



RFQ Reference: RFQ/UNDP/CIWT/119198 /065/2020 – Provision of Event Organizer for E-Learning Training (Online and Offline) for Law Enforcement in Combatting Illegal Wildlife

Date: 26 November 2020

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  _____

Name: Martin Stephanus Kurnia

Title: Head of Procurement Unit

Date: 26 November 2020

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>Please refer to the etendering system with event ID: IDN10 0000007970</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> ▪File Format: pdf ▪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 ▪It is recommended that the entire Quotation be consolidated into as few attachments as possible. <p>[For eTendering method, click the link https://etendering.partneragencies.org and Event ID: IDN 10 0000007970</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP UNDP UNDP UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 5 (five) calendar days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP UNDP UNDP UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	Quotations shall be quoted in USD or IDR for Local Bidders
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP/UNDP/UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p>X Company Profile.</p> <p>X Registration certificate;</p> <p>X List and value of projects performed for the last 3 (three) years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field;</p> <p>X Completed and signed CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Quotation validity period	<p>Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are</p>

	clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other please refer to the payment schedule mentioned in the TOR
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others upon acceptance and approval of each deliverable
Contact Person for correspondence, notifications and clarifications	E-mail address: hashed.alnasef@undp.org and yusef.milah@undp.org <u>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</u> <u>Any delay in UNDP's response shall not be 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.</u>
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 (two) days before the submission deadline. Responses to request for clarification will be communicated on tendering system and UNDP Global Website by 2 (two) days before the deadline
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	21 December 2020
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder

	is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
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ANNEX 1: SCHEDULE OF REQUIREMENTS

Term of Reference
Provision of Event Organizer for Training E-Learning (Online and Offline)
for Law Enforcement in Combatting Illegal Wildlife Trade

I.BACKGROUND

As one of the mega biodiversity countries, Indonesia faces the high threat that comes from the illegal and unsustainable use and trade of wild plants and animals. Furthermore, the high level of illegal and unsustainable wildlife trade also contributes to the high number of state losses. In general, protected wild plants and animals are traded for use as traditional medicines, foodstuffs, ornaments, and pets. Meanwhile, unprotected wild plants and animals are traded for industrial raw materials, pleasure, food, or pets.

Currently, the Government of Indonesia has been quite intensive in its efforts to eradicate protected and unprotected wildlife crimes, but the practice of illegal wildlife trade continues. The reality shows that with the increasingly sophisticated information technology and modus operandi of the perpetrators of wildlife crime and the increasing economic value of wildlife in the global market, the practice of illegal wildlife trade is becoming increasingly widespread, complex, and difficult to detect quickly. Therefore, to tackle the increasing number of wildlife crime, law enforcement officials who are capable of preventing, reducing, and dealing with wildlife crime are required.

One of the efforts to prepare law enforcement officials who can prevent, reduce, and handle criminal acts of wild plants and animals is through education and training to increase their capacity in handling illegal wildlife trade problems. In this regard, UNDP Combatting Illegal Wildlife Project (CIWT) Project facilitate a series of online and offline training for law enforcement officers that consist of the most important aspects to combat illegal wildlife trade/ wildlife crime, which are law enforcement policies and strategy, protection measures, a criminal investigation, and cooperation.

II.PURPOSE AND GOALS

E-Learning Training (online and offline) for Law Enforcement in Combatting Illegal Wildlife Trade Learning is expected to improve training participants' knowledge of wildlife conservation and protection policies and strategies in Indonesia. Participants' skills are expected will increase to support the implementation of illegal wildlife trade law enforcement measures such as data collection/ intelligence, cyber patrol, repressive operations, evidence handling, crime scene management, and investigation process. Moreover, participants are also expected to have better knowledge and understanding of national, regional, and international cooperation forums in wildlife conservation and illegal wildlife trade law enforcement which can be referred to improve wildlife protection and law enforcement in Indonesia.

In adapting to the new normal, UNDP CIWT Project changes its engagement approach into a combination of online and offline meetings. Not solely on the offline meeting. This includes conducting learning and training meetings and workshops. Given the dynamics of the situation and the limited UNDP CIWT Project in-house resources, the project is looking for a firm who can provides event management for E-Learning Training in Combatting Illegal Wildlife Trade.

III.OUTPUT

Through e-learning training, participants knowledge and understanding will be improved regarding the following aspects:

1. Wildlife conservation and protection policies and strategies;
2. Illegal wildlife trade and wildlife crime law enforcement efforts and measures;
3. Illegal wildlife trade and wildlife crime investigation;
4. National and international cooperation on combating illegal wildlife trade;

Communication and coordination networks also will be established and strengthen among training participants who come from many different Indonesian law enforcement agencies and other related stakeholders for future cooperation in combating illegal wildlife trade in each region.

IV. RISK AND ASSUMPTIONS

Undertaking the COVID-19 pandemic situation in every country including Indonesia, the use of electronic learning (e-learning), or online learning, is suggested as one of the options to organize training. The success of e-learning is strongly dependent on the communication line (telecommunication signal) stability used by the participants which are not always good in every place in Indonesia, especially for those who stay in a remote area. Poor telecommunications signals will caused some delay and connection lost during the online class session. **While for offline/physical meetings, the meeting must adopt a strict Covid-19 Health Preventive Protocol.**

V. VENUE AND DATE

Venue:

- Online Training: via e-learning BP2SDM website and webinar platform application.
- Offline Training: Medan, Jakarta/Bogor, Malang, and Manado.

Planned Date:

Date	Activity	Venue
1 st week of January 2021	DIKLAT 1	Online
3 rd week of January 2021	DIKLAT 2	Online and Offline
2 nd week of February 2021	DIKLAT 3	Online and Offline
4 th week of February 2021	DIKLAT 4	Online

VI. TARGET AUDIENCE

The E-Learning Training targeted for government officers with duty task related to wildlife conservation, wildlife protection, illegal trade and law enforcement. Total of training participants is 562 people, with qualification and competencies as follows:

- Government officer who assigned by their agencies.
- Familiar with Indonesia wildlife conservation policies and activities
- Familiar with illegal wildlife crime issues;
- Knowledge of Indonesian law enforcement regulation;

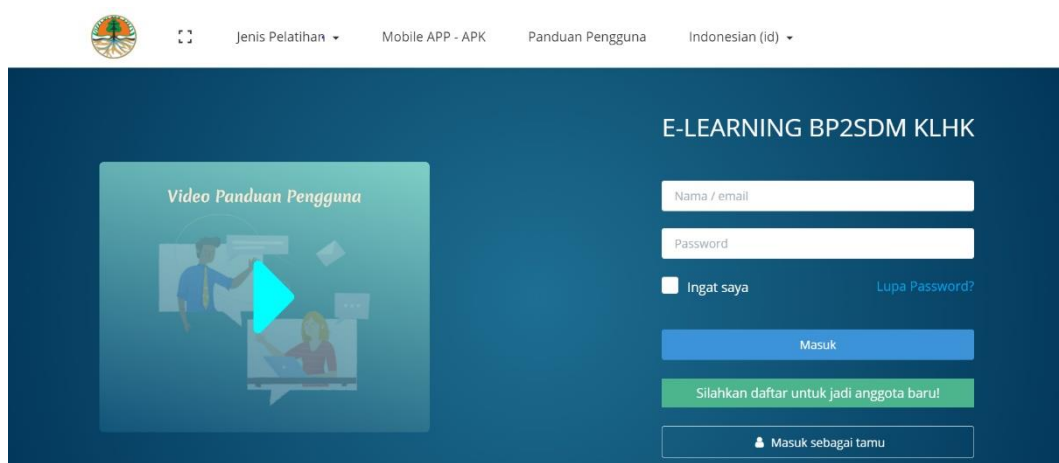
Those targeted audience will be selected and invited by UNDP/Project and the selected Event Organizer must establish participants registration mechanism; collect, and compile participants data (ID card/KTP, Assignment Letter (Surat Perintah Tugas) and Bio Data).

VII. ACTIVITIES & SCOPE OF WORK

CIWT Project requires a professional and qualified event organizer to provides Online and Offline Law Enforcement in Combatting Illegal Wildlife Trade Learning event management. The Event Organizer will be responsible for the required administrative, logistic, financial, and creative support starting from event preparation to completion of the training. The Event Organizer will focus to the success of the event/training and **will work closely with "PUSDIKLAT SDM LHK"**

related to the technical process for this training, Directorate of Forest Protection and Project CIWT as main focal for this activities. EO is required to understand the concept of the training and the needs stated in this ToR.

The platform that will be used to conduct online learning is through the e-learning platform BP2SDM LHK which is combined with webinar application for live interactive face-to-face between participants and tutors/speakers.



Source: <http://elearning.menlhk.go.id/login/>

This training will be delivered by using a combination of online meetings and offline meetings methods as a solution to the Covid-19 pandemic situation that currently happening in Indonesia. The training will be divided into 4 (four) training sessions, or namely **DIKLAT**, that consists of training participants from different wildlife crime law enforcement agencies and related stakeholders as per CIWT Project approved invitee list. Each class will have different training subject, which are:

A. Training Class for Wildlife Protection (hereinafter referred to as Diklat 1)

This training will provide training subject material (Mata Pelajaran - MP) as follows:

- 1.MP - Training Program and Flow
- 2.MP - Wildlife Conservation Policy
- 3.MP - Wildlife Protection Policy
- 4.MP - International Wildlife Convention

B. Training Class for Illegal Wildlife Trade Operation (hereinafter referred to as Diklat 2)

This training will provide training subject material (MP) as follows:

- 1.MP - Training Program and Flow
- 2.MP - Wildlife Trade Administration
- 3.MP - Illegal Wildlife Trade Cyber Patrol
- 4.MP - Illegal Wildlife Trade Repressive Operation
- 5.MP - First Action at the Crime Scene
- 6.MP - Wildlife Evidence Handling
- 7.MP - Incident Report (Laporan Kejadian - LK)

C. Training Class for Illegal Wildlife Trade Law Enforcement (hereinafter referred to as Diklat 3)

This training will provide training subject material (MP) as follows:

- 1.MP - Training Program and Flow
- 2.MP - Illegal Wildlife Trade Criminal Law Enforcement
- 3.MP - Illegal Wildlife Trade Administrative Law Enforcement
- 4.MP - Illegal Wildlife Trade Law Enforcement using Multi door Approach

D. Training Class for Cooperation in Illegal Wildlife Trade Law Enforcement (hereinafter referred to as Diklat 4)

This training will provide training subject material (MP) as follows:

- 1.MP - Training Program and Flow
- 2.MP - Role and Functions of Parties in wildlife protection at National and International level
- 3.MP - Cross-sector Cooperation in wildlife conservation and protection
- 4.MP - Wildlife Trade Control Delivery
- 5.MP - Evidence Handling Across Countries
- 6.MP - Wildlife crime data sharing

CIWT Project will provide training materials on the program. **Diklat 1 and 4 will be conducted with online format (full e-learning)**, while **Diklat 2 and 3 will be conducted with online and offline format (blended method)**.

Training Schedule:

DIKLAT	METHOD	LOCATION	DURATION	DATE	TRAINING PARTICIPANT	TOTAL
DIKLAT 1	Full e-learning	Virtual	5 working days	1 st week of January 2021	-Aceh: 20 -Sumut (Medan) : 32 -DKI Jakarta dan Jabar: 31 -Jawa Timur: 27 -Sulawesi Utara: 25	135 participant
DIKLAT 2	e-learning	Virtual	7 working days	3 rd week of January 2021	-Aceh: 26 -Sumut (Medan): 32 -DKI Jakarta dan Jabar: 26 -Jawa Timur: 30 -Sulawesi Utara: 32	146 participant
	Practice (offline training)	Medan (from Aceh and Medan), Bogor (From DKI and Jabar), Malang, Manado	@4 working days			
DIKLAT 3	e-learning	Virtual	4 working days	2 nd week of February 2021	-Aceh: 26 -Sumut (Medan): 32 -DKI Jakarta dan Jabar: 26 -Jawa Timur: 30 -Sulawesi Utara: 32	146 participant
	Practice (offline training)	Medan (From Aceh and Medan), Bogor (From DKI and Jabar), Malang, Manado	@4 working days			
DIKLAT 4	Full e-learning	Virtual	8 working days	4 th week of February 2021	-Aceh: 20 -Sumut Medan: 32 -DKI Jakarta dan Jabar: 31 -Jawa Timur: 27 -Sulawesi Utara: 25	135 participant
TOTAL						562

***note:**

1. Please note on the schedule of offline training

2. The offline training (DIKLAT 2 and DIKLAT 3), each location will be accompanied by 2 tutors and 2-3 facilitators. All travel expense for tutor, facilitator/speaker should be provided by EO.

Selected Event Organizer (EO) is required to support scope of work as follows:

1) Pre-financing by coordinating with Pusdiklat SDM LHK for:

- a) Provide distribution fee for **DIKLAT 1** technical operation to Pusdiklat SDM LHK that consist of head team, directing education & training programs, admin system user

support, admin e-learning management system, training executor fees (5 *angkatan*), classroom PIC fee (47 JPL), office stationery for training needs, and reporting. The total amount is around **IDR 25.480.000**.

- b) Provide distribution fee for **DIKLAT 2** technical operation to Pusdiklat SDM LHK that consist of head team, directing education & training programs, admin system user support, admin e-learning management system, training executor fees (5 *angkatan*), classroom PIC fee (92 JPL), office stationery for training needs, and reporting. The total amount is around **IDR 27.280.000**.
- c) Provide distribution fee for **DIKLAT 3** technical operation to Pusdiklat SDM LHK that consist of head team, directing education & training programs, admin system user support, admin e-learning management system, training executor fees (5 *angkatan*), classroom PIC fee (74 JPL), office stationery for training needs, and reporting. The total amount is around **IDR 26.560.000**.
- d) Provide distribution fee for **DIKLAT 4** technical operation to Pusdiklat SDM LHK that consist of head team, directing education & training programs, admin system user support, admin e-learning management system, training executor fees (5 *angkatan*), classroom PIC fee (74 JPL), office stationery for training needs, and reporting. The total amount is around **IDR 26.560.000**.

2) Online Event

- The service provider should establish a zoom webinar link for speakers and participants, managing online registration, fully handle and operate the webinar including managing presentation, session traffic up to 5 speakers & 500 attendees , and recording of all learning/discussion. The service providers also provide 1 additional web camera will be placed in PUSDIKLAT.
- The service provider should provide a full rehearsal session a maximum of 1 (one) day in advance of the event. The main goals for test audio and video quality and practice presentations, timing, and transitions.
- The service provider must establish participants' registration mechanisms; collect, and compile participants' data.
- The distribution through transfer method of internet allowance to all invited participants/attendees based on approved invitee list and registration data. **The payment of internet allowances for each participant Rp100.000/day.**
- The service provider also **managing and distribution honorarium** for each speaker regards their echelon refer to Government Cost Input Standard 2020 (Peraturan Menteri Keuangan Nomor Nomor 78/PMK.02/2019 tentang Standar Biaya Masukan Tahun Anggaran 2020).
- The service provider should support participants' questions and comments during the discussion session. Also, provide a rapporteur and produce a substantial event report.
- Provide support in the production and distribution e-certificate to all participant.

3) Offline Event

- The service provider must assure room for participants and speakers, as well as meeting room will be set up and held with strict Covid-19 health protocol (physical distancing)
- The service provider should **facilitate daily allowance (DSA), accommodation and transportation** to speakers, moderators/tutor, facilitator and all participants for business travel from duty stations to the point of meeting as requested. All travel expenses refer to Government Cost Input Standard 2020 (Peraturan Menteri Keuangan Nomor Nomor 78/PMK.02/2019 tentang Standar Biaya Masukan Tahun Anggaran 2020).

- The service provider also managing honorarium for each speaker regards their echelon refer to Government Cost Input Standard 2020 (Peraturan Menteri Keuangan Nomor Nomor 78/PMK.02/2019 tentang Standar Biaya Masukan Tahun Anggaran 2020).
 - The service provider must establish participants registration mechanism; collect, and compile participants data.
 - The service provider should support participants' questions and comments during the discussion session. Also, provide a rapporteur and produce a substantial event report.
 - Provide rapid test reimbursement for all participants.
 - Provide **4-star hotel** that features a convention center with high standard function rooms and ballrooms of meeting space. Location for offline training: Medan, Bogor, Malang, and Manado.
 - To provide emergency response to the closest / nearest hospital (one unit vehicle and its driver should stand by during the period of offline training in each location)
 - To provide 3 ply surgical mask earloop (3M or sensi disposable mask) for each participants (@participant should receive 3 masks each day)
 - To provide face shield “APD Face Shield Masker Pelindung Muka Wajah Fitur Kacamata Shield Mask”
 - Selected hotel must have standard COVID-19 protocol/safety measurement on COVID-19 and provide hand sanitizer for the registration desk
 - The selected EO must prepare thermo gun and check every participants prior entry the venue (meeting room) for each event /activity in each location
 - Provide support in the production and distribution of notebook (A5 Diary Spiral Notebook Spiral, 100 sheets), pen and e-certificate to all participant.
- 4) Provide documentations of training in forms of pictures and videos (minimal 3 minutes edited video for each training), also provide video and audio recording of each trainings.
- 5) Provide report on the all activities and EO support.

VIII. TUTOR, SPEAKER AND FACILITATOR

List of Lessons Duration for Tutor / Lecturers

DIKLAT	Tutor / Lecturers			Echelon	Number of lessons (JP)	Training Method
DIKLAT 1	1 Tutor widyaswara)	(Widyaswara,	non	Equal to Echelon 2	17 x 1 = 17 JP	Theory
	2 Tutor widyaswara)	(Widyaswara,	non	Equal to Echelon 2	30 x 2 = 60 JP	Practice
DIKLAT 2	1 Tutor widyaswara)	(Widyaswara,	non	Equal to Echelon 2	32 x 1 = 32 JP	Theory
	2 Tutor widyaswara)	(Widyaswara,	non	Equal to Echelon 2	60 x 2 = 120 JP	Practice
DIKLAT 3	1 Tutor widyaswara)	(Widyaswara,	non	Equal to Echelon 2	29 x 1 = 29 JP	Theory
	2 Tutor widyaswara)	(Widyaswara,	non	Equal to Echelon 2	45 x 2 = 90 JP	Practice
DIKLAT 4	1 Tutor widyaswara)	(Widyaswara,	non	Equal to Echelon 2	30 x 1 = 30 JP	Theory
	2 Tutor widyaswara)	(Widyaswara,	non	Equal to Echelon 2	44 x 2 = 88 JP	Practice

List of Resource Persons (Keynote Speakers)

DIKLAT	Resource Person	Eselon	Duration
DIKLAT 1	1) Director General KSDAE, KLHK	Echelon 1	2 OJ
	2) Director General Gakkum, KLHK	Echelon 1	2 OJ

DIKLAT	Resource Person	Eselon	Duration
	3) Director KKH, KLHK	Echelon 2	2 OJ
	4) Director PPH, KLHK	Echelon 2	2 OJ
	5) Secretary DG Gakkum / Kapusdiklat SDM LHK	Echelon 2	2 OJ
DIKLAT 2	1) Director PPH, KLHK	Echelon 2	3 OJ
	2) Director PHP, KLHK	Echelon 2	3 OJ
	3) Secretary DG Gakkum / Kapusdiklat SDM LHK	Echelon 2	2 OJ
DIKLAT 3	1) Director PPH, KLHK	Echelon 2	2 OJ
	2) Director PHP, KLHK	Echelon 2	2 OJ
	3) Secretary DG Gakkum / Kapusdiklat SDM LHK	Echelon 2	2 OJ
DIKLAT 4	1) Director General Gakkum, KLHK	Echelon 1	2 OJ
	2) Karo. Karwas PPNS POLRI	Echelon 2	3 OJ
	3) Secretary DG Gakkum / Kapusdiklat SDM LHK	Echelon 2	2 OJ

List of Facilitator for Offline Training for travel proposed

DIKLAT	Location	Tutor/Speaker	Facilitator	Duration
DIKLAT 2	Medan	2 persons	3 persons	4 working days
	Bogor	2 persons	3 persons	4 working days
	Malang	2 persons	3 persons	4 working days
	Manado	2 persons	3 persons	4 working days
DIKLAT 3	Medan	2 persons	3 persons	4 working days
	Bogor	2 persons	3 persons	4 working days
	Malang	2 persons	3 persons	4 working days
	Manado	2 persons	3 persons	4 working days

NOTE:

1.OJ = Orang Jam/ man hour

2.JP = Jam Pelajaran/session hour

Pusdiklat SDM LHK and/or CIWT Project will provide a name list of confirmed speakers. The selected EO is expected to coordinate with these speakers and brief them about their presentation/ talking points based on the order on the agenda. The Selected EO include managing speakers' honorarium based on approved proposed budget.

IX.REQUIRE HOTEL FOR OFFLINE MEETING

General Requirement

- Location: **Medan, Bogor, Malang, Manado**
- Requirement: Minimum **4 Stars hotel** that features a convention center with high standard function rooms and ballrooms of meeting space
- Good security system: the hotel security management must have a good relationship with the closest police station; have 24 hour reception/night porter and security guard on duty.
- The hotel should have many spacious and comfortable guest room
- Has standard COVID-19 Protocol/safety measurement on COVID-19

Hotel Arrangement as follows:

Location	Room Accomodation			Meeting Package (full board)		Frequency	Meeting room requirement
	Twin Bed	Single Bed	No. of days	Pax	No. of days		
Medan	32	5	4 nights	70 pax	4 days	2 times (DIKLAT 2 & DIKLAT 3)	Each room meeting should consist of:

Location	Room Accomodation			Meeting Package (full board)		Frequency	Meeting room requirement
	Twin Bed	Single Bed	No. of days	Pax	No. of days		
Bogor	15	5	4 nights	45 pax	4 days	2 times (DIKLAT 2 & DIKLAT 3)	<ul style="list-style-type: none"> •Meeting time: 09.00 – 21.00 •2 coffee break, 1x lunch, 1x dinner •Meeting room capacity with social distancing standard •2 registration table in front of the meeting room •class rooms-shape style •1 LCD Projector and 1 screen •1 Stage with head tables for 5 persons •6 wireless microphones (6 for mobile) •availability on additional Electrical socket that will be used by each (participants) •WIFI in meeting rooms •Free connection for video conference through zoom
Malang	17	5	4 nights	45 pax	4 days	2 times (DIKLAT 2 & DIKLAT 3)	
Manado	18	5	4 nights	45 pax	4 days	2 times (DIKLAT 2 & DIKLAT 3)	

NOTE: if hotels could provide a Residential/fullboard meeting package shall be used.

Residential Meeting Package consist of:

1.Room/Accommodation .

2.Full day meeting package and its standard facility as required above (meeting room requirement).

X.DELIVERABLE AND PAYMENT SCHEDULE

Deliverable/Outputs	% payment	Timeline	Review and Approval Required
Report/planning on the approach and workplan	10%	2 weeks after PO is signed	Uppon approval of deliverable by NPD or NPM Project CIWT
Report on overall support for DIKLAT 1 that consist of: -Background and context -Agenda and summary -List of participants -Material training -documentation	20%	Completion of DIKLAT 1	Uppon approval of deliverable by NPD or NPM Project CIWT
Report on overall support for DIKLAT 2 that consist of: -Background and context -Agenda and summary -List of participants -Material training -documentation	20%	Completion of DIKLAT 2	Uppon approval of deliverable by NPD or NPM Project CIWT
Report on overall support for DIKLAT 3 that consist of:	20%	Completion of DIKLAT 3	Uppon approval of deliverable by NPD or NPM Project CIWT

-Background and context -Agenda and summary -List of participants -Material training -documentation			
Report on overall support for DIKLAT 4 that consist of: -Background and context -Agenda and summary -List of participants -Material training -documentation	20%	Completion of DIKLAT 4	Uppon approval of deliverable by NPD or NPM Project CIWT
A Final Accomplishment Report Executive summary, consist of: a)Background and context b)Implementation of event, key highlights from the discussions c)Annexures will include: -List of participants and resource person/tutor with gender disaggregation -Bio Data participants -Selected relevant photographs with captions -Meeting materials (detail agenda, presentations, minutes of meeting/brief summary) -High resolution photos of meeting d)High resolution video with minimal 3 minutes duration consist of compilation activity during meetings.	10%	2 weeks after DIKLAT 4 finish	Uppon approval of deliverable by NPD or NPM Project CIWT
TOTAL	100 %		

The selected EO must work within the contracted budget. If any case that urgent/change arrangement of production or any problems that possibly arise, the selected EO must consult with UNDP and/or CIWT Project.

XI. QUALIFICATION & KEY SELECTION

The company must have the following qualifications:

- The company has the experience in handling offline event such as meeting/conference/ exhibition/ training/gathering with a minimum of 250 participants within the last 3 (three) years. Justified with proof of past working experience and list of 3 biggest clients and their referees.
- Has proven experiences in arranging/handling at least 2 (two) webinars/web-conference/online based gathering with minimum 250 participants within the last 3 (three) years. Justified with proof of past works working experience and list of 3 biggest clients and their referees detail information (name, phone number, email address and institution/organization).
- Experience working with government, medias, international agencies or any other relevant parties as specified in this tender.
- Having trade business license proven by submission of valid registration certificate
- Experience working with government agencies is a plus.

Qualification of the personnel:

- (1)Any type of educational background for the managers of the event organizer. Justified with company and management profile of the event organizer.
- (2)Show Director or Personal in Charge (PIC) must have at least experience in arranging/handling/managing 2 (two) projects of webinar with minimum 250 participants within 3 (three) years. Justified with personal CV.
- (3)Supporting staffs must have experienced in admin and event management with any educational background, with compositions:
 - Online meeting:
 - 3 administration Officer
 - 2 Technical Officer
 - Offline meeting for each location:
 - 1 PIC for administration
 - 2 administration officer
 - 1 photographer
 - 1 videographer

*note: the offline meeting will be held in the same time in 4 location for each training

NOTE: Bidders should consider the gender balance issue in placing the required personnel