



REQUEST FOR PROPOSAL (RFP)

TO ALL INTERESTED BIDDERS	DATE: March 24, 2021
	REFERENCE: RFP-UNDP-KALFOR-124131-018-2021 - Implementing the Ecological Fiscal Transfer (EFT) Mechanism at Provincial Level in Central 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-124131-018-2021-Implementing the Ecological Fiscal Transfer (EFT) Mechanism at Provincial Level in Central Kalimantan

The bidder's conference will be held on:

Date/Time : 31 March 2021 / 09:30 AM GMT

Place : Zoom On Line Meeting

<https://undp.zoom.us/j/89814476189?pwd=bmdhRHZ3YzNnNjBBelRsR245dVBsQT09>

Meeting ID : 898 1447 6189

Password : 476608

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: IDN10-0000008834**

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 **31 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
3/24/2021

Annex 1

Description of Requirements

Context of the Requirement	Implementing the Ecological Fiscal Transfer (EFT) Mechanism at Provincial Level in Central Kalimantan
Implementing Partner of UNDP	Ministry of Environment and Forestry
Brief Description of the Required Services ¹	The overall objective of the consultancy is drafting governor regulation related to ecological fiscal transfer at Central Kalimantan Province level. In developing the policy, the selected contractor should coordinate with Fiscal Policy Agency of Ministry of Finance (BKF), Directorate General of Forestry and Environmental Planning MoEF (Ditjen PKTL KLHK), Central Kalimantan Provincial Forestry Service (Dinas Kehutanan Provinsi), KALFOR Project Team and related stakeholders at province such as development planning agency (Bappeda), Regional Secretariat (Sekretariat Daerah Provinsi), Dinas Pertanian dan Peternakan and Dinas perkebunan, Office of Community Empowerment and Village Government (DPMPDes Provinsi), Mining Service (Dinas Pertambangan Provinsi), academician, Natural Resources Conservation Agency (BKSDA), and Forest Management Unit (KPH).
List and Description of Expected Outputs to be Delivered	Please see Annex 3 – Terms of Reference for further information
Person to Supervise the Work/Performance of the Service Provider	Mr. Agus Hernadi, Project Associate Kalimantan Forest Project Ms. Sitti Haryani Kadir, Regional Facilitator Central Kalimantan Ms. Laksmi Banowati. National Project Manager Kalimantan Forest Project
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	6 (six) months
Target start date	May 2021
Latest completion date	October 2021

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.

Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Frequency
	Kotawaringin Barat	3 days	FGD	1 time
	Kotawaringin Timur	3 days	FGD	1 time
	Palangkaraya	3 days	FGD	3 times
	Barito Selatan	3 days	FGD	1 time
	Kuala Kapuas	3 days	FGD	1 time
	Barito Utara	3 days	FGD	1 time
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"/> United States 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 (Counting for the	<input checked="" type="checkbox"/> 90 days			

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

<i>last day of submission of quotes)</i>	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></th><th>Description</th><th>Quantity/Period</th></tr> </thead> <tbody> <tr> <td>Deliverable 1</td><td>Detailed work plan & refined approach and methodology approved by PKTL/KALFOR</td><td>10 %, May 2021</td></tr> <tr> <td>Deliverable 2</td><td>Results of desk review on EFT, SWOT analysis, and concept and mechanism of EFT for Central Kalimantan</td><td>30%, June 2021</td></tr> <tr> <td>Deliverable 3</td><td>First draft governor regulation (<i>Pergub</i>) on EFT initiative</td><td>40 %, August 2021</td></tr> <tr> <td>Deliverable 4</td><td> <ul style="list-style-type: none"> ▪ Final draft of governor regulation (<i>Pergub</i>) on EFT initiative ▪ Report of strategy and recommendation of the EFT at province level ▪ Consultancy report contain activity report explaining the involvement of stakeholders and gender balance involvement ▪ Activity report of FGDs that has been conducted </td><td>20 %, October 2021</td></tr> </tbody> </table>		Description	Quantity/Period	Deliverable 1	Detailed work plan & refined approach and methodology approved by PKTL/KALFOR	10 %, May 2021	Deliverable 2	Results of desk review on EFT, SWOT analysis, and concept and mechanism of EFT for Central Kalimantan	30%, June 2021	Deliverable 3	First draft governor regulation (<i>Pergub</i>) on EFT initiative	40 %, August 2021	Deliverable 4	<ul style="list-style-type: none"> ▪ Final draft of governor regulation (<i>Pergub</i>) on EFT initiative ▪ Report of strategy and recommendation of the EFT at province level ▪ Consultancy report contain activity report explaining the involvement of stakeholders and gender balance involvement ▪ Activity report of FGDs that has been conducted 	20 %, October 2021
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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															

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 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.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <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> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
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:
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) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p>
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 type="checkbox"/> Others ⁶ [pls. specify]

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

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

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

<p>Contact Person for Inquiries (Written inquiries only)⁷</p>	<p><i>Rifqi Thoriq / Yusef Saiful Millah</i> <i>Procurement Unit</i> <i>rifqi.thoriq@undp.org ; yusef.millah@undp.org</i></p> <p>Mandatory subject of email: RFP/UNDP/KALFOR/124131/018/2021 - Implementing the Ecological Fiscal Transfer (EFT) Mechanism at Provincial Level in Central 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>
<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.

Annex 2

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) 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 (Weight for payment)	Price (Lump Sum, All Inclusive)
Deliverable 1	Detailed workplan and refined approach and methodology approved by PKTL/KALFOR	10 %, May 2021	
Deliverable 2	Results of desk review on EFT, SWOT analysis, and concept and mechanism of EFT for Central Kalimantan	30%, June 2021	
Deliverable 3	First draft governor regulation (<i>Pergub</i>) on EFT initiative	40 %, August 2021	
Deliverable 4	<ul style="list-style-type: none"> ▪ Final draft of governor regulation (<i>Pergub</i>) on EFT initiative ▪ Report of strategy and recommendation of the EFT at province level ▪ Consultancy report contain activity report explaining the involvement of stakeholders and gender balance involvement ▪ Activity report of FGDs that has been conducted 	20 %, October 2021	
	Total	100%	

E. Cost Breakdown by Cost Component:

Item Description	Qty	UoM	Freq	UoM	Unit Cost	Amount	Total	Remark
I. PERSONNEL								
Fiscal Transfer Specialist	1	Person	120	Working days				
Technical Support	1	Person	120	Working days				
Admin Assistant	2	Person	120	Working days				
Sub Total I							-	
II. MEETING								
Cluster 1 (Sukamara, Lamandau, Kotawaringin Barat);								
Meeting 1 (Online)								
Meeting logistic								
- Resource Person	30	Person	1	Day	600.000	18.000.000		FIXED COST
Meeting 2 (Offline)								
Meeting logistic								
- Meeting package	30	Person	1	Day				
- camera + operator	1	Package	1	Day				
- Dedicated Internet 20 Mbps	1	Package	1	Day				
- Transportation vendor representative	2	Person	2	Return				
- Accommodation vendor representative	2	Person	2	Nights				
Participant DSA								
Participant Sukamara District								
- Transportation Cost	5	Person	1	Return	500.000	2.500.000		FIXED COST

- DSA Cost	5	Person	1	Times	2.016.000	10.080.000		FIXED COST; 3 days, lunch provided
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
<i>Participant Lamandau District</i>								
- Transportation Cost	5	Person	2	Return	250.000	2.500.000		FIXED COST
- DSA Cost	5	Person	1	Times	2.016.000	10.080.000		FIXED COST; 3 days, lunch provided
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
<i>Participant Kotawaringin Barat District</i>								
- Local Transport	20	Person	2	Return	125.000	5.000.000		FIXED COST
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
Cluster 2 (Seruyan, Kotawaringin Timur)								
<i>Meeting 1 (Meenting Online)</i>								
<u>Meeting logistic</u>								
- Resource Person	20	Person	1	Day	600.000	12.000.000		FIXED COST
<i>Meeting 2 (Offline)</i>								
<u>Meeting logistic</u>								
- Meeting package	20	Person	1	Day				
- camera + operator	1	Package	1	Day				
- Dedicated Internet 20 Mbps	1	Package	1	Day				
- Transportation vendor representative	2	Person	2	Return				

- Accommodation vendor representative	2	Person	2	Nights				
<u>Participant DSA</u>								
<i>Participant Seruyan District</i>								
- Transportation Cost	5	Person	2	Return	250.000	2.500.000		FIXED COST
- DSA Cost	5	Person	1	Times	2.016.000	10.080.000		FIXED COST; 3 days, lunch provided
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
<i>Participant Kotawaringin Timur District</i>								
- Local Transport	15	Person	2	Return	125.000	3.750.000		FIXED COST
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
Cluster 3 (Gunung Mas, Palangkaraya, Katingan)								
<i>Meeting 1 (Online)</i>								
<u>Meeting logistic</u>								
- Resource Person	30	Person	1	Day	600.000	18.000.000		FIXED COST
<i>Meeting 2 (Offline)</i>								
<u>Meeting logistic</u>								
- Meeting package	30	Person	1	Day				
- camera + operator	1	Package	1	Day				
- Dedicated Internet 20 Mbps	1	Package	1	Day				
- Transportation vendor representative	2	Person	2	Return				

- Accommodation vendor representative	2	Person	2	Nights				
<u>Participant DSA</u>								
<i>Participant Gunung Mas District</i>								
- Transportation Cost	5	Person	2	Return	250.000	2.500.000		FIXED COST
- DSA Cost	5	Person	1	Times	2.016.000	10.080.000		FIXED COST; 3 days, lunch provided
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
<i>Participant Katingan District</i>								
- Transportation Cost	5	Person	2	Return	250.000	2.500.000		FIXED COST
- DSA Cost	5	Person	1	Times	2.016.000	10.080.000		FIXED COST; 3 days, lunch provided
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
<i>Participant Palangkaraya</i>								
- Local Transport	20	Person	2	Return	125.000	5.000.000		FIXED COST
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
Cluster 4 (Barito Selatan, Barito Timur)								
<i>Meeting 1 (Online)</i>								
<u>Meeting logistic</u>								
- Resource Person	20	Person	1	Day	600.000	12.000.000		FIXED COST
<i>Meeting 2 (Offline)</i>								
<u>Meeting logistic</u>								

- Meeting package	20	Person	1	Day				
- camera + operator	1	Package	1	Day				
- Dedicated Internet 20 Mbps	1	Package	1	Day				
- Transportation vendor representative	2	Person	2	Return				
- Accommodation vendor representative	2	Person	2	Nights				
<u>Participant DSA</u>								
<i>Participant Barito Timur District</i>								
- Transportation Cost	5	Person	2	Return	250.000	2.500.000		FIXED COST
- DSA Cost	5	Person	1	Times	2.016.000	10.080.000		FIXED COST; 3 days, lunch provided
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
<i>Participant Barito Selatan District</i>								
- Local Transport	15	Person	2	Return	125.000	3.750.000		FIXED COST
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
Cluster 5 (Kapuas, Pulang Pisau)								
<i>Meeting 1 (Online)</i>								
<u>Meeting logistic</u>								
- Resource Person	20	Person	1	Day	600.000	12.000.000		FIXED COST
<i>Meeting 2 (Offline)</i>								
<u>Meeting logistic</u>								
- Meeting package	20	Person	1	Day				
- camera + operator	1	Package	1	Day				
- Dedicated Internet 20 Mbps	1	Package	1	Day				

- Transportation vendor representative	2	Person	2	Return				
- Accommodation vendor representative	2	Person	2	Nights				
<u>Participant DSA</u>								
<u>Participant Pulang Pisau District</u>								
- Transportation Cost	5	Person	2	Return	250.000	2.500.000		FIXED COST
- DSA Cost	5	Person	1	Times	2.016.000	10.080.000		FIXED COST; 3 days, lunch provided
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
<u>Participant Kuala Kapuas District</u>								
- Local Transport	15	Person	2	Return	125.000	3.750.000		FIXED COST
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
Cluster 6 (Murung Raya, Barito Utara)								
<u>Meeting 1 (Online)</u>								
<u>Meeting logistic</u>								
- Resource Person	20	Person	1	Day	600.000	12.000.000		FIXED COST
<u>Meeting 2 (Offline)</u>								
<u>Meeting logistic</u>								
- Meeting package	20	Person	1	Day				
- camera + operator	1	Package	1	Day				
- Dedicated Internet 20 Mbps	1	Package	1	Day				
- Transportation vendor representative	2	Person	2	Return				

- Accommodation vendor representative	2	Person	2	Nights				
<u>Participant DSA</u>								
<i>Participant Murung Raya District</i>								
- Transportation Cost	5	Person	2	Return	250.000	2.500.000		FIXED COST
- DSA Cost	5	Person	1	Times	2.016.000	10.080.000		FIXED COST; 3 days, lunch provided
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
<i>Participant Barito Utara District</i>								
- Local Transport	15	Person	2	Return	125.000	3.750.000		FIXED COST
- Resource Person	3	Person	1	Times	600.000	1.800.000		FIXED COST
Province								
<i>Meeting 1 (Online)</i>								
<u>Meeting logistic</u>								
- Resource Person	30	Person	1	Day	600.000	18.000.000		FIXED COST
<i>Meeting 2 (Offline)</i>								
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- Meeting package	30	Person	1	Day				
- camera + operator	1	Package	1	Day				
- Dedicated Internet 20 Mbps	1	Package	1	Day				
- Transportation vendor representative	2	Person	2	Return				
- Accommodation vendor representative	2	Person	2	Nights				
<u>Participant DSA</u>								

- Local Transport	30	Person	2	Return	150.000	9.000.000		FIXED COST
- Resource Person	5	Person	1	Times	600.000	3.000.000		FIXED COST
Meeting 3 (Offline)								
<u>Meeting logistic</u>								
- Meeting package	30	Person	1	Day				
- camera + operator	1	Package	1	Day				
- Dedicated Internet 20 Mbps	1	Package	1	Day				
- Transportation vendor representative	2	Person	2	Return				
- Accommodation vendor representative	2	Person	2	Nights				
<u>Participant DSA</u>								
- Local Transport	30	Person	2	Return	150.000	9.000.000		FIXED COST
- Resource Person	10	Person	1	Times	600.000	6.000.000		FIXED COST
<i>Any other cost (if any, please provide in detail)</i>								
<i>Sub Total I</i>								
						TOTAL		

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

Annex 3

TERMS OF REFERENCE

Implementing the Ecological Fiscal Transfer (EFT) Mechanism at Provincial Level in Central Kalimantan

KLHK-UNDP-GEF Project

“Strengthening Forest Areas Planning and Management in Kalimantan”

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 non-state owned forest area (APL), 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 its 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 APL 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 are both limited in scope, e.g. with respect to the location of high conservation value (HCV) forest or of peat soils, and rarely assessed in a holistic manner with respect to the role of particular geographic areas in maintaining landscape level connectivity and resilience at various levels. Instead, broader social welfare is diminished as both public and private decision-making leads to loss of forest cover of critical areas and, collectively, to increased fragmentation and lowered resilience.

Various efforts to protect the environment including forest cover have been carried out by both central and local governments. Several provinces have developed 'Green Province' initiatives such as Aceh, East Kalimantan, South Sumatra, and West Papua. The initiatives, among others, includes an incentive to keep the forested area. In several countries, the incentive scheme is developed through fiscal transfers to subordinate governments (states

or provinces) as award to performance in environmental management including forestry. For example, in the state of Parana, Brazil has implemented this incentive scheme (Ecological Fiscal Transfer, EFT) which, in just 8 years, succeeded in increasing the total protected area in Parana. This success inspired other states in Brazil and several other countries such as Portugal, India, Germany, Australia and Switzerland.

In Indonesia, discourse about EFT began to develop in the past two years. The Research Centre for Climate Change at the University of Indonesia/ RCCCUI initiated the addition of a forest area variable in the formula for the distribution of the General Allocation Fund (DAU) to the regions. In parallel, the Biodiversity Finance Initiative (BIOFIN, 2018) initiated by UNDP encourages the Regional Incentive Fund (DID) scheme for biodiversity.

The existing regulation is very helpful for the local government in preserving its natural wealth, especially the environment and forestry in a broader context. To encourage this commitment to be maintained and implemented properly, it is necessary to implement a policy on providing incentives. Especially from the provincial level to the district level and from the district level to the subdistrict / village level which is considered successful in maintaining and managing the area of forest cover that provides benefits in the rich flora and fauna as well as the ecological balance in the area.

Ecologically oriented regions need to be acknowledged and strengthened in the form of policy on incentives through fiscal transfer schemes from province to district and from district to sub-district/village. The incentive concept of ecology-based fiscal transfer is based on environmental and forestry performance.

The concept has not been implemented in Central Kalimantan. As the first step, the pilot district of West Kotawaringin has been facilitated by KALFOR with a study on the Application of Environmental and Forestry-Based District Budget Allocation (PAKLIK: *Penerapan Alokasi Anggaran Kabupaten Berbasis Lingkungan dan Kehutanan*). The concept for EFT has not yet been implemented in the context of environmental resilience, while there are several efforts that maintain and care for forest areas in several districts and villages. Hence, a comprehensive study is needed on the implementation of the EFT concept at the provincial level in Central Kalimantan in order to encourage provincial and district governments and civil society at the site level to build environmental resilience throughout Central Kalimantan Province.

To ensure that the activities planned by the KALFOR project can later run well and are beneficial, especially related to challenges and implementation in Central Kalimantan Province, legal products in the form of regulations or policies are very basic provisions in implementing good and clean governance. This is arranged based on regional authority by considering the benefits and justice including financial transfer from the provincial government to district/ village based on performance in the management of ecosystem and environment.

II.OBJECTIVES AND SCOPE

The overall objective of the consultancy service is drafting governor regulation related to Ecological Fiscal Transfer (EFT) at Central Kalimantan Province level. In developing the policy, the selected contractor should coordinate with Fiscal Policy Agency of Ministry of Finance (BKF), Directorate General of Forestry and Environmental Planning MoEF (Ditjen PKTL KLHK), Central Kalimantan Provincial Forestry Service (Dinas Kehutanan Provinsi), KALFOR Project Team and related stakeholders at province such as development planning agency (Bappeda), Regional Secretariat (Sekretariat Daerah Provinsi), Dinas Pertanian dan Peternakan and Dinas perkebunan, Office of Community Empowerment and Village Government (DPMPDes Provinsi), Mining Service (Dinas Pertambangan Provinsi), academician, Natural Resources Conservation Agency (BKSDA), and Forest Management Unit (KPH).

The activity under this TOR will be covering the following areas:

Cluster	Location Area
Cluster 1	1. Sukamara District 2. Lamandau District 3. Kotawaringin Barat District (Meeting Venue: Pangkalan Bun)
Cluster 2	1. Seruyan District 2. Kotawaringin Timur District (Meeting Venue: Sampit)
Cluster 3	1. Gunung Mas District 2. Katingan 3. Kota Palangkaraya (Meeting Venue: Palangka Raya)
Cluster 4	1. Barito Timur District 2. Barito Selatan (Meeting Venue: Buntok)
Cluster 5	1. Kapuas (Meeting Venue: Kuala Kapuas) 2. Pulang Pisau
Cluster 6	1. Murung Raya District 2. Barito Utara District (Meeting Venue: Muara teweh)

III.OVERALL TASKS AND FUNCTION

Under the supervision of KALFOR project, the selected contractor shall perform the following tasks:

1. Develop detailed workplan and refined approach and methodology
2. The selected contractor shall work closely with provincial government including:
 - Development planning agency (Bappeda)
 - Forest service (Dinas Kehutanan)
 - Environment agency (Dinas Lingkungan Hidup)
 - Legal office of Regional Secretariat (Biro Hukum Sekretariat Daerah),
 - and other related agencies as recommended in the sub heading Objective and Scope
3. Desk review of references related to the substance of intergovernmental fiscal schemes in Central Kalimantan Province including the results of related policy inventories that is included in the project baseline results as well various ecological fiscal transfer (EFT) initiatives in Indonesia that may be implemented in Central Kalimantan Province. The following data is provided by Project are as follow:
 - Perpres No. 61 Tahun 2011 tentang Rencana Aksi Nasional (RAN) Penurunan Emisi Gas Rumah Kaca (GRK)
 - Peraturan Menteri Dalam Negeri Nomor 21 Tahun 2011
 - Rencana Pembangunan Jangka Menengah Daerah Provinsi Kalimantan Tengah
 - Pergub Nomor 36 Tahun 2012 Tahun 2012
 - KALFOR Baseline data

The above-mentioned information is available on this link:

https://drive.google.com/drive/folders/1VLdUensg6qDigc_gy5LzjRPRCs9W9Trr

The selected vendor responsible to collect further government regulation related to the EFT subject to be reviewed and prior the review processes the document should go through approval by Implementing Partner (PKTL) and UNDP KALFOR Project

4. Develop potential and challenges (SWOT) analysis on implementing Ecological Fiscal Transfer in Central Kalimantan Province.
5. Develop concept and mechanism on EFT implementation for Central Kalimantan. Selected vendor should come up with various indicator referring to the discussion with province and district stakeholders
6. Develop draft governor regulation (*Ranpergub*) related to EFT initiative.
7. Conduct Focus Group Discussion (FGD) with requirement as follow:
 - a. Conduct Focus Group Discussion (FGD) with multi-stakeholder forum to carry out awareness raising at provincial and district level. This shall include representative from:
 - MoEF Directorate General of Forestry and Environmental Planning
 - Directorate General of Regional Finance Development (BAKD)
 - Development Planning Agency at Sub-National Level (BAPPEDA)
 - Regional Secretariat (SetDa)
 - 13 (thirteen) districts and one municipality in Central Kalimantan
 - b. Collaborate with and support the multi-stakeholder forum to hold multi-stakeholder consultation to get inputs and reach consensus on the EFT mechanism and draft governor regulation. Note: the forum will lead the multi-stakeholder consultation
 - c. The selected vendor will responsible to develop Terms of Reference and invitation for each Forum Group Discussion (FGD) as well distribute to potential participants prior the event. List of confirmed participants should be reported to UNDP KALFOR Project.
 - d. Collaborate with and support the multi-stakeholder forum in submission of the draft governor regulation (*ranpergub*) to the Governor of Central Kalimantan. This may include consultation with provincial forest service (Dinas Kehutanan), environment agency (Dinas Lingkungan Hidup), Legal office of Regional Secretariat (Biro Hukum Sekretariat Daerah), and other related agencies. Drafting of Governor Regulation (*Pergub*) is expected to be completed in 2021 and be applied to the province financing budget of 2022
 - e. The following document should be part of supporting document for each meeting that will involve consultancy activity:
 - 1) Agenda,
 - 2) Attendance List: should have information of name, gender, organization name, phone number, email address includes offline and online participant
 - 3) Picture of event both offline and online meeting. For online meeting, captured in the Zoom screen showing the participants is required.
 - 4) Audio-Visual Recording of the meeting. The recording does not need to cover the whole meeting, e.g. fragmental recording in the beginning, middle, and near end of meeting will be sufficient

8. FGD and meeting coordination to support the activities as mentioned above should be conducted through offline and online basis with following requirement

OFFLINE MEETING

Cluster	Location	Venue	Qty Meeting	Qty participant each meeting
Cluster 1	Kotawaringin Barat District	Grand Kecubung Hotel	1 times	30 persons
Cluster 2	Kotawaringin Timur District	Aquarius Boutique Hotel Sampit	1 times	20 persons
Cluster 3	Palangkaraya City	Swiss-Belhotel Danum Palangkaraya	1 times	30 persons
Cluster 4	Barito Selatan District	Hotel Mulya Kencana Buntok	1 times	20 persons
Cluster 5	Kapuas District	Hotel Raudah Kuala Kapuas	1 times	20 Persons
Cluster 6	Barito Utara District	Armani Hotel Muara Teweh	1 times	20 persons
Province	Palangkaraya City	Swiss-Belhotel Danum Palangkaraya	2 times	30 persons

ONLINE MEETING

Cluster	Location	Qty Meeting	Qty participant each meeting
Cluster 1	Kotawaringin Barat District	1 times	30 persons
Cluster 2	Kotawaringin Timur District	1 times	20 persons
Cluster 3	Palangkaraya City	1 times	30 persons
Cluster 4	Barito Selatan District	1 times	20 persons
Cluster 5	Kapuas District	1 times	20 Persons
Cluster 6	Barito Utara District	1 times	20 persons
Province	Palangkaraya City	1 times	30 persons

9. The selected vendor should provide the transport fee and Daily Substance Allowance (DSA) for meeting participants for activities as mentioned on the above-mentioned matrix which accordance with UNDP Regulation under Harmonize Cost Rate (HCR) as follow:

Resource Person Fee	:	IDR 600.000/session
Local Transport in District Level	:	IDR 125.000 return
Transport for participant from other District >50km	:	IDR 250.000/way
Per diem between District	:	IDR 700.000/day
Deduction	:	<ul style="list-style-type: none"> - 6% breakfast - 12% lunch - 12% dinner - 50% accommodation

IV.INSTITUTIONAL ARRANGEMENT

In order to carry out the task and ensure that the outcome is in line with the objective as mentioned above, the selected contractor will be closely monitored by the Project with the following activity:

- a. After the contract signing, the Project will conduct a kick-off meeting which will be attended by the selected contractor, Ditjen PKTL and PMU UNDP KALFOR.
- b. During activities, the selected contractor shall be in close coordination with KALFOR PMU and Ditjen PKTL. This may be conducted through regular coordination meetings either online or offline.

- c. Deliverables report will need to be approved by Directorate General of Forestry and Environmental Planning of MoEF (Ditjen PKTL) and PMU UNDP KALFOR.

V.DELIVERABLES AND PAYMENT SCHEDULE

Expenses to accommodate all the consultation and meetings as mentioned above should be part of bidder's price proposal including personnel fee, accommodation, meeting facility, transportation and per diem for meeting participant etc. The consultation should be in line with the proposed approach, methodology and implementation plan to achieve output/deliverable. The final output of this activity shall be achieved at the latest by end of May 2021. The recommendation in the form of draft governor regulation (*Ranpergub*) shall be delivered to Central Kalimantan Province upon approval from KALFOR PMU and Ditjen PKTL. The estimate dates of submission of deliverables and payments are in accordance with following schedule:

	Description	Quantity/Period
Deliverable 1	Detailed workplan and refined approach and methodology approved by PKTL/KALFOR	10 %, May 2021
Deliverable 2	Results of desk review on EFT, SWOT analysis, and concept and mechanism of EFT for Central Kalimantan	30%, June 2021
Deliverable 3	First draft governor regulation (<i>Pergub</i>) on EFT initiative	40 %, August 2021
Deliverable 4	<ul style="list-style-type: none"> ▪ Final draft of governor regulation (<i>Pergub</i>) on EFT initiative ▪ Report of strategy and recommendation of the EFT at province level ▪ Consultancy report contain activity report explaining the involvement of stakeholders and gender balance involvement ▪ Activity report of FGDs that has been conducted 	20 %, October 2021

VI.QUALIFICATIONS OF SUCCESSFUL SERVICE PROVIDER/CONTRACTOR

Qualifications of the Service Provider/Contractor:

1. Experience in handling similar project at least 1 (one) project within the last 3 (three) years.
2. Having experience in Payment for Environmental Service (PES) mechanism
3. Understanding of local policies and practices in protected areas management (Hutan APL) is an advantage
4. Experience in working with Government and developing government regulation
5. Institution should establish at least within 5 years
6. Reference from previous client with at least 3 (three) clients with satisfactory result
7. Company/organization/institution must have a valid certificate/legal establishment of the institution issued by the Government.

The selected contractor should be supported by expertise with qualification as follow:

Expert requirement	<ul style="list-style-type: none"> • 1 (one) Fiscal Transfer Content Senior Specialist. <ul style="list-style-type: none"> ➤ Minimum master's degree in forestry or environment or equivalent ➤ With 5 years experience in project(s) focussing on government regulation review or development, drafting Ecological Fiscal Transfer (EFT) as well strong skills in financial policy analysis, facilitating, and organizing multi-stakeholders' meetings ➤ Experience in preparing EFT at the provincial or district level is an advantage ➤ Candidate should have proven competency of teamwork, responsibility, decision making, communication, leadership, and problem solving ➤ Experience in developing report in English
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	<ul style="list-style-type: none"> • 1 (one) Support Specialist; <ul style="list-style-type: none"> ➤ Minimum bachelor's degree in forestry, planology, environment economics, communications, accounting, and finance or equivalent ➤ With 3 years relevant experience in supporting environmental and forestry project in collecting data/information for desk review, liaise with counterpart particularly government representative ➤ Experience in project management supports are essential as well as ability to draft correspondence on budget-related issues and briefing notes ➤ Candidate should have proven competency of teamwork, responsibility, decision making, communication, leadership, and problem solving ➤ Experience in developing report in English • 2 (two) Admin Assistant. <ul style="list-style-type: none"> ➤ Minimum of bachelor's degree of business management; communication, forestry; environment or equivalent ➤ With more than 3 years' experience related to facilitation on event organizing or administration ➤ Having skill and knowledge to operate Ms. Office
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UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.