



REQUEST FOR PROPOSAL (RFP)

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| To: All Interested Bidders | DATE: November 13, 2020 |
| | REFERENCE: RFP/UNDP/DGPRU/119063/031/2020 - Research on Indonesia's Palm Oil Sustainability and Gender Dimensions |

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/DGPRU/119063/031/2020 - Research on Indonesia's Palm Oil Sustainability and Gender Dimensions**

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

Date/Time : Wednesday, 18th November 2020/Starting 1100 hour (GMT+7)
 Place : Zoom Meeting
 Meeting ID : 827 5385 9631
 Password : **619073**

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: 0000007797**

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 **18th November 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 armda.pratama@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
11/13/2020

Description of Requirements

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| Context of the Requirement | <p>Background</p> <p>Asia has long been synonymous with economic dynamism. Over the last several decades, hundreds of millions of people have been lifted out of poverty, health and educational provision has been enhanced, and new industries have taken root. Still, rapid economic growth has not been without steep social and environmental costs, with long-term implications for the well-being and prosperity of states, communities, and individuals in the region.</p> <p>The objective of the Business and Human Rights in Asia (B+HR Asia) programme is to promote the implementation of the UN Guiding Principles on Business and Human Rights (UNGPs) as a means to address business-related risks and adverse impacts while levelling the playing field to allow responsible businesses to remain competitive. Supported by the European Union, B+HR Asia is programming in six countries including India, Indonesia, Malaysia, Myanmar, Thailand and Sri Lanka. The programme also produces guidance to address COVID-19 related human rights risks in Asian value chains.</p> <p>B+HR Asia research and communications activities target a wide range of audiences including consumers, state officials, members of the business sector, civil society organizations, National Human Rights Institutions, international organizations, and influencers in the area of business, human rights and economic policy. Audiences also include consumers and the general public in both Asia and Europe.</p> <p>Scope of work</p> <p>The COVID-19 pandemic has had a profound impact on the global economy. Markets and value chains have been disrupted, businesses have closed, and millions continue to lose their jobs and livelihoods. As of June 2020, the International Monetary Fund (IMF) estimated a 4.9% decline in global growth.</p> <p>No country in Asia has been spared. At the end of September, 2020, the Indonesian Health Ministry registered over 270,000 confirmed COVID-19 cases, with over 10,000 lives lost. Adding to these grim figures analysts are suggesting a “best case-scenario” of .5 percent growth for Indonesia this year.¹ Decreasing global demand has hit many sectors of Indonesian industry including the palm oil sector, with implications for downstream operations such as transport and port operations.</p> |
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¹ “How COVID-19 impacts Indonesia’s trade,” Jakarta Post, 30 June 2020, accessed at: <https://www.thejakartapost.com/academia/2020/06/30/how-covid-19-impacts-indonesias-trade.html>

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| | <p>The economic impact of the pandemic, coupled with the impact of a prolonged drought due to El Niño and a price crash in previous years, has shrunk Indonesia's production and exports of palm oil.² Further, the vulnerable and poor have borne the brunt of the collapse. Emerging evidence also suggests that women's economic and productive lives have been affected disproportionately and differently from those of men.</p> <p><u>Women labourers on palm oil plantations</u></p> <p>Sixty percent of women in rural Indonesia work in the agricultural labour force.³ On palm oil plantations, female labourers largely work on palm fruit collection or upkeep of the plantations which is largely recognized as casual work. Adding to challenges faced by women within remote plantation settings such as exposure to hazardous pesticides, casual work has been translated into fewer rights for women, including access to social security, access to healthcare, insurance or fair wages.⁴</p> <p>With the increasing demand of responsible business, several sustainability initiatives have emerged, including Roundtable on Sustainable Palm Oil (RSPO) and Indonesia Sustainability Palm Oil (ISPO). These organizations have also started paying attentions to gender issues. Both standards include gender in their categories for which discrimination is not permitted. Whilst RSPO requires publicly available equal opportunity policies and have a policy specifically aimed at protecting women from sexual harassment in the workplace and at supporting their reproductive rights, ISPO has only required more generic commitments from companies who are requested not to engage or support discriminatory practices.⁵</p> <p>According to a Senior Analyst at Badan Kebijakan Fiskal, "to encourage investment and trade in Indonesia – hence increases economic growth – there is a need to promote a positive image of the Indonesian economy." Certification standards assist in this regard, providing a higher profile in global markets for companies that practice responsible business, including on respecting and promoting women's rights.</p> <p>For this effort to be successful, more attention to global trends in business and human rights may be warranted. According to a recent McKinsey report, Indonesia would do well to enhance supply-chain visibility, ensure greater levels</p> |
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² "First-half contraction in palm oil output, exports due to 'domino effect': GAPKI", The Jakarta Post, 13 August 2020, accessed at: <<https://www.thejakartapost.com/news/2020/08/13/first-half-contraction-in-palm-oil-output-exports-due-to-domino-effect-gapki.html>>

³ Country Gender Assessment of Agricultural and The Rural Sector in Indonesia, Food and Agricultural Organization of United Nations (FAO), 2019, accessed at: <<http://www.fao.org/3/ca6110en/ca6110en.pdf>>

⁴ "The Human Cost of Conflict Palm Oil Revisited", RAN, November 2017, accessed at: <https://www.ran.org/wp-content/uploads/2018/06/Human_Cost_Revisited_vWEB.pdf>

⁵ "A Comparison of Leading Palm Oil Certification Standards", Forest People, accessed on 10 October 2020, at: <https://www.forestpeoples.org/sites/default/files/documents/Palm%20Oil%20Certification%20Standards_lowres_spreads.pdf>

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| | <p>of product safety and do more to protect the environment.⁶ Furthermore, Indonesia may need to address continued rights abuses in the production of key commodities, which has exposed the country and the international finance sector to grave reputational risks.⁷</p> <p><u>Indonesia's National Action Plan on Business and Human Rights</u></p> <p>As a part of a wider effort to reduce its risk profile and address systemic rights abuses in some value chains, Indonesia has embarked on work to develop a <i>National Action Plan on Business and Human Rights</i> (NAP) or similar strategy. Currently, this important policy document is being developed under the guidance of the Ministry of Law and Human Rights and will focus on plantations, mining, and tourism.</p> <p>The development of a NAP presents a government with the opportunity to review its legislative framework at the national level and then to identify gaps and reforms to increase coherence with the government's human rights commitments across business-related legal and policy frameworks and programs. It is also an opportunity for Indonesia to amplify its commitment to responsible business among an international audience of investors, journalists, human rights advocates and other stakeholders.</p> <p>Currently, there are 23 countries with NAPs on Business and Human Rights, including Thailand. India is very close to releasing a final draft, while Japan and Malaysia NAPs are still in progress. In this context, the international community eagerly awaits the release of Indonesia's NAP, and its implementation.</p> |
| Implementing Partner of UNDP | The research results are aimed to initiate discussions among key stakeholders including Ministry of Law and Human Rights, Ministry of Foreign Affairs, Ministry of National Planning, Coordinating Ministry of Economic Affairs, Ministry of Women Empowerment and Children's Rights, Indonesia Sustainable Palm Oil, Roundtable on Sustainable Palm Oil, Indonesia Employers Association, Indonesia Business Council for Sustainable Development, Indonesia Global Compact Network. |
| Brief Description of the Required Services ⁸ | <ol style="list-style-type: none"> 1. Identify challenges and opportunities to link the UNGPs and the Business and Human Rights agenda to strengthen Indonesia's palm oil sustainability standards with specific reference to: <ul style="list-style-type: none"> • The political and economic context of Indonesia • The gender dimensions of palm oil production • The potential benefits and trade-offs of the palm oil sector's embrace of the UNGPs in furtherance of respecting and promoting women's rights⁹ |

⁶ "With effort, Indonesia can emerge from the COVID-19 crisis stronger, McKinsey and Company, accessed on 27 September 2020, at: <<https://www.mckinsey.com/featured-insights/asia-pacific/with-effort-indonesia-can-emerge-from-the-covid-19-crisis-stronger>>

⁷ "Palm oil labor abuses linked to world's top brands, banks," Associated Press News, 24 September 2020

⁸ 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.

⁹ With specific reference to the Gender Dimensions of the Guiding Principles on Business and Human Rights, accessible at: <https://www.ohchr.org/Documents/Issues/Business/Gender_Booklet_Final.pdf>

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| | <ol style="list-style-type: none"> 2. Identify the various roles and responsibilities of the various ministries in promoting and mainstreaming businesses respect for human rights in palm oil production, with a specific focus on operationalizing the gender perspective 3. Recommend a set of actions for policy makers to consider 4. Develop the research into an Issue Brief |
| List and Description of Expected Outputs to be Delivered | <ol style="list-style-type: none"> 1. A detailed synopsis of research with key messages of initial findings and develop research methodology 2. A Report on the research result on how the UNGPs might apply to Indonesia's palm oil standards landscape and provide detailed outline for issue brief 3. An Issue Brief as final draft of the research paper on the findings, providing recommendations and highlighting policy actions for uptake by various ministries |
| Person to Supervise the Work/Performance of the Service Provider | Business and Human Rights National Specialist, UNDP Indonesia |
| Frequency of Reporting | Weekly reporting will be required, and each deliverable shall be presented to the Business and Human Rights Specialist of UNDP Indonesia for review and approval. |
| Progress Reporting Requirements | Each deliverable shall be presented to the Business and Human Rights National Specialist of UNDP Indonesia for review and approval. |
| Location of work | <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal |
| Expected duration of work | Up to maximum of 45 working days. |
| Target start date | December 2020 |
| Latest completion date | February 2021 |
| Travels Expected | In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon between the respective business unit and the Individual Consultant prior to travel and will be reimbursed. |
| 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 type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others N/A |
| Facilities to be Provided by UNDP | N/A |

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| (i.e., must be excluded from Price Proposal) | |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required |
| Currency of Proposal | <input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for <u>Local Bidders</u> |
| Value Added Tax on Price Proposal ¹⁰ | <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 ¹¹ | Candidates shall quote a lump-sum “all-inclusive” fee for the completion of each deliverable. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the lump-sum submitted in the proposal. Payments shall be done upon verification of completion of deliverables and approval by the consultant’s supervisor. |

¹⁰ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

¹¹ 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.

| | Deliverables/Outputs | Estimated number of working days | Completion deadline | Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i> |
|---|---|---|----------------------------|---|
| | 1. A detailed synopsis of research with key messages of initial findings and develop research methodology | 10 days | December 2020 | Business and Human Rights National Specialist, UNDP Indonesia |
| | 2. A Report on the research result on how the UNGPs might apply to Indonesia's palm oil sustainability landscape and provide detailed outline for issue brief | 20 days | January 2021 | |
| | 3. An Issue Brief as final draft of the research paper on the findings, providing recommendations and highlighting policy actions for uptake by various ministries | 15 days | February 2021 | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Business and Human Rights National Specialist, UNDP Indonesia | | | |
| 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. | | | |
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| Criteria for the Assessment of Proposal | <p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm <i>[indicate percentage]</i> 30%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <i>[indicate percentage]</i> 50%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%</p> <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: | <p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Service Providers</u>]</i></p> |
| Contract General Terms and Conditions ¹² | <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 ¹³ | <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input checked="" type="checkbox"/> sample written self declaration</p> <p><input type="checkbox"/> Others¹⁴ <i>[pls. specify]</i></p> |

¹² 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.

¹³ Where the information is available in the web, a URL for the information may simply be provided.

¹⁴ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

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| <p>Contact Person for Inquiries (Written inquiries only)¹⁵</p> | <p><i>Armada Eras Pratama and Intan Faradila</i> <i>Procurement Unit</i> <i>Armada.pratama@undp.org/yusef.millah@undp.org</i></p> <p>Mandatory subject of email: RFP/UNDP/DGPRU/119063/031/2020 - Research on Indonesia's Palm Oil Sustainability and Gender Dimensions</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |
| <p>Other Information <i>[pls. specify]</i></p> | <ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: N/A |

¹⁵ 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.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁶***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁷)***

[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.

¹⁶ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

| | Deliverables [list them as referred to in the RFP] | Percentage of Total Price (Weight for payment) | Price (Lump Sum, All Inclusive) |
|---|---|---|--|
| 1 | A detailed synopsis of research with key messages of initial findings and develop research methodology | 20% | |
| 2 | A Report on the research result on how the UNGPs might apply to Indonesia's palm oil sustainability landscape and provide detailed outline for issue brief | 50% | |
| 3 | An Issue Brief as final draft of the research paper on the findings, providing recommendations and highlighting policy actions for uptake by various ministries | 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 | | | | |
| 1. Senior Research Project Leader (Expert) | | | | |
| 2. Senior Research Specialist | | | | |
| 3. Research Support Specialist (Junior) | | | | |
| II. Out of Pocket Expenses (if any, please provide in detail) | N/A | | | |
| 1. Travel Costs | | | | |
| 2. Daily Allowance | | | | |
| 3. Communications | | | | |
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others | | | | |
| III. Other Related Costs (if any, please provide in detail) | | | | |

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

[Designation]

[Date]



TERMS OF REFERENCE **FOR SERVICE PROVIDER**

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| POST TITLE: | Research on Indonesia's Palm Oil Sustainability and Gender Dimensions |
| AGENCY/PROJECT NAME: | UNDP |
| COUNTRY OF ASSIGNMENT: | Indonesia |
| DURATION: | December 2020 – January 2021 |

A. Project Title

Business and Human Rights in Asia, UNDP Indonesia

B. Background

The project

Asia has long been synonymous with economic dynamism. Over the last several decades, hundreds of millions of people have been lifted out of poverty, health and educational provision has been enhanced, and new industries have taken root. Still, rapid economic growth has not been without steep social and environmental costs, with long-term implications for the well-being and prosperity of states, communities, and individuals in the region.

The objective of the Business and Human Rights in Asia (**B+HR Asia**) programme is to promote the implementation of the **UN Guiding Principles on Business and Human Rights** (UNGPs) as a means to address business-related risks and adverse impacts while levelling the playing field to allow responsible businesses to remain competitive. Supported by the European Union, B+HR Asia is programming in six countries including India, Indonesia, Malaysia, Myanmar, Thailand and Sri Lanka. The programme also produces guidance to address COVID-19 related human rights risks in Asian value chains.

B+HR Asia research and communications activities target a wide range of audiences including consumers, state officials, members of the business sector, civil society organizations, National Human Rights Institutions, international organizations, and influencers in the area of business, human rights and economic policy. Audiences also include consumers and the general public in both Asia and Europe.

The topic

The COVID-19 pandemic has had a profound impact on the global economy. Markets and value chains have been disrupted, businesses have closed, and millions continue to lose their jobs and livelihoods. As of June 2020, the International Monetary Fund (IMF) estimated a 4.9% decline in global growth.

No country in Asia has been spared. At the end of September, 2020, the Indonesian Health Ministry registered over 270,000 confirmed COVID-19 cases, with over 10,000 lives lost. Adding to these grim figures analysts are suggesting a “best case-scenario” of .5 percent growth for Indonesia this year.¹⁸ Decreasing global demand has hit many sectors of Indonesian industry including the palm oil sector, with implications for downstream operations such as transport and port operations.

The economic impact of the pandemic, coupled with the impact of a prolonged drought due to El Niño and a price crash in previous years, has shrunk Indonesia’s production and exports of palm oil.¹⁹ **Further, the vulnerable and poor have borne the brunt of the collapse. Emerging evidence also suggests that women’s economic and productive lives have been affected disproportionately and differently from those of men.**

Women labourers on palm oil plantations

Sixty percent of women in rural Indonesia work in the agricultural labour force.²⁰ On palm oil plantations, female labourers largely work on palm fruit collection or upkeep of the plantations which is largely recognized as casual work. Adding to challenges faced by women within remote plantation settings such as exposure to hazardous pesticides, casual work has been translated into fewer rights for women, including access to social security, access to healthcare, insurance or fair wages.²¹

With the increasing demand of responsible business, several sustainability initiatives have emerged, including Roundtable on Sustainable Palm Oil (RSPO) and Indonesia Sustainability Palm Oil (ISPO). These organizations have also started paying attentions to gender issues. Both standards include gender in their categories for which discrimination is not permitted. Whilst RSPO requires publicly available equal opportunity policies and have a policy specifically aimed at protecting women from sexual harassment in the workplace and

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<<https://www.thejakartapost.com/academia/2020/06/30/how-covid-19-impacts-indonesias-trade.html>>

¹⁹ “First-half contraction in palm oil output, exports due to ‘domino effect’: GAPKI”, The Jakarta Post, 13 August 2020, accessed at: <<https://www.thejakartapost.com/news/2020/08/13/first-half-contraction-in-palm-oil-output-exports-due-to-domino-effect-gapki.html>>

²⁰ Country Gender Assessment of Agricultural and The Rural Sector in Indonesia, Food and Agricultural Organization of United Nations (FAO), 2019, accessed at: <<http://www.fao.org/3/ca6110en/ca6110en.pdf>>

²¹ “The Human Cost of Conflict Palm Oil Revisited”, RAN, November 2017, accessed at: <https://www.ran.org/wp-content/uploads/2018/06/Human_Cost_Revisited_vWEB.pdf>

at supporting their reproductive rights, ISPO has only required more generic commitments from companies who are requested not to engage or support discriminatory practices.²²

According to a Senior Analyst at Badan Kebijakan Fiskal, “to encourage investment and trade in Indonesia – hence increases economic growth – there is a need to promote a positive image of the Indonesian economy.” Certification standards assist in this regard, providing a higher profile in global markets for companies that practice responsible business, including on respecting and promoting women’s rights.

For this effort to be successful, more attention to global trends in business and human rights may be warranted. According to a recent McKinsey report, Indonesia would do well to enhance supply-chain visibility, ensure greater levels of product safety and do more to protect the environment.²³ Furthermore, **Indonesia may need to address continued rights abuses in the production of key commodities, which has exposed the country and the international finance sector to grave reputational risks.**²⁴

Indonesia’s National Action Plan on Business and Human Rights

As a part of a wider effort to reduce its risk profile and address systemic rights abuses in some value chains, Indonesia has embarked on work to develop a *National Action Plan on Business and Human Rights* (NAP) or similar strategy. Currently, this important policy document is being developed under the guidance of the Ministry of Law and Human Rights and will focus on plantations, mining, and tourism.

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Currently, there are 23 countries with NAPs on Business and Human Rights, including Thailand. India is very close to releasing a final draft, while Japan and Malaysia NAPs are still in progress. In this context, the international community eagerly awaits the release of Indonesia’s NAP, and its implementation.

C. SCOPE OF SERVICES

²² “A Comparison of Leading Palm Oil Certification Standards”, Forest People, accessed on 10 October 2020, at: <https://www.forestpeoples.org/sites/default/files/documents/Palm%20Oil%20Certification%20Standards_lowres_spreads.pdf>

²³ “With effort, Indonesia can emerge from the COVID-19 crisis stronger, McKinsey and Company, accessed on 27 September 2020, at: <<https://www.mckinsey.com/featured-insights/asia-pacific/with-effort-indonesia-can-emerge-from-the-covid-19-crisis-stronger>>

²⁴ “Palm oil labor abuses linked to world’s top brands, banks,” Associated Press News, 24 September 2020

Within the background above, the consultancy assignment of the research is to be structured around the following objectives:

1. Identify challenges and opportunities to link the UNGPs and the Business and Human Rights agenda to strengthen Indonesia's palm oil sustainability standards with specific reference to:
 - The political and economic context of Indonesia
 - The gender dimensions of palm oil production
 - The potential benefits and trade-offs of the palm oil sector's embrace of the UNGPs in furtherance of respecting and promoting women's rights²⁵
2. Identify the various roles and responsibilities of the 10 various ministries that are key in promoting and mainstreaming businesses respect for human rights in palm oil production, with a specific focus on operationalizing the gender perspective
3. Recommend a set of actions for policy makers to consider including government, business sectors, business associations and CSOs.
4. Develop the research into an Issue Brief

Expected Outputs and deliverables

The objective of this research is to better understand how Indonesia's palm oil business practices might be accelerated through the application of the UNGPs and its 31 principles with a specific reference to gender perspective.

The UNGPs are recognized as the world's most authoritative, normative framework for conducting responsible business conduct. Its provisions have been endorsed by the International Organization of Employers (IOE) and the International Chambers of Commerce (ICC) among other international organizations business organizations. As noted above, endorsing the UNGPs and implementing its provisions through a NAP on Business and Human Rights or similar document, is among the most important ways that a country can express its commitment to responsible business practices.

As consultations come to a close on Indonesia's NAP or similar strategy document, research conducted in parallel may help inform a larger audience of the trade-offs and opportunities of pursuing responsible business with a stronger commitment to women in business operations.

The specific outputs/deliverables expected from the consultant expected as follows:

| Deliverables/Outputs | Estimated number of working days | Completion deadline | Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i> |
|---|---|----------------------------|--|
| 1. A detailed synopsis of research with key messages of initial findings and develop research methodology | 10 days | December 2020 | Business and Human Rights Specialist, UNDP Indonesia |

²⁵ With specific reference to the Gender Dimensions of the Guiding Principles on Business and Human Rights, accessible at: <https://www.ohchr.org/Documents/Issues/Business/Gender_Booklet_Final.pdf>

| | | | |
|--|---------|---------------|--|
| 2. A Report on the research result on how the UNGPs might apply to Indonesia's palm oil standards landscape and provide detailed outline for issue brief | 20 days | January 2021 | |
| 3. An Issue Brief as final draft of the research paper on the findings, providing recommendations and highlighting policy actions for uptake by various ministries | 15 days | February 2021 | |

The final products need to be delivered in the required formats depending on the product delivered (Power Point, Word, Canva template.) including editable design files in English and Bahasa Indonesia.

The contractor will use their own equipment and software.

Candidates shall quote a **lump-sum “all-inclusive” fee** for the completion of each deliverable. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the lump-sum submitted in the proposal and shall be submitted with in detail/breakdown cost. Payments shall be done upon verification of completion of deliverables and approval by the consultant's supervisor.

Requirements for Experience and Qualifications for Research Institution or Firm

1. At least 5 years' experience in administering research in economics, trade, investment, gender, plantations, palm oil, or another relevant topic within development sector.
2. Proven record of demonstrating sound methodology with a clear timeline and implementation plan.
3. Qualified research team comprises of senior expert of project leader, senior researcher specialist and research support specialist (junior) with qualifications detailed below for each research personnel.
4. Valid registration of the institution/firm.

Requirements for Experience and Qualifications for Research Team Personnel

1. Senior Research Project Leader (Expert)

Academic Qualifications:

Master's degree in economics, investment policy or another relevant disciplines

Working Experience:

- At least 10 years' experience in trade and investment policy
- Demonstrable record of having undertaken similar assignments
- Strong research project management

2. Senior Research Specialist

Academic Qualifications:

Master's degree in economics, investment policy or another relevant disciplines

Working Experience:

- At least 5 years' experience in trade and investment policy
- Demonstrable record of having undertaken similar assignments

3. Research Support Specialist (Junior)

Academic Qualifications:

Bachelor degree in economics, investment policy or another relevant disciplines

Working Experience:

- At least 3 years' experience in trade and investment policy
- Demonstrable record of having undertaken similar assignments

General requirements for all research team personnel:

Skills and knowledge

- Understanding on palm oil sustainability standards landscape and gender perspective in Indonesia context
- Proven ability to produce policy-based analytical reports of high quality in English
- Excellent communication (spoken, written and presentation) skills in Bahasa Indonesia and English

Competencies and special skills requirement:

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional/Technical:

- Excellent writing, editing, and proofreading skills both in English and National Language;
- Strong ability to communicate and function effectively in an international and multicultural environment;
- Ability to design and conduct interviews;
- Demonstrated accuracy and attention to details;
- Ability to meet deadlines and work under pressure;
- Ability to be flexible and respond to changes as part of the review and feedback process;
- Excellent interpersonal skills;
- Excellent organizational skills.

D. DURATION OF THE WORK

Duration of the Work

The assignment is estimated to commence on December 2020. The assignment will need to be completed by February 2021 at the latest. Up to maximum of 45 working days.

Duty Station

The consultancy will be home-based and shall set-up a schedule to engage with the project team through video conference or other remote communication tools.

Institutional Arrangement

The consultant will work under the overall guidance of the Business and Human Rights Specialist, UNDP Indonesia.

Weekly reporting will be required, and each deliverable shall be presented to the Business and Human Rights Specialist of UNDP Indonesia for review and approval.

The project will not provide any facilities or other support, though the Business and Human Rights Specialist or other team members may provide guidance.