



REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: February 26, 2021
	REFERENCE: RFP/UNDP/KALFOR/124134/007/2021 – Economic Valuation of Ecosystem Service of Forested Land Outside State Owned Forest Area in Four Districts of Kalimantan

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/KALFOR/124134/007/2021 – Economic Valuation of Ecosystem Service of Forested Land Outside State Owned Forest Area in Four Districts of Kalimantan**

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

Date/Time : Thursday, 4th March 2021 starting 0930 hour (GMT+7)

Place : <https://undp.zoom.us/j/82799811214?pwd=MVNjM3NWcnpvS1RHTVVDdFA3TzZmQT09>

Meeting ID : 827 9981 1214

Passcode : 589849

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: IDN10 0000008617**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The **Technical Proposal and Financial Proposal** files **MUST BE COMPLETELY SEPARATE** and **uploaded separately in the system and clearly named** as either **“TECHNICAL PROPOSAL”** or **“FINANCIAL PROPOSAL”**, as appropriate. Each document shall include the Proposer's name and address.

The file with the **“FINANCIAL PROPOSAL”** must be **encrypted with a password** so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1. 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 **FINANCIAL PROPOSAL IS PASSWORD PROTECTED**. 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 **4th March 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 rifqi.thoriq@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: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

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,

A handwritten signature in black ink, appearing to be 'MSK' with a stylized flourish.

Martin Stephanus Kurnia
Head of Procurement Unit
2/26/2021

Description of Requirements

Context of the Requirement	<i>Economic Valuation of Ecosystem Services of Forested Land outside State Owned Forest Area in Four Districts of Kalimantan</i>			
Implementing Partner of UNDP	Ministry of Environment and Forestry			
Brief Description of the Required Services ¹	<ol style="list-style-type: none"> 1. Conduct desk study to decide the best options of integrated scientific approach to value forest economic and ecosystem services of forested land outside state owned forest in the KalFor's district pilots. 2. Implement result of the above finding (point 1 finding) into the project district pilots /landscape to produce spatial recommendations for district landscape policy development. <p>Please see Annex 3 – Terms of Reference for further information</p>			
List and Description of Expected Outputs to be Delivered	<p>The overall objective of this study is to deliver performance of forest economic and ecosystem services valuation of forest landscape outside state-owned forest area in Ketapang, Sintang, Kutai Timur and Kotawaringin Barat districts</p> <p>Please see Annex 3 – Terms of Reference for further information</p>			
Person to Supervise the Work/Performance of the Service Provider	<p>Mr. Agus Hernadi, Project Associate Kalimantan Forest Project</p> <p>Ms. Laksmi Banowati. National Project Manager Kalimantan Forest Project</p>			
Frequency of Reporting	Please see Annex 3 – Terms of Reference for further information			
Progress Reporting Requirements	Please see Annex 3 – Terms of Reference for further information			
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal			
Expected duration of work	7 (seven) months			
Target start date	End of April 2021			
Latest completion date	Early of October 2021			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Frequency

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<table border="1"> <tr><td>Ketapang</td><td>3 days</td><td>FGD</td><td>2 times</td></tr> <tr><td>Sintang</td><td>3 days</td><td>FGD</td><td>2 times</td></tr> <tr><td>Kotawaringin Barat</td><td>3 days</td><td>FGD</td><td>2 times</td></tr> <tr><td>Kutai Timur</td><td>3 days</td><td>FGD</td><td>2 times</td></tr> <tr><td>Ketapang</td><td>5 weeks</td><td>Data Collection</td><td>1 time</td></tr> <tr><td>Sintang</td><td>5 weeks</td><td>Data Collection</td><td>1 time</td></tr> <tr><td>Kotawaringin Barat</td><td>5 weeks</td><td>Data Collection</td><td>1 time</td></tr> <tr><td>Kutai Timur</td><td>5 weeks</td><td>Data Collection</td><td>1 time</td></tr> <tr><td>Pontianak</td><td>3 days</td><td>FGD</td><td>1 time</td></tr> <tr><td>Samarinda</td><td>3 days</td><td>FGD</td><td>1 time</td></tr> <tr><td>Palangkaraya</td><td>3 days</td><td>FGD</td><td>1 time</td></tr> <tr><td>Jakarta</td><td>3 days</td><td>FGD</td><td>3 times</td></tr> </table>	Ketapang	3 days	FGD	2 times	Sintang	3 days	FGD	2 times	Kotawaringin Barat	3 days	FGD	2 times	Kutai Timur	3 days	FGD	2 times	Ketapang	5 weeks	Data Collection	1 time	Sintang	5 weeks	Data Collection	1 time	Kotawaringin Barat	5 weeks	Data Collection	1 time	Kutai Timur	5 weeks	Data Collection	1 time	Pontianak	3 days	FGD	1 time	Samarinda	3 days	FGD	1 time	Palangkaraya	3 days	FGD	1 time	Jakarta	3 days	FGD	3 times
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Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling																																																
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A																																																
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																																																
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																																																
Currency of Proposal	<input checked="" type="checkbox"/> US Dollars <input checked="" type="checkbox"/> Local Currency; Indonesian Rupiah (IDR) for local bidders																																																
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																																																
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																																																

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

Partial Quotes	<input checked="" type="checkbox"/> Not permitted		
Payment Terms ³	<p>DELIVERABLES DESCRIPTION</p> <p>Deliverable 1 Agreed Methodology to be applied</p> <p>Deliverable 2 Workplan with its millstones submitted and agreed with the project and partners.</p> <p>Deliverable 3 Documents reports to include Preliminary/progress report of the ecosystem services valuation for the four districts pilot at West Kalimantan, Central Kalimantan, and East Kalimantan.</p> <p>Deliverable 4 Documents reports to include Preliminary/progress report of the ecosystem services valuation.</p> <p>Deliverable 5 1. Final report of the consultancy to include: a. A set of discussion and recommendation based on results the vendor Policy Analysis Matrix with the following scenarios: b. No changes made for the existing forest landscape. c. Conversion of the forest into palm oil plantation landscape. d. Conversion of the forest into agroforestry and other natural based business landscape. e. Conversion of the forest into agriculture landscape. f. Vendor proposed option landscape (if vendor propose it).</p> <p>The Report of consultancy should be in English and Bahasa Indonesia which contains at least the following:</p>	<p>TERMS OF PAYMENT</p> <p>10%</p> <p>10%</p> <p>30%</p> <p>30%</p> <p>20%</p>	<p>TIMEFRAME</p> <p>April 2021</p> <p>1st week May 2021</p> <p>3rd week May 2021</p> <p>5th week August 2021</p> <p>3rd week October 2021</p>

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<ul style="list-style-type: none"> i. Executive summary ii. Background iii. Methodology iv. Results with full analysis (ecosystem accounting/total economic valuation-TEC) v. Discussion vi. Annex <p>2. Raw data collected from field survey and photos/audio/video of field events; digital files (text, shp, etc)).</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Directorate General of Forestry and Environmental Planning MoEF, UNDP KALFOR Project, UNDP Indonesia Country Office
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 20%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%</p> <p><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></p> <p><u>Financial Proposal (30%)</u></p>

	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:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Service Providers</u>]</i>
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Sample written self declaration <input checked="" type="checkbox"/> Gantt Chart; List of Reference
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Rifqi Thoriq/Yusef Saiful M.</i> <i>Procurement Unit</i> <i>Rifqi.thoriq@undp.org/yusef.millah@undp.org</i></p> <p>Mandatory subject of email: RFP/UNDP/KALFOR/124134/007/2021 – Economic Valuation of Ecosystem Service of Forested Land Outside State Owned Forest Area in Four Districts of Kalimantan</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information <i>[pls. specify]</i></p>	<ul style="list-style-type: none">▪ Format: PDF files only▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.▪ All files must be free of viruses and not corrupted.▪ Max. File Size per transmission: N/A
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(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, contract references.*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ 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 <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1 Agreed Methodology to be applied	10%	
2	Deliverable 2 Workplan with its millstones submitted and agreed with the project and partners.	10%	
3	Deliverable 3 Documents reports to include Preliminary/progress report of the ecosystem services valuation for the four districts pilot at West Kalimantan, Central Kalimantan, and East Kalimantan.	30%	
4	Deliverable 4 Documents reports to include Preliminary/progress report of the ecosystem services valuation.	30%	
5	Deliverable 5 3. Final report of the consultancy to include: <ul style="list-style-type: none"> g. A set of discussion and recommendation based on results the vendor Policy Analysis Matrix with the following scenarios: h. No changes made for the existing forest landscape. i. Conversion of the forest into palm oil plantation landscape. j. Conversion of the forest into agroforestry and other natural based business landscape. k. Conversion of the forest into agriculture landscape. l. Vendor proposed option landscape (if vendor propose it). 	20%	

	<p>The Report of consultancy should be in English and Bahasa Indonesia which contains at least the following:</p> <ul style="list-style-type: none"> vii. Executive summary viii. Background ix. Methodology x. Results with full analysis (ecosystem accounting/total economic valuation-TEC) xi. Discussion xii. Annex <p>4. Raw data collected from field survey and photos/audio/video of field events; digital files (text, shp, etc)).</p>		
	Total	100%	

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

E. Cost Breakdown by Cost Component:

Item No	Description/Specification of Goods	Qty	UoM	Freq	UoM	Unit Price (IDR)	Total Price (IDR)	Remark
1	<u>Personele</u>							
	Team leader	1	Person	105	days			7 Months
	Geographic information system specialist	2	Person	105	days			7 Months
	Biodiversity and conservation specialist	1	Person	105	days			7 Months
	Socio-economic and local culture specialist	1	Person	105	days			7 Months
	Project assistants	1	Person	105	days			7 Months
	Field Project assistants - 4 districts	4	Person	120	days			7 Months
	Sub-Total						-	
2	<u>Meeting and Travel Cost</u>							
	National FGD to discuss the methodology of the reseach: Jakarta							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			

	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	National FGD to discuss the workplan implementation: Jakarta							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Districts FGD for data collection preparation: Ketapang							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Districts FGD for data collection preparation: Kotawaringin Barat							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Districts FGD for data collection preparation: Kutai Timur							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Districts FGD for data collection preparation: Sintang							
	- Full Day Meeting Package	30	Person	1	Day			

	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Field survey for data collection: Ketapang (2 sub-district; 1 district)							
	- Per diem Technical support from District Government Representative/staheolders	6	Person	49	Day			
	- Transportation Technical support from District Government Representative/staheolders	6	Person	1	Time			
	- Per diem Representative Selected Vendor	2	Person	49	Day			
	- Transportation Representative Selected Vendor	2	Person	1	Time			
	- Resouce person survey from sub-district (village)	20	Person	2	Time			
	- PCR Test prior and upon activity	8	Person	2	Time			
	- Mask and Hand Sanitizer	8	Person	49	Day			
	Field survey for data collectionDistricts FGD: Kotawaringin Barat (2 sub district)							
	- Per diem Technical support from District Government Representative/staheolders	6	Person	35	Day			
	- Transportation Technical support from District Government Representative/staheolders	6	Person	1	Time			
	- Per diem Representative Selected Vendor	2	Person	35	Day			
	- Transportation Representative Selected Vendor	2	Person	1	Time			
	- Resouce person survey from sub-district (village)	20	Person	2	Time			
	- PCR Test prior and upon activity	8	Person	2	Time			
	- Mask and Hand Sanitizer	8	Person	35	Day			
	Field survey for data collection: Kutai timur (2 sub district)							
	- Per diem Technical support from District Government Representative/staheolders	6	Person	35	Day			
	- Transportation Technical support from District Government Representative/staheolders	6	Person	1	Time			
	- Per diem Representative Selected Vendor	2	Person	35	Day			
	- Transportation Representative Selected Vendor	2	Person	1	Time			
	- Resouce person survey from sub-district (village)	20	Person	2	Time			
	- PCR Test prior and upon activity	8	Person	2	Time			
	- Mask and Hand Sanitizer	8	Person	35	Day			
	Field survey for data collection: Sintang							
	- Per diem Technical support from District Government Representative/staheolders	6	Person	35	Day			
	- Transportation Technical support from District Government Representative/staheolders	6	Person	1	Time			

	- Per diem Representative Selected Vendor	2	Person	35	Day			
	- Transportation Representative Selected Vendor	2	Person	1	Time			
	- Resouce person survey from sub-district (village)	20	Person	2	Time			
	- PCR Test prior and upon activity	8	Person	2	Time			
	- Mask and Hand Sanitizer	8	Person	35	Day			
	Data collection crosschecking meeting in sub district: Ketapang							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Data collection crosschecking meeting in sub district: Kotawaringin Barat							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Data collection crosschecking meeting in sub district: Kutai timur							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Data collection crosschecking meeting in sub district: Sintang							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			

	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Province FGD for field data collection result discussion: West Kalimantan;							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Province FGD for field data collection result discussion:East Kalimantan							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Province FGD for field data collection result discussion:Centra; Kalimantan							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	National FGD to discuss Draft Final Report							
	- Full Day Meeting Package	30	Person	1	Day			
	- Camcorder (include tripod and operator)	1	Unit	1	Day			
	- Dedicated bandwidth 20 MBPS	1	Unit	1	Day			
	- 1 (one) unit laptop	1	Unit	1	Day			
	- Mask and Hand Sanitizer	30	Person	1	Day			
	- Meeting Backdrop	1	Unit	1	Time			
	- Transportation and Per Diem Representative Selected Vendor	3	Person	1	Time			
	Sub-Total						-	
3	Other							

	- Zoom membership	1	Unit	7	Month			
	<i>Sub-Total</i>						-	
	GRAND-TOTAL						-	

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

TERM OF REFERENCE
ECONOMIC VALUATION OF ECOSYSTEM SERVICES OF FORESTED LAND OUTSIDE STATE OWNED FOREST AREA
IN FOUR DISTRICTS OF KALIMANTAN.
“STRENGTHENING FOREST AREA PLANNING AND MANAGEMENT IN KALIMANTAN (KALFOR PROJECT)”
(COMPONENT 3)

I. BACKGROUND

“UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in about 170 countries and territories, including Indonesia, working to eradicate poverty while protecting the planet. UNDP supports implementation of the Sustainable Development Goals (SDGs). In Indonesia, UNDP works with the Government to integrate SDGs into national plan and policies.”

The Government of Indonesia and the UNDP collaborate to run a project entitled “Strengthening Forest Area Planning and Management in Kalimantan”. The development challenge targeted by the project involves the need for Indonesia to define, plan for and create a better balance between the development and management of major estate crops such as rubber, coffee, and oil palm, and the need for improved forest protection. The project is designed to develop and implement various approaches to enhance protection of forested areas in non-national state forest land, as well as lands within the convertible forest (HPK) category, both of which are subject to potential conversion (administratively and/or physically) to estate crops and other land uses. The project thus focuses on creating more effective land allocations and management of forest areas with high biodiversity and ecosystem services in the context of potential estate crop development in Kalimantan and particularly in the Heart of Borneo (HoB) area. Competing priorities between the country’s targeted increase in palm oil production and associated growth and employment targets for the sector need to be reconciled with commitments at both national and international levels to reducing rates of deforestation, forest fires and associated GHG emissions and biodiversity loss. The project intervention is focused on three pilot provinces: West Kalimantan, Central Kalimantan and East Kalimantan. The project team has identified that there are over 2.36 million ha of currently forested land within Non-State-Owned Forest Area and HPK in the three provinces. It estimates that up to 70% of such lands are found within the biologically critical Heart of Borneo area and that 15-20% of these areas are found on ecologically fragile and fire-prone peat soils. These forested areas—sometimes fragmented and partially degraded, yet also in many cases playing important roles related to biodiversity conservation, ecological connectivity, carbon sequestration and other ecosystem services—constitute the project’s broad ‘zone of conservation interest’. Currently, data and information regarding the above-defined land areas have been collected by the KALFOR’s team by running four (4) program components:

- 1) Component 1: Mainstreaming of forest ecosystem service and biodiversity considerations into national, provincial, and district policies and decision-making processes for forest area planning and management;
- 2) Component 2: Strengthened and expanded implementation of best practices in the estate crops sector in maintaining biodiversity and ecosystem services in four target landscapes in Kalimantan;
- 3) Component 3: Creation of incentives system to safeguard forests, including biodiversity and ecosystem services, from estate crop sector;
- 4) Component 4: Knowledge management and M&E.

Under the Component 3, the KALFOR’s Project plan to facilitate deeper integration of an ecosystems approach into the national policy and legislative framework for development planning, with a primary focus on forested land use at Non-State-Owned Forest Area. It will be done through facilitating capacity building for land use planning and enhancements to the policy and regulatory frameworks. For this purpose, one of the KALFOR

activities is to understand and to know value of a cluster of forested land in the KALFOR's Non-State-Owned Forest Area pilot sites using sound, science-based analysis. The KALFOR believes that conducting valuation ecosystem services and their economic value including important biodiversity might be good to be used as one of tools for future development planning processes to maintain forested land at Non-State-Owned Forest Area. Through a desk study, the KALFOR has identified key ecosystem services in Kalimantan forest, and developed methodologies for economic valuation of those services. The methodologies will be used to implement the socio-economic and ecosystem services studies at forest at outside state forest area of the KALFOR's pilot project sites. As required by the UN regulation for conducting activities in the COVID-19 pandemic situation, the KalFor Project has to follow the COVID-19 protocol. For this purpose, the project implements the following approaches:

1. Conduct desk study to decide the best options of integrated scientific approach to valuate forest economic and ecosystem services of forested land outside state owned forest in the KalFor's district pilots.
2. Implement result of the above finding (point 1 finding) into the project district pilots/landscape to produce spatial recommendations for district landscape policy development.

The first approach has been done and the project will move to the second approach. For this purpose, the project is going to do a call for proposal from professional vendor to express its interest to implement the second approach for forest landscape outside state owned forest of Sintang, Ketapang, Kutai Timur, and Kotawaringin Barat districts.

II. SCOPE OF SERVICES, EXPECTED OUTPUTS AND TARGET COMPLETION

The overall objective of this study is to deliver performance of forest economic and ecosystem services valuation of forest landscape outside state-owned forest area in Ketapang, Sintang, Kutai Timur and Kotawaringin Barat districts. particularly at the following locations:

Province	District	Sub District
West Kalimantan	Ketapang	1. Sinar Kuri, Sungai laur Subdistrict 2. Tanjung Pasar Village, Muara Pawan subdistrict 3. Ketapang City Forest, Ketapang District
	Sintang	1. Ensaid Panjang Village, Kelam Permai Subdistrict 2. Bangun Village, Sepauk Subdistrict
Central Kalimantan	Kotawaringin Barat	1. Lada Mandala Jaya Village, Pangkalan lada subdistrict 2. Pasir Panjang Village, Arut Selatan subdistrict
East Kalimantan	Kutai Timur	1. Sempayau Village, Sangkulirang subdistrict 2. Batu Lepoq Village, Karangan subdistrict

In collaboration with the International Consultant (IC) of the KalFor for Economic Valuation and under the guidance of the IC, the vendor is expected to:

1. Do field data collection as guided by the KalFor's Economic Valuation International Consultant (IC) in relation with the forest economic and ecosystem services valuation. Scientific base approach will be provided by the IC conceptually and technically. The IC guidance will cover valuation of currently existing forested land outside state owned forest area, particularly on the following ecosystem services (Table 1).

Table 1: key ecosystem services of forested land outside state owned forest area to be valuated

No.	Categories of ecosystem services	Selected key ecosystem services that might be generated from the valuated forest
1	Provisioning services (ecosystem accounting)	Timber production Rattan production Jelutong production Medicinal plants collection Water provision Non timber forest products
2	Regulating services (ecosystem accounting)	Carbon stock Carbon sequestration Soil erosion control
3	Cultural services (TEV – Total Economic Valuation)	Nature recreation/Eco-tourism Biodiversity/wildlife habitat Educations

Note: The valuation can also be extended to other types of ecosystem services based on inputs from the field and/or stakeholder discussion.

2. Analyse the collected data in a form of monetary value.
3. Collect secondary data to valuate other ecosystem services options possible to be developed to replace the forest land outside state owned forest area.
4. Analyse the potentially other ecosystem services options.
5. Provide the IC with required data for analysis.

The output of this consultancy service is a set of recommendations that can be used as a basis for developing rules and regulations in relation with the provisioning, regulating, supporting and cultural benefits to humans derived from communities of plants, animals and micro-organisms and their abiotic environment interacting as a functional unit within the HCVF pilots. It is also expected to include traditional knowledge and other information necessary to inform policy, investment, and other practicable decisions. For this purpose, the selected consultant agency (vendor) requires engagement and collaboration with all members of the consultancy team and Project Management Unit (PMU) to ensure that necessary outputs feed into and are informed by one another.

The scope of services includes conducting valuation of currently existing ecosystem services both in term of physical quantity and monetary value. The valuation will be focused on 3 (three) key ecosystem services categories: (1) provisioning services (ecosystem accounting), (2) regulating services (ecosystem accounting) and (3) cultural services (TEV-Total Economic Valuation). Each category should be evaluated for its forest existing services. The study should utilize the Final Report of LAPI ITB (ANNEXT 1) for formulas and description of forest services. Note: The valuation can also be extended to other types of ecosystem services mentioned by the LAPI ITB report based on inputs from the field and/or stakeholder discussion.

In implementing the formulas, the vendor must consider existing physical and geographical forest landscape such as : spatial distribution of the forest at Non-State Owned Forest Area, proximity to vital valuable objects or threaten objects, trend of regional/local/rural development, anticipating natural risk⁹, level of scarcity, and level

⁹ <http://sidik.menlhk.go.id/>

of planning (macro, meso or detail measurement method). The main reason is the physical and geographical performance significantly related with cost of inputs. The main document providing guidance on ecosystem accounting is the System of Environmental-Economic Accounting (SEEA)¹⁰ – Experimental Ecosystem Accounting. For the purpose of decision-making usage, the results should be presented at least in a form of a Policy Analysis Matrix (PAM) for discounting period of 1-25 years. The vendor may apply 6-12% discounting rate.

This project also includes stakeholder consultations, preferably in the form of Focus Group Discussion (FGD). The first FGD will take place at the beginning step of this project, among others to expose planned applicable, logic and systematic approaches to be applied in activities to collect inputs on the field, kind of inputs from stakeholders about the key ecosystem services, and how to establish cooperation with district institution as part of the valuation team (i.e. local university, district focal point, BPS, Bappeda). Once the detail approach is agreed by the Ditjen PKTL team, the vendor may start to go on the field for data collection. Furthermore, the next FGDs will be held at the mid of the project to report progress of the consultation and the last FGD will be at the end of this project to communicate the results of valuation and to encourage the integration of the results into land use planning at the provincial and district levels. A workshop on capacity building on ecosystem services valuation will also be held with officers from MoEF and stakeholders from Provincial, District and sub-district Level as the target participants. Should the vendor need to add more quantity of FGD or workshop to optimize the output it will be allowed.

For the smooth of data collection on the field, the vendor is required and encouraged to involve local government staffs that link with planning (Bappeda and/or BPKH), statistic, forestry and environment agencies.

Under the overall supervision of KALFOR NPM, and the Monev team of the PKTL, the specific tasks and responsibilities for the vendor include:

I. PRELIMINARY STAGE

1. Review the methodology of Economic Valuation with references as follow that are available as annexes in this TOR:
 - a. Study finding of methodology of Forest Ecosystem Services by LAPI ITB
 - b. Final Report Baseline HCV Ketapang_English
 - c. Final Report Baseline HCV Sintang_English
 - d. Final Report Baseline HCV Kotawaringin Barat_English
 - e. Final Report Baseline HCV Kutai Timur_English
 - f. Statistic Book - condition of forest cover outside forest friends 2018; etc.
2. Develop workplan of ecosystem services valuation and its milestones (it is expected the timeline as explained in **a Gantt Chart**)
3. For the smooth of getting up-to-date data, the vendor is suggested to establish collaborative work with local government staffs that link with planning (i.e. Bappeda and/or BPKH, district statistic office, forestry and environment agencies).
4. Conduct FGDs (off-line and on-line) for the following subject:
 - a. To reach agreement of detail and technical methods for the valuation approach, sampling method, data inputs with stakeholders in national, province and district level
 - b. Technical capacity building for involved team members coming from local government to include explanation of the project valuation, concept and practice of applying PAM, data collection, collected data analysis
 - c. Progress report 1 of valuation activities.
 - d. First draft of valuation report.

¹⁰ <https://seea.un.org/>

- e. Final report of the activity.

Participants of the FGDs should involve at least from:

- a. Ministry of Environment and Forestry
- b. Local university
- c. District Central Bureau of Statistics (Badan Pusat Statistik)
- d. UNDP KALFOR Focal Point District
- e. Development Planning Agency at Sub-National Level (Bappeda)
- f. Other experts.

5. Provide recommendations on the use of valuation results in support of land use planning policy in a form of Policy Analysis Matrix (PAM). The parameter of PAM should be consulted to the Local Government agency (PEMDA) before doing analysis of possible land uses to be developed in the area. The possible land uses may derive from the baseline report developed by the University of Tanjung Pura for Sintang and Ketapang districts and report of detail field survey conducted by the Solidaridad and the OWT for villages at Sintang and Ketapang districts. For baseline report of the Kutai Timur, report of the University of Mulawarman and the KBCF field survey can be utilized. For Kotawaringin Barat data, baseline report developed by the Muhammadiyah Palangkaraya University and the Terras Mitra report can be utilized. It is suggested that at least covering the following scenarios:
 - a. No changes made for the existing forest landscape.
 - b. Conversion of the forest into palm oil plantation landscape.
 - c. Conversion of the forest into agroforestry and other natural based business landscape.
 - d. Conversion of the forest into man-made agriculture landscape.
 - e. Vendor proposed option landscape.

6. Conduct field data collection and field survey at the following villages with duration 2 (two) weeks for each village:

Province	District	Sub District
West Kalimantan	Ketapang	1. Sinar Kuri, Sungai laur Subdistrict 2. Tanjung Pasar Village, Muara Pawan subdistrict 3. Ketapang City Forest, Ketapang District
	Sintang	1. Ensaid Panjang Village, Kelam Permai Subdistrict 2. Bangun Village, Sepauk Subdistrict
Central Kalimantan	Kotawaringin Barat	1. Lada Mandala Jaya Village, Pangkalan lada subdistrict 2. Pasir Panjang Village, Arut Selatan subdistrict
East Kalimantan	Kutai Timur	1. Sempayau Village, Sangkulirang subdistrict 2. Batu Lepoq Village, Karangan subdistrict

The following data collection to include:

- Primary data: field survey, interview with local people and desk studies to value the selected key ecosystem services. Prior to field survey, the selected vendor shall conduct coordination meeting at district level that includes related parties from targeted village. The vendor should implement the KalFor's FPIC guidelines and COVID-19 protocols for these activities.
- Secondary data: (a) collecting data information related to the initiative on the following institution such as BPS, DISHUT, ETC; (b) Assessment of the risk of loss of Non-State-Owned Forest Area due to conversion to other land uses.
- Conduct spatial analysis and produce maps of the selected ecosystem services using PKTL's forest area outside stated forest map for Kalimantan. The Geographical map will be provided by the KalFor's project.
- Conduct consultation with PKTL Monev team, KALFOR Management and related expert on the progress and the results of valuation

- Provide reports on results within an agreeable template and timeframe based on the detail plan actions and other inputs as may be required by the project for reporting.
 - Maintain regular and adequate communication with the project team, as required
7. The selected bidder will be responsible to conduct meeting/FGD with hybrid meeting method (offline and online basis) with following requirement:

a. Venue meeting:

Location	Venue	Address	Qty Offline Participants	Qty Online Participant
Jakarta	Pullman Jakarta Indonesia hotel	Jalan M.H. Thamrin Kav. 59, 10350 Jakarta Pusat, Indonesia	30 Pax	20 Pax
Pontianak	HARRIS Hotel Pontianak	Jl. Gajah Mada No.150, Benua Melayu Darat, Kec. Pontianak Sel., Kota Pontianak, Kalimantan Barat 78121	30 Pax	20 Pax
Ketapang	Grand Zuri Ketapang	Jl. DI Panjaitan No.88, Sampit, Delta Pawan, Kabupaten Ketapang, Kalimantan Barat 78811	30 Pax	20 Pax
Sintang	My Home Sintang	Jl. Lintas Melawi Komplek Golden Square belakang Gedung, Ladang, Kec. Sintang, Kabupaten Sintang, Kalimantan Barat 78612	30 Pax	20 Pax
Palangkaraya	Swiss-Belhotel Danum Palangka Raya	Jl. Tjilik Riwt KM.5 No. 9, Palangka Raya, Jekan Raya, Palangkaraya, Indonesia	30 Pax	20 Pax
Pangkalan Bun; Kotawaringin barat	Grand Kecubung Hotel	Jl. Domba No.1, Mendawai, Kec. Arut Sel., Kabupaten Kotawaringin Barat, Kalimantan Tengah 74111	30 Pax	20 Pax
Samarinda	Aston Samarinda Hotel & Convention Center	Jl. Pangeran Hidayatullah, Pelabuhan, Kec. Samarinda Kota, Kota Samarinda, Kalimantan Timur 75112	30 Pax	20 Pax
Sangatta, Kutai Timur	Hotel Royal Victoria Sangatta	Jl. Pendidikan No. 1, RT. 025, Teluk Lingga, Sangatta, Sangatta Utara, Kabupaten Kutai Timur, Kalimantan Timur 75683	30 Pax	20 Pax

b. Service requirement:

- 1) Full day meeting package; 1 x lunch and 2 x coffee break
- 2) U-shape seating arrangement
- 3) Sound system, projector and screen
- 4) Masks and hand sanitizer:
 - a) Masks 3M / Sensi or equivalent for each participant for all meetings
 - b) Hand sanitizer that can meet the quantity of all participants
- 5) Online conference equipment:
 - a) 1 (one) unit Panasonic HC-MDH2 Full HD Camcorder (include tripod and operator) or equivalent

- b) Dedicated bandwidth 20 MBPS
 - c) 1 (one) unit laptop
 - d) Online meeting will use zoom application
- 6) Provide administration support in each meeting with responsibility as follow:
- a) Invitation distribution and confirmation of attendance of participants both offline and online meeting
 - b) In charge in registration process and ensure that all participant fill out the registration form
 - c) Documentation of ID for each participant that attend the offline meeting using timestamp apps
 - d) Collecting bank account detail of each participant that attend the offline meeting (photo or copy of bank book)
 - e) Bank Account and ID Card of each participant that attend the offline meeting are arranged in a word file
 - f) Record the entire meeting and discussion process / develop Minutes of Meeting
 - g) Documentation of event using timestamp apps (picture, video and audio recording)
 - h) Produce event activity report for each FGD in National, Province and District level
 - i) Ensure the online conference system running smooth
- 7) Meeting Backdrop (1 x 4m) with flexi china material for each meeting

III. INSTITUTIONAL ARRANGEMENT

In order to carry out the task, smooth activities in the districts, and ensure that the outcome is in line with the objective as mentioned in the scope of work, the selected vendor will be closely monitored by the Project with the following activity:

1. After the contract signing, the Project will conduct a kick-off meeting which will be attended by the selected vendor, Directorate General of Forestry and Environmental Planning of MoEF as the Project Implementing Partner and PMU UNDP KALFOR as well stakeholders from Provincial, District and Sub District area of locus of KALFOR Project
2. The selected vendor should assign 1 (one) staff to be PIC responsible for the run of activities in each district. The PIC responsible for at least:
 - a. Coordinate stakeholder in each district for activities in the district FGD.
 - b. As field coordinator for data collection in the district and villages.
3. Delivery report will need to be approved by Directorate General of Forestry and Environmental Planning of MoEF as the Project Implementing Partner and PMU UNDP KALFOR

IV. EXPECTED OUTPUTS

1. A set of Policy Analysis Matrix (PAM) of analyzed land use system in each district with discount rate 6-12%
2. A set of Bio-physic indicative biodiversity map (ecosystem and species) and statistics (such as spatial distribution of the forest outside state-owned forest area, proximity to vital valuable objects or threat objects, trend of regional/local/rural development, anticipating natural risk, level of scarcity, and level of planning (macro, meso or detail measurement method) used in the analysis in 4 districts (Ketapang, Sintang, Kutai Timur and Kotawaringin Barat).
3. outcome of the consultation. It will be utilized by the project to test the project's developed online calculator to count the ecosystem service
4. A report and recommendation based on result of analysis.

V. DUTY STATION

This is a desk and field work with traveling to the field in 4 (four) districts and 14 villages as follow:

- Jakarta
- Pontianak
- Samarinda
- Palangkaraya
- Pangkalan Bun
- Sintang and pilot villages (2 villages)
- Ketapang and pilot villages (2 villages, 1 District)
- Kotawaringin Barat and pilot villages (2 villages), and
- Kutai Timur and pilot villages (2 villages)

The travel should be conducted with approval from PKTL KLHK and UNDP KALFOR prior the activity and the selected vendor will be fully responsible with all aspect during travel activity to attend the FGD and field survey including logistic arrangement, PROKES (Health Protocol for COVID 19) e.g. venue for the FGDs, etc.

VI. SCOPE OF BID PRICE, BUDGET, PAYMENT SCHEMES, AND SCHEDULE OF DELIVERABLE OUTPUTS

Duration of contract is 7 (seven) months with terms of 5 (five) deliverables. Financial proposal from bidders should include the following items:

- professional fees of team leader, specialists and assistants, Daily subsistence allowance (DSA) and transportation expense (air and land transport) for representative from selected vendors to attend meeting and field survey
- Daily subsistence allowance (DSA) and transportation expense (air and land transport) for stakeholder representatives
- Meeting package to accommodate meetings and workshops include online conference equipment,
- and other items which are available in ANNEX 2.

For any other expense that is not included in ANNEX-II such as honorarium and resource person fee for Meeting and FGD will be covered by UNDP KALFOR Project. Payments will be made on a deliverable's basis with approval from MoEF and UNDP KALFOR Project. Following is the deliverables and timeframe, including at least travel missions to the for participating at project program of meetings, public consultations, meetings, workshops.

DELIVERABLES DESCRIPTION	TERMS OF PAYMENT	TIMEFRAME
Deliverable 1 Agreed Methodology to be applied	10%	April 2021
Deliverable 2 workplan with its millstones submitted and agreed with the project and partners.	10%	1 st week May 2021
Deliverable 3 Documents reports to include Preliminary/progress report of the ecosystem services valuation for the four districts pilot at West Kalimantan, Central Kalimantan, and East Kalimantan.	30%	3 rd week May 2021
Deliverable 4 Documents reports to include Preliminary/progress report of the ecosystem services valuation.	30%	5 th week August 2021
Deliverable 5 5. Final report of the consultancy to include: m. A set of discussion and recommendation based on results the vendor Policy Analysis Matrix with the following	20%	3 rd week October 2021

<p>scenarios:</p> <ul style="list-style-type: none"> n. No changes made for the existing forest landscape. o. Conversion of the forest into palm oil plantation landscape. p. Conversion of the forest into agroforestry and other natural based business landscape. q. Conversion of the forest into agriculture landscape. r. Vendor proposed option landscape (if vendor propose it). <p>The Report of consultancy should be in English and Bahasa Indonesia which contains at least the following:</p> <ul style="list-style-type: none"> xiii. Executive summary xiv. Background xv. Methodology xvi. Results with full analysis (ecosystem accounting/total economic valuation-TEC) xvii. Discussion xviii. Annex <p>6. Raw data collected from field survey and photos/audio/video of field events; digital files (text, shp, etc)).</p>		
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VII. QUALIFICATIONS OF THE SUCCESSFUL VENDOR

Selected contractor that will carry out these activities must have the following minimum requirements:

1. Experience in the forestry, environment and climate change field not less than 3 years:
2. Experience on socio economic and ecosystem valuation at least in 3 (three) project
3. Institution should establish at least within 5 years
4. Experience geographic information system, remote sensing, spatial analysis for actions and planning
5. Having experience in conducting survey and collecting data information in Province, District and Sub-District level not less than 3 years
6. Reference from previous client with at least 3 (three) clients with satisfactory result
7. Bidders should provide audited financial statement/report from the last three years
8. Company/organization/institution must have a valid certificate/legal establishment of the institution issued by the GoI

The selected vendor (team) to achieve the results in accordance with the terms of reference should have the following specialists as part of a team:

Personnel requirement	<ul style="list-style-type: none"> ▪ 1 (One) Team Leader <ul style="list-style-type: none"> ➤ minimum master degree of environment economic, policy development, regional development or equivalent ➤ 10 years relevant experience in team management, organizational skills, planning skills, analytical work and reporting ▪ 2 (two) Geographic Information System Specialist <ul style="list-style-type: none"> ➤ minimum bachelor's degree (S1) of geography, spatial or equivalent
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	<ul style="list-style-type: none"> ➤ 5 years relevant experience in natural resources analysis ▪ 1 (One) Biodiversity And Conservation Specialist <ul style="list-style-type: none"> ➤ minimum master degree (S2) of geography, spatial or equivalent ➤ 3 years relevant experience in forest conservation management, bioiversity, biology conservation, statistic, ecology, or other relevant disciplines ▪ 1 (one) Socio-Economic And Local Culture Specialist <ul style="list-style-type: none"> ➤ minimum bachelor degree (S1) of economic, social, or equivalent ➤ 3 years relevant experience in survey, economic development, community development, geography, statistic, or other relevant disciplines ▪ 1 (one) Project Assistant; <ul style="list-style-type: none"> ➤ minimum bachelor degree in Forestry, Environment Economics, Communications, Accounting and Finance or equivalent would be desirable ➤ 3 years relevant experience in supporting environmental and forestry project in collecting data/information for desk review, liaise with counterpart particularly government representative as well experience in project management supports are essential as well as ability to draft correspondence on budget-related issues and briefing notes. ▪ 4 (four) Field Assistants in Sintang, Ketapang, Pangkalan Bun and Kutai Timur; <ul style="list-style-type: none"> ➤ minimum bachelor degree in Forestry, Environment Economics, Communications, Accounting and Finance or equivalent would be desirable ➤ 3 years relevant experience in supporting environmental and forestry project in collecting data/information for desk review, liaise with counterpart particularly government representative as well experience in project management supports are essential as well as ability to draft correspondence on budget-related issues and briefing notes
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Annex 4

LIST OF REFERENCE:

No	Document Description	Link
1	Methodology for Forest Ecosystem Services - LAPI ITB	https://drive.google.com/file/d/1zdgKUC2lZEou8gHlz81Q4QQoBG-y2ZSe/view?usp=sharing
2	Final Report Baseline HCV Ketapang_English	https://drive.google.com/file/d/1hbV2cHLfuNYsi2FFe_UnrE5kE-Sc2l-i/view?usp=sharing
3	Final Report Baseline HCV Sintang_English	https://drive.google.com/file/d/1hTBRVs0BqE03TSGvB40zJE_17OQmB1wb/view?usp=sharing
4	Final Report Baseline HCV Kotawaringin Barat_English	https://drive.google.com/file/d/1LqihhXhExFRsS7OpwLzi-mAXPrUkt8tW/view?usp=sharing
5	Final Report Baseline HCV Kutai Timur_English	https://drive.google.com/file/d/1scmiOMkVRKksZ1Zd9_LOBryqgg6bS1_G/view?usp=sharing
6	Statistic Book - condition of forest cover outside forest friends 2018	https://drive.google.com/file/d/1Ud450vye4JH55PGOezB4g5c4N6UQGN7h/view?usp=sharing
7	Capacity Need Assessment and Capacity Building	https://drive.google.com/file/d/1EvdCOVok50FEP6ozuLjgNSrEB-mU70EP/view?usp=sharing
8	Gender Strategy and Action Plan	https://drive.google.com/file/d/1D4i3vxHJ_VAlppnIYIYygiPEQdxbp2k7/view?usp=sharing
9	Free, Prior and Informed Consent	https://drive.google.com/file/d/1C7nma8RFKu1KIGHCb3Bu2UnNqqbosi4O/view?usp=sharing
10	Communications Strategy	https://drive.google.com/file/d/11rGT0essSCx0S4j9SlpaKpuPkusmgOd9/view?usp=sharing
11	Alokasi Anggaran Kabupaten Ketapang	https://drive.google.com/file/d/1CSkcoWLcfLAvXWhSPu7Te5ErnuPYd7tK/view?usp=sharing
12	Modul Pelatihan Desa Sintang	https://drive.google.com/file/d/1ZQtvFieT9wfMbsleUkMw9xOV4WqTD1YO/view?usp=sharing
13	Alokasi Anggaran Kabupaten Sintang	https://drive.google.com/file/d/1tIrlOKxBZ95SisIGEwG3b9pb2fmBcbDq/view?usp=sharing
14	Alokasi Anggaran Kabupaten Kotawaringin Barat	https://drive.google.com/file/d/1zIqyC7c4uXKsA0pekN0Vh3XK835M-Gpy/view?usp=sharing
15	Raperda RTH Kotawaringin Barat	https://drive.google.com/file/d/1kLJabamR6DxI-NnLMuJHvdDuayh5K-1u/view?usp=sharing
16	Management Model & Endemic Flora Fauna	https://drive.google.com/file/d/1rmpkTkEl5GAoFMOwnNBET1VTtQknqIW5/view?usp=sharing
17	Interkoneksi Kawasan barhutan	https://drive.google.com/file/d/1Tca5DazyNjL8QnxYseUvW-G4gFMtkglv/view?usp=sharing

Annex 5

Act. No	Activity	Feb-21					Mar-21					Apr-21					May-21					Jun-21					Jul-21					Aug-21				
		1st week	2nd week	3rd week	4th week	5th week	1st week	2nd week	3rd week	4th week	5th week	1st week	2nd week	3rd week	4th week	5th week	1st week	2nd week	3rd week	4th week	5th week	1st week	2nd week	3rd week	4th week	5th week	1st week	2nd week	3rd week	4th week	5th week	1st week	2nd week	3rd week	4th week	5th week
1	Deliverable 1 Report: agreed methodology to be applied in 4 (four) districts Kotawaringin Barat, Sintang, Ketapang, Kutai Timur																																			
2	National FGD to discuss the methodology of the research																																			
3	Deliverable 2 Report: Detailed workshop with its milestones submitted and agreed with the project and partners																																			
4	National FGD to discuss the workshop implementation																																			
5	Deliverable 3 Report: Document reports to include Preliminary/progress report of the ecosystem services valuation for West Kalimantan																																			
6	Coordination with stakeholders in 4 (four) districts prior the field survey																																			
7	Districts FGD for data collection and analysis preparation: Ketapang																																			
8	Districts FGD for data collection and analysis preparation: Kotawaringin Barat																																			
9	Districts FGD for data collection and analysis preparation: Kutai Timur																																			
10	Districts FGD for data collection and analysis preparation: Sintang																																			
11	Field survey for data collection and analysis: Ketapang (2 sub-district, 1 district)																																			
12	Field survey for data collection and analysis: Districts FGD: Kotawaringin Barat (2 sub-district)																																			
13	Field survey for data collection and analysis: Kutai Timur (2 sub-district)																																			
14	Field survey for data collection and analysis: Sintang (2 sub-district)																																			
15	Districts FGD for field data collection and analysis result discussion: Ketapang																																			
16	Districts FGD for field data collection and analysis result discussion: Kotawaringin Barat																																			
17	Districts FGD for data collection and analysis preparation: Kutai Timur																																			
18	Districts FGD for data collection and analysis preparation: Sintang																																			
19	Province FGD for field data collection and analysis result discussion: West Kalimantan																																			
20	Province FGD for field data collection and analysis result discussion: East Kalimantan																																			
21	Province FGD for field data collection and analysis result discussion: Central Kalimantan																																			
22	Local Report of the ecosystem service valuation finalization																																			
23	Deliverable 4 Report: Documents reports to include Preliminary/progress report of the ecosystem services valuation for West, Central and East Kalimantan																																			
24	National FGD to discuss Draft Final Report																																			
25	National FGD to discuss Draft Final Report																																			
26	Deliverable 5: FINAL REPORT																																			