REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 23, 2020
	REFERENCE: RFP/UNDP/MTRE3/120304/035/2020 – **Study on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring**

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **Study on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring.**

A **bidder's conference** will be held on:
Date/Time : 26th November 2020, starting 0930 hour
Place : Online Zoom Meeting
Meeting ID : 875 6390 1903
Password : **093376**

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: IDN10 7873**

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 (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, 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 **26th 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 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.

<u>No hard copy or email submissions will be accepted by UNDP.</u>

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
11/23/2020

Annex 1

Description of Requirements

<table>
<tr><td>Context of the Requirement</td><td>Study on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring</td></tr>
<tr><td>Implementing Partner of UNDP</td><td>The Ministry of Energy and Mineral Resources (MEMR), Directorate General for New and Renewable Energy and Energy Conservation (DJEBTKE)</td></tr>
<tr><td>Brief Description of the Required Services[1]</td><td>The objective of this assignment is to conduct detailed study on the development of workable business model and regulatory framework for biomass cofiring. The study is expected to provide inputs and proposed recommendation for the government on the most applicable and workable business model of biomass cofiring program, as well as proposed recommendation of the regulatory framework.</td></tr>
<tr><td>List and Description of Expected Outputs to be Delivered</td><td>The key expected output under this assignment is a detailed study on the development of business model and regulatory framework for biomass cofiring .</td></tr>
<tr><td>Person to Supervise the Work/Performance of the Service Provider</td><td>Technical Working Group Component #2 of MTRE3 Project - UNDP</td></tr>
<tr><td>Frequency of Reporting</td><td>Please refer to the attached ToR (annex 3)</td></tr>
<tr><td>Progress Reporting Requirements</td><td>Please refer to the attached ToR (annex 3)</td></tr>
<tr><td>Location of work</td><td>☐ Exact Address/es Djibouti initially , or the assignment Country Office in case of LTA used by other Country Office
☒ At Contractor’s Location, if required, for technical works specifically indicated in the proposal</td></tr>
<tr><td>Expected duration of work</td><td>85 (eighty five) working days within 6 (six) months</td></tr>
<tr><td>Target start date</td><td>December 2020</td></tr>
<tr><td>Latest completion date</td><td>May 2021</td></tr>
<tr><td>Travels Expected</td><td>Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed duty station
<table>
<tr><th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Frequency</th></tr>
<tr><td>PLTU Jeranjang Lombok, NTB</td><td>5 days</td><td>Survey, assessment and data collection</td><td>1 time</td></tr>
</table></td></tr>
</table>

[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.*

	PLTU Rembang Central Java | 4 days | Survey, assessment and data collection | 1 time
Special Security Requirements	☐ Security Clearance from UN prior to travelling ☐ Completion of UN's Basic and Advanced Security Training ☒ Comprehensive Travel Insurance ☒ Others *[pls. specify]* Health protocol for covid19
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☐ Office space and facilities ☐ Land Transportation ☒Liaise with the relevant stakeholders
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required
Currency of Proposal	☒ United States Dollars ☒ Local Currency **for Local Bidders**
Value Added Tax on Price Proposal[2]	☒ must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☒ 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	☒ Not permitted

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

Payment Terms[3]	*Please refer to the attached ToR (annex 3)*
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Technical Working Group Component #2 of MTRE3 Project - UNDP
Type of Contract to be Signed	☒ professional service contract
Criteria for Contract Award	☐ Lowest Price Quote among technically responsive offers ☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ 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	**Technical Proposal (70%)** ☒ Expertise of the Firm 30% ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% ☒ Management Structure and Qualification of Key Personnel 30% ***NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened*** **Financial Proposal (30%)** To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	☒ One and only one Service Provider ☐ One or more Service Providers, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]*

[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.*

Contract General Terms and Conditions[4]	☐ General Terms and Conditions for contracts (goods and/or services) ☒ General Terms and Conditions for de minimis contracts (services only, less than $50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP[5]	☒ Form for Submission of Proposal (Annex 2) ☒ Detailed TOR (Annex 3) ☒ sample written self declaration ☐ Others[6] *[pls. specify]*
Contact Person for Inquiries (Written inquiries only)[7]	*Sestyo Ndaru Wicaksono and Yusef Saiful Millah* *Procurement Unit* *Sestyo.wicaksono@undp.org/yusef.millah@undp.org* Mandatory subject of email: RFP/UNDP/MTRE3/120304/035/2020 – **Study on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring** 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.
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.*

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[8]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[9])

[insert: *Location]*.
[insert: *Date]*

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

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[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*

	Deliverables ***[list them as referred to in the RFP]***	**Percentage of Total Price** ***(Weight for payment)***	**Price** ***(Lump Sum, All Inclusive)***
1	1st Payment : upon signing of contract and submission of detail workplan	30%	
2	2nd Payment shall be made upon submission and acceptance of Draft Study report on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring	40%	
3	3rd Payment shall be made upon submission and acceptance of Final Study Report on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring. Both report and presentation material should be submitted in English and Indonesian versions	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 (day)**	**No. of Personnel**	**Total Rate**
I. Personnel Services				
1. Team Leader		85	1	
2. Technical Specialist		60	1	
3. Biomass Specialist		60	1	
4. Regulation Specialist		65	1	
5. Business Process Specialist		60	1	
6. Financial Analyst		40	1	
7. Socio-economic Analyst		30	1	
8. Environmental Risk Analyst		30	1	
9. ……………….(if any, please specify)				
II. Out of Pocket Expenses (Please provide in detail)				

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]

Annex 3

Term of Reference (TOR)
Study on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring

A. General Information

Title	:	Consultant for Study on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring
Report to	:	Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3) Project
Location	:	UNDP Indonesia Country Office, Menara Thamrin 8-9th Floor. Jl. MH Thamrin Kav.3 Jakarta 10250, Indonesia
Expected place of travel	:	Central Java and Lombok, NTB
Duration of contract	:	The expected duration of the contract is 6 (six) months calculated based on the contract starting date

B. Background Information

Through the Government Regulation No. 79 of 2014 on the National Energy Policy, Indonesia is targeting the Renewable Energy (RE) portion of 23% by 2025 and 31% by 2050 in the national primary energy mix and also targeting 17% of energy saving by 2025. Among the triggers of the set target is the country's commitment to reduce the carbon emissions and the need to shift to a more green and clean energy which in line with the Sustainable Development Goals (SDGs) No. 7 *Affordable and Clean Energy*. Therefore, UNDP supports the Ministry of Energy and Mineral Resources (MEMR) in the development of RE sector in the country.

By the end of 2019, the contribution of RE in the national energy mix is still below 10%. This leaves a significant gap to be filled in the next five years. The Directorate General of New, Renewable Energy and Energy Conservation (DJEBTKE) has deployed various programs to accelerate the RE development, including the biomass cofiring program in coal power plant (CPP). Cofiring in CCP is a technology to substitute the utilization of coal with biomass fuel in a certain ratio with full consideration of the fuel quality and the CCP operation feasibility. Through the synergy with PT. PLN (Persero), a cofiring biomass program is now being developed and tested in 15 CPP owned and operate by PT. PLN (Persero) and its subsidiaries. The result of the testing will be used as reference for the program to be implemented commercially and massively. The total CPP owned by PT. PLN (Persero) that has potential for cofiring program is around 114 units with total capacity of 18,154MW spread in 52 locations.

The source of raw material for cofiring can be in the form of biomass pellet from agricultural waste, energy plantation and waste. Based on the data from the Ministry of Environment and Forestry (MoEF), there are around 200,000 Ha of Industry-based forestry ready for energy plants. In addition, there are also potential location to be planted with energy plants in around 2 million Ha of sub-optimal land. The agricultural and plantation waste, such as the palm and rubber replanting waste, are also potential to be used as biomass pallet feedstock.

The sustainability of feedstock supply and economic tariff are some key components in the biomass-based power plant, including cofiring. To meet the need of CPP cofiring in Indonesia (18,154MW), a total of 14,235 ton per day or equal with 4 million ton per year of wood pellet is required. This can be seen as both opportunity and challenges in the industry itself. The need of sustainable supply feedstock can create the opportunity for the people to participate in providing the feedstock through their plantation activity. In the other hand, tariff for the biomass need to be economic feasible to ensure the electricity price affordability. Thus, an integrated and comprehensive approach need to be developed, especially for the business model in the biomass cofiring from the energy-based forestry and waste.

Looking into the huge potential of biomass cofiring in replacing the coal consumption, this may become one of the priority programs to achieve the 23% RE target by 2025. The acceleration of 10% cofiring from the total CPP capacity, or equal with 790MW, can directly contribute to the target achievement and at the same time reduce the Green House Gas (GHG) emission from the energy sector. Thus, a study to develop an applicable business model on biomass cofiring, especially with the feedstock from the energy plants forestry and waste is required.

To support DJEBTKE in accelerating the green program in energy generation, UNDP Indonesia through the Market Transformation for Renewable Energy and Energy Efficiency through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3) Project, is looking for qualified consultant to conduct the Study on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring.

C. Objectives of Assignment

With the above context, the objective of this assignment is to conduct Study on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring. The study is expected to provide inputs and proposed recommendation for the government on the most applicable and workable business model of biomass cofiring program, as well as proposed recommendation of the regulatory framework

D. Scope of Services and Expected Outputs

The consultant is expected to deliver Study on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring.

Scope of activities includes:
Under the supervision of UNDP and DJEBTKE (Directorate of Bioenergy), the scope of work shall include but not necessarily be limited to following tasks:

a) Collect and assess all relevant data and information on the cofiring program and related existing studies and regulations/policies
b) Based on the assessment result, formulate a detail work approach and timeline showing how the contractor will undertake the scope of works
c) Develop ToR and preparing materials for any required meeting/FGDs and act as the resource person, including coordination and getting commitment from the identified relevant key-stakeholders
d) Assess the potential feedstock from the energy plants-based forestry and waste in the area of selected CPP cofiring program, focusing in the 50km radius from the CPP location
e) Conduct visit and undertake detailed assessment on the potential feedstock, including the option of feasible/potential energy plants, price, institutional arrangement, procurement, supply chain

f) Identify the potential risks that can affect the sustainability of the feedstock supply, and provide recommendation on the mitigation action than need to be taken
g) Carry out the detail financial analysis on the CPP cofiring feedstock supply, including cost break down and recommendation related to the affordability of electricity price.
h) Based on the discussion and consultation with CPP owner/operator and consideration of the testing data, proposed recommendations and develop a workable business model for the biomass cofiring feedstock supply from the energy plants-based forestry and waste. The proposed business model should cover the business activity from the upstream to downstream of the industry. The assessment should also cover not only the technical, financial and legal/regulatory/policy aspect, but also the socio-economic, including the gender aspect.
i) Use the existing CPP cofiring that has commercially operated as benchmark for the study
j) Undertake consultations with any related organization/institution/local community to gain an understanding of their socio-economic status as well as to identify their priorities/role related to the proposed business model.

The main deliverable is detailed feasibility study report that should include the following information, but not limited to:

Description of technicality of the potential and regulatory aspect:

- Description of potential cofiring feedstock supply from the available energy plants-forestry and waste sources nearby the selected CPP location, such as logging waste, wood processing industry waste, municipal waste, industrial forest, social forestry area, agroforestry, ex-mining land, plantation, industrial forest land clearing.
- Description and assessment of the CPP technology type as well as the description of potential biomass type such as wood pellet, wood chips, saw dust, palm shell; including the wood/commodity type that meet the quality standard and technical requirement for the CPP
- Detail description of the supply chain for the biomass cofiring feedstock in the selected CPP location
- Detail financial analysis and cost breakdown, including the investment cost of the biomass feedstock and financially feasible biomass tariff.
- Detail assessment in the upstream side for the readiness in providing sustainable biomass feedstock, including risk and mitigation actions
- Identify the potential and workable cooperation scheme from the upstream side to the downstream side.
- Identification, mapping and review on the existing regulation/policies/academic studies related to biomass cofiring program and proposed recommendation for the required regulatory framework dan detailed outline/scope

Description of socio-economic and environmental aspects:

- Identify the potential beneficiaries up to 50km radius of the CPP location, in terms of total farmers/workers, institutions/cooperatives that could benefit from the proposed business model

- Assessment on the economic impact and information on main source of income of the farmers/workers, averagely monthly income and the potential differences if the business model is in place
- Indicative information on relevant gender aspects in the community e.g. division of labour, control of key resources/assets e.g. land, money.
- Conduct environmental risk assessment of the biomass cofiring program both in upstream and downstream side, such as potential emission reduction, illegal logging and other environmental related issues
- Identify the potential for an existing or new cooperative/institution/BUMDES to be involved in the business process (cooperation scheme, legal aspect, tariff) and proposed the best management scheme for the sustainability of the feedstock supply

Under this assignment, the consultant is expected to conduct the following activities and deliver outputs:

No	Expected Outputs	Key Activities	Remarks
1	Detail Workplan (including timeline)	Desk study, detail workplan, kick-off meeting and discussion with related stakeholders	UNDP-MTRE3 and DJEBTKE can facilitate the required meeting and discussion
2	Draft Study report on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring	• Conduct visit and curvey to the CPP location and its surrounding area for data collection • Review on the existing cofiring CPP operated in commercial based and use it as benchmark • Meeting and discussion with relevant key-stakeholders • Develop the draft report on workable business model • Presentation on the draft report	UNDP-MTRE3 and DJEBTKE can facilitate the required meeting and discussion Draft report should be submitted in Indonesian
4	Final Study report on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring	• Update the draft report • Presentation on the final report • Finalization and submission of the Detailed Feasibility Study report	Both report and presentation material should be submitted in English and Indonesian versions

All reports must be presented first to UNDP-MTRE3, DJEBTKE and CPP owner/operator for inputs and comments. These comments must be incorporated to the report prior approval. The final reports must have an executive summary, and Power Point presentation, delivered both in Bahasa and English. The consultant shall submit the final report in English version and Indonesian version both soft copy of editable version and hard copy. All presentation, photos and video, calculation/simulation model, and all related data obtained during the implementation of the project shall be submitted to UNDP/Project as the property of UNDP/MTRE3.

E. Risk Management

Undertaking data collection in the facilities level 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. Whenever is possible, data collection can be done through virtual meeting. Virtual meeting/discussion/coordination will be facilitated by Directorate Bioenergy and MTRE3 Project.

One of the other risks that may happen is slow process of coordination between government agencies and the relevant key-partners which require additional acceleration support. It is expected that the consultant should consider the successful factor of project implementation, i.e. relevant key-stakeholders shares required data in timely manner.

Reorganization in the relevant government agencies or key-stakeholders may occur in the project period which may also affect the commitment of the organizations/facilities. The consultant is recommended to identify the risks prior to the project implementation and develop strategies of countermeasures.

F. Institutional Arrangement

The selected company will work closely and under supervision of the Technical Working Group Coordinator under Component #2, MTRE3 Project-UNDP and DJEBTKE.
UNDP – MTRE3 and DJEBTKE will facilitate any requires communication/correspondences, discussion and meeting with the relevant key-stakeholders.
DJEBTKE through Directorate of Bioenergy will provide guidance and participate in the review of the submitted reports.

G. **Duration of work**

The assignment will cover for approximately 85 (eighty five) working days from Dec 2020 to May 2021. Detail estimate timetable as follow:

No	Expected Outputs	Expected Submission Time
1.	Detail Workplan (including timeline)	January 2021
2.	Draft Study report on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring	March 2021
3.	Final Study report on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring	May 2021

The above timetable has considered lead time needed by UNDP and DJEBTKE to review outputs, provide feedback and certify on the outputs/works completed. Delay on the completion of the work might affect total budget approved unless it is due to reasons beyond the selected organization’s control thus close coordination with the supervisor from UNDP and written notification should always be used to anticipate any delay.

H. Location of Work

The selected contractor will be required to visit the CPP location in:

1. PLTU Jeranjang – Lombok, West Nusa Tenggara (NTB)
2. PLTU Rembang – Central Java

Due to covid-19 situation, during the data collection in the field, the selected contractor should provide and execute a health protocol standard that comply with the Government of Indonesia. Any coordination meeting, discussions or consultations are encouraged to be conducted through virtual.

If unforeseen travel outside Travel Expected is requested by UNDP or Directorate of Bioenergy, and upon prior written agreement, such travel shall be at UNDP's or Directorate of Bioenergy's expense based on the agreed rate. The travel expenses will be reimbursed by UNDP/Directorate of Bioenergy upon written agreement by UNDP/Directorate of Bioenergy on the rate and submission of evidence, and not to exceed UNDP Harmonized Cost Rate or SBU in such other location.

Note: the travel expenses, cost of accommodation and venue for those activities mentioned above should be part of bidder's proposal (technical and financial).

I. Company Qualification Requirements

Institutional Qualification:

- At least 2 relevant projects within the last 5 years in conducting detail study in biomass, specifically related to cofiring feedstock supply and business model
- At least 3 years of working experiences in Indonesia, providing service to International Organization and government is an advantage
- Registered company with valid license to operate the business in Indonesia
- Possessed relevant background and experiences in biomass and cofiring

Personal Qualification

1. **Team Leader**
    - Master degree in engineering/science, with 2 years of experience or bachelor degree in engineering/science with 6 years of experiences in biomass project.
    - Demonstrate good understanding on the business process of biomass cofiring including the technical, financial and regulatory aspect.
    - Experience in working on study/project in the biomass feedstock supply from energy plants-based forestry and waste.
    - Experience in team managerial and project management such as planning, oversight project, analysis, and reporting.
    - Demonstrable record of having undertaken similar assignment.

2. **Technical specialist** :
   - Master degree in mechanical/electrical/Chemical/Instrument engineering or other related field with 2 years of experience, or bachelor degree in mechanical/electrical/Chemical/Instrument engineering with 6 years of experience in coal power plant project in development and or operation phase.
   - Possess experience in developing detail technical study on cofiring biomass project.
   - Demonstrable record of having undertaken similar assignment

3. **Biomass specialist** :
   - Master degree in chemical/electrical engineering or related science with 2 years of experience or bachelor degree in chemical/electrical engineering or related science with 6 years of experience in biomass projects.
   - Having experiences in developing detail feasibility of biomass power plant project and possess knowledge in the biomass feedstock supply, including the technical aspect of the biomass characteristic, also experience in municipal waste biomass project.
   - Demonstrable record of having undertaken similar assignment

4. **Regulation Specialist** :
   - Master degree in Law/Public Policy or other related fields with 2 years of experience or bachelor degree in Law/Public Policy or other related fields with 6 years of experience in conducting study/assessment/research in regulation related to biomass, preferably cofiring program
   - Experience in developing academic study and regulatory framework
   - Demonstrate record of having undertaken similar assignment,

5. **Business Process Specialist** :
   - Master degree in forestry/engineering or other related fields with 2 years of experience or bachelor degree in forestry/engineering or other related fields with 6 years of experience in the forestry area, especially industrial forestry.
   - Having experience and understanding in the business flow of the permitting, regulatory/policy and management aspect of working in the forestry area and its products/wastes.
   - Demonstrable record of having undertaken similar assignment

6. **Financial Analyst**:
   - Master degree in financial/engineering or other related field with 2 years of experience or bachelor degree in financial or other related field with 6 years of experience in detailed feasibility study works in biomass cofiring power plant with understanding of the technical, regulatory and business issue.
   - Experience in developing financial assessment/study on biomass cofiring project
   - Demonstrable record of having undertaken similar assignment

7. **Socio-economic analyst:**
    - Master degree in economic/social science with 2 years of experience or bachelor degree in economic/social science with 6 years of experience in conducting socio-economic impact assessment, preferably in the area of forestry or biomass power plant.
    - Having experiences in engaging local community
    - Demonstrable record of having undertaken similar assignment

8. **Environmental risk analyst**:
    - Master degree in environmental or other related field with 2 years of experience or bachelor degree in environmental or other related field with 6 years of experience in conducting environmental impact assessment in the area of forestry or biomass power plant.
    - Demonstrable record of having undertaken similar assignment

Competencies and skill requirements

Each personnel of the team should have the following competencies and skill requirements:

- Strong analytical, writing and communication skills and fluency both in Bahasa and English
- Familiarity with government system
- Strong motivation and ability to work and deliver under short deadlines
- Focuses on impact and result for the client and responds positively to critical feedback
- Able to work independently with little or no supervision

J. Payment schedule

No	Deliverables/Outputs	Payment Schedule	Payment Amount
1.	Detail Workplan (including timeline)	February 2021	30%
2.	Draft Study report on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring	April 2021	40%
3.	Final Study report on the Development of Workable Business Model and Regulatory Framework for Biomass Cofiring	June 2021	30%