## **United Nations Development Programme**



## **REQUEST FOR PROPOSAL (RFP)**

NAME & ADDRESS OF FIRM	DATE: February 8, 2021
	REFERENCE: RFP/UNDP/ATSEA/125154/005/2020 - Facilitation Working Group (Pokja) on the Establishment of Marine Protected Area (MPA) in Kolepom Island, Merauke District

## Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference RFP/UNDP/ATSEA/125154/005/2020 - Facilitation Working Group (Pokja) on the Establishment of Marine Protected Area (MPA) in Kolepom Island, Merauke District

A bidder's conference will be held on: Zoom Meeting Date/Time: Monday, 15 February 2021/14.00 WIB

Place: https://undp.zoom.us/meeting/register/tZcode-qqTgoE9MkCzRAOdmdMXo2Ifb2K6Fw

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>) Event ID: 0000008464

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! <u>Technical Proposal and Financial Proposal</u> files <u>MUST BE COMPLETELY SEPARATE</u> and <u>uploaded</u> separately in the system and clearly named as either <u>"TECHNICAL PROPOSAL"</u> or <u>"FINANCIAL PROPOSAL"</u>.

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. <u>NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1</u>. Failed to meet this requirement, proposal will be rejected.

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 <u>FINANCIAL PROPOSAL IS PASSWORD PROTECTED</u>. Failed to meet this requirement, proposal will be rejected

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 15 February 2021 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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/</a>. You can also access the instruction from youtube with link: <a href="https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be">https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be</a>.

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,

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Martin Stephanus Kurnia Head of Procurement Unit 2/8/2021

Annex 1

# **Description of Requirements**

Context of the Requirement  Implementing Partner of UNDP  Brief Description of the Required Services <sup>1</sup>	The context of this TOR is UNDP seeking to engage organization/company to facilitate working group (Pokja) in 5 (five) main objectives related to (1) preparation of initial zonation documents and technical consultation; (2) Conducted two serial public consultation; (3) development of draft zonation for MPA initiation; (4) development of management plan for MPA initiation; (5) technical assistant of zonation plan from Papua government to MMAF Fisheries Research Center, Ministry of Marine and Fisheries (MMAF)  The overall objective of this assignment is to support the Government of Papua province to establishment of MPA in Kolepom Island, Merauke district.				
List and Description of Expected Outputs to be Delivered	The key output under this assignment are, which includes but not limited to facilitate the working group (Pokja) of MPA Kolepom initiation related to:  1. Preparation of initial zonation documents and technical consultation; 2. Conducted 2 (two) serial public consultation; 3. Development of draft zonation for MPA initiation; 4. Development of management plan for MPA initiation; 5. Technical assistant of zonation plan from Papua government to MMAF; 6. Development of final draft document on the zoning plan for MPA in Kolepom Island				
Person to Supervise the Work/Performanc e of the Service Provider	<ol> <li>Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF</li> <li>Programme Manager for Natural Resource Management, UNDP</li> <li>National Project Coordinator of ATSEA-2</li> </ol>				
Frequency of Reporting	Please Refer to the TOR attached to this RFP				
Progress Reporting Requirements	Please Refer to the TOR attached to this RFP				
Location of work	☑ At Contractor's Location, if required, for technical works specifically indicated in the proposal				
Expected duration of work	The expected duration of the contract is 10 (ten) months calculated based on the contract starting date				
Target start date	March 2021				
Latest completion date	December 2021				
Travels Expected	Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed destination below:				

 $<sup>^{1}</sup>$  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.

	Destination/s	Frequency	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s
	Jakarta	1 time	Maximum 3 days @trip	Technical Consultation (assistance) to MMAF	March - December 2021
	Jayapura	4 times	Maximum 7 days @trip	1 <sup>st</sup> Public Consultation (1 time), Workshop and Coordination meeting (3 times)	March - December 2021
	Merauke	1 time	Maximum 7 days @trip	Coordination meeting	March - December 2021
	Kolepom / Kimaam	1 time	Maximum 21 days @trip	2 <sup>nd</sup> Public Consultation	March - December 2021
Special Security Requirements	<ul> <li>✓ Security Clearance from UN prior to travelling</li> <li>☐ Completion of UN's Basic and Advanced Security Training</li> <li>✓ Comprehensive Travel Insurance</li> <li>☐ Others [pls. specify]</li> </ul>				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☐ Office space a ☐ Land Transpo ☑ Liaise with th	rtation	keholders		
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	<ul><li>☑ United States</li><li>☑ Local Currence</li></ul>		dders		

Value Added Tax on Price Proposal <sup>2</sup>	☑ must be exclusive of VAT and other applicable indirect taxes						
Validity Period of Proposals (Counting for the last day of submission of quotes)	In exce validity Propos	☑ 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					
Payment Terms <sup>3</sup>	Scope of work	Deliverables/Outputs	Output Progress	Due Date			
	1	<ul> <li>1.1 Coordination meeting for updated the data and information to support zonation planning in in MPA Kolepom island;</li> <li>1.2 Develop the initial document of zonation in Kolepom island;</li> <li>1.3 TOR of arrangement for 1<sup>st</sup> public consultation;</li> </ul>	15%	April 2021			
	2	<ul> <li>2.1 Technical Consultation report which contains suggestions for improvement and technical approval of zonation planning.</li> <li>2.2 The 1<sup>st</sup> Public Consultation report that consist of Statement of Consultation &amp; maps of conservation areas as materials for the preparation of final draft.</li> </ul>	20%	May 2021			

<sup>&</sup>lt;sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>&</sup>lt;sup>3</sup> 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.

	3	<ul> <li>3.1 Coordination meeting report that consist of discussion result for long term and mid-term of zoning management plans;</li> <li>3.2 Intermediate document that consists of zoning plan initial document and zoning map;</li> </ul>	20%	June 2021
	4	<ul> <li>4.1 Coordination meeting report that consists of discussion result for intermediate document.</li> <li>4.2 TOR of arrangement for 2<sup>nd</sup> public consultation;</li> </ul>	20%	July 2021
	5	<ul> <li>5.1 The 2<sup>nd</sup> Public Consultation report that consists of Statement of Consultation &amp; maps of conservation areas as materials for the preparation of final draft;</li> <li>5.2 Coordination meeting report with MMAF/KKHL that consist of discussion result for draft of zoning plan.</li> </ul>	15%	September 2021
	6	<ul> <li>6.1. Final draft of zonation plan document are established and adopted by the Province government;</li> <li>6.2. Final draft of management plan for initial MPA Kolepom are available and adopted by the province government;</li> <li>6.3. Submit the lesson learn process and the meeting result of facilitation establishment of MPA in Kolepom Island;</li> <li>6.4. Photos and videos of documentation process.</li> </ul>	10%	November 2021
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Nationa	ll Project Coordinator of ATSEA Project - UN	DP	
Type of Contract to be Signed	⊠ profe	essional service contract		

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Criteria for Contract Award	<ul> <li>□ Lowest Price Quote among technically responsive offers</li> <li>☑ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</li> <li>□ Full acceptance of the UNDP Contract General Terms and Conditions (GTC).</li> <li>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.</li> </ul>
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 30%  ☑ Management Structure and Qualification of Key Personnel 40%  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:	<ul> <li>☑ One and only one Service Provider</li> <li>☐ One or more Service Providers, depending on the following factors:</li> </ul>
Contract General Terms and Conditions <sup>4</sup>	☐ 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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<ul> <li>✓ Form for Submission of Proposal (Annex 2)</li> <li>✓ Detailed TOR (Annex 3)</li> <li>✓ Sample written self declaration (Annex 4)</li> <li>☐ Others<sup>6</sup> [pls. specify]</li> </ul>
Other Information [pls. specify]	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.

<sup>&</sup>lt;sup>4</sup> 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.

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

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

Annex 2

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

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

[insert: Location]. [insert: Date]

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

Dear Sir/Madam:

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

## A. Qualifications of the Service Provider

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

- a) Profile describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;
- d) Track Record list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, 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.

<sup>&</sup>lt;sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>&</sup>lt;sup>8</sup> 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 (IDR / USD – please choose one)
1	<ul> <li>1.1 Coordination meeting for update the data and information to support zonation planning in in MPA Kolepom island;</li> <li>1.2 Develop the initial document of zonation in Kolepom island;</li> <li>1.3. TOR of arrangement for 1<sup>st</sup> public consultation;</li> </ul>	15%	
2	<ul> <li>2.1 The 1<sup>st</sup> Public Consultation report that consist of Statement of Consultation &amp; maps of conservation areas as materials for the preparation of final draft.</li> <li>2.2 Technical Consultation report which contains suggestions for improvement and technical approval of zonation planning</li> </ul>	20%	
3	<ul> <li>3.1 Coordination meeting report that consist of discussion result for long term and mid-term of zoning management plans;</li> <li>3.2 Intermediate document that consists of zoning plan initial document and zoning map;</li> </ul>	20%	
4	<ul> <li>4.1 Coordination meeting report that consists of discussion result for intermediate document.</li> <li>4.2 TOR of arrangement for 2<sup>nd</sup> public consultation;</li> </ul>	20%	
5	<ul> <li>5.1 The 2<sup>nd</sup> Public Consultation report that consists of Statement of Consultation &amp; maps of conservation areas as materials for the preparation of final draft;</li> <li>5.2 Coordination meeting report with MMAF/KKHL that consist of discussion result for draft of zoning plan.</li> </ul>	15%	

	province government; 6.3 Submit the lesson learn process and the meeting result of facilitation establishment of MPA in Kolepom Island; 6.4 Photos and videos of documentation process.  Total	100%	
	government; 6.2 Final draft of management plan for initial MPA Kolepom are available and adopted by the		
6	6.1 Final draft of zonation plan document is established and adopted by the Province	10%	

<sup>\*</sup>This shall be the basis of the payment tranches

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

Description of Activity	Remuneration per Unit of Time (IDR/USD)	Total Period of Engagement	No. of Personnel	Total Rate (IDR / USD)
I. Personnel Services	, , ,			
1. Program Manager		100 man days	1 person	
2. Marine Conservation Specialist		150 man days	1 person	
3. Social development Specialist		150 man days	1 person	
4. Sustainable Financing Expert		30 man days	1 person	
5. Project Administration		100 man days	1 person	
6. Other (if any please specify)				
II. Travel Expense (please provide the				
breakdown cost – transportation,				
accommodation, meals)				
Jakarta (1 Trips x @3 days)		3 trips days		
Jayapura (4 Trips x @7 days)		28 trips days		
Merauke (1 Trips x @7 days)		7 trips days		
Kolepom (1 trips x @21 days)		21 trips days		
III. Other Related Costs (please provide in detail – if any)				

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

## Term of Reference (TOR)

# FACILITATION WORKING GROUP (POKJA) TO ESTABLISHMENT OF MARINE PROTECTED AREA (MPA) IN KOLEPOM ISLAND, MERAUKE DISTRICT

ATSEA Project Activity on Component 2

#### A. General Information

Title : Facilitation Working Group (Pokja) to Establishment of Marine

Protected Area (MPA) in Kolepom Island, Merauke District

Report to : 1. Director of the Centre for Fisheries Research, Ministry of

Marine Affairs and Fisheries/MMAF;

2. Programme Manager for Natural Resource Management,

UNDP;

3. National Project Coordinator of ATSEA-2

Location : Jakarta, Jayapura, Merauke, and Kolepom.

Expected place of travel : As listed in Attachment 1

Duration of contract : The expected duration of the contract is 12 (twelve) months

calculated based on the contract starting date (please see detail

on the suggested staffing working time).

Provision of support services

#### **B.** Background Information

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

The Arafura-Timor Seas (ATS) region is part of the North Australian Shelf large marine ecosystem (LME), which is a tropical sea lying between the Pacific and Indian Oceans and extending from the Timor Sea to the Torres Strait and including the Arafura Sea and Gulf of Carpentaria. The ATS region are important to respective countries, both economically and ecologically, as the ATS region is very rich in living and non-living marine resources, filled with major fisheries and oil and gas reserves. It has strong connectivity in oceanographic and ecological processes, such as the movement of pelagic and migratory species. Significantly, the ATS region exhibits high productivity that sustains both small- and large-scale fisheries, including several high-value, shared transboundary fish stocks, with industrial-scale fisheries, such as finfish trawl fishery, shrimp trawl fishery, and bottom long-line fishery. These fisheries provide livelihoods for millions of people in the region and make significant contributions to food security for both regional communities and also, large populations in export market countries to the north, including China. However, many of the ATS fisheries are fully exploited or over exploited. The marine environment in the

ATS region is in serious decline, primarily as a result of over-harvesting and other direct and indirect impacts of anthropogenic stresses and global climatic changes. In the ATS region, several signs of overfishing are identified, affected by many factors and added with high levels of Illegal, Unreported and Unregulated (IUU) fishing in the ATS. Alterations and damages to marine and coastal habitats, unsustainable harvesting, climate change, and pollution from both land-based and marine-based sources are also issues that need to be handled.

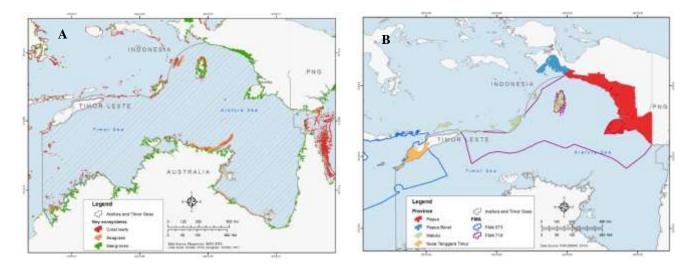


Figure 1. (A) Key coastal ecosystem in Arafura and Timor Seas (ATS) region; (B) Indonesia's Provinces in ATS region

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

## C. Context of this TOR

The context of this TOR is UNDP seeking to engage organization/company to facilitate working group (Pokja) in 5 (five) main objectives related to (1) preparation of initial zonation documents and technical consultation; (2) Conducted two serial public consultation; (3) development of draft zonation for MPA initiation; (4) development of management plan for MPA initiation; (5) technical assistant of zonation plan from Papua government to MMAF.

## D. Objectives of Assignment

The overall objective of this assignment is to support the Government of Papua province to establishment of MPA in Kolepom Island, Merauke district.

## E. Expected Outputs

The key output under this assignment are, which includes but not limited to facilitate the working group (Pokja) of MPA Kolepom initiation related to:

- 1. Preparation of initial zonation documents and technical consultation;
- 2. Conducted 2 (two) serial public consultation;
- 3. Development of draft zonation for MPA initiation;
- 4. Development of management plan for MPA initiation;
- 5. Technical assistant of zonation plan from Papua government to MMAF;
- 6. Development of final draft document on the zoning plan for MPA in Kolepom Island

## F. Expected Approach and Ethical Guidelines

The organization/company will be expected to observe full ethical guidelines and approach during the field work (specifically) and throughout the process (generally) It is important, however, to highlight the following fundamentals to UNDP's intervention practice which the organization/company is expected to keep in mind:

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

## G. Risks and Assumptions

One of the other risks that may happen is the limitation of travel access since COVID-19 pandemic and uncertain transportation schedule based on the weather condition. It is expected that the organization/company should consider the successful factor of project implementation, i.e. relevant government agencies sharing data in timely manner. The organizations/company shall identify the risks and its mitigation plan as the requirement of the strategy approach and methodology.

## H. Scope of Services

The ATSEA-2 project requires assessment and a coordinated effort to support the Government of Papua province to establishment of MPA in Kolepom Island, Merauke district. The detail data and information in area targeted for the works are:

## 1. Village Location

The village that will be involved in the public consultation are focussing on the administration area in initiated MPA Kolepom island or the user that utilize the area., with a map and location distribution as follows:

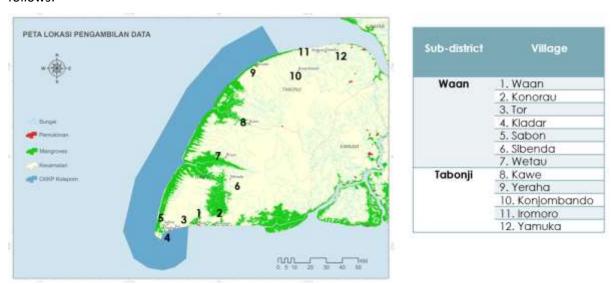


Figure 2. Image analysis 2020, Data source: (Sentinel S2, recorded on 2019)

#### 2. The Composition of the Working Group (Pokja) Members

The working group (Pokja) members that have been agreed upon in the draft SK of working group (Pokja) are as follows:

Person in charge : Kepala Dinas Kelautan dan Perikanan Provinsi Papua

Chairman : Kepala Bidang Pengelolaan Ruang Laut Dinas Kelautan dan Perikanan

Provinsi Papua

Secretary : Kepala Seksi Konservasi Dinas Kelautan dan Perikanan Provinsi Papua;

Members : 1. Bappeda Provinsi Papua

2. Bappeda dan Litbang Kabupaten Merauke

3. Dinas Perikanan Kabupaten Merauke

4. Loka Pengelolaan Sumberdaya Pesisir dan Laut (LPSPL) Sorong

5. Satuan Pengawasan SDKP Merauke

- 6. Universitas Cenderawasih
- 7. Universitas Musamus Merauke
- 8. Lembaga Masyarakat Adat Merauke / Papua
- 9. Lembaga Keagamaan di Merauke
- 10. UNDP ATSEA-2 (Remark: should not be included in bidder's proposal for reimbursement cost of travel expense)

The objective of this assignment is to facilitate working group (Pokja) at Papua provincial level to conduct series of workshops, coordination meetings, and technical consultation to KKHL, MMAF and public consultation to produce a draft final document on the zoning plan for MPA Kolepom Island.

No	Expected Outputs	Key Activities	Remarks
1	Detail Workplan, methods and TOR of arrangement planning in Merauke district	<ul> <li>Detailed workplan</li> <li>Timeline</li> <li>ToR of arrangement planning</li> </ul>	The arrangement planning should consider the risk of the COVID-19 and Weather condition, Gender balance and local culture
2	Data analysis and information	<ul> <li>Conduct data analysis and collect information for zoning arrangements;</li> <li>Conduct an analysis to determine objectives of governance, area resources and socio-economic, and cultural in accordance with the vision of Marine Protected Areas/MPA (compiled following SMART principles);</li> <li>Conduct an analysis to determine targets of the governance, area resources and socio-economic, and cultural aspects to be managed also baseline data (baseline or t0) that need to be measured for monitoring;</li> <li>Conduct an analysis of the carrying capacity of each zone.</li> </ul>	<ul> <li>Data that available from NCU consist of:         <ul> <li>a. Participatory mapping of the area</li> <li>b) Fisheries business analysis</li> <li>c) EAFM analysis for Barramundi fisheries</li> </ul> </li> <li>The composition of the meetings was a total of 7 times, including 2 Public Consultations and 5 workshops / coordination meetings.</li> </ul>
3	Zoning arrangement for Marine Protected Areas	<ul> <li>Formulate a zoning plan outlined in a map with a minimum scale of 1: 50,000 (one to fifty thousand);</li> <li>Describe the potential of each zone;</li> </ul>	The draft 1 for Marxan analysis are available. Bidders need to update and follow up the process (Please refer to Attachment 2 mentioned below)

		•	Determine the allocation of each zone; Define the geographic coordinates of the zone; and Formulate what can and should not be done in each zone.	
4	Management Plan (Long-term and Mid-term Plan)	•	Facilitate working group (Pokja) for technical consultancy to KKHL, MMAF; Facilitating the involvement of various agencies in the working group (Pokja) team according to their respective fields in discussing zoning management plans for long-term and midterm plan.	Working group (Pokja) received input to initial documents before public consultation.  At least facilitated 4 person in the Technical Consultation / assistance to MMAF (2 person consultant and 2 person member of Pokja).
5	1 <sup>st</sup> Public Consultation	•	Facilitate working group (Pokja) to conduct 1 <sup>st</sup> public consultation; Facilitate working group (Pokja) to produce zoning formulations for long-term plans and midterm plan.	The activities are design in the subdistrict level in Wanam. That involved 12 village representative, subdistrict government and other relevant stakeholder  At least facilitated 50 person in the 1 <sup>st</sup> public consultation.
6	Zoning Arrangement and Management Plan for Marine Protected Areas	•	Facilitate working group (Pokja) to formulating the Zoning Arrangement (improvement); Facilitate working group (Pokja) to formulating an area of conservation management plan (design refinement).	Zoning documents, long-term and mid-term management plans should consist of at least:  I. Introduction; II. Data on ecological, socioeconomic and cultural potential; III. Zoning Arrangement; IV. MPA management policy; V. Conservation area management strategy; and VI. MPA management policy; At least facilitated 20 person in the Workshop and Coordination meeting in Jayapura and Merauke.

nsultation	•	Facilitate working group (Pokja) to conduct 2 <sup>nd</sup> public consultation; Facilitate working group (Pokja) to produce document draft of Marine Protected Area Management Plan.	The activities are design in the province level  At least facilitated 50 person in the 2 <sup>nd</sup> public consultation.
al draft cument	•	Facilitate working group (Pokja) for developed a final draft on the conservation area management plan	Final draft document should consist of at least:  I. Introduction;  II. Data on ecological, socioeconomic and cultural potential;  III. Zoning Arrangement;  IV. MPA management policy;  V. Conservation area management strategy; and  VI. MPA management program.

<u>Note:</u> It is mandatory that all steps for process above please refer to PermenKP No.31/PERMEN-KP/2020 for Conservation Area Management.

## I. Technical Aspects

Required Technical Capacity for Bidder:

In order to facilitate the preparation of long-term and mid-term conservation management plans, as well as zoning, this working group can be assisted by bidders who would have the capacity to do the following (but not limited) scope of work:

- Assisting working group (Pokja) to compile a work plan;
- Assisting working group (Pokja) to perform data analysis;
- Facilitating working group (Pokja) to formulate conservation targets (regional resources, socioeconomy and culture, and governance / institutional strengthening);
- Facilitating working group (Pokja) for the zoning arrangement process;
- Assisting working group (Pokja) for zoning mapping;
- Facilitating working group (Pokja) to design long-term management plans, medium-term management plans and annual work plans;
- Facilitating working group (Pokja) for the implementation of public consultations;
- Assisting working group (Pokja) to complete the management plan and zoning documents;
- Apart from collaborating with local governments, bidder or experts must be engaged with local academics/universities during the process.

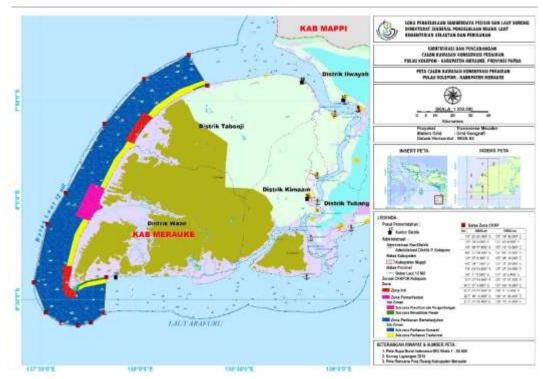


Figure 3. Map of Prospective MPA in Kolepom Island (LPSPL Sorong, 2018)

## The scope of work is as follow:

Scope of work 1: Facilitate serial meeting and coordination with working group (Pokja) and other stakeholders

- 1.1. Manage to recruit the expert team for field activities that collaborated with local stakeholder in the area;
- 1.2. Organize and facilitate meeting to update the data and information on Fisheries, biodiversity, social, economic and government in Merauke District (venue through online or offline platform, logistic, accommodation, stationary, administration and others);
- 1.3. Present the field arrangement planning in Papua province and Merauke District;
- 1.4. Submit meeting notes and activity report (meeting or event).

## Scope of work 2: Facilitate working group (Pokja) for data analysis process and initial document

- 2.1. Manage data collection and information for preparation of initial document;
- 2.2. Organize and facilitate during the formulation and designation process of each zone according to its designation and drawn on a 1: 50,000 scale maps;
- 2.3. Provide data collection and initial document.

## Scope of work 3: Facilitate working group (Pokja) for technical consultation

- 5.1 Present result of compilation data and information based on collect data and input to develop initial documents;
- 5.2 Prepare public consultation document based on the zonation plan analysis;

- 5.3 Manage workshop event during technical consultation collaborate with working group (Pokja) team and expert from UNDP;
- 5.4 Collect information from input and suggestions for improvement and technical approval to prepare public consultation.

## Scope of work 4: Facilitate working group (Pokja) for public consultation

- 4.1 Facilitate working group (Pokja) to get input & suggestions, agreement on initial documents;
- 4.2 Organize and facilitate public consultation in offline event (2 times) for working group (Pokja) team;
- 4.3 Provide Statement of Consultation & maps of public consultations as materials for the preparation of the final document.

## Scope of work 5: Final Report

- 5.1 Facilitate working group (Pokja) team for technical consultations to the MMAF, Directorate Marine Biodiversity Conservation Area (KKHL) to requests for responses regarding the substance of the zoning plans that had been developed;
- 5.2 Facilitate working group (Pokja) team to conduct final discussion for zoning plan finalization;
- 5.3 Present compilation data and information for final document;
- 5.4 Provide photos and videos of documentation process. The consultant shall submit a file storage (i.e. USB or CD) containing soft copy of data and information, presentation and photos and video that produce by the project.

#### **DELIVERABLES**

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

## J. Payment Schedule

Scope of work	Deliverables/Outputs	Output Progress	Due Date	Payment Schedule	Payment Amount
1	1.1 Coordination meeting for update the data and information to support zonation planning in in MPA Kolepom island;	15%	April 2021	May 2021	15%
	1.2 Develop the initial document of zonation in Kolepom island;1.3. TOR of arrangement for 1 <sup>st</sup> public consultation;				

2	<ul> <li>2.1 The 1<sup>st</sup> Public Consultation report that consist of Statement of Consultation &amp; maps of conservation areas as materials for the preparation of final draft.</li> <li>2.2 Technical Consultation report which contains suggestions for improvement and technical approval of zonation planning</li> </ul>	20%	May 2021	June 2021	20%
3	<ul><li>3.1 Coordination meeting report that consist of discussion result for long term and midterm of zoning management plans;</li><li>3.2 Intermediate document that consists of zoning plan initial document and zoning map;</li></ul>	20%	June 2021	July 2021	20%
4	<ul> <li>4.1 Coordination meeting report that consists of discussion result for intermediate document.</li> <li>4.2 TOR of arrangement for 2<sup>nd</sup> public consultation;</li> </ul>	20%	July 2021	September 2021	20%
5	5.1 The 2 <sup>nd</sup> Public Consultation report that consists of Statement of Consultation & maps of conservation areas as materials for the preparation of final draft; 5.2 Coordination meeting report with MMAF/KKHL that consist of discussion result for draft of zoning plan.	15%	September 2021	October 2021	15%
6	6.1 Final draft of zonation plan document is established and adopted by the Province government;  6.2 Final draft of management plan for initial MPA Kolepom are available and adopted by the province government;  6.3 Submit the lesson learn process and the meeting result of facilitation establishment of MPA in Kolepom Island;  6.4 Photos and videos of documentation process.	10%	November 2021	December 2021	10%
	Total	100%			100%

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

## K. List of Organization/Company Qualification

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

- 1. Have manage two (2) relevant project within 10 years' in Marine and Fisheries issues;
- 2. Experience engaging with Ministry of Marine and Fisheries, Papua province governance and local CSO in Merauke district;
- 3. Experience working with Indonesian biodiversity, conservation sector, and Marine policies;
- 4. Has valid registration certificate and financial capability.

## L. Qualifications of Key Personnel

The selected Organization/Company is expected to put together an independent and multi-disciplinary team composed of national expertise which collectively brings experience and commitment, here are the requirement of the team member :

## 1. Personal Education/Qualification

## a) One (1) Program Manager as Team Leader

## **Academic Qualifications**

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

## Years of Experience

- 10 years of working experience in Fisheries, Environmental sector, Conservation or Natural Resource Management;
- Experience in managing marine and fisheries or natural resources management program;
- Experience in managing the development of Marine Protected Area (MPA) in Indonesia;
- Understanding government policy and working experiences with Government of Indonesia related to marine and fisheries or natural resources management.

## b) One (1) Marine Conservation Specialist

## **Academic Qualifications**

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

#### Years of Experience

- 6 years of working experience in Marine and fisheries, Conservation, or Natural Resources Management or related fields;
- Experience in facilitating the development of Marine Protected Area (MPA) in Indonesia;
- Experience in developing zonation plan for MPA;

• Experience in spatial analyses for biodiversity-related applications, including MARXAN conservation planning software.

## c) One (1) Social Development Specialist

#### **Academic Qualifications**

Bachelor's degree in Anthropology, Social science, Fisheries, Marine Sciences, Environment or Natural Resources Management or related fields.

## Years of Experience

- 6 years of experience in social development in environment areas;
- Experience in social assessment for coastal communities;
- Experience with national and local programs, projects and/or initiatives on biodiversity conservation and related areas;
- Field experience working with Local Government and Customary Law Community, if have experience for the context of Papua will be preferable.

## d) One (1) Sustainable Financing Expert

## **Academic Qualifications**

Master's degree in finance, economics, Natural Resources Management or related fields.

## Years of Experience

- 8 years of experience in finance or related practice area/s;
- Experience in fiscal policy formulation relevant to environment issues;
- Experience with national and local programs, projects and/or initiatives on biodiversity conservation and related areas;
- Experience in developing financial models for National Park in Indonesia.

## e) One (1) Project Administration

## **Academic Qualifications**

Bachelor's degree in Public Administration, Business Administration, Economics, Political Sciences, Social Sciences, Statistics or related fields.

#### Years of Experience

- 3 years of experience in management or project administrative support functions;
- Field experience in project/programme management and/or government institutions working in the area of public management and service delivery;
- Experience in the use of computers and office software packages;
- Experience in handling of web-based management systems.

#### 2. Language Requirement

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

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

## 3. Composition of Key Staff

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

Suggested staffing structure and inputs

Description	Quantity	Unit	Number of Unit (Man. Days) in total	Remarks
Program Manager	1	Person	100	
Marine Conservation	1	Person	150	
Specialist				
Social development	1	Person	150	
Specialist				
Sustainable Financing Expert	1	Person	30	
Project Administration	1	Person	100	

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

## 4. Budget proposal

Bidder should describe budget planning based on the expected output. Clearly showing logical framework or activities plan to be proposed to achieve the output using the provided format available in this tender document. Any additional cost/detail breakdown can be attached to the format as the supporting document. The budget reference is SBM rate in 2020

## 5. Other Selection Criteria

Given the urgency and on-going nature of the work, the Organization/Company must be available by the **3**<sup>rd</sup> week of March **2021**.

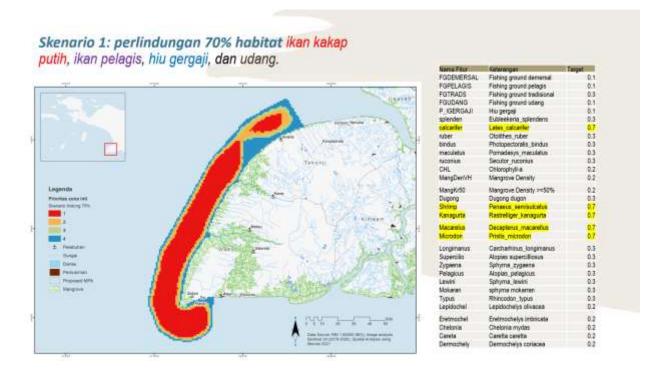
# **Attachment 1.** Expected place of travel

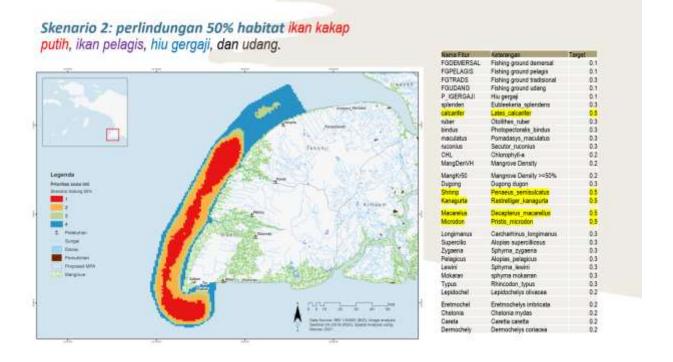
Destination/s	Frequency	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s
Jakarta	1 time	Maximum 3 days @trip	Technical Consultation (assistance) to MMAF	March - December 2021
Jayapura	4 times	Maximum 7 days @trip	1 <sup>st</sup> Public Consultation (1 time), Workshop and Coordination meeting (3 times)	March - December 2021
Merauke	1 time	Maximum 7 days @trip	Coordination meeting	March - December 2021
Kolepom / Kimaam	1 time	Maximum 21 days @trip	2 <sup>nd</sup> Public Consultation	March - December 2021

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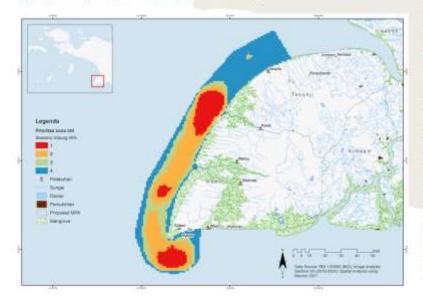
## Attachment 1 2. Draft 0 Zonation analysis from Marxan

Scenario are based on the 4 conservation target species that consist of Barramundi, Pelagic fisheries, Sawfish and Shrimp. There are 4 zonation priority scenario with 70%, 50%, 40% and 30%



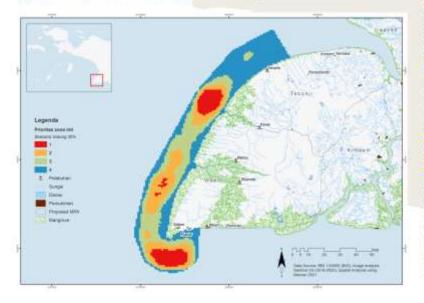


Skenario 3: perlindungan 40% habitat ikan kakap putih, ikan pelagis, hiu gergaji, dan udang.





Skenario 4: perlindungan 30% habitat ikan kakap putih, ikan pelagis, hiu gergaji, dan udang.



NAME FOR	Keterongan	Target
FODEWERSAL	Fishing ground demersal	0.1
FOPELAGIS	Fishing ground pelagis	0.1
FGTRADS	Fishing ground tradisional	0.3
FGUDANG	Fishing ground udang	0.1
P IGERGALI	Hiu gergeë	0.1
splender	Eubleekeria splendens	0.3
calcarfer	Lates_calcarter	0.3
niber	Otolites_nater	0.3
birdus	Photopectoralis_bindus	0.3
maculatus	Pomadasys_maculatus	0.3
NUCONIUS .	Secutor_nuconius	0,3
CHL	Chlorophyti-a	0.2
MangDert/H	Mangrove Density	0.2
MangKr50	Mangrove Density >< 50%	0.2
Dugong	Disgoing dugan	0.3
Shiring	Perseus semisulcatus	0.3
Kanagurta	Restreliger_kanagorta	0.3
Macarelia	Decapterus macarellus	0.3
Moradon	Pristle_microdon	0,3
Longimenus	Carchaminus Jongimenus	0.3
Supercific	Alopies supercitiosus	0.3
Zypaeria	Sphyma zygaena	0.3
Pelagious	Alopias pelagious	0.3
Lewis	Sphyma levini	6.3
Mokaran	sphyma mokaman	0.3
Typus	Rhincodon_typus	0.3
Lepidochel	Lepidochelys olivacea	0.2
Entrochel	Eretmochelys imbroata	0.2
Chelonia	Chelonia mydas	0.2
Coreta	Carette carette	0.2
Dermochely	Demochelis coriacea	0.2