



REQUEST FOR PROPOSAL (RFP)

To All Interested Bidders	DATE: March 18, 2021
	REFERENCE: RFP/UNDP/SPOI/0000132593/015/2021 - Develop the Sustainable Plantation Master Plan for Sintang 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/SPOI/0000132593/015/2021 - **Develop the Sustainable Plantation Master Plan for Sintang District**

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

Date/Time : 24 March 2021 / 14.00 WIB

Place : Zoom On Line Meeting

Link : https://undp.zoom.us/meeting/register/tZckdOqurzlpGtL3f5B9i0g_Dd5igTqDmL0X

Meeting ID : 839 3361 9306

Password :

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: 0000008799**

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 **24 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 **Yusef.millah@undp.org** and **Sestyw.wicaksono@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,



Martin Stephanus Kurnia
Head of Procurement Unit
3/18/2021

Description of Requirements

Context of the Requirement	<p>UNDP, through the Good Growth Partnership (GGP) programs, aims to contribute addressing various challenges in implementing sustainable development in the palm oil production sector and reducing the global impact of this sector related to GHG (Green House Gas) emission and biodiversity. Sintang, as one of the pilot landscape of the program, is highly dependent on plantation commodities as superior income resource in supporting development, mainly from palm and rubber commodities. BPS data (2019) shows that plantation commodities contribute more than 22% of the total Sintang Regency GRDP. However, in the 2016-2036 Sintang District Spatial Plan (RTRWK), Regional Regulation No. 20/2015, has not mapped the use of the area for these commodities in detail, although there is a mandate for the development of sustainable plantation areas through the preparation of a master plan for Sintang Regency plantation management as referred to in Article 28 paragraph (4) c. Therefore, aiming to support the government's actions, UNDP has been working together with the Indonesian Ministry of Agriculture to support the formulation of the Sintang District Plantation Master Plan.</p>
Implementing Partner of UNDP	Sintang Plantation and Agriculture Office and Ministry of Agriculture (KEMENTAN)
Brief Description of the Required Services ¹	<p>Sintang Plantation Master Plan policy aims to encourage the government to improve its legal framework on managing area for plantation, including various program and activity that will follow the sustainable agenda in Plantation sub-sector. This document consists of but is not limited to: (a) setting priority area for each strategic commodity, (b) create a nurture strategic, recommended action and direction on green development in plantation sub-sector both in upstream and downstream, and (c) improving governance related to how to support the improve the contribution of plantation sub-sector to agriculture and other sectors.</p>
List and Description of Expected Outputs to be Delivered	<p>In the context to support the Sintang district government to develop the Sintang Plantation Master Plan, the following output is expected:</p> <ol style="list-style-type: none"> 1. A draft report on Sintang District Plantation Master Plan. 2. A final report on Strategic Environmental and Social Assessment. 3. Academic paper and final draft regulation (District Regulation), including final Sintang District Plantation Master Plan.
Person to Supervise the Work/Performance of the Service Provider	<ol style="list-style-type: none"> 1. UNDP-SPOI National Project Manager 2. UNDP - SPOI Landscape Coordinator 3. UNDP - SPOI Environment & Policy Officer

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.

Frequency of Reporting	Four reports to be completed in 5 months as specified in ANNEX 3 (Terms of Reference)															
Progress Reporting Requirements	Monthly report outlining the progress, challenges and next step is required															
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	Five (5) months															
Target start date	1 May 2021															
Latest completion date	19 September 2021															
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Sintang, West Kalimantan</td> <td>7 days</td> <td>Hold one-on-one meeting to cross-check primary data</td> <td>1 time</td> </tr> <tr> <td>Sintang, West Kalimantan</td> <td>3 days</td> <td>Hold FGDs and public consultation</td> <td>6 times</td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Frequency	Sintang, West Kalimantan	7 days	Hold one-on-one meeting to cross-check primary data	1 time	Sintang, West Kalimantan	3 days	Hold FGDs and public consultation	6 times
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Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>															
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities (please refer to the TOR for the detail information) <input type="checkbox"/> Land Transportation															
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required															
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required															
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency 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 (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																							
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																							
Payment Terms ³	<table border="1"> <thead> <tr> <th>Payment</th> <th>Deliverables</th> <th>Percentage</th> <th>Timing</th> </tr> </thead> <tbody> <tr> <td>1st payment</td> <td>Agreed methodology and workplan (Deliverable 1)</td> <td>10%</td> <td>2nd week of May</td> </tr> <tr> <td>2nd payment</td> <td>A draft report on Sintang District Plantation Master Plan (Deliverable 2)</td> <td>20%</td> <td>2nd week of June</td> </tr> <tr> <td>3rd payment</td> <td>A final report on Strategic Environmental and Social Assessment (Deliverable 3)</td> <td>30%</td> <td>2nd week of July</td> </tr> <tr> <td>4th payment</td> <td>Academic paper and final draft regulation (District Regulation), including final Sintang District Plantation Master Plan (Deliverable 4)</td> <td>40%</td> <td>2nd week of September</td> </tr> </tbody> </table>				Payment	Deliverables	Percentage	Timing	1 st payment	Agreed methodology and workplan (Deliverable 1)	10%	2 nd week of May	2 nd payment	A draft report on Sintang District Plantation Master Plan (Deliverable 2)	20%	2 nd week of June	3 rd payment	A final report on Strategic Environmental and Social Assessment (Deliverable 3)	30%	2 nd week of July	4 th payment	Academic paper and final draft regulation (District Regulation), including final Sintang District Plantation Master Plan (Deliverable 4)	40%	2 nd week of September
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<ol style="list-style-type: none"> 1. UNDP-SPOI National Project Manager for final approval 2. SPOI Landscape Coordinator for technical approval 3. SPOI Environment & Policy Officer for technical clearance 																							
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract																							

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

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.

Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input 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.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 35% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35% <i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i> <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. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</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 (<i>Annex 3</i>) <input checked="" type="checkbox"/> Sample of written self declaration <input type="checkbox"/> Others ⁶ <i>[pls. specify]</i>

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

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

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

<p>Contact Person for Inquiries (Written inquiries only)⁷</p>	<p><i>Sestyo Wicaksono / Yusef Saiful M.</i> <i>Procurement Unit</i> <i>Sestyo.wicaksono@undp.org ; yusef.millah@undp.org</i></p> <p>Mandatory subject of email:</p> <p>RFP/UNDP/SPOI/0000132593/015/2021 - Develop the Sustainable Plantation Master Plan for Sintang District</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information <i>[pls. specify]</i></p>	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: N/A

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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) Certificate of Attendance of SESA Training held by Ministry of Environment and Forestry or other competent institutions for at least one team member*
- f) 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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1: Agreed methodology and workplan	10%	
2	Deliverable 2: A draft report on Sintang District Plantation Master Plan	20%	
3	Deliverable 3: A final report on Strategic Environmental and Social Assessment	30%	
4	Deliverable 4: Academic paper and final draft regulation (District Regulation), including final Sintang District Plantation Master Plan	40%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
a. Team Leader		50	1	
b. Planning & Policy Expert		50	1	
c. Agribusiness Expert		50	1	
d. Environment Expert		50	1	
e. Economic Development Specialist		40	1	
f. Commodities Specialist		40	1	
g. Socio-culture Specialist		40	1	
h. GIS/Remote Sensing Specialist		75	1	
i. Admin/Finance		25	1	
II. Out of Pocket Expenses (please provide in detail)				
Deliverable 1				
Field visit to verify and cross-check existing primary data with relevant offices				

a. Flight ticket for service provider				
b. Travel allowance for service provider				
c. Car rental				
d. Rapid Antigen				
Two FGDs to obtain input of draft Sintang Plantation Master Plan				
a. Flight Ticket for service provider and representative of Ministry of Agriculture				
b. Travel allowance for service provider and representative of Ministry of Agriculture				
c. Rapid Antigen				
d. Meeting package				
e. Resource person allowance	IDR. 600,000	2	3	
f. Local transport for participants	IDR. 125,000	2	14	
Deliverable 2				
Two FGDs and high-level meetings to obtain feedback and agreement on the recommendation in SESA report				
a. Flight ticket for service provider				
b. Travel allowance for service provider				
c. Rapid antigen				
d. Meeting package				
e. Resource persons allowance	IDR. 600,000	2	2	
f. Expert allowance	IDR. 1,400,000	2	1	
g. Local transport for participants	IDR. 125,000	2	15	
One plenary meeting to obtain Regent's endorsement on SESA report				
a. Flight ticket for service provider				
b. Travel allowance for service provider				
c. Rapid antigen				
d. Meeting package				
g. Resource persons allowance	IDR. 600,000	1	2	
h. Expert allowance	IDR. 1,400,000	1	2	
i. Local transport for participants	IDR. 125,000	1	16	
Deliverable 3				
Two FGDs to develop draft district regulation				
a. Flight ticket for service provider and representative of Ministry of Agriculture				
b. Travel allowance for service provider and representative of Ministry of Agriculture				
c. Rapid antigen				
d. Meeting package				
e. Resource persons allowance	IDR. 600,000	2	3	

f. Local transport for participants	IDR. 125,000	2	21	
One public consultation to socialize and obtain feedback on the draft District Regulation				
a. Flight ticket for service provider and representative of Ministry of Agriculture				
b. Travel allowance for service provider and representative of Ministry of Agriculture				
c. Rapid antigen				
d. Meeting package				
e. Resource persons allowance	IDR. 600,000	1	3	
f. Expert allowance	IDR. 1,400,000	1	1	
g. Local transport for participants	IDR. 125,000	1	41	
Two FGDs with Head of Offices in Sintang to finalize the draft District Regulation				
a. Flight ticket for service provider				
b. Travel allowance for service provider				
c. Rapid antigen				
d. Meeting package				
e. Resource person allowance	IDR. 600,000	2	2	
f. Expert allowance	IDR. 1,400,000	2	1	
g. Local transport for participants	IDR. 125,000	2	22	
Communication allowance				
Reproduction cost (printing materials)				
III. Other Related Costs (if any, please provide in detail)				

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

Term of Reference (TOR)

Consultant to Develop the Sustainable Plantation Master Plan for Sintang District

A. Background Information

Development is a dynamic and on-going process in line with changes in the strategic environment, both domestically and globally. Agriculture for development is currently a strategic approach in various developing countries, especially in rural areas. It is primarily inspired in the context of overcoming the problem of unemployment and poverty (FAO 2009). As a tropical country with an arid land area, reaching 88% of Indonesia's total land area, Indonesia's agricultural development potential is very promising. Unfortunately, economic development strategies have tended to be biased in terms of growth. They have not given equal attention to the aspects of equity, resulting in degradation of agricultural land resources, limited employment and business opportunities, and social inequality. The leading causes of these problems are: (1) disparity in distribution and access to agricultural land resources; (2) disparity in distribution and access to capital resources; (3) lack of understanding about the dynamics of the agricultural land market in rural areas; and (4) the transformation from traditional cultivation systems to modern commercial cultivation systems is not going well.

The United Nations Development Program (UNDP) is a development agency that partners with various countries to help them survive in critical conditions and promote sustainable growth to improve the people's quality of life. One of the UNDP programs through the GGP (Good Growth Partnership) aims to contribute addressing various challenges in implementing sustainable development in the palm oil production sector and reducing the global impact of this sector related to GHG (Green House Gas) emission and biodiversity. Funded by Global Environment Facility, Support to Reduced Deforestation from Commodity Production project, (hereafter the 'Production project') has the objective to encourage sustainable practices for oil palm in Indonesia while conserving forests and safeguarding the rights of smallholder farmers and forest-dependent communities.

Sintang District is one of Production project intervention area. The district is highly dependent on plantation commodities as superior income resource in supporting development, mainly from palm and rubber commodities. BPS data (2019) shows that plantation commodities contribute more than 22% of the total Sintang Regency GRDP. However, in the 2016-2036 Sintang District Spatial Plan (RTRWK), Regional Regulation No. 20/2015, has not mapped the use of the area for these commodities in detail, although there is a mandate for the development of sustainable plantation areas through the preparation of a master plan for Sintang Regency plantation management as referred to in Article 28 paragraph (4) c. Therefore, aiming to support the government's actions, UNDP has been working together with the Indonesian Ministry of Agriculture to support the formulation of the Sintang District Plantation Master Plan.

In essence, this Plantation Master Plan policy aims to encourage the government to improve its legal framework on managing area for plantation, including various program and activity that will follow the sustainable agenda in Plantation sub-sector. This document consists of but is not limited to: (a) setting priority area for each strategic commodity, (b) create a nurture strategic, recommended action and direction on green development in plantation sub-sector both in upstream and downstream, and (c)

improving governance related to how to support the improve the contribution of plantation sub-sector to agriculture and other sectors.

The United Nations Development Programme (UNDP) in Indonesia is seeking proposals from firms or organizations to undertake services on developing Sintang District Plantation Master Plan in support of Production project. More of activities including FDGs and workshops under this ToR are to be carried out in Sintang District.

B. Objective

In the context to support the Sintang district government to develop the Sintang Plantation Master Plan, that consists of:

1. A draft report on Sintang District Plantation Master Plan.
2. A final report on Strategic Environmental and Social Assessment.
3. Academic paper and final draft regulation (District Regulation), including final Sintang District Plantation Master Plan.

C. Scope of Work

The Service Provider will be expected to carry out and deliver on the following tasks:

1. A draft report on Sintang District Plantation Master Plan, with following detail on:
 - a. The formation of the drafting team, work team Decree (UNDP will assist the service provider to get a decree from the Regent), work plan and analysis of data availability and needs.
 - b. Kick-off meeting to agree on the scope of study and institutional mapping.
 - c. Conduct one-on-one meeting with relevant Offices in Sintang District to collect secondary data on the strategic issues (economy, social, environment) as well as to verify the primary data.
 - d. Compile dataset (both of primary and secondary data) and conduct analysis to know: (i) the existing condition of plantation in Sintang, including for the strategic commodities distribution area; (b) potential of land in the APL (other use areas) that suitable for each commodity; (c) challenges and strategic issues consist of strategic economic problems, strategic social issues, strategic environmental issues; and (d) implications of expanding land for plantation and other infrastructure for the environment, social, and economy of the surrounding community
 - e. Synchronize development policies and spatial planning policies at the National, Provincial and Sintang District levels, including but not limited to: (i) **development plans**, which include Indonesia's vision for 2045, RPJMN 2020-2024, RPJMP West Kalimantan 2018-2023, and RPJMD Sintang 2021-2025; and (ii) **spatial planning** includes: National RTRW, Kalimantan Island RTR, Kalimantan State Border Area RTRW, West Kalimantan Province RTRW, Sintang RTRWK, and Sungai Ringin BWP RDTR.
 - f. Conduct at least two (2) FDGs to identify and verify sustainable development issues in the plantation sub-sector, challenges, and input solutions.
 - g. Develop a draft of the Sintang District Master Plan (report framework refers to **Attachment 1**),

consists of recommendation strategies, programs, targets, and key activities, based on existing conditions, challenges, strategic issues, and plantations' potential area.

2. A final report on Strategic Environmental and Social Assessment, with the following details:
 - a. Identify impacts that will occur to the Sintang District area, including details of the potential effects based on ecosystem and ecoregion conditions based on recommendations in the Sintang District Master Plan. These impacts consist of but not limited to environmental issues, economic issues, and social issues.
 - b. Review the [existing draft of SESA \(Strategic Environmental and Social Assessment\)](#) and adjust it to the latest agreed Sintang District Master Plan.
 - c. Conduct at least two (2) cross-sector FGDs and high-level meetings to agree on recommendations from SESA and formulation of alternative policies, plans, and programs for the Sintang District Master Plan.
 - d. Plenary meeting of the SESA results to obtain the Regent's approval regarding quality assurance and integration of the SESA results into the Sintang District Master Plan.
 - e. Submit the SESA report to the Governor to have approval and endorsement letter.

3. Academic paper and final draft regulation (District Regulation), including final Sintang District Plantation Master Plan, with the following detail:
 - a. Develop an academic paper on the Sintang District Plantation Master Plan.
 - b. Finalize the Sintang District Master Plan document. The detail consists of but not limited to:
 - i. Improve recommendations on strategies, programs, targets, and key activities and synchronize them with the SESA results.
 - ii. Conduct a policy analysis and institutional arrangement (national, province and sub-national) to define the leading sector for each program that is agreed in the Sintang District Master Plan.
 - iii. Conduct an FGD to agree the substantive recommendation strategies, programs, target, and key activities in the Sintang District Master Plan.
 - c. Develop a draft district regulation of the Plantation Master Plan in Sintang District.
 - d. Conduct at least 2 (two) FGDs with the technical group to discuss: (a) objectives and goals, (b) policy direction, and (c) other substantive normative policy.
 - e. Convene a public consultation and invite all stakeholders to obtain inputs for the Sintang District Plantation Master Plan and draft regulation.
 - f. Conduct at least 2 (two) FGDs with high-level decision-makers (head of the offices in Sintang District Government) to agree on the substantial draft Regulation.
 - g. Finalize and submit the draft regulation to the District Legal Bureau.

D. Approach and Methodology

The proposed approach and methodology shall refer to the following regulations :

- Ministry of Environment and Forestry's Regulation No. 69/2017 concerning Procedures on the Development of Strategic Environmental and Social Assessment; and
- Ministry of Agriculture's Regulation No. 8/2016 concerning Guidelines for Spatial-Based Plantation Planning.
- Ministry of Agriculture's Regulation No. 56/2016 concerning Guidelines for the Development of Agriculture Areas.

Taking into account that Plantation Master Plan is a derivative from Spatial Plan, the Service Provider should align the substantive of Plantation Master Plan with spatial plan at national, provincial and district level.

A multi-stakeholder approach must be employed in every step of the process. The Primary data available in the provided link mentioned above but needs to be cross-checked and verified with relevant Offices in Sintang district (please refer to Attachment 3 mentioned below). Meanwhile secondary data collection should be obtained through spatial and statistic data as well as through FGDs. The secondary data should prioritize the official data provided by government representatives. In case the government is unable to provide its official data, the Service Provider may collect science-based data from other institutions.

E. Expected Outputs

The Service Provider will be expected to produce the below deliverables.

Deliverable	Item	Timeline
1	Agreed methodology and work plan	2 weeks from contract signing
2	A draft report on Sintang District Plantation Master Plan	6 weeks from contract signing
3	A final report on Strategic Environmental and Social Assessment	1 month from submission of second deliverable
4	Academic paper and final draft regulation (District Regulation), including final Sintang District Plantation Master Plan	2 months from submission of third deliverable

F. Key Performance Indicators and Service Level

Key Performance Indicators of this activity include the following:

Deliverable	Activity	Key Performance Indicators (KPI)
1	• Develop work plan for Sintang	• Work plan and methodology are

Deliverable	Activity	Key Performance Indicators (KPI)
	Plantation Master Plan <ul style="list-style-type: none"> • Refine the methodology in accordance with Ministry of Environment and Forestry's Regulation No. 69/2017, Ministry of Agriculture's Regulation No. 8/2016, and Ministry of Agriculture's Regulation No. 56/2016. 	approved by Agriculture and Plantation Office, Sintang District and UNDP <ul style="list-style-type: none"> • The refined methodology is in accordance with Spatial Plan.
2	<ul style="list-style-type: none"> • Formulation of drafting team • Undertake field visit to hold one-on-one meeting with the relevant Offices in Sintang District to cross-check the available primary data. • Compile primary and secondary data. • Carry out analysis to synchronize development policies and spatial planning policies at the National, Provincial and Sintang District levels • Two (2) FGDs are held to obtain input from key stakeholders (1 online, 1 offline) • Develop draft report on Sintang Plantation Master Plan 	<ul style="list-style-type: none"> • The technical team on the development of regulation on Sintang Plantation Master Plan is legalized by Sintang Regent's Decree • Primary data on (i) the existing condition of plantation in Sintang, and (b) potential of land in the APL (other use areas) and its suitability for each commodity is verified and cross-checked with relevant Offices in Sintang District. • Secondary data from the key stakeholders is collected. • Dataset and analysis on (i) the existing condition of plantation in Sintang, including for the strategic commodities distribution area; (b) potential of land in the APL (other use areas) that suitable for each commodity; (c) challenges and strategic issues consist of strategic economic problems, strategic social issues, strategic environmental issues; and (d) implications of expanding land for plantation and other infrastructure for the environment, social, and economy of the surrounding community are compiled. • Matrix on development policies and spatial planning policies at the National, Provincial and Sintang District level are available. • Primary and secondary data are analyzed and outline in the report. • All primary and secondary data collected from the field are presented, clarified and endorsed by the key stakeholders. • Draft strategy and programmatic recommendation for Sintang Plantation Master Plan is developed.

Deliverable	Activity	Key Performance Indicators (KPI)
3	<ul style="list-style-type: none"> • Review and adjust existing SESA report based on the draft report on Sintang Plantation Master Plan. • Two (2) FGDs meetings with high level officials are held to obtain feedback and agree on the recommendations in SESA report (1 online, 1 offline). • One plenary meeting to obtain Sintang Regent's approval on SESA report and draft Sintang Plantation Master Plan. • Submit SESA report to West Kalimantan's Governor. 	<ul style="list-style-type: none"> • Revised version of SESA report is presented to the key stakeholders. • Draft recommendations are presented, clarified and obtained feedback from key stakeholders. • All recommendations from the key stakeholders are outlined and finalized in the final SESA report. • Sintang Regent's endorsement and West Kalimantan's Governor approval of SESA report are obtained.
4	<ul style="list-style-type: none"> • Develop academic paper on Sintang Plantation Master Plan. • Finalize report on Sintang Plantation Master Plan by incorporating recommendations in SESA report. • Hold at least two (2) FGDs with the technical group to develop the draft District Regulation (1 online, 1 offline). • One (1) Public Consultation is held to socialize and obtain feedback on the draft District Regulation. • Convene at least two (2) FGDs with Head of Offices in Sintang to finalize the draft District Regulation (1 online, 1 offline). • Submit draft District Regulation to the legal bureau. 	<ul style="list-style-type: none"> • Academic paper is finalized. • Report on Sintang Plantation Master Plan is revised and finalized. • Draft regulation is developed and aligned with the recommendations from all key stakeholders. • Draft regulation is consulted with the key stakeholders. • Draft final regulation is consulted and endorsed by all district offices. • Draft final regulation is approved and endorsed by the Sintang Regent and submitted to the legal bureau.

G. Assumptions, Risk and Mitigation

Assumptions:

1. The compilation of the Master Plan for Plantation in Sintang District could technically be completed in September before the project closing.
2. The District's House of Representatives (DPRD) approved RIPBUN to be a different priority for regional legislation in Sintang District in 2021.
3. The governor agrees and approves the plan, methodology, and result of SESA that the service provider used.
4. Practitioners in plantation management, companies, and local communities are willing to take part in the technical groups to develop the draft regulations.

Risks:

1. This work is intermediate work previously undertaken by UNDP consultants under RPA modality. As a consequence, the Service Provider needs to revise the existing logical framework used by the previous Institution/Organization.
2. The Regent cannot enact the District Regulation within the project timeline due to political dynamic and negotiation with District's House of Representatives.
3. Minimum support and buy-in from local stakeholders, particularly from private companies and local communities in the development of Sintang Plantation Masterplan.
4. Data limitations (some data are not publicly accessible or inconsistent data from each institution).
5. Travel restriction remains imposed due to on-going COVID-19 pandemic that make the service provider unable to do field visit as scheduled and collect data properly.

Mitigation:

1. UNDP will coordinate and follow-up closely with the Service Provider in revising the logical framework as well as developing all required documents for Sintang Plantation Master Plan. The report framework has been prepared too.
2. The Service Provider will be provided a space in Sintang District Agriculture and Plantation Office to ease engagement with the key stakeholders.
3. The Service Providers must have dedicated staff based in Sintang to engage continuously with all key stakeholders in Sintang.
4. The Service Provider should consult with the Agriculture and Plantation Office and the Spatial Plan and Land Management Office, Sintang District Government, to obtain the missing data. If the data remains unavailable, the Service Provider must develop the required data based on the actual condition or use a scientifically developed third party database.
5. FGDs will utilize hybrid method (online and offline) to ensure KPIs are achieved despite travel restriction due to COVID-19.

H. Governance and Accountability

- The Service Provider should submit their work plan to UNDP and Sintang District Agriculture and Plantation Office for review and approval before starting the assignment.
- Any changes of the work plan and budget should be communicated to UNDP and Sintang District Agriculture and Plantation Office, and prior to UNDP written approval.
- UNDP will require the Service Provider to report the progress of the work in monthly basis and through formal communication in addition to the required deliverables.
- All reports and deliverables are subject to approval by UNDP and endorsed by Sintang District Agriculture and Plantation Office.

I. Facilities to be provided by UNDP

- UNDP will facilitate inception meeting between Sintang Agriculture and Plantation Office and the Service Provider.
- UNDP will provide advice and guidance in terms of the extent of the engagement with all institutions/organizations as detailed in **Attachment 2**.
- UNDP will be able to provide advices towards the context and content on which stakeholder can be relevant from the attachment.

J. Duration of the Work

It is anticipated that the Assignment will be completed within a total of 5 months from the date of the signing of the contract between the SPOI project and the Service Provider. All work must be completed by September 2021.

K. Duty Station

Considering the work requires close coordination with Sintang District Agriculture and Plantation Office, The representative from the Service Provider will have a space at Sintang District Agriculture and Plantation Office.

L. Qualifications of the Successful Contractor

The Service Provider should have knowledge, competencies, and experience in the following areas:

1. Five (5) relevant projects developing SESA, land use plan, master plan, and/ or sustainable land management plan related work in the last ten (10) years.
2. One (1) project in agriculture and/or plantation management-related work in the last three (3) years.
3. Have at least 1 (one) team member who has attended SESA Training held by Ministry of Environment and Forestry or other competent institutions, and should be proven through the certificate of attendance.
4. Experience develop program or action plan and set the target of large, complex, and long-term project.
5. Have a strong commitment to sustainability and environmental protection vested through a policy or Standard Operating Procedure (SOP)

M. Qualification of key personnel's:

1. **Team Leader**
Experiences:

- Magister degree in economic development, sustainable development, agriculture, or environment.
- At least five (5) years of working experience in managing or coordinating a land-use management project, socio-culture, and economic development-related fields.
- At least two (2) years of working experience in managing or coordinating a project in agriculture-related fields.
- At least one (1) year of working experience managing or coordinating a project in forest management-related areas.

Competencies:

- Have a strong knowledge in carrying land-use planning, land management, natural resources management planning assignments, related research methodology development, data collection, analysis, and report writing.
- Have extensive networks with governments, local communities, CSOs, private sector companies, and international organizations.

2. Planning & Policy Expert

Experiences:

- Magister's degree in resources management, regional development, environmental studies, public administration, and spatial plan or relevant field.
- At least five (5) years of working experience in development plans and/or land-use plans and facilitate it through multi-stakeholder approach.
- At least one (1) year of working experience in the agriculture sector focusing on supporting strategy, work plan, and programmatic planning at sub-national or national level.

Competencies:

- Have a thorough understanding with the laws and regulations related to spatial planning, national/sub-national development plan, agriculture, as well as with UN conventions.
- Strong understanding of government planning and budgeting mechanism.

3. Agribusiness Expert

Experiences:

- Magister's degree in agriculture science, agribusiness, agricultural technology, and other related fields.
- At least five (5) years of experience in plantation, market commodities and its supply chain, farmer assistance programs, or related works, including developing the master plan, action plan, or other development plan related to land-economic issues.

Competencies:

- In-depth knowledge of marketing, economics, plantation operations, and agricultural processes.
- Good understanding of the developing and supporting industries related to agriculture, such as

food processing and mechanization technology, environment, economic and socio issues, plantation management and governance, as well as climate change-related concepts and its implication with the agriculture business.

- Having a broad network with high-level decision-makers in Ministry of Agriculture would be an advantage.

4. Environment Expert

Experiences:

- Magister degree in forestry, geography, biology, or civil and environmental engineering.
- Minimum of five (5) years of demonstrated experience relevant to environmental management, forest conservation, rehabilitation and restoration activities, ecosystem and species conservation strategies, wildlife management strategies or sustainable landscape management.

Competencies:

- Have a vast network with governmental agencies and officials, both at sub-national and national level.
- Good knowledge of environmental and climate change-related concepts, theories, policies, and practices and its implication with the agriculture business.

5. Economic Development Specialist

Experiences:

- A bachelor's degree in economic development, sustainable development, or agriculture.
- At least three (3) years of demonstrated experience relevant to economic analysis, macro and micro-economics, economic development planning, economy prediction or valuation at sub-national or national level.

Competencies:

- Good knowledge of econometric tools and methodology.
- Excellent skills in statistical analysis and narrative report writing.

6. Commodities Specialist

Experiences:

- A Bachelor's degree in areas related to plantation and agriculture management.
- At least three (3) years of relevant working experience in the up-stream plantation, including but not limited to increment of commodity's productivity and capacity, plantation development plan, particularly in palm oil, rubber, cocoa or coffee industry.

Competencies:

- Good understanding of Good Agriculture Practices.

7. Socio-Culture Specialist**Experiences:**

- A Bachelor's degree in sociology, social science, natural resource management, forestry, or development studies.
- At least three (3) years of relevant working experience in social impact assessment or rural community development through multi-stakeholders and landscape approach.

Competencies:

- Have a good understanding on farmers' characteristics and other plantation business actors, including the socio-culture aspects, in the respective area, especially in Sintang District.
- Able to compile programs to increase community participation in agricultural development through assistance and cooperation between communities.

8. GIS/Remote Sensing Specialist**Experiences:**

- A Bachelor's degree in Geography, Forestry, Computer Science, Remote Sensing, or GIS.
- A minimum of three (3) years of professional experience in developing geographical information systems in Indonesia through GIS or other planning tools.

Competencies:

- Have a good network with government agencies and plantation stakeholders.
- Expert knowledge in spatial planning, data collection and production of maps.

9. Admin and Finance**Experience:**

- Three years Diploma with 5 years of combination experience in project admin/finance
- Experience working with Government or International organization

Competencies:

- Has competencies in using MS Office
- Familiar with web-based system

N. Payment Schedule

The contract price is a fixed output-based price regardless of extension of the herein specific duration. Payment will be made after satisfactory acceptance by UNDP of the services provided based on the following schedule:

Payment	Deliverables	Percentage	Timing
1 st payment	Agreed methodology and workplan (Deliverable 1)	10%	2 nd week of May

Payment	Deliverables	Percentage	Timing
2 nd payment	A draft report on Sintang District Plantation Master Plan (Deliverable 2)	20%	2 nd week of June
3 rd payment	A final report on Strategic Environmental and Social Assessment (Deliverable 3)	30%	2 nd week of July
4 th payment	Academic paper and final draft regulation (District Regulation), including final Sintang District Plantation Master Plan (Deliverable 4)	40%	2 nd week of September

O. Additional References or Resources

- Ministry of Environment and Forestry's Regulation No. 69/2017 concerning Procedures on the Development of Strategic Environmental and Social Assessment ([link](#))
- Ministry of Agriculture's Regulation No. 8/2016 concerning Guidelines for Spatial-Based Plantation Planning ([link](#))
- Ministry of Agriculture's Regulation No. 56/2016 concerning Guidelines for the Development of Agriculture Areas ([link](#))
- Government Regulation No. 26/2008 and Government Regulation No. 13/2017 concerning National Spatial Plan ([link#1](#) and [link#2](#))
- Presidential Regulation No. 3/2012 concerning Kalimantan Island's Spatial Plan ([link](#))
- Presidential Regulation No. 31/2015 concerning State's Boundary Spatial Plan in Kalimantan ([link](#))
- Province Regulation No. 10/2014 concerning West Kalimantan's Province Spatial Plan for 2014-2034 ([link](#))
- District Regulation No. 20/2015 concerning Sintang's District Spatial Plan for 2016-2036 ([link](#))
- District Regulation No. 1/2020 concerning Detail Spatial Planning for Sungai Ringin Industry Area 2020 – 2039 ([link](#))

Attachment 1. Suggested Framework of Sintang Plantation Master Plan Report

FOREWORD from Sintang Regent EXECUTIVE SUMMARY

PREFACE

Background

This section explains the contextual importance of sustainable plantation development in Sintang District and directions for preparing an integrated plantation master plan document in Sintang District.

Purposes, Objectives, Targets

Explains the purposes, objectives, as well as target of the Plantation Master Plan. Plantation Master Plan as an integrated planning document to realize sustainable plantation development to improve the regional economy. It is expected to be the policy direction for setting areas and agriculture industrialization development in Sintang District.

Legal Basis

This section explains correlation, mandate, and/ or normative policy that need to be considered in Plantation Master Plan preparation. The regulations analyzed include laws, government regulations, presidential regulations, ministerial regulations, and other regulations at the regional (provincial and district) levels relating to spatial planning, plantations, and agro-industry (including investment).

Scope of Sintang District Master Plan

This section describes the structure in the Plantation Master Plan, including the content of aspects and direction of planning, policies, strategies, programs, and roadmaps.

DISTRICT DEVELOPMENT POLICY AND DIRECTION

Current Condition of Sintang District

This section will cover general condition of Sintang District, including but not limited to: administrative information, biophysics information, ecology and environment information; economy; demography; socio-culture; facilities and infrastructure.

Strategic Issue in Plantation Development in Sintang

This section has 2 (two) major information, i.e.:

- i. *Basic information of current plantation condition in Sintang); and*
- ii. *strategic issues in plantation (economic, environment and socio-culture)*

Policy and Direction

This section will describe on vision and mission in the sustainable plantation agenda in Sintang, interconnection between Plantation Master Plan with existing plan (Indonesia vision 2045, national and sub-national development plan as well as national and sub national spatial plan).

FRAMEWORK

Revealed the importance of sustainable spatial-based plantation planning. Past plantation development results need to be described in detail as a line of initial conditions as essential capital and to usher in the development of the next period. Furthermore, it is directed to the development of the next period by

using a spatial approach.

METHODOLOGY

Following the literature review and framework and scientific study format related to spatial-based plantation planning that is in line with the framework developed in the previous section. This section will describe: (a) type of data and sources, (b) data collection and analysis methods, (c) approach and study timeframe, (d) formulation the master plan.

ANALYSIS OF PLANTATION DEVELOPMENT

Explain data and information of leading commodities in the Sintang District, including the existing conditions. Detailed information is needed, such as analyze the ten years consecutively story of the development area of strategic commodities. This section focuses on discussing and delivering information on general conditions, potentials, and developments, as well as the existing conditions of potential spatial-based plantation planning locations for the last ten years. This section not only describe of total area production per strategic commodities, but also plantation governance, investment climate in plantation sub-sector, production and productivity, plantation up-stream industry condition, smallholder's institution and partnership, extension service workers and its institution, plantation down-stream industry condition, agriculture facilities and infrastructure.

In this section, the environment carrying capacity also needed to be well informed, including the SESA recommendation.

PLANTATION DEVELOPMENT STRATEGY

This section describes the parties' agreed strategies as an effort to develop sustainable plantations in the Sintang district. The content depends on the series of discussion results. However, in essence, this section should provide an explicit action to taking out the problems in the field, such as: how to increase the plantation production and diversification of products, post-harvest development and processing, and industrial development based on plantation materials.

PLANTATION DEVELOPMENT ROADMAP

Based on the strategies that have been prepared, this section will then explain in detail the programs and activities that the Sintang District Government must be carried out to achieve the goals of sustainable plantation development in Sintang District, referring to the strategies in the previous section.

This section will also explain in detail the timeline for the implementation of the entire program. The program implementation timeline is for 20 years. In this section, the timeline for achieving sustainable plantation development will be divided into 4 phase periods. Each period will also contain development themes and include determining key programs and activities in each development period.

SUCCESSFUL INDICATOR

Following the programs and activities prepared, this section will explain the indicators of success in each program, which must support the achievement of the vision and mission of sustainable plantation development in Sintang District.

MONITORING, EVALUATION AND REPORTING SYSTEM

Describes the mechanism for monitor and evaluate the implementation of programs and activities per each period level.

Attachment 2. List of Institutions/Resources who need to be involved.

1. Directorate General of Plantation, Ministry of Agriculture.
2. Agriculture and Plantation Office, Sintang District.
3. Spatial Planning and Land Management Office, Sintang District.
4. Development Planning Agency, Sintang District.
5. Environment Office, Sintang District.
6. Food Security and Fisheries Office, Sintang District.
7. Department of Industry, Trade, Cooperatives, and SMEs, Sintang District
8. One Stop Services and Investment Office, Sintang District.
9. LPPM Universitas Kapuas
10. Sekretariat FoKSBI Sintang
11. GAPKI
12. APKARINDO
13. APKASINDO
14. Kontan Tani Nelayan Andalan (KTNA)
15. Himpunan Kerukunan Tani Indonesia (HKTI)
16. LTKL (lingkar Temu Kabupaten Lestari) Sintang
17. WWF Indonesia
18. SPKS (Serikat Petani Kelapa Sawit)
19. Solidaridad
20. *Rainforest Alliance*
21. Forum Komunikasi Masyarakat Sipil (FKMS)
22. Pusat Pelatihan Pertanian Pedesaan Swadaya (P4S)
23. Aliansi Masyarakat Adat Nusantara (AMAN)
24. GEMAWAN
25. GRID
26. AIR
27. MAPORINA
28. Sintang Freshwater Care (SFC)
29. Jemelak Lestari (JELAS)
30. Conservation Strategy Fund (CSF)
31. Kalimantan Forest Project (KalFor)

Attachment 3. Expected Activities

Travel for site-visit

No	Sites	Number of days	Amount of travel
1.	Field visit and one-on-one meeting with relevant Offices in Sintang District	7	1 time

Expected workshops and/or meetings

No	Activity	Frequency	Key Stakeholders
1.	FGDs in Sintang, West Kalimantan	8 times (4 online, 4 offline)	(1) Agriculture and Plantation Office; (2) Spatial Planning and Land Management Office, (3) Development Planning Agency, (4) Environment Office, (5) Food Security and Fisheries Office, (6) Department of Industry, Trade, Cooperatives, and SMEs, and (7) One Stop Services and Investment Office, (8) Ministry of Agriculture
2.	Plenary Meeting in Sintang, West Kalimantan	1 time	(1) Sintang Regent, (2) Agriculture and Plantation Office; (3) Spatial Planning and Land Management Office, (4) Development Planning Agency, (5) Environment Office, (6) Food Security and Fisheries Office, (7) Department of Industry, Trade, Cooperatives, and SMEs, and (8) One Stop Services and Investment Office Suggested arrangement: a. 14 persons from District government b. 8 persons Service Provider
3.	Public Consultation in Sintang, West Kalimantan	1 time	(1) Agriculture and Plantation Office; (2) Spatial Planning and Land Management Office, (3) Development Planning Agency, (4) Environment Office, (5) Food Security and Fisheries Office, (6) Department of Industry, Trade, Cooperatives, and SMEs, and (7) One Stop Services and Investment Office, (8) Ministry of Agriculture, (9) university representative, (10) Private Sectors, (11) Sintang FoKSBI, (12) local NGOs/CSOs.

No	Activity	Frequency	Key Stakeholders
			Suggested arrangement: a. 8 persons from Service Provider b. 1 person from national government c. 1 person from university d. 14 persons from district government e. 2 persons from UNDP f. 6 persons from private sectors g. 18 persons from local NGO/CSO h. 1 person from Sintang FoKSBI
Total		10 times	