



REQUEST FOR PROPOSAL (RFP)

TO ALL INTERESTED BIDDER	DATE: March 31, 2021
	REFERENCE: RFP/UNDP/TIGER/ 134341/009/2021 - Feasibility Study and Detailed Engineering Design of North Sumatra Animal Rescue Centre: Preparatory Work for Sukuk as Potential Source of Financing

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference REFERENCE: RFP/UNDP/TIGER/ 134341/009/2021 - Feasibility Study and Detailed Engineering Design of North Sumatra Animal Rescue Centre: Preparatory Work for Sukuk as Potential Source of Financing

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

Date/Time : 7 April 2021

Place : Zoom On Line Meeting

Link : <https://undp.zoom.us/join/undp20210407008>

Meeting ID : 820 7481 7008

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: 0000008904**

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 **07 April 2021** If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to Sestyo.wicaksono@undp.org and Yusef.millah@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <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,
For



Martin Stephanus Kurnia
Head of Procurement Unit
3/31/2021

Annex 1**Description of Requirements**

Context of the Requirement	Consulting company to provide detailed engineering design and feasibility study of an animal rescue center
Implementing Partner of UNDP	Directorate of Biodiversity Conservation, Ministry of Environment and Forestry
Brief Description of the Required Services ¹	Provision of the following works in accordance with the attached detailed TOR: <ul style="list-style-type: none"> - Undertake preliminary study to understand existing situation and needs through economic, social and environment contexts. - Propose detailed feasibility study for the infrastructure design of the Animal Rescue Center. - Conduct public consultation to assess social impact of the proposed interventions. - Identify governance, policy and capacity gaps therefore able to outline the critical supports required during the implementation while ensuring sustainability.
List and Description of Expected Outputs to be Delivered	1. Report preliminary study of existing situation 2. Report analysis on the needs' identification 3. Masterplan of the Animal Rescue Center including detailed engineering design 4. Feasibility study report
Person to Supervise the Work/Performance of the Service Provider	Asih Budiati National Project Manager Tiger
Frequency of Reporting	4 deliverables following the requested timeline stipulated in the detailed TOR
Progress Reporting Requirements	N/A
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 months from April – September 2020 ¹
Target start date	April 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.

Latest completion date	30 September 2021																								
Travels Expected	<p>Shall be agreed upon starting, <u>UNDP shall be responsible of any travel out of the agreed duty station</u></p> <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>Animal Rehabilitation Centre of Sibolangit</td><td>1 day</td><td>Preliminary assessment</td><td>1</td></tr> <tr> <td>Aras Napal 242</td><td>1 day</td><td>Preliminary assessment</td><td>1</td></tr> <tr> <td>Pondok Buluh</td><td>1 day</td><td>Preliminary assessment</td><td>1</td></tr> <tr> <td>PLG Holiday Resort</td><td>1 day</td><td>Preliminary assessment</td><td>1</td></tr> <tr> <td>Medan</td><td>2 days</td><td>Public Consultation</td><td>1</td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Frequency	Animal Rehabilitation Centre of Sibolangit	1 day	Preliminary assessment	1	Aras Napal 242	1 day	Preliminary assessment	1	Pondok Buluh	1 day	Preliminary assessment	1	PLG Holiday Resort	1 day	Preliminary assessment	1	Medan	2 days	Public Consultation	1
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Animal Rehabilitation Centre of Sibolangit	1 day	Preliminary assessment	1																						
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Pondok Buluh	1 day	Preliminary assessment	1																						
PLG Holiday Resort	1 day	Preliminary assessment	1																						
Medan	2 days	Public Consultation	1																						
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 type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others N/A																								
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 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	No	Deliverables	Target Date	Payment (%)
	1.	1 st payment shall be made upon submission of satisfactory Report and approval by UNDP and Implementing Partner on the Preliminary Study	May 2021	30%
	2.	2 nd payment shall be made upon submission of satisfactory outputs and approval by UNDP and Implementing Partner on the following: <ul style="list-style-type: none"> a. Report of Analysis of existing and needs of North Sumatra Animal Rescue Centre development b. Progress report on Masterplan of North Sumatra Animal Rescue Centre 	July 2021	35%
	3.	3 rd payment shall be made upon submission of satisfactory outputs and approval by UNDP and Implementing Partner on the following: <ul style="list-style-type: none"> a. Final report on Masterplan of North Sumatra Animal Rescue Centre (including DED), b. Final Report on feasibility study and technical proposals for 	Sep 2021	35%

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.

	<table border="1"> <tr> <td></td><td>North Sumatra Animal Rescue Centre</td><td></td><td></td></tr> </table>		North Sumatra Animal Rescue Centre		
	North Sumatra Animal Rescue Centre				
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>Asih Budiati National Project Manager Tiger</p> <p>Indra Eksploitasia National Project Director Tiger Directorate Biodiversity Conservation, Ministry of Environment and Forestry</p>				
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract				
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>				
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 25%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35%</p> <p><input checked="" type="checkbox"/> Presentation (10%), only bidders who obtains 63 points (70% x 90 maximum points from criterias: Expertise of the firm, methodology and management structure) will be invited for presentation</p> <p><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></p> <p><u>Financial Proposal (30%)</u></p> <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:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><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></p>				

Contract General Terms and Conditions ⁴	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Sample written self declaration <input type="checkbox"/> Others ⁶ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁷	<i>Sestyo Ndaru Wicaksono/Yusef Saiful m</i> <i>Procurement Unit</i> <i>Sestyo.wicaksono@undp.org / yusef.millah@undp.org</i> Mandatory subject of email: RFP/UNDP/TIGER/ 134341/009/2021 - Feasibility Study and Detailed Engineering Design of North Sumatra Animal Rescue Centre: Preparatory Work for Sukuk as Potential Source of Financing 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.
Other Information <i>[pls. specify]</i>	<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

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.

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.

C. Qualifications of Key Personnel

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

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	1 st payment shall be made upon submission of satisfactory Report and approval by UNDP and Implementing Partner on the Preliminary Study	30% May 2021	
2	2 nd payment shall be made upon submission of satisfactory outputs and approval by UNDP and Implementing Partner on the following: <ul style="list-style-type: none"> a. Report of Analysis of existing and needs of North Sumatra Animal Rescue Centre development b. Progress report on Masterplan of North Sumatra Animal Rescue Centre 	35% July 2021	
3	3 rd payment shall be made upon submission of satisfactory outputs and approval by UNDP and Implementing Partner on the following: <ul style="list-style-type: none"> b. Final report on Masterplan of North Sumatra Animal Rescue Centre (including DED), c. Final Report on feasibility study and technical proposals for North Sumatra Animal Rescue Centre 	35% September 2021	
	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		60 mandays	1	
b) Biodiversity Specialist		60 mandays	1	
c) Policy Analyst		40 mandays	1	
d) Social Environment Specialist		40 mandays	1	
e) Civil Engineering Designer		40 mandays	1	

II. Out of Pocket Expenses (if any, please provide in detail)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs (if any, please provide in detail)				

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

TERMS OF REFERENCE

Feasibility Study and Detailed Engineering Design of North Sumatra Animal Rescue Centre: Preparatory Work for Sukuk as Potential Source of Financing

Project Description and Background

Sumatra is the sixth largest island in the world spanning 480,848 km². It is characterized by the 1800 km long Bukit Barisan mountain range that runs the length of the island and gives rise to the 3805 m asl Mount Kerinci, the highest point on Sumatra. The main forest types of Sumatra include lowland (0-300m asl), hill (300-800m), sub montane (800-1400m), montane (>1400m) and peat swamp (0-50m) and, in part, give rise to the island's rich and varied biodiversity that is recognized through several international conventions and designations. Sumatra contains 13 Important Bird Areas, two Ramsar sites (the wetlands of Berbak and Sembilang national parks) and the UNESCO World Heritage Site's Tropical Rainforest Heritage of Sumatra sites (covering the national parks of Gunung Leuser, Kerinci Seblat and Bukit Barisan Selatan).

The Ministry of Environment and Forestry (MoEF) has established a wide-ranging protected area network system for Sumatra that covers 4.52 million ha. This includes some of Asia's largest protected areas, such as Kerinci Seblat National Park (1.39 million ha) and Gunung Leuser National Park (1.01 million ha), which have been shown to significantly lower deforestation rates against comparable areas outside of the network. Nevertheless, deforestation still occurs inside all Sumatran protected areas indicating that they are not entirely secure. From 1985 to 2009, Sumatra lost approximately half (12.8 million ha) of its entire forest estate and from 2000 to 2012 lost 1.5 million ha of primary wetland forest and 1.2 million ha of primary lowland forest. The deforestation was primarily caused by large-scale agricultural plantation expansion.

In response to above situation, UNDP in collaboration with Ministry of Environment and Forestry develop project to strengthen Protected Area (PA) management for five priority landscapes in Sumatra and reduce threats to biodiversity in the PAs by putting in place measures to ensure that the highly unique and globally important biodiversity of Sumatra will be safeguarded from on-going threats. *"Transforming Effectiveness of Biodiversity Conservation in Sumatra Priority Landscapes Project"* is intend to to enhance biodiversity conservation in priority landscapes in Sumatra through adoption of good management practices in protected areas and adjacent production landscapes, using tiger recovery as a key indicator of success.

Human wildlife conflict, poaching and illegal wildlife trading has been identified as threats for biodiversity across Sumatra regions, including tiger. For example, conflicts are recorded from every Sumatran province and conservative estimates of 265 tiger deaths and 97 tiger captures have been made for 1978-1997. Meanwhile, poaching triggered illegal wildlife trade to certain

species. Many Species are traded domestically as pets, such as orangutans, gibbons, and song birds; or internationally, such as pangolin and rhinoceros, for traditional medicine mainly in China and Vietnam.

In term or illegal trade, Indonesian law enforcement agencies carried out at least 26 arrests involving 37 perpetrators during 2015 with the assistance of the Wildlife Crime Unit (WCU), with cases including 5 tons of pangolins from Medan; over 1 ton of manta ray bone and gill plates, 6 tiger cases, 2 ivory cases, over 500kg of oceanic whitetip shark fins, and the conviction of an orang-utan trader (IWT). In the North Sumatra Province itself, Natural Resources Conservation Agency succeed to save hundreds of wildlife during, either from seizure or voluntary hand over during 2018 – 2019.

Ministry of Environment and Forestry targeted to develop five Wildlife Conservation Centre in the Strategic Planning of 2019-2024. The Wildlife Conservation Centre will be developed in five ecosystem regions in Indonesia to ensure the protection and preservation of species and genetic diversity of plants and animals in a sustainable manner. In line with that policy, *Transforming Effectiveness of Biodiversity Conservation in Sumatra Priority Landscapes Project* provides support in preparing essential document in developing of Animal Rescue Centre that being planned in North Sumatra Province.

Geographical Focus

Sumatra forms part of the Sundaland region, which consists of the Indonesian islands of Borneo, Sumatra, Java, Bali and Malay Peninsula, a so-called 'biodiversity hotspot'. The flora of Sumatra is one of the most species-rich on earth, with 202 out of the 395 known families of seed plant and >10,000 types of vascular plant species, of which 12% are endemic. The island's fauna includes, for example, 201 mammal species and 580 bird species. This includes Southeast Asia's only migratory terrestrial mammal, the bearded pig (*Sus barbatus*), and several endemic and Critically Endangered species (such as the Sumatran ground cuckoo and Sumatran orangutan) and subspecies (such as the Sumatran tiger and Sumatran elephant).

Objective

The objective of this assignment is to develop and prepare a Feasibility Study (FS) and Detail Engineering Design (DED) for Animal Rescue Centre in North Sumatra. In order to assist the Ministry of Environment and Forestry, a qualified and highly experienced consultant will be engaged to provide technical assistant for full project feasibility study for potential project and develop detail design engineering proposal. The expected output of this consultant will be delivered and submitted for project proposal to be financed by sukuk in 2022 budget cycle.

Scope of Work, Expected Outputs and Target Completion/Duration of Work

Scope of Work

The scope of work for this assignment consist of:

1. Review current status of Animal Rehabilitation Centre of Sibolangit, and 3 other location that has been appointed as **“stations”** namely; Aras Napal 242, Pondok Buluh and PLG Holiday Resort in term of capability to fulfil need of preserving species in relation with biodiversity conservation in Sumatra.
2. Review existing data available for proposed intervention to develop suitable biodiversity management program in Sumatra Region. This includes policy and institutional context, needs and gap for biodiversity, vulnerability and exposure to biodiversity management program in terms of economic, social and environment.
3. Develop master plan of biodiversity conservation and management which consist of detailed plan, associated draft budget and timeline to fulfil requirement for granting sukuk financing as attached in **Annex 1**.
 - a) Identify need of critical infrastructure and essential equipment for North Sumatra Animal Rescue Centre, with minimum requirement listed in **Annex 2** of this document.
 - b) Prepare the detail engineering design (DED) including the bill of quantities for the proposed infrastructure and equipment
 - c) Outline a realistic timeline for the proposed set of activities of biodiversity management program
4. Evaluate the technical, economic, social and environmental feasibility of biodiversity critical infrastructures for economic development;
5. Identify the barriers and challenges - if any - that could determine the sustainability of the project; and
6. Identify and analyse any governance and capacity issues that will be critical during the implementation of the project as well as to ensure the sustainability of the project.

Expected Outputs and Target Completion/Duration of Work

The selected organization will deliver four key outputs as listed in below table during approximately 6 months.

No	Expected Outputs	Key Activities (including but not limited to below list)	Expected Date of Submission
1	Report Preliminary study	1. Identify key stakeholders; 2. Review and analyse current situation of Sibolangit Animal Rehabilitation Centre and other 3 location.	End of April 2021

No	Expected Outputs	Key Activities (including but not limited to below list)	Expected Date of Submission
		3. Assessment of scope of North Sumatra Animal Rescue Centre and management; 4. Outline full scope of feasibility study; and 5. Develop detail work plan.	
2	Report of Analysis of existing and needs of North Sumatra Animal Rescue Centre development	1. Analyse policy and institutional context; 2. Identify needs and gap analysis for biodiversity management; 3. Identify risk, vulnerability and exposure to biodiversity management program in terms of economic, social and environment; 4. Develop draft analysis of existing and needs of North Sumatra Animal Rescue Centre; and 5. Prepare final draft.	End of May 2021
3	Masterplan of North Sumatra Animal Rescue Centre	1. Identify critical infrastructure project relevant to biodiversity conservation and management in the given site; 2. Conduct public consultation to assess the social impact of the proposed interventions: <ul style="list-style-type: none"> – To be organized in Medan – Meeting package up to 30 participants from relevant parties (province and district governments, citizen, CSOs, private) 3. Prepare the detailed engineering design (DED) including the bill of quantities for the proposed biodiversity infrastructure; 4. Outline a realistic timeline for the proposed set of activities of biodiversity management program; and	End of July 2021

No	Expected Outputs	Key Activities (including but not limited to below list)	Expected Date of Submission
		5. Identify and analyse any governance and capacity issues that will be critical during the implementation of the project as well as to ensure the sustainability of the project.	
4	Report on feasibility study and technical proposals for North Sumatra Animal Rescue Centre	<ol style="list-style-type: none"> 1. Evaluate the technical, economic, social and environmental feasibility of biodiversity critical infrastructures for economic development; 2. Develop draft technical documents describing core elements of conservation and management; and 3. Prepare final technical proposals. 	Sept 2021

The above timetable has considered lead time needed by the NPM and NPD to review outputs, provide feedback and certify on the outputs/works done.

All deliverables should be submitted in Bahasa Indonesia and English

Institutional Arrangement

The selected organization will work closely with Project Management Unit (PMU) and Natural Resources Conservation Agency (BBKSDA) of North Sumatera, under the supervision of Director of Biodiversity Conservation as National Project Director (NPD), Directorate General of Natural Resources Conservation and Ecosystem, Ministry of Environment and Forestry.

The selected organization has responsibility to submit the expected outputs according to agreed timeline. They required to obtain technical clearance from National Project Manager (NPM) and seek approval from NPD on each deliverable. It is important to keep active respons of the selected organization for any request from the NPM and Head of BBKSDA North Sumatra. Further, they will present report results/outputs to audience as required/asked.

Location of Work

Location of the Animal Rescue Center will be in North Sumatera, namely Animal Rehabilitation Centre of Sibolangit, and 3 other location that has been appointed as **“stations”** namely; Aras Napal 242, Pondok Buluh, and PLG Holiday Resort.

The selected organization will closely collaborate/work, liaise and meet with relevant line national ministries, respected local and provincial government offices and other potential partners such NGOs/CSOs in Sumatera Utara while practicing COVID-19 protocols.

Qualification of Successful Service Provider at Various Levels Institutional

1. Five relevant projects in the area of economic of environment/natural resource/biodiversity management, business and management, institutional arrangements, accountability and coordination mechanisms for environment/natural resource/biodiversity management.
2. Five relevant projects in providing policy and strategy advisory services for government institutions.
3. Having experiences working with the Government of Indonesia and/or at the environment/natural resources/biodiversity management in Sumatra Region would be an advantage.
4. Have knowledge on Indonesian key policies related to environment/natural resources management/biodiversity finance and management effectiveness of protected areas.
5. Preferably have understanding of local context Sumatera Utara and availability of on-site team to undertake field visit while anticipating travel restriction due to COVID-19.
6. Preferably has experience in developing feasibility study and detailed engineering design for construction works related with biodiversity activities.

Criteria for Selecting the Best Offer

1st stage: Technical evaluation to shortlist bidders with total technical score at minimum 70% and above, in accordance to the following score calculation.

Summary of Technical Proposal Evaluation Forms		Score Weight
1.	Expertise of Firm / Organization	25%
2.	Proposed Methodology, Approach and Implementation Plan	30%
3.	Management Structure and Key Personnel	35%
4	Presentation	10%
TOTAL		100%

Breakdown Form 1

Expertise of the Firm/Organization		Score Weight
1.1	Reputation of the Organization and its capability to implement the task including quality assurance procedure for the final product	10%
1.2	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar projects in the region - Working experience with international donors 	15%
TOTAL		25%

Breakdown Form 2

Proposed Methodology, Approach and Implementation Plan		Score Weight
2.1	Have the important aspects of the task been addressed in sufficient detail?	7.5%
2.2	Is the conceptual framework adopted appropriate for the task?	7.5%
2.3	Is the scope of task well defined and does it correspond to the TOR?	7.5%
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	7.5%
TOTAL		30%

Breakdown Form 3

Key Personnel (Minimum Requirement)		Score Weight
3.1	Team Leader	10%
	- Master 5 years experiences	
	- Experiences in nature conservation and strategic planning for biodiversity	
	- Substantive experience in Economics of biodiversity.	
	- Language Qualifications: well versed in English. Indonesia language (Bahasa) ability is an advantage	
3.2.	Biodiversity Specialist	10%
	- Bachelor 5 years or Master 4 years experiences	

Key Personnel (Minimum Requirement)		Score Weight
	- Relevant knowledge in Biodiversity policy, economic, institutional arrangements, accountability and coordination mechanisms for biodiversity; government and institutional roles on biodiversity. Experience in species conservation ex-situ will be an advantage	
	- Relevant knowledge in species conservation ex-situ, animal welfare, animal behaviour. Experience in animal captive facility will be an advantage.	
3.3.	Policy Analyst	5%
	- Bachelor 5 years or Master 4 years experiences	
	- Previously worked at a law firm as a paralegal/legal counsel in a company/institution	
	- Having an experience in Environment and Forestry regulation would be preferable	
3.4.	Social Environment Specialist	5%
	- Bachelor 5 years or Master 4 years experiences	
	- Experienced to develop sustainability assessment and plan inclusive the socio – environment aspects	
	- Having an experience in developing AMDAL would be preferable	
3.5	Civil Engineering Designer	5%
	- Bachelor 5 years experiences in civil engineering, surveying, or building and enclosure-related engineering	
	- Solid experience with Civil 3D and AutoCAD platforms and good ability to manage and manipulate Civil 3D styles	
	- Experience in developing DED and Bill of Quantity (BoQ)	
TOTAL		35%

Form 4

Presentation		Score Weight
1	Presentation	10%
TOTAL		10%

The institutional assessment will analyse the institutional profile as described in the narrative and the supporting documentation provided. The organization could propose additional experts with clear qualifications and scope of works to ensure quality and timely submitted of the outputs.

Only shortlisted bidder(s) who obtained 63 points and above will be requested to present their technical proposal in particular to the methodology, approach, and implementation plan.

Scope of Proposal Price and Schedule of Payments

Selected organization must include a budget proposal that shows the amount required to achieve each output and the detailed costs for each activity carried out. The budget must also specify cost component items, i.e: professional fees, travel, and any other associated cost should be specified in the provided format or as an attachment

The payment schedule will be arranged as stated in the table below:

No	Expected Deliverables and Indicators	Target Date	Payment (%)
1.	1 st payment shall be made upon submission of satisfactory Report and approval by UNDP and Implementing Partner on the Preliminary Study	May 2021	30
2.	2 nd payment shall be made upon submission of satisfactory outputs and approval by UNDP and Implementing Partner on the following: <ul style="list-style-type: none"> a. Report of Analysis of existing and needs of North Sumatra Animal Rescue Centre development b. Progress report on Masterplan of North Sumatra Animal Rescue Centre 	July 2021	35
3.	3 rd payment shall be made upon submission of satisfactory outputs and approval by UNDP and Implementing Partner on the following: <ul style="list-style-type: none"> a. Final report on Masterplan of North Sumatra Animal Rescue Centre (including DED), b. Final Report on feasibility study and technical proposals for North Sumatra Animal Rescue Centre 	Sep 2021	35

Recommended Presentation of Proposal

Given the attached Terms of Reference, the candidate should submit technical and financial proposal form as provided in the procurement link of UNDP.

Project proposals must be submitted in English.

Annex 1.**Project criteria through Sukuk Issuance**

Referring to Article 9 of Government regulation No. 56/2011 concerning Project Financing through the Issuance of Sukuk, there are four types of projects, namely:

1. Infrastructure development, including construction work to build or improve infrastructure capabilities and/or infrastructure management projects and/or infrastructure maintenance in order to improve the benefits of infrastructure.
2. Provision of public services, namely projects carried out in the form of providing services to the community in the form of providing goods and/or services in order to support the function of public benefit.
3. Empowerment of domestic industries, namely projects carried out with the aim of encouraging the improvement of domestic industries and/or the use of domestic production.
4. Other development in accordance with the government's strategic policy.

Required Document for Submission to Ministry/Institution**KERANGKA ACUAN KERJA (KAK) TEMPLATE**

1. **Judul Proyek** : _____
2. **Pemrakarsa Proyek**
 - 2.1. Kementerian Lembaga : _____
 - 2.2. Unit Kerja Eselon I : _____
3. **Durasi Pelaksanaan** : _____
4. **Lokasi** : _____
5. **Latar Belakang Proyek** : _____
6. **Keterkaitan dengan RPJMN**
7. **Maksud dan Tujuan Proyek**
8. **Ruang Lingkup Proyek**
9. **Indikator Pencapaian Proyek**

10. Lokasi Pelaksanaan Proyek

11. Manajemen dan Organisasi Pelaksanaan Proyek

12. Rencana Pelaksanaan Proyek

13. Rencana Pembiayaan dan Penyerapan

14. Keberlanjutan Proyek

15. Rencana Lelang

16. Monitoring dan Evaluasi

DOKUMEN STUDI KELAYAKAN PROYEK (DSKP) TEMPLATE

Judul Proyek : _____

Pemrakarsa Proyek

2.1. Kementerian Lembaga : _____

2.2. Unit Kerja Eselon I : _____

Durasi Pelaksanaan : _____

Lokasi : _____

1. Gambaran Umum Proyek

1.1. Latar Belakang

1.2. Tujuan

1.3. Ruang Lingkup

2. Keterkaitan dengan RPJMN

3. Indikator Pencapaian Proyek

4. Analisis Kelayakan

4.1. Kelayakan Teknis

4.2. Kelayakan Ekonomi

4.3. Dampak Sosial dan Lingkungan

5. Manajemen dan Organisasi Pelaksanaan Proyek

6. Kajian Teknis/Analisis Teknis (sesuai DED)

- a. Ramah Lingkungan
- b. Karakter Lanskap
- c. Penataan Lanskap
- d. Display
- e. Integrasi Kawasan
- f. Berkualitas, tahan lama, rendah biaya

7. Prinsip-prinsip yang berhubungan dengan komposisi lanskap dan bangunan

- a. Pengaturan pusat aktivitas
- b. Struktur lanskap
- c. Kesesuaian
- d. *Focal Spaces*

8. Prinsip-prinsip sebagai panduan untuk pekerjaan desain yang dibutuhkan pada tapak

- a. Perbaikan kualitas lanskap
- b. Hubungan antar ruang yang tepat
- c. Aspek keamanan
- d. *Barrier-free environment*
- e. Desain arsitektur

9. Kajian AMDAL

10. Kajian Resiko

11. Jadwal Pelaksanaan Konstruksi (Jadwal Detail tiap bulan)

12. Keberlanjutan Proyek

13. Rencana Pembiayaan

DETAIL REKAPITULASI ANGGARAN BIAYA (RAB) TEMPLATE**RENCANA ANGGARAN BIAYA**

(Nama Proyek)

No	Uraian Pekerjaan	Volume	Satuan	Harga Satuan	Jumlah	Ket.

MASTERPLAN TEMPLATE

Lembar Pengesahan

Tim Penyusun

Kata Pengantar

Daftar Isi

Daftar Tabel

Daftar Gambar

BAB I PENDAHULUAN

- A. Latar Belakang
- B. Tujuan Dan Sasaran
- C. Ruang Lingkup

BAB II DESKRIPSI (nama proyek)

- A. Letak dan Luas
- B. Aksesibilitas
- C. Kondisi Fisik
 - 1. Topografi
 - 2. Tanah dan Geologi
 - 3. Iklim
 - 4. Hidrologi
- D. Kondisi Biotik
 - 1. Flora
 - 2. Fauna
- E. Potensi Wisata Alam
- F. Kondisi Sosial Ekonomi Masyarakat
 - 1. Administrasi Pemerintahan
 - 2. Keadaan Bio-Fisik Desa
 - 3. Jumlah Penduduk

- 4. Agama
- 5. Pendidikan
- 6. Pola Pemukiman
- 7. Mata Pencaharian
- G. Interaksi Masyarakat dengan Taman Nasional
 - 1. Pemanfaatan Lahan
 - 2. Penggembalaan Hewan Ternak
 - 3. Pemanfaatan Air
 - 4. Pemanfaatan Hasil Hutan Non Kayu
 - 5. Pemanfaatan Hasil Laut
- H. Kondisi Pembangunan Daerah
 - 1. Sarana Transportasi
 - 2. Sarana Kesehatan
 - 3. Sarana Peribadatan

BAB III KERANGKA PEMIKIRAN DAN DASAR KEBIJAKAN (nama proyek)

- A. Kerangka Pemikiran
- B. Dasar Kebijakan (nama proyek)

BAB IV VISI, MISI DAN TUJUAN (nama proyek)

- A. Visi
- B. Misi
- C. Tujuan
- D. Sarana (nama proyek)

BAB V PRA KONDISI DAN PEMBANGUNAN SARANA (nama proyek)

- A. Sosialisasi
- B. Pengeluaran Perambah
- C. Pembinaan Habitat
- D. Pembangunan Sarana Pengelolaan

BAB VI STRATEGI (nama proyek)

- A. Faktor Internal Bersifat Strategis
 - 1. Kekuatan (Strength)
 - 2. Kelemahan (Weakness)
- B. Faktor Eksternal Bersifat Strategis
 - 1. Peluang (Opportunity)
 - 2. Ancaman (Threat)

BAB VII PROGRAM DAN KEGIATAN (nama proyek)

- A. Pembentukan Kelembagaan (nama proyek)
- B. Program ____
- C. Program Peningkatan Populasi ____
- D. ____

BAB VIII KELEMBAGAAN (nama proyek)

- A. Struktur Lembaga Pengelola
- B. Skema Pendanaan
- C. Kerjasama Pengelolaan

BAB IX TATA WAKTU PELAKSANAAN

BAB X PENUTUP

SURAT PERNYATAAN KESANGGUPAN PENGELOLAAN DAN PEMANTAUAN LINGKUNGAN HIDUP (SPPL) TEMPLATE

Kami yang bertanda tangan di bawah ini:

Nama :
Jabatan :
Alamat :
Nomor Telp :

Selaku penanggungjawab atas pengelolaan lingkungan dari:

Nama Perusahaan :
Alamat Perusahaan :
Jenis Usaha :

Dampak lingkungan yang terjadi berupa:

1. ____
2. ____
3. dst.

Merencanakan untuk melakukan pengelolaan dan pemantauan dampak lingkungan melalui:

1. ____
2. ____

3. _____
4. dst.

SURAT PERNYATAAN KESANGGUPAN PENGELOLAAN DAN PEMANTAUAN RISIKO (SPPR)
TEMPLATE

Kami yang bertanda tangan di bawah ini:

Nama :
Jabatan :
Alamat :
Nomor Telp :

Selaku penanggungjawab atas pengelolaan lingkungan dari:

Nama Perusahaan :
Alamat Perusahaan :
Jenis Usaha :

Risiko dari pekerjaan pembangunan yang terjadi berupa:

1. _____
2. _____
3. _____
4. dst.

Merencanakan untuk melakukan pengelolaan dan pemantauan dampak dari pekerjaan pembangunan tersebut melalui:

1. _____
2. _____
3. _____
4. _____
5. dst.

Annex 2.

Minimum Requirements of North Sumatran Animal Rescue Centre

1. Maintenance Cage

- a. Carnivore
- b. Songbird
- c. Reptile
- d. Primate

2. Habituation Cage

- a. Carnivore
- b. Birds
- c. Reptile
- d. Primate

3. Transport Cage

- a. Carnivore
- b. Birds
- c. Reptile
- d. Primate

4. Medical Facilities, which include:

- a. Quarantine cage
- b. Isolation cage
- c. Clinic
- d. Medical devices and medicines
- e. Tagging devices

5. Management office

6. Facilities for Wastewater Management Installations

7. Feed Warehouse

8. Supporting facilities, such as:

- a. Power source;
- b. Backup power plants (micro hydro, solar cells, generators)
- c. Clean water installations (for animal cages and staffs)
- d. Water reservoirs
- e. Equipment warehouse
- f. Documentation devices
- g. Garbage collection and processing

Please note:

- Any requirement (dimension, structure, number of cages, etc.) for cages and other facilities should be accordance with government regulation (if any).