

United Nations Development Programme



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 17, 2021
	REFERENCE: RFP/UNDP/ATSEA/150456/032/2021 - Building Early Warning System for Marine Pollution in Timor Seas, East Nusa Tenggara Province

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/ATSEA/150456/032/2021 - **Building Early Warning System for Marine Pollution in Timor Seas, East Nusa Tenggara Province**

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

Date/Time : 21 September 2021, 02.00 PM, GMT +7

Place : Zoom Online Meeting

Link : <https://undp.zoom.us/meeting/register/tZMkcuCpqDgvHtb5mMkEaja9IAr15X4UwuLc>

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: 0000010454**

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! 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"**.**

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 **17 September 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 Sestyw.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,



Martin Stephanus Kurnia
Head of Procurement Unit
9/17/2021

Annex 1

Description of Requirements

Context of the Requirement	The context of this TOR is UNDP seeking to engage organization/company to build monitoring system for environmental conditions as an early warning system and integrated reporting system on marine pollution in Timor seas.				
Implementing Partner of UNDP	Fisheries Research Center, Ministry of Marine and Fisheries (MMAF)				
Brief Description of the Required Services ¹	The overall objective of this assignment is to support the government of Indonesia to manage the marine pollution and improve ecosystem health in coastal and marine hotspots of Timor Seas.				
List and Description of Expected Outputs to be Delivered	<p>The key output under this assignment which includes but not limited to:</p> <ol style="list-style-type: none"> 1. Developed integrated monitoring and reporting system to support quick respond on marine pollution in Timor Sea, East Nusa Tenggara Provincial. 2. Developed an oil spill contingency plan in Timor Sea, East Nusa Tenggara Provincial. 3. Provided conceptual model of revolving fund mechanism to manage the oil spill in Timor Seas, East Nusa Tenggara Provincial. 4. Provided technical guidance on early warning system implementation on the coastal community 				
Person to Supervise the Work/Performance of the Service Provider	<ol style="list-style-type: none"> 1. Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF 2. Programme Manager for Natural Resource Management, UNDP 3. National Project Coordinator of ATSEA-2 				
Frequency of Reporting	<i>Please Refer to the TOR attached to this RFP</i>				
Progress Reporting Requirements	<i>Please Refer to the TOR attached to this RFP</i>				
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	The expected duration of the contract is 9 (nine) months calculated based on the contract starting date				
Target start date	December 2021				
Latest completion date	August 2022				
Travels Expected	Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed destination below:				
	Destination/s	Frequency	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s
	Jakarta	4 times	Maximum 2 days @trip	Coordination meeting	December 2021- August 2022

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.

	Kupang	3 Times	Maximum 3 days @ trips	Workshop, and Coordination meeting	December 2021-August 2022
	Rote Ndao	2 Times	Maximum 6 days @ trips	Workshop, and Coordination meeting, field guide socialization	December 2021-August 2022
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Liaise with the relevant stakeholders				
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 for Local Bidders (mandatory)				
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms ³					

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,

	Scope of work	Deliverables/Outputs	Output Progress	Due Date
	1	1.1 Report on Kick off meeting and preparation with governments and relevant stakeholders. 1.2 Report on FGD meeting with the marine pollution task force and other relevance stakeholder to identify the integrated institutional system that effective in monitoring and reporting of Marine pollution in Timor Seas	20 %	December 2021
	2	2.1 Gap assessment on capacity and institutional mechanism from marine pollution task force unit members and other relevance stakeholders to develop integrated institutional system to surveillance, monitor and report of marine pollution especially on oil spill in Timor Sea. 2.2 Initial document of mechanism on an early warning system of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial.	20 %	February 2022
	3	3.1 Identification Report on procedures and regulations to establish revolving fund mechanism within other littoral countries in the water of Timor area. 3.2 Report on the facilitate 2 (two) technical consultation meeting to finalize the early warning system mechanism of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial. 3.3 Initial document of oil spill contingency plan in NTT Provincial.	20 %	April 2022
	4	4.1. Report on the facilitate 2 (two) technical consultation meeting to finalize the conceptual model of revolving fund mechanism for oil spill in Timor seas, East Nusa Tenggara Timur Provincial 4.2. Final report on early warning system mechanism of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial.	20 %	June 2022

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.

		4.3. Final report on oil spill contingency plan in NTT Provincial.			
	5	5.1 Final report on the conceptual model of revolving fund mechanism for oil spill in Timor seas, East Nusa Tenggara Timur Provincial 5.2 Document of practical guidance on the capacity building for early warning system implementation in 4 village in Rote Ndao 5.2 Technical assistance on the capacity building for early warning system implementation in 4 village in Rote Ndao	20 %	August 2022	
		Total			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Coordinator of ATSEA Project - UNDP				
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) <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 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40% <i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i>				
	<p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:				

Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Sample written self-declaration (Annex 4) <input checked="" type="checkbox"/> Others ⁶ sample written self declaration of impartiality
Contact Person for Inquiries (Written inquiries only)	Sestyo.wicaksono@undp.org and yusef.millah@undp.org Mandatory subject of email: RFP/UNDP/ATSEA/150456/032/202 - Building Early Warning System for Marine Pollution in Timor Seas, East Nusa Tenggara Province 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 [pls. specify]	<ul style="list-style-type: none"> ▪ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

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

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- 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 (IDR / USD – please choose one)
1	1.1 Report on Kick off meeting and preparation with governments and relevant stakeholders. 1.2 Report on FGD meeting with the marine pollution task force and other relevant stakeholder to identify the integrated institutional system that effective in monitoring and reporting of Marine pollution in Timor Seas	20 %	
2	2.1 Gap assessment on capacity and institutional mechanism from marine pollution task force unit members and other relevance stakeholders to develop integrated institutional system to surveillance, monitor and report of marine pollution especially on oil spill in Timor Sea. 2.2 Initial document of mechanism on an early warning system of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial.	20 %	
3	3.1 Identification Report on procedures and regulations to establish revolving fund mechanism within other littoral countries in the water of Timor area. 3.2 Report on the facilitate 2 (two) technical consultation meeting to finalize the early warning system mechanism of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial. 3.3 Initial document of oil spill contingency plan in NTT Provincial.	20 %	
4	4.1. Report on the facilitate 2 (two) technical consultation meeting to finalize the conceptual model of revolving fund mechanism for oil spill in Timor seas, East Nusa Tenggara Timur Provincial	20 %	

	4.2. Final report on early warning system mechanism of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial. 4.3. Final report on oil spill contingency plan in NTT Provincial.		
5	5.1 Final report on the conceptual model of revolving fund mechanism for oil spill in Timor seas, East Nusa Tenggara Timur Provincial 5.2 Document of practical guidance on the capacity building for early warning system implementation in 4 village in Rote Ndao 5.3 Technical assistance on the capacity building for early warning system implementation in 4 village in Rote Ndao	20 %	
	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 (IDR/USD)	No. of Personnel	Frequency	Total Period of Engagement (day/month)	Total Rate (IDR / USD)
I. Personnel Services					
1. Program Manager		1 person	6	10 man days	
2. Marine Pollution Specialist		1 person	9	10 man days	
3. Disaster and Financing Planning		1 person	9	10 man days	
4. Project Admin and Finance		1 person	9	10 man days	
5. Other (if any please specify)					
II. Travel Expense (please provide the breakdown cost – transportation, accommodation, meals)					
2.1. Kick off Meeting and preparation with governments and relevant stakeholders					
1. Travel Expenses					
2. Accommodation					
3. Meals/Logistic/Meeting package					

4. Honorarium					
2.2. FGD Meeting with the marine pollution task force and other relevance stakeholder to identify the integrated institutional system that effective in monitoring and reporting of marine pollution in Timor seas					
1. Travel Expenses					
2. Accommodation					
3. Meals/Logistic/Meeting package					
4. Honorarium					
2.3. Assessment on capacity and institutional mechanism from marine pollution task force unit members and other relevance stakeholders to develop integrated institutional system to surveillance, monitor and report of marine pollution especially in oil spill in Timor Sea.					
1. Travel Expenses					
2. Accommodation					
3. Meals/Logistic/Meeting package					
4. Honorarium					
2.4. Facilitate technical consultation meeting to finalize the early warning system mechanism of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial					
1. Travel Expenses					
2. Accommodation					
3. Meals/Logistic/Meeting package					
4. Honorarium					
2.5. Facilitate technical consultation meeting to finalize the conceptual model of revolving fund mechanism for oil spill in Timor seas, East Nusa Tenggara Timur Provincial					
1. Travel Expenses					
2. Accommodation					
3. Meals/Logistic/Meeting package					
4. Honorarium					
2.6. Technical Assistance on the capacity building for early warning system implementation in 4 village in Rote Ndao					
1. Travel Expenses					

2. Accommodation					
3. Meals/Logistic/Meeting package					
4. Honorarium					
III. Other Related Costs (please provide in detail – if any)					

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

[Designation]

[Date]



Term of Reference (TOR)

BUILDING EARLY WARNING SYSTEM FOR MARINE POLLUTION IN TIMOR SEAS

A. General Information

Title	:	Building Early Warning System for Marine Pollution in Timor Seas, East Nusa Tenggara Province
Report to	:	1. Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF 2. Programme Manager for Natural Resource Management, UNDP 3. National Project Coordinator of ATSEA-2
Location	:	Nusa Tenggara Timur
Expected place of travel	:	As listed in annex 1
Duration of contract	:	The expected duration of the contract is 9 (Nine) months calculated based on the contract starting date (please see detail on the suggested staffing working time)
Provision of support services	:	
Location	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Equipment (laptop etc.)	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Secretarial Services	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

B. Background Information

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development."

The Arafura-Timor Seas (ATS) region is part of the North Australian Shelf large marine ecosystem (LME), which is a tropical sea lying between the Pacific and Indian Oceans and extending from the Timor Sea to the Torres Strait and including the Arafura Sea and Gulf of Carpentaria. The ATS region are important to respective countries, both economically and ecologically, as the ATS region is very rich in living and non-living marine resources, filled

with major fisheries and oil and gas reserves. It has strong connectivity in oceanographic and ecological processes, such as the movement of pelagic and migratory species. Significantly, the ATS region exhibits high productivity that sustains both small- and large-scale fisheries, including several high-value, shared transboundary fish stocks, with industrial-scale fisheries, such as finfish trawl fishery, shrimp trawl fishery, and bottom long-line fishery. These fisheries provide livelihoods for millions of people in the region and make significant contributions to food security for both regional communities and also, large populations in export market countries to the north, including China. However, many of the ATS fisheries are fully exploited or over exploited.

The marine environment in the ATS region is in serious decline, primarily as a result of over-harvesting and other direct and indirect impacts of anthropogenic stresses and global climatic changes. In the ATS region, several signs of overfishing are identified, affected by many factors and added with high levels of Illegal, Unreported and Unregulated (IUU) fishing in the ATS. Alterations and damages to marine and coastal habitats, unsustainable harvesting, climate change, and pollution from both land-based and marine-based sources are also issues that need to be handled.

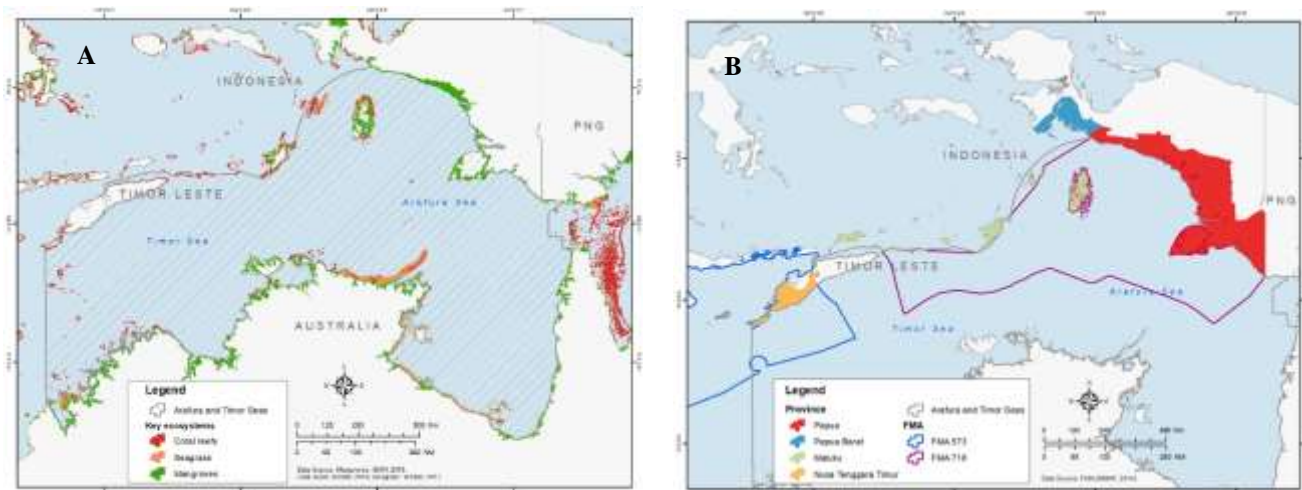


Figure 1. (A) Key coastal ecosystem in Arafura and Timor Seas (ATS) region; (B) Indonesia's Provinces in ATS region

Potential sources of marine pollution in the ATS region include marine debris, marine based pollution from oil and gas activities, as well as waste from shipping vessels. These activities affect water and sediment quality, habitats and marine biodiversity in the Arafura Sea, especially in the area between Aru Islands and Papua and around Rote Ndao. The past experience related to the impacts from the Montara spill of 2009 are fresh on the minds of local residents, and the risk for similar incidents is growing, as oil and gas exploration expands, and shipping lanes become busier. Learning from the accident, this project is aimed to strengthening the province and national government to develop oil spill early warning systems and capacities. The objective will assign to developed integrated monitoring and reporting system to support quick respond on marine pollution in Timor seas, developed an oil spill contingency plan and provided conceptual model of revolving fund mechanism to manage the oil spill in Timor Seas, East Nusa Tenggara Provincial.

C. Context of this TOR

The context of this TOR to engage organization/company to build monitoring system for environmental conditions as an early warning system and integrated reporting system on marine pollution in Timor seas. To further

manage oil spill in Timor sea, a detail oil spill response and removal plan (oil spill contingency plan) and a revolving fund mechanism need to be developed.

D. Objectives of Assignment

The overall objective of this assignment is to support the government of Indonesia to manage the marine pollution and improve ecosystem health in coastal and marine hotspots of Timor Seas with encourage the Gender and Social Inclusion (GESI) aspect as part of the strategy.

E. Expected Outputs

The key output under this assignment are, which includes but not limited to:

1. Developed integrated monitoring and reporting system to support quick respond on marine pollution in Timor Sea, East Nusa Tenggara Provincial.
2. Developed an oil spill contingency plan in Timor Sea, East Nusa Tenggara Provincial.
3. Provided conceptual model of revolving fund mechanism to manage the oil spill in Timor Seas, East Nusa Tenggara Provincial.
4. Provided technical guidance on early warning system implementation on the coastal community

F. Expected Approach and Ethical Guidelines

The consultant will be expected to observe full ethical guidelines and approach during the field work (specifically) and throughout the process (generally) which will be designed and agreed during the consultation with local government ~~methodology design stage~~. It is important, however, to highlight the following fundamentals to UNDP's intervention practice which the Organization/Company is expected to keep in mind:

1. Ensure that both the formal and informal environmental and socio-economic mechanisms are examined
2. Be aware of conflict and gender sensitivities and adopt the principles and practices of participatory dialogue for all consultations.
3. Respect local cultures and values and ensures behaviours of research team do not violate norms and values
4. Ensure adequate safety to those conducting and attending the consultations and other activities of the process
5. Ensure objectivity and independence by conducting the consultation in an impartial manner
6. Work with relevant government to identify participants for the consultations; and
7. Pay attention to vulnerable group throughout the process include the gender balance in the process

G. Risks and Assumptions

One of the other risks that may happen is the limitation of physical meeting and travel access since COVID pandemic. It is expected that the selected contractor should consider the successful factor of project implementation and SOP that adopt COVID situation. The organizations/company shall identify the risks prior to the project implementation and develop strategies of countermeasures.

H. Scope of Work

The ATSEA project requires assessment and coordination effort to support East Nusa Tenggara Provincial Government establish monitoring system for environmental conditions as an early warning system and integrated reporting system on marine pollution in Timor seas.

Integrated monitoring and reporting system to support quick respond on marine pollution in Timor Sea, East Nusa Tenggara (NTT) Provincial

Timor seas is one of the areas in Indonesia that have a high-risk impact from marine pollution from the offshore, especially from oil and gas block in the southern part of East Nusa Tenggara. The mitigation planning is need it to support the quick respond from different layer of institution and the awareness of the coastal community. Referring to the issues coordination and integration mechanism should be develop starting from community level, district and province level that could also link with the national marine pollution task force.

The bidders should work with the provincial marine pollution task force in NTT to develop the monitoring system and facilitate the discussion to agree on the data and information are need it in the area. Collaboration with the Province Marine pollution task force the bidder will facilitate the gap assessment to support the development of the monitoring and reporting system that more user friendly. The mechanism itself should describe the monitoring and reporting system that cover the southern part of Rote Ndao island that cross at least 100km², within this scope of work will be focusing in 4 villages as the pilot project. Capacity building to the coastal community, government and other relevant stakeholder are need it in the process.

Developed an oil spill contingency plan in Timor Sea, East Nusa Tenggara Provincial

Supporting the mitigation plan that require Tier 1 and 2 action plans from the provincial government are needed to develop the contingency plan. The efficiency and effectiveness of countermeasures and response to oil spills is influenced by the quality of the oil spill contingency plan. Contingency plans are carried out to reduce ecological and economic damage and to facilitate claims for compensation. The elements of a contingency plan include hazard identification, vulnerability analysis, risk assessment and response actions.

Revolving fund mechanism to combat oil spill in Timor Seas, East Nusa Tenggara Provincial.

One of the major threats in Timor Seas is oil spill hazards due to the offshore oil spill platforms. are two major Oil and Gas Exploration Sites in ATS Region, namely Ashmore and Cartier Islands Adjacent Area (ACIAA) and Joint Petroleum Development Area (JPDA). The Montara Oil rig which had an oil spill incident in 2009 is located at ACIAA. Oil and gas exploration activities are active where Bay-Undan Gas Field is connected its underwater gas pipe to Darwin. On the other hand, the availability of integrated and immediate action is one of the key successes in minimizing the threat of an oil spill in the Timor Sea in the future. Of course, these activities cannot be separated from the availability of funds in their operations, therefore a revolving fund scheme is needed to support these activities. The bidder is requiring to develop the revolving fund scheme that could potentially adapt by the government and the private sector.

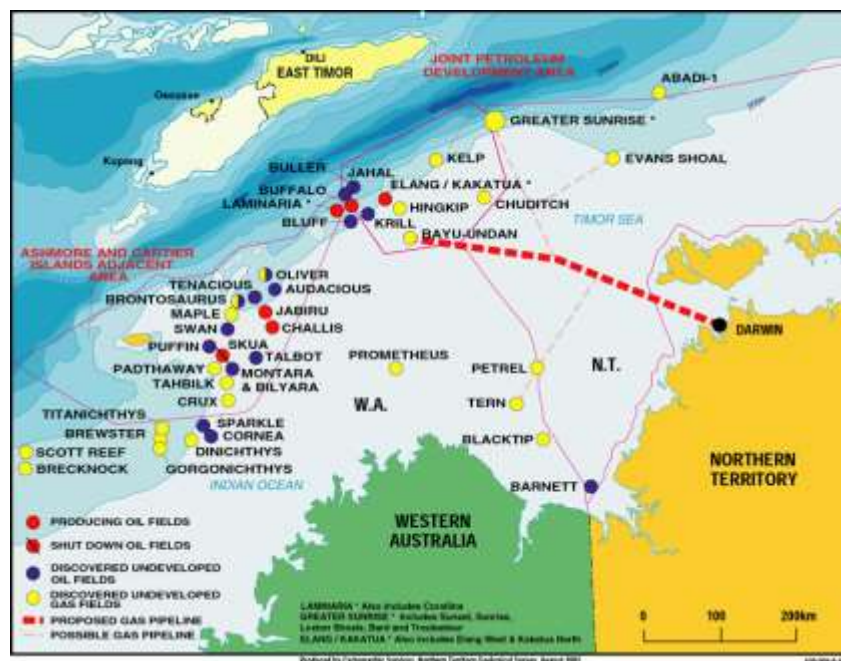


Figure 2. Oil and gas development in the Timor Sea (Source: Northern Territory Government)

The detail scope of work as follow:

1. Scope of work 1: Identify the integrated institutional system that effective in monitoring and reporting of marine pollution in Timor Seas
 - 1.1. Conduct Kick off meeting and preparation with governments and relevant stakeholders.
 - 1.2. Conduct FGD meeting with the marine pollution task force and other relevance stakeholder to identify the integrated institutional system that effective in monitoring and reporting of marine pollution in Timor Seas
2. Scope of work 2: Develop integrated institutional system to surveillance, monitor and report of marine pollution especially on oil spill in Timor Sea.
 - 2.1. Conduct assessment on capacity and institutional mechanism from marine pollution task force unit members and other relevance stakeholders to develop integrated institutional system to surveillance, monitor and report of marine pollution especially in oil spill in Timor Sea.
 - 2.2. Submit initial document of mechanism on an early warning of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial.
3. Scope of work 3:
 - 3.1. Identification report on procedures and regulations to establish revolving fund mechanism within other littoral countries in the water of Timor area.
 - 3.2. Facilitate 2 (two) technical consultation meeting to finalize the early warning system mechanism of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial.
focus group discussion (FGD) meeting with Marine pollution task force unit members and other relevance
 - 3.3. Submit initial document of oil spill contingency plan in NTT Provincial.
4. Scope of work 4:
 - 4.1. Submit report on facilitating 2 (two) technical consultation meeting to finalize the conceptual model of revolving fund mechanism for oil spill in Timor seas, East Nusa Tenggara Timur Provincial
 - 4.2. Submit final report on early warning system mechanism of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial.
 - 4.3. Submit final report on oil spill contingency plan in East Nusa Tenggara Timur Provincial.

5. Scope of work 5:
 - 5.1. Submit final report on the conceptual model of revolving fund mechanism for oil spill in Timor Seas, East Nusa Tenggara Timur Provincial.
 - 5.2. Submit document of practical guidance on the capacity building for early warning system implementation in four (4) villages in Rote Ndao
 - 5.3. Assist the capacity building for early warning system implementation in four (4) villages in Rote.
6. Scope of work 6:
 - 6.1. Submit documentation, administration documents (attendance list, photos of participant's ID card) within and without timestamp when conducting activities involve distribution of cash as required in UNDP procedure (detail in annex 3) .

6...

DELIVERABLES

All forms of reports shall be developed in English translation in the national language (Bahasa Indonesia). All work arrangement must be presented first to the NCU for feedback and comments. The final reports must have an executive summary and Power Point presentation. The team of consultant shall submit the final report both in English and Bahasa Indonesia version in a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos and video, all data and calculation. The company should provide the database of the beneficiary from all the process with inform the number of involvements from man and women during the project implementation.

The National Coordination Unit (NCU) under project ATSEA will take care of the following tasks:

- Organize socialization activities on the early warning system practical guidance at the 4 villages in Rote Ndao. The company is expected to provide resource person and logistic to support the practical guidance on the field implementation within a month. The resources person at least come from representative of marine pollution task force in NTT.

I. PAYMENT SCHEDULE

Scope of work	Deliverables/Outputs	Due Date	Payment Schedule	Payment Amount
1	1.1 Report on Kick off meeting and preparation with governments and relevant stakeholders include final methodology within inputs from kick of meeting 1.2 Report on FGD meeting with the marine pollution task force and other relevance stakeholder to identify the integrated institutional system that effective in monitoring and reporting of Marine pollution in Timor Seas	December 2021	January 2022	20%
2	2.1. Gap assessment on capacity and institutional mechanism from marine pollution task force unit members and other relevance stakeholders to develop integrated institutional system to surveillance, monitor and report of marine pollution especially on oil spill in Timor Sea. 2.2. Initial document of mechanism on an early warning system of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial.	February 2022	March 2022	20%

3	3.1. Identification Report on procedures and regulations to establish revolving fund mechanism within other littoral countries in the water of Timor area. 3.2. Report on the facilitate 2 (two) technical consultation meeting to finalize the early warning system mechanism of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial. 3.3. Initial document of oil spill contingency plan in NTT Provincial.	April 2022	May 2022	20%
4	4.1. Report on the facilitate 2 (two) technical consultation meeting to finalize the conceptual model of revolving fund mechanism for oil spill in Timor seas, East Nusa Tenggara Timur Provincial 4.2. Final report on early warning system mechanism of marine environmental pollution in Timor Sea, East Nusa Tenggara Provincial. 4.3. Final report on oil spill contingency plan in NTT Provincial.	June 2022	July 2022	20%
5	5.1. Final report on the conceptual model of revolving fund mechanism for oil spill in Timor seas, East Nusa Tenggara Timur Provincial 5.2. Document of practical guidance on the capacity building for early warning system implementation in 4 village in Rote Ndao 5.3. Technical assistance on the capacity building for early warning system implementation in 4 village in Rote Ndao	August 2022	September 2022	20%
	Total			100%

Reporting Schedule should be submitted 2 weeks before due date in each delivery.

J. LIST OF ORGANIZATION/COMPANY QUALIFICATION

The UNDP is seeking an organization/company, which has the following qualifications:

1. Have 10 year experiences in managing relevant project related marine environmental sector
2. Experience in engaging multiple ministries, private sector and CSO in marine environmental issues
3. Experience working with Indonesia's biodiversity and conservation sector, oil spill response and preparedness, policies and regulations is preferred.
4. Has valid registration certificate and financial capability.

K. QUALIFICATIONS OF KEY PERSONNEL

The selected Organization/Company is expected to put together an independent and multi-disciplinary team composed of national expertise which collectively brings experience and commitment in the following fields:

- Policy, advocacy, and effective stakeholder engagement
- Environment, biodiversity, conservation, financing, and sustainable development
- Ability to write technical reports

1. Personal Education/Qualification

a) One (1) Program Manager as Team Leader

Academic Qualifications

Master's degree in Policy, Law, Fisheries, Marine Sciences, Environment or Natural Resources Management .

Years of Experience

- 10 years of working experience in Fisheries, Environmental sector, Conservation or Natural Resource Management.
- Understanding government policy and working experiences with Government of Indonesia related to marine pollution or natural resources management
- Experience in managing marine environment or natural resources management program
- Has experience in developing contingency plan for oil spill or disaster risk management in coastal community.

b) One (1) Marine Pollution Specialist

Academic Qualifications

Bachelor's degree in Policy, law, Fisheries, Marine Sciences, Environment or Natural Resources Management or related fields.

Years of Experience

- Minimum 10 years of working in marine pollution.
- Minimum 6 years of working experience working in issues related to oil spill and developing oil spill contingency plan
- Experience in engaging government to support the development of integrated monitoring and reporting system.
- Familiarity with National, Province and oil and gas company bureaucracy related to oil spill accident.

c) One (1) Disaster and Financing Planning

Academic Qualifications

Master's degree in finance, economics, Natural Resources Management or related fields.

Years of Experience

- Minimum 6 years of working experience in financial environment issues
- Minimum 3 years of working experience related in developing on financial mechanism in disaster management plan
- Experience in developing financial models for intergovernmental and multi stakeholder platform

d) One (1) Project Admin and Finance

Bachelor's degree in Environmental Economics, Fisheries, Environment, Conservation, or Natural Resources Management Finance Management, or related fields.

Years of Experience:

- Minimum of 3 years of working experience in Administration and financing management

- Experience on data management to support project monitoring and evaluation
- Experience in managing project from international or the national organization

2. Language Requirement

While all individuals on the team may not have both English and Indonesian skills, collectively and at all times, there should be at least have the following competencies:

- Proficiency in English language, spoken and written. The consultants must have the ability to write reports, make presentations etc. in the English language.

3. Composition of Key Staff

A guideline proposed staffing structure for the consulting team is given in the following Table. **Bidders should specify the amount of the time of key staff will spend in to work on the project during project period.** The combined team's CV should clearly demonstrate experience in the above-mentioned disciplines. Bidders are encouraged to review and propose their own staffing schedule to match the project need. Bid submissions must include CVs for proposed staff in the format given in the Attachment II "Technical Proposal Format", Section 3: Personnel

Suggested staffing structure and inputs

Description	Quantity	Unit	Number of Unit (Man. Days) in total	Remarks
Program Manager	1	Person	60	Expert
Marine Pollution Specialist	1	Person	90	Senior specialist
Disaster and Financing Planning	1	Person	90	Senior specialist
Project Admin and Finance	1	Person	90	Support specialist
Total	4		240	

Bidder may propose additional personal/personnel based on bidder's discretion.

4. Budget proposal

Bidder should describe budget planning based on the expected output. Clearly showing logical framework or activities plan to be proposed to achieve the output using the provided format available in this tender document. Any additional cost/detail breakdown can be attached to the format as the supporting document.

5. Other Selection Criteria

Given the urgency and on-going nature of the work, the Organization/Company must be available by the November 2021

Annex 1. Expected place of travel

Destination/s	Frequency	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s
Jakarta	4 times	Maximum 3 days @trip	Coordination meeting	December 2021- August 2022
Kupang	3 Times	Maximum 3 days @ trips	Workshop, and Coordination meeting	December 2021- August 2022
Rote Ndao	2 Times	Maximum 6 days @ trips	Workshop, and Coordination meeting, field guide socialization	December 2021- August 2022

Annex 2. UNDP Memo on Cash delivery

Payment will be made upon submission of reports with documentation of the event, list of confirmed participants, copy of list of participants attended record of the event. Detailed as below table:

- Documentation process of activities in the field with timestamps
- Scan of attendance list
- Scan of honorarium, ticket, boarding pass, rapid, SIM, STNK driver rent car, ID Card driver
- Photo of ID Card of all participants with timestamps
- Scan all of official receipt/invoice