: none"> - Field assessment report in Merauke, Papua Province that consist of Habitat and Ecosystem Assessment, Fisheries, and gender field assessment - cleaning data collection from 3 objective assessment 	January 2021
5	<ul style="list-style-type: none"> - Data and information compilation on 4 field assessment from Rote Ndao, Aru Archipelago and Merauke district - Workshop report on field assessment technical report consultation on data and information in the field site - Photos and videos of documentation process. 	February 2021

H. PROJECT COORDINATION UNIT RESPONSIBILITY

The Project Coordination Unit (PCU) under project ATSEA will take care of the following tasks:

- Provide 4 experts for each assessment objective; Biodiversity expert, Fisheries expert, Marine Pollution expert and Gender expert
- Experts will provide questionnaire (assessment tools), research design and manage to analysis and develop technical reporting.
- Present the final report on the workshop that arrange by the company

The company will be coordinated to facilitate the assessment based on the tools and guidance provide by Expert provided by NCU. Prepare the field team, arrange the assessment, and provide the data and information based on the tools provide by the expert.

I. PAYMENT SCHEDULE

Scope of work	Deliverables/Outputs	Output Progress	Due Date	Payment Schedule	Payment Amount
1	<ul style="list-style-type: none"> - CV compilation of local enumerator and facilitator for field assessment - Training report of four (4) assessment objective in Rote Ndao, Aru Archipelago, and Merauke district - TOR of arrangement planning in Rote Ndao, Aru archipelago and Maluku Province 	30%	October 2020	November 2020	30%
2	<ul style="list-style-type: none"> - Field assessment report in Rote Ndao, Nusa Tenggara Timur Province that consist of Habitat and Ecosystem Assessment, land-based and marine pollution, and gender assessment - cleaning data collection from 3 objective assessment 	20%	November 2020	December 2020	20%
3	<ul style="list-style-type: none"> - Field assessment report in Aru Archipelago, Maluku Province that consist of Habitat and Ecosystem Assessment, Fisheries, and gender field assessment - Cleaning data collection from 3 objective assessment 	20%	December 2020	January 2021	20%
4	<ul style="list-style-type: none"> - Field assessment report in Merauke, Papua Province that consist of Habitat and Ecosystem Assessment, Fisheries, and gender field assessment - cleaning data collection from 3 objective assessment 	20%	January 2021	February 2021	20%
5	<ul style="list-style-type: none"> - Data and information compilation on 4 field assessment from Rote Ndao, Aru Archipelago and Merauke district - Report of clarified indicator, baseline and MoV on strategic Result Framework and its relevant with this 	10%	February 2021	March 2021	10%

	project implementation - Workshop report on field assessment technical report consultation - Photos and videos of documentation process.				
	Total	100%			100%

Reporting Schedule should be submitted 2 weeks before due date in each delivery.

J. LIST OF ORGANIZATION/COMPANY QUALIFICATION

The UNDP is seeking an Organization/company, which has the following qualifications:

1. Two (2) relevant project within 10 years' in Marine and Fisheries field assessment
2. Experience in engaging local government and private sector to support environment program activities
3. Experience working with Indonesia's biodiversity and conservation sector, policies and regulations is preferred.
4. Has valid registration certificate and financial capability

K. QUALIFICATIONS OF KEY PERSONNEL

The selected Organization/Company is expected to put together an independent and multi-disciplinary team composed of national expertise which collectively brings experience and commitment in the following fields:

- Environment, biodiversity, conservation, financing, and sustainable development
- Effective stakeholder engagement

Enumerator or data collector on the field are encourage to involve local stakeholder such as local government, local university and local staff of Ministry of Marine and Fisheries Affair

1. Personnel Education/Qualification

a) One (1) Program Manager as Team Leader

Academic Qualifications

Master's degree in Fisheries, Marine Sciences, Environment, Conservation, Biology or Natural Resources Management or related fields.

Years of Experience

- 5 years of working experience in Fisheries, Environmental sector, Conservation or Natural Resource Management.
- Understanding government policy and working experiences with Government of Indonesia related to fisheries or natural resources management
- Experience in managing fisheries or natural resources management program

- Has experience with multi stakeholders in national and local level related to fisheries or natural resources management
- Experience in managing international and/or national funded projects.

b) One (1) Field Facilitator on Marine Biodiversity and Gender

Academic Qualifications

Bachelor's degree in Fisheries, Marine Sciences, Environment, Conservation, Biology or Natural Resources Management or related fields.

Years of Experience

- 6 years of working experience in Marine biodiversity, Marine pollution, Conservation, or Natural Resources Management or related fields.
- Experience in managing Marine biodiversity and natural resources management assessment.
- Has experience with multi stakeholders in national and local level related to marine and fisheries or natural resources management

c) One (1) Field Facilitator on Marine and Fisheries Business

Academic Qualifications

Bachelor's degree in Fisheries, Marine Sciences, Environment, Conservation, Biology or Natural Resources Management or related fields.

Years of Experience

- 6 years of working experience in Fisheries, Environment, Food Safety, Conservation, or Natural Resources Management or related fields.
- Experience in managing fisheries profile assessment and marine and fisheries business assessment.
- Has experience with multi stakeholders in national and local level related to marine and fisheries or natural resources management

d) One (1) Data and Knowledge Management

Bachelor's degree in Environmental Economics, Fisheries, Environment, Conservation, or Natural Resources Management Finance Management, or related fields.

Years of Experience:

- Minimum of 3 years of working experience in data management, financing management, environmental management, knowledge management and public decision-making process.

- Knowledge on biodiversity issues, management and government business would be an advantage.
- Experience in working in international level and/or the international organization would be an asset.

2. Language Requirement

While all individuals on the team may not have both English and Indonesian skills, collectively and at all times, there should be at least have the following competencies:

- Proficiency in English language, spoken and written. The consultants must have the ability to write reports, make presentations etc. in the English language.

3. Composition of Key Staff

A guideline proposed staffing structure for the consulting team is given in the following Table. **Bidders should specify the amount of the time of key staff will spend in to work on the project during project period.** The combined team's CV should clearly demonstrate experience in the above-mentioned disciplines. Bidders are encouraged to review and propose their own staffing schedule to match the project need. Bid submissions must include CVs for proposed staff in the format given in the Attachment II "Technical Proposal Format", Section 3: Personnel

Suggested staffing structure and inputs

Description	Quantity	Unit	Number of Unit (Man. Days) in total	Remarks
Program Manager	1	Person	60	National expert
Field Facilitator Marine Biodiversity and Gender	1	Persons	90	National specialist
Field Facilitator Marine and Fisheries Business	1	Persons	90	National specialist
Data and Knowledge Management Specialist	1	Persons	60	National specialist
Total	4		300	

Bidder may propose additional personnel based on bidder's discretion.

4. Budget proposal

Bidder should describe budget planning based on the expected output. Clearly showing logical framework or activities plan to be proposed to achieve the output using the provided format available in this tender document. Any additional cost/detail breakdown can be attached to the format as the supporting document.

5. Other Selection Criteria

Given the urgency and on-going nature of the work, the Organization/Company must be available by the 3rd week of September 2020

Annex 1. Expected place of travel

Destination/s	Frequency	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s
Jakarta	3 times	Maximum 3 days @trip	Workshop, and Coordination meeting for field assessment	September 2020- March 2021
Nusa Tenggara Timur	2 times	Maximum 15 days @trip	Data Collection through survey to Habitat and ecosystem, land-based and Marine pollution and Gender assessment	September 2020- March 2021
Maluku	2 times	Maximum 20 days @trip	Data Collection through survey to Habitat and ecosystem, Fisheries and Gender assessment	September 2020- March 2021
Merauke	2 times	Maximum 20 days @trip	Data Collection through survey to Habitat and ecosystem, Fisheries and Gender assessment	September 2020- March 2021