



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 3, 2021
	REFERENCE: RFP/UNDP/EU-PAGE/143096/022/2021 Green and Inclusive Economic Recovery through Circular Economy in Food & Beverages Related Sectors

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **Green and Inclusive Economic Recovery through Circular Economy in Food & Beverages Related Sectors**

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

Date/Time : 10 June 2021, 14.00 WIB

Place : Zoom Meeting

<https://undp.zoom.us/meeting/register/tZUqcuqrrzsjHtdwecWBf0N5p94dVQ9zyN19>

Meeting ID : 817 5331 0943

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: 000009370**

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.**

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 **10 June 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,

A handwritten signature in black ink, appearing to be 'MSK' or similar, with a stylized flourish at the end.

Martin Stephanus Kurnia
Procurement Analyst
6/3/2021

Description of Requirements

Context of the Requirement	PAGE- Green and Inclusive Economic Recovery through Circular Economy (CE) In Food & Beverages Related Sectors
Implementing Partner of UNDP	The Ministry of National Development Planning (Bappenas)
Brief Description of the Required Services ¹	The overall objective of this consultancy is to deliver a set of policy recommendation to support the green economic recovery through circular economy in the food and beverages industry sectors
List and Description of Expected Outputs to be Delivered	<p>The key expected outputs under this assignment are:</p> <ul style="list-style-type: none"> a. A Narrative report on Resource Efficiency Potential Assessment in five value chain of food and beverages sectors as well as in value chain of food and beverage plastic packaging sectors. The report should be written in English and Bahasa with approximately 50-150 pages equipped with an executive summary in English and Bahasa b. A Narrative report on Quick/rapid Assessment of Food & Beverage sub-sectors that contribute most significantly to green economic recovery in the context of LCDI and identification of CE potential. The report should be written in English and Bahasa with approximately 50-150 pages equipped with an executive summary in English and Bahasa c. A narrative report of In-depth Assessment on Waste & CO2 Reduction Potential in Food & Beverage sub-sectors. The report should be written in English and Bahasa with approximately 50-150 pages equipped with an executive summary in English and Bahasa d.
Person to Supervise the Work/ Performance of the Service Provider	<ul style="list-style-type: none"> a. Senior Advisor for Sustainable Energy, Environment Unit, UNDP Indonesia b. Director of Environmental Affairs, The Ministry of National Development Planning (Bappenas)
Frequency of Reporting	<i>Please Refer to Annex 3 – Terms of Reference</i>
Progress Reporting Requirements	<i>Please Refer to Annex 3 – Terms of Reference</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location and specified in the TOR attached to this RFP
Expected duration of work	6 (Six) Months

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.

Target start date	30 June 2021																																			
Latest completion date	31 December 2021																																			
Travels Expected	Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed destination mentioned below <table border="1" data-bbox="457 407 1328 1325"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Jakarta</td> <td>3 times</td> <td>Data Collection on Circular Economy in Food & Beverage Sector</td> <td>July-Aug 2021</td> </tr> <tr> <td>Jakarta</td> <td>2 times</td> <td>Public Discussion on RE potential assessment to gather information and valuable feedbacks</td> <td>Aug-Sept 2021</td> </tr> <tr> <td>Jakarta</td> <td>2 times</td> <td>Data Collection for the quick/rapid assessment</td> <td>Aug-Sept 2021</td> </tr> <tr> <td>Jakarta</td> <td>2 times</td> <td>Public Discussion on CE quick/rapid assessment to gather information and valuable feedback</td> <td>Sept-Oct 2021</td> </tr> <tr> <td>Jakarta</td> <td>2 times</td> <td>Data collection for the waste & CO2 reduction assessment</td> <td>Sept-Oct 2021</td> </tr> <tr> <td>Jakarta</td> <td>2 Times</td> <td>Public Discussion on the waste & CO2 Reduction Assessment</td> <td>Oct-Nov 2021</td> </tr> <tr> <td>Jakarta</td> <td>2 Times</td> <td>Dissemination result (Final Policy recommendation)</td> <td>Nov-Dec 2021</td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Jakarta	3 times	Data Collection on Circular Economy in Food & Beverage Sector	July-Aug 2021	Jakarta	2 times	Public Discussion on RE potential assessment to gather information and valuable feedbacks	Aug-Sept 2021	Jakarta	2 times	Data Collection for the quick/rapid assessment	Aug-Sept 2021	Jakarta	2 times	Public Discussion on CE quick/rapid assessment to gather information and valuable feedback	Sept-Oct 2021	Jakarta	2 times	Data collection for the waste & CO2 reduction assessment	Sept-Oct 2021	Jakarta	2 Times	Public Discussion on the waste & CO2 Reduction Assessment	Oct-Nov 2021	Jakarta	2 Times	Dissemination result (Final Policy recommendation)	Nov-Dec 2021
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Special Security Requirements	<input checked="" type="checkbox"/> Comprehensive Travel Insurance																																			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Liaise with the relevant stakeholders																																			
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required																																			

activities/sub-activities	
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 OR <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	<i>Please Refer to Annex 3 – Terms of Reference</i>
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	a. Senior Advisor for Sustainable Energy, Environment Unit, UNDP Indonesia b. Director of Environmental Affairs, The Ministry of National Development Planning (Bappenas)
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
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)

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.

	<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 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <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> <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 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) <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"/> Others ⁶ sample of written self declaration of impartiality

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 Ndaru Wicaksono and Yusef Millah</i> <i>Procurement Unit</i> <i>sestyo.wicaksono@undp.org cc Yusef.Millah@undp.org</i></p> <p>Mandatory subject of email: RFP/UNDP/EU-PAGE/143096/022/2021 Green and Inclusive Economic Recovery through Circular Economy in Food & Beverages Related Sectors</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>	

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) *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*

No	Deliverables	Timeline	Instalment
1	<p>1st payment released upon submission and acceptance of the final Work Plan for the assignment and initial brief from desk review for Green Economic Recovery through CE in the Food & Beverage Sectors.</p> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (Senior Advisor for SE) and the GoI (Bappenas).</p>	15 July 2021	10 %
2	<p>2nd payment released upon submission and acceptance of</p> <ul style="list-style-type: none"> a. Draft report of the Resource Efficiency Potential Assessment b. Draft Report of the quick in F& B industry sector <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (Senior Advisor for SE) and the GoI (Bappenas).</p>	30 Aug 2021	20%
3	<p>3rd payment released upon submission and acceptance of</p> <ul style="list-style-type: none"> a. Final report of the Resource Efficiency Potential Assessment. b. Final report of the quick/rapid assessment in F8B Sector <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (Senior Advisor for SE) and the GoI (Bappenas).</p>	30 September 2021	40%

4	<p>4th Payment released upon submission and acceptance draft Waste & CO2 Potential Reduction Assessment in F&B Sectors</p> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor for SE) and the Gol (Bappenas).</p>	31 October 2021	10%
5	<p>5th Payment released upon submission and acceptance final Waste & CO2 Potential Reduction Assessment in F&B Sectors.</p> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor for SE) and the Gol (Bappenas).</p>	31 December 2021	20%

**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				
1. Team Leader			1	
2. Technical Expert			2	
3. Data Collector			3	
4. Data Analyst			2	
5. Administrative and Finance			1	
II. Resource Efficiency Assessment				
1. Data Collection a. FGD (Online & Offline) b. Interview (Online & Offline)				
2. Public Discussion a. FGD (Online & Offline)				
3. Report Development (Full Report & Policy Brief: Bahasa & English)				
III. Quick/Rapid Assessment				
1. Data Collection				

a. FGD (Online & Offline) b. Interview (Online & Offline)				
2. Public Discussion a. FGD (Online & Offline)				
3. Report Development (Full Report & Policy Brief: Bahasa & English)				
IV. Waste & CO2 Reduction Assessment				
1. Data Collection a. FGD (Online & Offline) b. Interview (Online & Offline)				
2. Public Discussion a. FGD (Online & Offline)				
V. Dissemination Result a. Webinar/Seminar (Online & Offline)				

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

Terms of Reference (ToR)

for

Green and Inclusive Economic Recovery through Circular Economy in Food & Beverages Related Sectors

A. BACKGROUND INFORMATION & OVERALL OBJECTIVE

The Ministry of National Development Planning/BAPPENAS Indonesia is leading the post COVID-19 green economic recovery efforts with medium and long-term vision with its approach: Building Back Better with Low Carbon Development Initiative (LCDI), or B3-Low Carbon. The overall GoI's framework and plan is to prepare for the green stimulus packages for a medium and longer-term green recovery to be launched and implemented starting from 2022 onwards. The preparation and consolidation of the green stimulus packages will be focused on LCDI sectors (energy, waste, green industry, forestry & peat, agriculture, and blue carbon) in alignment with the GoI's climate action strategy i.e. LCDI. The GoI is planning to embed the Circular Economy approach into its LCDI and green recovery strategy moving forward and is already planning to integrate the CE indicators matrix into the next medium-term development planning (RPJMN) 2025-2029. The Circular Economy (CE) is seen as strategy for implementing the LCD approach – it introduces resources efficiency (increase carrying capacity), use of renewable energy, create GDP, and open employment (incl. green jobs). The CE has appeared in the narration of Indonesia's Vision of 2045 and the National Mid-term Development Plan (RPJMN) 2020-2024, but the indicators of CE are not explicitly determined yet in the matrix of RPJMN 2020-2024. As for the green recovery, CE is seen as an integrated approach linking all LCDI sectors which promote green jobs, economic gain, and environmental benefits at the same time.

The CE is recommended by the Government of Indonesia (GoI)/BAPPENAS to be PAGE Indonesia's green recovery support's focus and/or policy entry point into green recovery efforts led by BAPPENAS for its potential to address the root and underlying issues that have caused unsustainable development in the country, such as: high GHG emission from economic key sectors, resource dependency, resource and energy inefficiency, poor waste management system, food loss and waste which relates to food security issue, unsustainable business practices (incl. SMEs/informal business), etc., while it will also have clear linkages to key SDGs, namely: SDG 7, SDG 8, SDG 9, SDG 12, and SDG 13. CE practices are seen by the GoI as 'toolbox' for achieving a sizeable number of SDGs targets. CE is also seen as cross-cutting issue with linkage to all LCDI sectors which will contribute significantly to low carbon development since meeting climate targets require efforts to tackle emissions associated with making products. It is very much in line with the focus of PAGE Indonesia's ongoing work plans, which are on energy, industry, and waste sector.

Building on that background and further consultation with BAPPENAS, PAGE Indonesia is proposing some activities under the green and inclusive economic recovery. There are three thematic area:

- a. Thematic area 1: Impact Assessment, support for greening of economic stimulus packages and mobilizing private finance for green recovery
- b. Thematic area 2: Strengthening collective national ownership of green recovery plans and national discourse on green and inclusive recovery

c. Thematic area 3: Targeted capacity building on green and inclusive recovery

Under the first thematic area 1, there will be two proposed activities namely: (1) Quick/Rapid Assessment **on Food & Beverage (F&B) sub-sectors that contribute most significantly to green economic recovery** in the context of LCDI and identification of CE potential– as basis for sector selection. This will include potential **for GHG emission reduction, job creation and economic benefit**. (2) In-depth assessment on **Waste & CO2 Reduction potential in Food & Beverage sub-sectors**.

PAGE's support will directly contribute to the GoI's policy plan for the CE, namely on providing analysis of the economic, environmental, and social benefit potential of the CE, development of Indonesia CE action plan, setting up enabling environments, as well as the incorporation of its indicators into the next National Medium-term Development Plan (RPJMN) 2025-2029.

The proposed programme is aligned with outcome 2 (economic transformation) and outcome 3 (climate and disaster resilience) of the UNSDCF 2021-2025, as confirmed by Indonesia UNRC Office. PAGE green recovery support for the GoI's "Building Back Better with LCDI/B3-LowCarbon" is also fully aligned with Pillar 3 of Economic Response and Recovery of the UN Framework for the immediate socio-economic response to COVID-19.

Furthermore, in close collaboration with Bappenas and the Danish Embassy, UNDP Indonesia had launched the "Circular Economy Impact on Economic, Social and Environmental in Indonesia" report on 25th of January 2021. As of right now the project has come into the second phase and proposed the new activities namely **the analysis of the potential resource efficiency implementation in Indonesia (with main focus on Food & Beverages Sectors)**

The overall objective of this consultancy is to deliver a set of policy recommendation to support the green and inclusive economic recovery through circular economy in the food and beverages industry sectors. Besides the recommendations of the study will identify the most potential areas of investment in circular economy practices in selected Food & Beverage sub-sector/s to pursue a green economic recovery in the context of LCDI, while also provide inputs for development of the National Action Plan on Circular Economy and inclusion of circular economy in **the National Medium Term Development Plan (RPJMN) 2025-2029**

B. SCOPE OF SERVICES AND EXPECTED OUTPUTS

The overall objective of this consultancy service is to provide : (1) Resource efficiency (RE) potential assessment in five value chain of Food and Beverages sectors as well as in value chain of its plastic packaging sector; (2) quick/rapid assessment of Food & Beverage sub-sectors that contribute most significantly to green economic recovery in the context of LCDI and identification of CE potential; and (3) in-depth assessment on waste & CO2 reduction potential in Food & Beverage sub-sectors.

For this purpose, the selected provider is required to collaborate and engage with the Ministry of National Development Planning/Bappenas as well as UNDP Country Office Indonesia through UN-PAGE project as

lead/coordinating Agency, to ensure that necessary outputs feed into, and are informed by one another. The selected company will conduct the following activities:

No	Expected Outputs	Key Activities	Remarks
1	Resource Efficiency Potential Assessment in five value chain of food and beverages sectors as well as in value chain of food and beverage plastic packaging sectors	<ul style="list-style-type: none"> a. Identifying five value chain from production to consumption in the food and beverage sectors b. Identification of F&B plastic packaging value chain and how it overlaps in five value chain identified in point a c. Collecting data on the F&B sectors and its plastic packaging sector in Indonesia with focus on their value chain. The main data for the study must be obtained from reputable institutions/organizations (i.e The Ministry of Industry, Ministry of Agricultural, Ministry of Environment and Forestry, and the Ministry of Fisheries). Other related data may also be obtained from desk/literature review, public discussion, online/offline FGD, online/offline interview and workshop/seminars. d. Developing the Resource Efficiency potential assessment in the value chains of F&B Sectors and its plastic packaging and how it will impact the increase in GDP, jobs creation and emission reduction if Circular Economy is implemented inside their value chains e. Preparing a report to the specific RE potential assessment in F&B sectors and its plastic packaging sector 	
2	Quick/rapid assessment of Food & Beverage sub-sectors that contribute most significantly to green	<ul style="list-style-type: none"> a. As a follow up action and continuation of the first expected output, selecting one to two value chains of F&B sub- 	

	economic recovery in the context of LCDI and identification of CE potential	sectors using LCDI indicators, green recovery indicators and CE life models b. Public discussion/FGDs to gather data, related information and valuable feedback for the report c. Developing a report on the rapid assessment in F&B Sectors that contribute the most to the green recovery and LCDI through Circular Economy	
3	In-depth assessment on Waste & CO2 Reduction Potential in Food & Beverage sub-sectors.	a. Identifying and calculating the waste & CO2 reduction from the five value chain in the F&B Sector if the CE is implemented b. Identifying the five value chain of F&B sector that has the biggest waste & CO2 reduction c. Data collection in the waste sector from desk/literature review, online/offline FGD, online/offline interview, workshop/seminar d. Developing a report to demonstrate the value chain of F&B sector that contribute the most to the waste & CO2 reduction in the context of promoting green recovery through Circular Economy	

C. INSTITUTIONAL ARRANGEMENT

The selected organization will work closely and under supervision of the Ministry of National Development Planning (Bappenas), National Secretariat on LCDI, as well as UNDP Indonesia and UN-PAGE Project team. The Ministry of National Development Planning in close coordination with the National Secretariat on LCDI will assist and provide raw materials including national data on CE sectors. While Project Management Unit (PMU) UN-PAGE and UNDP Indonesia as project assurance will support the Ministry to review the results. Besides, UNDP and UN-PAGE will facilitate the selected organization/consultant to coordinate with other line ministries, private sectors, University and CSOs.

The selected organization has responsibility to submit the expected deliverables according to the agreed timeline, obtain technical clearance from BAPPENAS, and seek approval from UN-PAGE through UNDP Indonesia on each deliverable. It is important to keep active response of the selected organization for any request/feedback from the Ministry and/or UN-PAGE/UNDP Indonesia. Further, the selected institution/organization will present report results/outputs to audience as required/asked.

The selected organization will closely collaborate/work, liaise and meet with relevant line national ministries specifically with the Directorate of Environmental Affairs Bappenas and other relevant lines Ministries /Directorates which related with 6 LCDI sectors (Energy, Agriculture, Industry, Waste, Marina and Coastal area and forestry), respected local and provincial government offices and other potential partners such as research institutions and NGOs/CSOs (i.e: System Dynamic Bandung Bootcamp, ITB, IPB, UI and other related research institution)

D. DURATION OF WORK

The assignment will cover approximately 6 (six) months of work, from 30 June 2021- 31 December 2021
The detail estimated timetable is as following:

No	Expected Outputs	Expected Submission Date
1	Resource Efficiency Potential Assessment Report	31 Aug 2021
2	Quick/Rapid Assessment of Food & Beverage sub-sectors Report	31 October 2021
3	Waste & CO2 Potential Reduction Assessment Report	31 December 2021

The above timetable has considered lead time needed by the Ministry and UNDP to review outputs, provide feedback and certify on the outputs/works done. Delay on the completion of the work might affect total budget approved unless it is due to reasons beyond the selected organization's control thus close coordination with the PIC from the Project and written notification should always be used to anticipate any delay.

E. LOCATION OF WORK

The selected organization will mainly work in Jakarta in close coordination with the Ministry of National Development Planning/BAPPENAS and UN-PAGE/UNDP Indonesia

No	Activities	Location	Frequency	Remarks
	Travel/Mission Plan for the experts and technical team of the Selected Organization			

1	Resource Efficiency Potential Assessment in the value chain of food and beverages sectors			The traveller which represents the selected organization is a person who is involved in the proposal implementation
a	Data collection on Circular Economy in Food & Beverage Sector	Jakarta	3	
b	Public discussion on RE Potential Assessment to gather information and valuable feedbacks	Jakarta	2	
2	Quick/Rapid Assessment of Food & Beverage sub-sectors that contribute most significantly to green economic recovery in the context of LCDI and identification of CE potential			
a.	Data collection on the rapid/quick assessment	Jakarta	2	
b.	Public discussion on CE Quick/Rapid Assessment to gather information and valuable feedback	Jakarta	2	
3	Waste & CO2 Reduction Assessment Report			
a	Data collection for the Waste & CO2 Reduction Assessment	Jakarta	2	
b	Public discussion on the Waste & CO2 Reduction Assessment	Jakarta	2	
4	Dissemination result (final policy recommendation)	Jakarta	2	

NOTE: The travel expenses, cost of accommodation, and daily allowance for those activities mentioned above should be part of bidder's proposal (technical and financial) using 2021 SBM rate. The UNDP/UN-PAGE Project will facilitate and arrange the logistic arrangement for participants. The Bidder will only focus on their internal team on how to deliver the FGD/seminar/workshop/and/or training of the overall assessment on the green recovery through circular economy in the food and beverage sectors.

F. QUALIFICATION OF THE SUCCESSFUL SERVICE PROVIDER

- Institutional Experience:

- At least 3 projects in the area of Circular Economy, Low Carbon Development Initiative (LCDI) and Green and Inclusive Economic Recovery in Indonesia.
 - At least 3 projects in the field of Circular Economy Assessment in Agricultural sector in Indonesia. If the company has a specific project in Circular Economy (in the food and Beverage Sectors) it would be highly considered.
 - At least 3 projects working/collaborating with the Government of Indonesia with a good knowledge and understanding of Indonesian key policies related to Circular Economy, green economy, and LCDI.
 - Experience in working with International organizations and Government, specifically in the area of Circular Economy and Low Carbon Development Initiative (LCDI) in Indonesia.
 - Registered company with valid license to operate the business.
- **Recommended Number of Personnel and Qualifications:**
1. (One Person) A Team Leader with minimum a Doctoral degree in Environmental Science, Natural Resources Management, or equivalent fields with minimum 10 years of relevant working experience. The team leader should have an experience in team management, organizational skills, planning skills, analytical work, and reporting. A specific experience working with the Circular Economy issues and LCDI will be highly considered. The Team Leader should be based in Indonesia and Indonesian national.
 2. (Two Persons) Technical Expert with minimum a master's degree in Environmental Science, Natural Resources Management, Industrial Engineer or equivalent field with minimum 8 year of work experience. The technical expert should have a specific knowledge on Circular Economy and LCDI. The technical expert(s) should be based in Indonesia. Indonesian national(s) is (are) preferred.
 3. (Two Person) Data analyst with minimum a bachelor's degree in environmental engineering, technological industry or equivalent fields with minimum 6 years of work experience. The data analyst has specific skills to analyse a primary data in F&B Sector or has any previous and related working experience in analysing the primary data. Indonesian national(s) is (are) preferred.
 4. (Three Person) Data collector with minimum a bachelor's degree in environmental engineering, technological industry or equivalent fields with minimum 3 years of work experience. The data collector has a specific skill to collect a primary data in F&B Sectors or has any previous and related working experience in collecting the primary data. Indonesian national(s) is (are) preferred.
 5. (One Person) An Administrative and Finance Staff, with minimum a bachelor's degree in Business Administration, Accounting or equivalent field with minimum 5 years of relevant work experience. Indonesian national(s) is (are) preferred.
- **Competencies and skill requirements:**

Each personnel team should have the following competencies and skill requirements:

- Strong analytical, writing & communication skills and fluency in the English and Indonesian languages.
- Strong motivation & ability to work & deliver under short deadlines.
- Focuses on impact & result for the client & responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity and experience in working with government strongly desired.
- Previous experience in conducting gender sensitive research is strongly desired.

G. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS

A result-based budget proposal shows amount required to achieve each expected output and a breakdown of cost of inputs for each activity to be carried out for a given output should be submitted. The budget should also specify cost component items, i.e: professional fees, travel, living allowances, etc.

The schedule of payment will be made as per following timetable:

No	Deliverables	Timeline	Instalment
1	1st payment released upon submission and acceptance of the final Work Plan for the assignment and initial brief from desk review for Green Economic Recovery through CE in the Food & Beverage Sectors. This deliverable shall be consulted with and agreed by UNDP Indonesia (Senior Advisor for SE) and the GoI (Bappenas).	15 July 2021	10 %
2	2nd payment released upon submission and acceptance of c. Draft report of the Resource Efficiency Potential Assessment d. Draft Report of the quick in F& B industry sector This deliverable shall be consulted with and agreed by UNDP Indonesia (Senior Advisor for SE) and the GoI (Bappenas).	30 Aug 2021	20%
3	3rd payment released upon submission and acceptance of	30 September 2021	40%

	<p>c. Final report of the Resource Efficiency Potential Assessment.</p> <p>d. Final report of the quick/rapid assessment in F&B Sector</p> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (Senior Advisor for SE) and the GoI (Bappenas).</p>		
4	<p>4th Payment released upon submission and acceptance draft Waste & CO2 Potential Reduction Assessment in F&B Sectors</p> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor for SE) and the GoI (Bappenas).</p>	31 October 2021	10%
5	<p>5 Payment released upon submission and acceptance final Waste & CO2 Potential Reduction Assessment in F&B Sectors.</p> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor for SE) and the GoI (Bappenas).</p>	31 December 2021	20%