



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

To: All Interested Bidders	DATE: August 28, 2020
	REFERENCE: RFP/UNDP/GMC/110143/015/2020 - Developing Analysis and Spatial Map for Potential Placement of Fish Aggregating Device/FADs (Rumpon) in Indonesia Fisheries Management Areas (WPPNRI) – 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/GMC/110143/015/2020** - Developing Analysis and Spatial Map for Potential Placement of Fish Aggregating Device/FADs (Rumpon) in Indonesia Fisheries Management Areas (WPPNRI) – **RE-ADVERTISEMENT**

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: **6973**

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 **1st September 2020**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have not registered in the system before, you can register now by logging in using:

username: event.guest
password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the “Instructions Manual for the Bidders”, attached. Should you require any training on the UNDP ATLAS e-Tendering system or face with any difficulties when registering your company or submitting your quotation, please send an email to Sestyo.wicaksono@undp.org/yusef.millah@undp.org

Please note that ATLAS has following minimum requirements for password:

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

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

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

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

Bidder can also access below instruction from youtube with link below: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

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

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

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

Sincerely yours,

A handwritten signature in black ink, appearing to be 'MSK' or similar, with a stylized flourish at the end.

Martin Stephanus Kurnia
Head of Procurement Unit
8/28/2020

Annex 1

Description of Requirements

Context of the Requirement	<i>Developing Analysis and Spatial Map for Potential Placement of Fish Aggregating Device/FADs (Rumpon) in Indonesia Fisheries Management Areas (WPPNRI)</i>			
Implementing Partner of UNDP	Deputy Minister of Maritime and Natural Resources Management, Ministry of National Development Planning/Bappenas			
Brief Description of the Required Services ¹	Supporting the Government of Indonesia to provide analysis and spatial map to determine the allocation and placement point for <i>rumpon</i> and thus, better management of Fishing Aggregating Device (FADs) all WPPNRI.			
List and Description of Expected Outputs to be Delivered	Scope of work	Deliverables/Outputs	Due Date	
	1	a. Preparation workshop report b. Final work plan based on comments and inputs from the Technical Commission in Directorate of Fish Resources of MMAF and UNDP.	September 2020	
	2	a. Draft of analysis of <i>rumpon</i> in relation to the existing policy and regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI b. Draft of Digital spatial map using Geographical Information System which include GPS coordinates of potential placement for <i>rumpon</i> in relation to the existing regulations on spatial management of certain areas or sub-areas that limit placement or installation of	October 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.

		<p><i>rumpon</i> in all WPPNRI and its associated dataset.</p> <p>c. Report of 4 (four) FGDs with government ministries and agencies include but not limited to Ministry of National Development Planning, Coordinating Ministry of Maritime Affairs and Investment, other related units in Ministry of Maritime Affairs and Fisheries, Provincial Agency for Marine and Fisheries; with fishers and industry associations; and with academics, civil society organisations (CSO/NGOs), women groups and other relevant stakeholders as needed</p>		
	3	<p>a. Final report of analysis of <i>rumpon</i> in relation to the existing policy and regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI</p> <p>b. Final digital spatial map using Geographical Information System which include GPS coordinates of potential placement for FADs in relation to the existing regulations on spatial management of certain areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI and its associated dataset;</p> <p>c. Report of workshop with Technical Commission in Directorate of Fish Resources of MMAF to discuss draft of analysis and spatial maps for inputs and comments and to develop recommendation for placement of <i>rumpon</i> in all WPPNRI.</p>	November 2020	

Person to Supervise the Work/Performance of the Service Provider	[1. Director of Marine Affairs and Fisheries, Ministry of National Development Planning/Bappenas; 2. Deputy Director of EEZ and High Seas Fisheries, Ministry of Marine Affairs and Fisheries; 3. National Project Manager of GMC]																
Frequency of Reporting	<i>Please refer to Annex 3 – Terms of Reference</i>																
Progress Reporting Requirements	YES																
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location																
Deadline of Submission	Please refer to the e-tendering system with event ID: 6973																
Expected duration of work	40 working days																
Target start date	September 2020																
Latest completion date	November 2020																
Travels Expected	YES <table border="1" data-bbox="451 919 1321 1218"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Frequency</th></tr> </thead> <tbody> <tr> <td>Bogor</td><td>1 day (return)</td><td>Preparation workshop</td><td>1 day (return)</td></tr> <tr> <td>Bogor</td><td>3 days (return)</td><td>Final Workshop with Technical Commission</td><td>3 days (return) each day</td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Frequency	Bogor	1 day (return)	Preparation workshop	1 day (return)	Bogor	3 days (return)	Final Workshop with Technical Commission	3 days (return) each day				
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Bogor	1 day (return)	Preparation workshop	1 day (return)														
Bogor	3 days (return)	Final Workshop with Technical Commission	3 days (return) each day														
Special Security Requirements	<input 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"/> Others (NA)																
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency <i>for local companies will be mandatory</i>			
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	a. Preparation workshop report b. Final work plan based on comments and inputs from the Technical Commission in Directorate of Fish	30%	September 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and

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.

	Resources of MMAF and UNDP.			b) Receipt of invoice from the Service Provider.
	<p>a. Draft of analysis of <i>rumpon</i> in relation to the existing policy and regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI</p> <p>b. Draft of Digital spatial map using Geographical Information System which include GPS coordinates of potential placement for <i>rumpon</i> in relation to the existing regulations on spatial management of certain areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI and its associated dataset.</p> <p>c. Report of 4 (four) FGDs with government ministries and agencies include but not limited to Ministry of National</p>	40%	October 2020	

	Development Planning, Coordinating Ministry of Maritime Affairs and Investment, other related units in Ministry of Maritime Affairs and Fisheries, Provincial Agency for Marine and Fisheries; with fishers and industry associations; and with academics, civil society organisations (CSO/NGOs), women groups and other relevant stakeholders as needed			
	<p>a. Final report of analysis of <i>rumpon</i> in relation to the existing policy and regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI</p> <p>b. Final digital spatial map using Geographical Information System which include GPS coordinates of</p>	30%	November 2020	

	<p>potential placement for FADs in relation to the existing regulations on spatial management of certain areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI and its associated dataset;</p> <p>c. Report of workshop with Technical Commission in Directorate of Fish Resources of MMAF to discuss draft of analysis and spatial maps for inputs and comments and to develop recommendation for placement of <i>rumpon</i> in all WPPNRI.</p>			
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	<p>1. Director of Marine Affairs and Fisheries, Ministry of National Development Planning/Bappenas; 2. Deputy Director of EEZ and High Seas Fisheries, Ministry of Marine Affairs and Fisheries; 3. National Project Coordinator of GMC</p>			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Professional Service Contract			
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of</p>			

	services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (100%)</p> <p><input type="checkbox"/> Expertise of the Firm 30%</p> <p><input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50%</p> <p><input type="checkbox"/> Management Structure and Qualification of Key Personnel 20%</p> <p>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</p> <p>Financial Proposal (30%)</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:	<p><input type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors :</p>
Contract General Terms and Conditions ⁴	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁵	<p><input type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input type="checkbox"/> Others⁶ [pls. specify]</p>
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Yusef Saiful Millah and Sestyo Wicaksono Procurement Unit yusef.millah@undp.org; sestyo.wicaksono@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

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.

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.

⁷ 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 PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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.*
- b) Business Licenses – Registration Papers, Tax Payment, Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ 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*

Scope of Work	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	<p>1st Deliverable will paid upon submission and acceptance of:</p> <ul style="list-style-type: none"> a. Preparation workshop report b. Final work plan based on comments and inputs from the Technical Commission in Directorate of Fish Resources of MMAF and UNDP. 	30%	
2	<p>2nd Deliverable will paid upon submission and acceptance of:</p> <ul style="list-style-type: none"> a. Draft of analysis of <i>rumpon</i> in relation to the existing policy and regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI b. Draft of Digital spatial map using Geographical Information System which include GPS coordinates of potential placement for <i>rumpon</i> in relation to the existing regulations on spatial management of certain areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI and its associated dataset. c. Report of 4 (four) FGDs with government ministries and agencies include but not limited to Ministry of National Development Planning, Coordinating Ministry of Maritime Affairs and Investment, other related units in Ministry of Maritime Affairs and Fisheries, Provincial Agency for Marine and Fisheries; with fishers and industry associations; and with academics, civil society 	40%	

	organisations (CSO/NGOs), women groups and other relevant stakeholders as needed		
3	<p>3rd Deliverable will paid upon submission and acceptance of:</p> <ul style="list-style-type: none"> a. Final report of analysis of <i>rumpon</i> in relation to the existing policy and regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI b. Final digital spatial map using Geographical Information System which include GPS coordinates of potential placement for FADs in relation to the existing regulations on spatial management of certain areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI and its associated dataset; c. Report of workshop with Technical Commission in Directorate of Fish Resources of MMAF to discuss draft of analysis and spatial maps for inputs and comments and to develop recommendation for placement of <i>rumpon</i> in all WPPNRI. 	30%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
a. Fisheries Expert also as Team Leader		40	1	
b. GIS Specialist		40	1	
c. Administration Officer		15	1	
d. (if any)				
II. Out of Pocket Expenses (please specify in detail)				
1. Travel Costs		4 days	2	
2. Daily Allowance		4 days	2	
3. Meeting Package		4 days	2	
4. Reproduction		2 reports	1	
5. Resource Person		8 days	3	
6. Others		-		

III. Other Related Costs (if any, please specify in detail)				
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[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]

Annex 3

Term of Reference (TOR)

**Developing Aanalysis and Spatial Map for Potential Placement of Fish Aggregating Device FADs
(*Rumpon*) in Indonesia Fisheries Management Areas (WPPNRI)**

A. General Information

- Title : **Developing Analysis and Spatial Map for Potential Placement of Fish Aggregating Device FADs (*Rumpon*) in Indonesia Fisheries Management Areas (WPPNRI)**
- Report to : 1. Director of Marine Affairs and Fisheries, Ministry of National Development Planning/Bappenas
2. Deputy Director of EEZ and High Seas Fisheries, Ministry of Marine Affairs and Fisheries
3. National Project Coordinator for Global Marine Commodities, UNDP
- Location : Jl Taman Suropati No 2 Jakarta 10310
- Expected place of travel : Yes
- Duration of contract : The expected duration of the contract is 4 (four) months calculated based on the contract starting date
- Provision of support services :
- Location : Yes ☐ No ☒
- Equipment (laptop etc.) : Yes ☐ No ☒
- Secretarial Services : Yes ☐ No ☒

B. Background Information

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.”

Rationale

- Global human consumption of seafood has increased steadily in the past decades. World per capita apparent seafood consumption was on average 9.9 kg per year in the 1960s, it increased to an average of 17.1 kg in the period 2008-2010, further increased to an average of 19.2 kg in the period 2011-2013, and it is projected to reach 20.9 kg in 2023.
- The growing demand for seafood, coupled with insufficient conservation and management measures, have puts pressure on the entire value chain, motivate overcapacity, illegal fishing, use of destructive fishing gear and practices, and seafood fraud.

- The harvest of marine seafood has reached a plateau of about 80 million tonnes since the mid-1980s because most stocks are overfished or at the limit of production, but the demand continues to increase
- Market forces have been a major driver of overfishing and fisheries collapse when natural resources management is deficient. However, the same market forces can promote sustainable fisheries if there are demand on seafood from sustainable sources and therefore pull improvement along the value chain.

The Global Sustainable Supply Chains for Marine Commodities (GMC) project (2018-2021) is led by Ministry of National Development Planning/ BAPPENAS with support from GEF/UNDP will contribute to help transforming seafood market by mainstreaming sustainability in the supply chain of fisheries commodities from Indonesia. This project will concentrate on:

1. Exploring the use of public-private platforms to facilitate dialogue and collaboration among stakeholders to address sustainability issues and to motivate policy changes to promote sustainable fisheries
2. Generating lesson learnt and model in improving fisheries sustainability through Fisheries Improvement Projects (FIPs) in tuna and blue swimming crab fishery
3. Facilitating availability of data and information for credible sourcing of sustainable seafood and development planning of fisheries sector

Fish Aggregating Devices (FADs) in Fisheries

Traditional fisheries in the archipelago have traditionally utilize floating objects in the sea for fishing. In modern fisheries, the same principle is carried out by creating similar conditions through the placement of floating objects as fishing aids which are scientifically referred to as fish aggregating devices (FADs) or *rumpon*, *rompon* or *rompong* in different dialects. Subani (1972 and 1986) have identified the use of *fish* aggregating devices (FADs) in a series of writings on fishing gear in Indonesia. Modern introduction of FADs is estimated to begin in the 1980s, following the introduction of government support policy. The success of the introduction can be seen in the next decade, including the widespread use of FADs in state-owned fisheries such as PT. Mina's fishing-based business in Sorong (Monitja 1993, DGT, 1995).

Rumpon is one type of fishing aids that are installed in the sea, both shallow and deep seas. The installation is intended to attract groups of fish to gather around the *rumpon*, thus the fish are easier to catch. Definition of *rumpon* according to Minister of Agriculture Decree No. 51 / Kpts / IK.250 / 1/97 concerning the Installation and Utilization of *Rumpon* is a fishing aid installed and placed in sea waters. Furthermore, in the Minister of Agriculture Decree explains that there are 3 types of *rumpon*, namely: (1) Bottom Water *Rumpon*, (2) Shallow Water *Rumpon* and (3) Deep Water *Rumpon*.

Provisions relating to the *rumpon* above, updated with Decree of Maritime Affairs and Fisheries No. Kep 30 / MEN / 2004 concerning the Installation and Utilization of *rumpon*. One of the regulated matters is the obligation to obtain permit from Directorate General of Capture Fisheries, the Provincial / Regency / City Fisheries and Maritime Services. In the permit application, an assessment must be made, including on the proposed location for *rumpon* installation .

In 2014, the government issued Permen KP number 26 / Kepmen-KP / 2014 to improve the *rumpon* management and reaffirmed the provisions on *rumpon* components, permit for installation to ensure sustainability of fish stocks. However, law enforcement has not proceeded as expected, as very few requests for permit to install *rumpon* have been submitted to the Central Government. On the other hand, there is no information regarding permit to install *rumpon* issued by the Local Government.

In the regulations, the *rumpon* owner can independently determine the location of the *rumpon* placement. Such condition is considered to create difficulties in enforcing the installation of *rumpon*. In 2019, Directorate of Fish Resource Management and Fisheries Research Center, have conducted a preliminary study to map potential areas for *rumpon* installation (related to tuna fishing) in Indonesia's Fisheries Management Area (WPPNRI). The study has able to compile potential points of location for *rumpon* installation with oceanographic considerations. It also identifies about 6,084 points of location for all WPPNRI and 5,580 location points prohibited for *rumpon* in WPPNRI 711 and WPPNRI 712. The recommended number of FADs was following the rule on the distance between *rumpon* of 10 nautical miles. In addition, the growth of FAD installation is developed based on information from local community between 2007-2017.

Begun in 2019, Minister of Maritime Affairs and Fisheries starting the preparation of a new regulation which will determine fixed points for *rumpon* installation. In the regulation draft, government will determine the allocation and placement point for FADs as part of the issuance of Permit for *Rumpon* Placement (SIPR). In this regard, an analysis must be conducted to determine potential points of location for *rumpon* placement in the WPPNRI.

Context of this TOR

The context of this TOR is that UNDP, is seeking to engage organization support the Government of Indonesia to provide analysis and spatial map for better management of Fishing Aggregating Device (FADs) all WPPNRI.

Objectives of Assignment

The overall objective of this assignment is to support the Government of Indonesia to

1. Analyse *rumpon* placement in relation to the existing regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of *rumpon* in all WPPNRI
2. Develop a digital spatial map using Geographical Information System which include GPS coordinates of potential placement for *rumpon* in relation to the existing regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of *rumpon* in all WPPNRI and its associated dataset
3. Facilitate workshop to develop recommendation for potential placement for *rumpon* in all WPPNRI

C. Expected Outputs

The key output under this assignment are in-depth analysis and facilitation to support management of *rumpon* in all WPPNRI, which includes but not limited to:

1. Analysis of *rumpon* placement in relation to the existing regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of *rumpon* in all WPPNRI
2. Digital spatial map using Geographical Information System which include GPS coordinates of potential placement for *rumpon* in relation to the existing regulations on spatial management of certain areas or sub-areas that limit placement or installation of *rumpon* in all WPPNRI and its associated dataset
3. Report of meeting facilitation to develop recommendation for potential placement for *rumpon* in all WPPNRI

D. 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 enhancement of the proposed methodology stage that was proposed by the selected bidders.

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.

E. Risks and Assumptions

Undertaking data collection presents several challenges including rejection or resistance from the host, data is not sufficient or not valid, data is considered as confidential matter, and longer administration process which may delay the project.

Slow process of coordination between government agencies and the relevant partners which require additional acceleration support. It is expected that the consultant should consider the successful factor of project implementation, i.e. relevant government agencies sharing data in timely manner. Reorganization in the relevant government agencies may occur in the project period which may also affect the commitment of the organizations/facilities.

Lastly, some restriction related to government policies as a respond to the COVID-19 might also affect implementation. The organizations/company shall identify the risks prior to the project implementation and develop strategies of countermeasures.

F. Scope of Work

The scope of works is as follow:

Scope of work 1:

- 1.1 Desk review on studies (<https://kkp.go.id/brsdm/pusriskan/artikel/7663-bibliografi-kumpulan-abstrak-hasil-penelitian-perikanan-rumpon-di-indonesia>) and regulations (<http://kkp.go.id/wp-content/uploads/2017/06/SP94-KAPAL-PENGAWAS-PERIKANAN-KKP-TERTIBKAN-TUJUJH-RUMPON-ILEGAL.pdf>) on *rumpon* to identify and summarize the management needs and aspects related to *rumpon* management;
- 1.2 Facilitate one-day preparation meeting with the Technical Commission in Directorate of Fish Resources of MMAF to discuss the detail tasks, including meeting package in Jakarta, and resource person fee for 20 persons @IDR 600,000,-.
- 1.3 Submit detailed enhanced work plan and scope of study within 2 weeks of the contract commencement date, based on this TOR, result of desk review, and preparation meeting;
- 1.4 Update and revise the work plan based on comments and inputs from the Technical Commission in Directorate of Fish Resources of MMAF and UNDP.

Scope of work 2: Development of analysis

- 2.1 In-depth analysis of *rumpon* placement in relation to the existing regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of *rumpon* in all WPPNRI
- 2.2 Develop a digital spatial map using Geographical Information System which include GPS coordinates of potential placement for *rumpon* in relation to the existing regulations on spatial management of certain areas or sub-areas that limit placement or installation of *rumpon* in all WPPNRI and its associated dataset.
- 2.3 In coordination with Technical Commission in Directorate of Fish Resources of MMAF present and co-facilitate four virtual FGDs to gather inputs to the analysis:
 - 2.3.1 with other related units in Ministry of Maritime Affairs and Fisheries, including resource person fee for 20 persons @IDR 600,000,-
 - 2.3.2 with representatives of Provincial Agency for Marine and Fisheries, including resource person fee for 34 persons @IDR 600,000,-
 - 2.3.3 with representative of fishers and industry associations, including resource person fee for 20 persons @IDR 600,000,-
 - 2.3.4 with representatives of academics, civil society organizations (CSO/NGOs), women groups and other relevant stakeholders as needed, including meeting package, and resource person fee for 20 persons @IDR 600,000,-

Scope of work 3: Final Report

- 3.1 Present and co-facilitate a 3-days workshop with 30 members of Technical Commission in Directorate of Fish Resources of MMAF to discuss draft of analysis and spatial maps for inputs and comments, and for the Technical commission to develop recommendation for placement of *rumpon* in all WPPNRI, including meeting package (venue, 2x coffee breaks and 1x lunch) in

Jakarta, and resource person fee for 30 persons @IDR 600,000,-/day.

- 3.2 Finalize analysis and spatial map based on all inputs and comments gathered and submit the report in English and Indonesian. The consultant shall submit a file storage (i.e. USB or CD) containing soft copy of editable version of final report, shapefiles, all presentation, photos and video, all data and calculation, and simulation result (if available);

DELIVERABLES

All forms of reports shall be developed in English with an excellent translation into the national language (Bahasa Indonesia). All reports must be presented first to the Directorate of Maritime Affairs and Fisheries of BAPPENAS, Directorate of Fish Resources of MMAF, and Project Coordination Unit of GMC Project for feedback and comments. These comments must be incorporated to the reports before the product's final approval by Directorate of Maritime Affairs and Fisheries, BAPPENAS, Directorate of Fish Resources of MMAF, and Project Coordination Unit of GMC Project. All 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 (USB and cloud storage) containing soft copy of editable version of final report, all presentation, shapefiles, photos and video, all data and calculation, and simulation result (if available).

G. PAYMENT SCHEDULE

Scope of work	Deliverables/Outputs	Output Progress	Due Date	Payment Schedule	Payment Amount
1	1 st Deliverable will paid upon submission and acceptance of: a. Preparation workshop report b. Final work plan based on comments and inputs from the Technical Commission in Directorate of Fish Resources of MMAF and UNDP.	30%	September 2020	October 2020	30%
2	2 nd Deliverable will paid upon submission and acceptance of: a. Draft of analysis of <i>rumpon</i> in relation to the existing policy and regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI	40%	October 2020	November 2020	40%

	<p>b. Draft of Digital spatial map using Geographical Information System which include GPS coordinates of potential placement for <i>rumpon</i> in relation to the existing regulations on spatial management of certain areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI and its associated dataset.</p> <p>c. Report of 4 (four) virtual FGDs with government ministries and agencies include but not limited to Ministry of National Development Planning, Coordinating Ministry of Maritime Affairs and Investment, other related units in Ministry of Maritime Affairs and Fisheries, Provincial Agency for Marine and Fisheries; with fishers and industry associations; and with academics, civil society organisations (CSO/NGOs), women groups and other relevant stakeholders as needed</p>				
3	<p>3rd Deliverable will paid upon submission and acceptance of:</p> <p>a. Final report of analysis of <i>rumpon</i> in relation to the existing policy and regulations on spatial management of certain marine areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI</p> <p>b. Final digital spatial map using Geographical Information</p>	30%	November 2020	December 2020	30%

	<p>System which include GPS coordinates of potential placement for FADs in relation to the existing regulations on spatial management of certain areas or sub-areas that limit placement or installation of <i>rumpon</i> in all WPPNRI and its associated dataset;</p> <p>c. Report of workshop with Technical Commission in Directorate of Fish Resources of MMAF to discuss draft of analysis and spatial maps for inputs and comments and to develop recommendation for placement of <i>rumpon</i> in all WPPNRI.</p>				
	Total	100%			100%

H. EXPERIENCE

The UNDP is seeking an Organization/company, which can demonstrate:

- At least 5 relevant projects in fisheries, conservation and/or biodiversity sector(s);
- Experience in engaging government and private sector engagement process leading to broad-based consensus and support,
- Experience with Indonesia's marine capture fisheries and marine spatial management policies, and regulations
- Registered company with valid certificate

I. 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

1. Personal Education/Qualification

Minimum requirements include:

- a) One (1) Fisheries Expert also as Team Leader

Academic Qualifications

At least a master's degree in Fisheries, Marine Sciences, Environment, Conservation, Biology or Natural Resources Management or related fields.

Years of Experience

- Minimum of 10 years of working experience in Fisheries, Environmental, Conservation or Natural Resource Management.
- Experience in capture fisheries management and marine spatial policy/regulations
- Experience in engaging multi stakeholders in national and local level related to fisheries or natural resources management
- Experience in *rumpon* management is an advantage.

b) One (1) GIS specialist

Academic Qualifications

At least a bachelor's degree in in geospatial information science, cartography, geography, marine science, fisheries, environment, or other disciplines that involve geospatial information related programmes.

Years of Experience

- Minimum of 6 years of working experience in in the field of geospatial analysis (e.g. geospatial information applications, geospatial database management, geospatial analysis, image processing)
- Experience in fisheries and marine spatial analysis an advantage

c) One (1) Administration Officer

Academic Qualifications

At least a bachelor's degree in marine science, fisheries, environment, economics, administration, finance or other related disciplines

Years of Experience

- Minimum of 3 years of working experience in project management
- Experience with administrative and financial process

Overall competencies of each personnel should have the following requirement:

- Computer literacy in MS Office
- Proficiency in English and Bahasa Indonesia, spoken and written
- Ability to produce a good quality report
- Demonstrated ability to work in harmony with person of different ethnicity and

- cultural background
- Has excellent oral communication skills to mediate inter-group dynamics

2. 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 in total	Remarks
Fisheries Expert also as Team Leader	1	Person	40	National expert
GIS Specialist	1	Person	40	National specialist
Administration Officer	1	Person	15	National officer
Total	3		95	