

United Nations Development Programme



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 23, 2021
	REFERENCE: RFP/UNDP/ATSEA/ 141902/030/2021 – Women's Customary Institution Establishment Related To Coastal And Fishery Management In Aru Archipelago District

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/ATSEA/ 141902/030/2021 – **Women's customary Institution establishment related to coastal and fishery management in Aru Archipelago district**

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

Date/Time : 30 November 2021, at 14.00 GMT +7

Place : Zoom Online Meeting

Meeting ID : 852 5470 1242

Link : https://undp.zoom.us/meeting/register/tZEvcu2vrjooHtYjZiEcUm_sOe-viyIBvMGS

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: 0000010964**

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 **30 November 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: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notes/resources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

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

11/23/2021

Annex 1**Description of Requirements**

Context of the Requirement	The context of this TOR is to engage organization/ company/ education institution to Revitalisation the Women's Customary Institution to Support the Gender Equality in Coastal and Fishery Management in Aru Archipelago District. Particularly Women's Customary Forum related sustainable fisheries management for improved livelihoods at Aru Archipelago District.
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 improve the coastal and fisheries management based on the customary law and social structure that also increasing Women's role in the marine and coastal natural resources use
List and Description of Expected Outputs to be Delivered	The key output under this assignment which includes but not limited to: <ol style="list-style-type: none"> 1. Revitalization and establishment of one (1) Women's customary institution in Dobo 2. Capacity building on managerial skill and budgeting for Women's customary institution 3. Development of workplan and basic budgeting scheme
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

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.

Expected duration of work	The expected duration of the contract is seven (7) months calculated based on the contract starting date															
Target start date	January 2022															
Latest completion date	July 2022															
Travels Expected	<p>Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed destination below:</p> <table border="1"> <thead> <tr> <th>Destination/s</th><th>Frequency</th><th>Estimated Duration (days)</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Ambon</td><td>3 times</td><td>Maximum 7 days @trip</td><td>Coordination Meeting</td><td>January - July 2022</td></tr> <tr> <td>Dobo</td><td>6 times</td><td>Maximum 15 days @trips</td><td>Field implementation, Community engagement</td><td>January - July 2022</td></tr> </tbody> </table>	Destination/s	Frequency	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s	Ambon	3 times	Maximum 7 days @trip	Coordination Meeting	January - July 2022	Dobo	6 times	Maximum 15 days @trips	Field implementation, Community engagement	January - July 2022
Destination/s	Frequency	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s												
Ambon	3 times	Maximum 7 days @trip	Coordination Meeting	January - July 2022												
Dobo	6 times	Maximum 15 days @trips	Field implementation, Community engagement	January - July 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	<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 <input checked="" type="checkbox"/> Local Currency 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	Scope of work	Deliverables/Outputs	Due Date	Payment Schedule	Payment Amount	
	1	- An initial report on relevant literature related to status of customary institution in Aru district - A brief report of the FGD's/ kick off	January 2022	February 2022	20%	

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.

		meeting on the engagement the women's customary community with relevant stakeholder				
	2	<ul style="list-style-type: none"> - Gap assessment Report on the identification of women's group in Aru district related to Marine and fisheries - Initial report on the process of women's customary law establishment in Aru 	March 2022	April 2022	20%	
	3	<ul style="list-style-type: none"> - Progress report on the women's customary law group establishment include structure, member, and AD/ART - ToR on training/capacity building related to organizational management, financial scheme and natural resource management 	May 2022	June 2022	20 %	
	4	<ul style="list-style-type: none"> - Training report related to organizational management, financial scheme, and natural resource management - A progress report on the customary institution registration to government official to identify what might needed to pipeline the process. 	June 2022	July 2022	20 %	
	5	<ul style="list-style-type: none"> - A final workplan document of customary institution related to marine and coastal natural resources. - Report on capacity building assistance 	July 2022	August 2022	20 %	

	<table border="1"> <tr> <td></td><td>from Women's customary law related to organizational management, financial scheme, and natural resource management</td><td></td><td></td><td></td><td></td></tr> </table>		from Women's customary law related to organizational management, financial scheme, and natural resource management				
	from Women's customary law related to organizational management, financial scheme, and natural resource management						
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% <p><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>						
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:						

Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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 [pls. specify]
Contact Person for Inquiries (Written inquiries only)	<p><i>Fariz Pradipta Mursyid and Sestyo Ndaru Wicaksono</i> <i>Procurement Unit</i> <i>fariz.mursyid@undp.org/Sestyo.wicaksono@undp.org</i></p> <p>RFP/UNDP/ATSEA/ 141902/030/2021 – Women’s Customary Institution Establishment Related To Coastal And Fishery Management In Aru Archipelago District</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<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>

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.*

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

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:

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	<ul style="list-style-type: none"> - An initial report on relevant literature related to status of customary institution in Aru district - A brief report of the FGD's/ kick off meeting on the engagement the women's customary community with relevant stakeholder 	20%	
2	<ul style="list-style-type: none"> - Gap assessment Report on the identification of women's group in Aru district related to Marine and fisheries - Initial report on the process of women's customary law establishment in Aru 	20%	
3	<ul style="list-style-type: none"> - Progress report on the women's customary law group 	20%	

	establishment include structure, member, and AD/ART - ToR on training/capacity building related to organizational management, financial scheme and natural resource management		
4	- Training report related to organizational management, financial scheme, and natural resource management - A progress report on the customary institution registration to government official to identify what might needed to pipeline the process.	20%	
5	- A final workplan document of customary institution related to marine and coastal natural resources. - Report on capacity building assistance from Women's customary law to organizational management, financial scheme, and natural resource management	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)	Total Period of Engagement	No. of Personnel	Total Rate (IDR / USD)
I. Personnel Services				
1. Program Manager (Team Leader)		60 Man Days	1 person	
2. Community Engagement		72 Man Days	1 person	
3. Capacity Building support		72 Man Days	1 person	

specialist				
4. Admin and Finance		48 Man Days	1 person	
5. Field Facilitator		90 Man Days	1 person	
II. Travel Expense (please provide the breakdown cost – transportation, accommodation, meals)				
A. Team Deployment (Kick Off)				
Travel				
Living allowance				
Local Transportation				
Antigen/PCR				
B. Revitalization and establishment of customary institution				
Travel				
Living allowance				
Local Transportation				
Antigen/PCR				
Meeting/FGD Expenses/training (10 person x 4 event)				
C. Capacity building on managerial skill and budgeting for Women's customary institution				
Travel				
Living allowance				
Local Transportation				

Antigen/PCR				
Meeting/FGD Expenses/training (10 person x 4 event)				
D. Development of workplan and basic budgeting scheme				
Travel				
Living allowance				
Local Transportation				
Antigen/PCR				
Meeting/FGD Expenses/training (10 person x 4 event)				
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)
Women's Customary Institution Establishment related to Coastal and Fishery Management in Aru Archipelago District

A. General Information

Title : Women's Customary Institution Establishment related to Coastal and Fishery Management in Aru Archipelago District

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 Manager of ATSEA-2

Location : Aru Archipelago district

Expected place of travel : As listed in annex 1

Duration of contract : The expected duration of the contract is Seven (7) months calculated based on the contract starting date

Provision of support services :

Location : Yes ☐ No ☒

Equipment (laptop etc.) : Yes ☐ No ☒

Secretarial Services : Yes ☐ No ☒

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.

The Kepulauan Aru (Aru Islands) District is located between 5° to 8° south latitudes and from 133.5° to 136.5° east longitude. The total land area covers 6,426.77 km² and the topography is relatively flat. The coastline is 3900.5 km long, consisting of 40 inhabited islands and 147 uninhabited islands. As one of the districts in ATS region, Aru have important roles that contribute to marine and fisheries resources in Fisheries Management Plan 718 in Arafura Waters.

Social structure community in Aru also recognize the customary system in managing the resources, especially like both Man and women are involved the fisheries production. They engaged in fish processing, sun-drying fish, and making shrimp paste to sell in local markets. In other side the livelihoods of women in Aru are directly linked to the water, in the customary management system

women tend not to participate in the decision-making process on marine tenure or coastal resource management. While women rely heavily on coastal and marine resources, they lack position in customary institutions and thus have less opportunity to advocate for their needs. This propagates a poor understanding of women's use of the resource and their rights to do so, with consequences for the household budget and sustained livelihoods. Decisions are mostly made by the head of the marga (family groupings) and village, who are almost exclusively male. Women in Aru realize their voice is not considered in this customary system, and in response, several people have established a forum of women to advocate for their rights in the customary system, called Konarjari or Forum Perempuan Masyarakat Adat.

This Forum Perempuan Masyarakat Adat is one way to integrate women's participation in the coastal and marine management. It must be noted that by law No. 6/2014 on Village Government, the participation of women in the BPD/Badan permusawarahan Desa (Village Discussion Forum) to plan the village development plan is mandatory (Musrenbangdes/Musyawah Rencana Pembangunan Desa). ATSEA-1 have been working with women customary forums in the district of Aru in strengthening women capacity to improve their ability in coping with climate change impact as well to contribute to sustainable fisheries and marine program. However, based on latest finding of gender assessment in Aru district, it is noted that this women forum is now in idle phase due to transitional phase of ATSEA-1 to ATSEA-2.

The facilitation and consultation aim to revitalize or reestablish the women customary forum in the Dobo area and surround and to assist community engagement in registering customary institution to be able to take part in the program implementation also, to be involve in wider scope of community engagement. In the future, this forum is expected to be self-sustain and can have robust contribution in marine and coastal management planning in the district or region.

Context of this TOR

The context of this TOR is UNDP seeking to the revitalisation and engagement of customary Institution to promote Gender Equality in Coastal and Fishery Management in Aru Archipelago District. Particularly Women's Customary Forum related sustainable fisheries management for improved livelihoods at Aru Archipelago District. The establishment of customary institution will enhance women's ability to be rigorously contribute in the project activities.

C. Objectives of Assignment

The overall objective of this assignment is revitalising customary forum as well in establishing customary institution to enable them to take part in marine and coastal program conducted by the project. In addition, the facilitation shall be provided to assist the forum in establishing of customary forum official to be officially registered and acknowledged by the government and the whole community. Another objective is to support or guide customary in developing their basic financial/budget scheme and work-plan. The customary institution is also expected to be able perform managerial and finance skill. The establishment of customary institution might improve the coastal and fisheries management based on the customary law and social structure that also increasing women's role in the marine and coastal natural resources use and management. Several training programs will be provided to both male and female forum participants. Participation of women in customary institutions and decision-making processes will improve and Financial and human capital of the forum will be sufficient to continue its operation beyond the project.

D. Expected Outputs

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

1. Revitalization and establishment of one (1) Women's customary institution in Dobo
2. Capacity building on managerial skill and budgeting for Women's customary institution
3. Development of workplan and basic budgeting scheme

E. Expected Approach and Ethical Guidelines

The contractor 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 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:

- Ensure that both the formal and informal environmental and socio-economic mechanisms are examined.
- Be aware of conflict and gender sensitivities and adopt the principles and practices of participatory dialogue for all consultations.
- Respect local cultures and values and ensures behaviours of research team do not violate norms and values.
- Ensure adequate safety to those conducting and attending the consultations and other activities of the process.
- Ensure objectivity and independence by conducting the consultation in an impartial manner.
- Work with relevant government to identify participants for the consultations; and Pay attention to vulnerable group throughout the process.
- Collaboration with local stakeholder in program as part of knowledge sharing and capacity building.

F. Risks and Assumptions

One of the other risks that might happen is the limitation of travel access since COVID-19 pandemic and uncertain transportation schedule based on the weather condition to each village in Aru Archipelago. In addition, risk may also emanate from conservative culture which tend to hinder women contribution within organisation especially when it comes to decision making which will constraint women representation in the program. It is expected that the organization/company should consider the successful factor of project implementation, i.e., relevant government agencies sharing data in timely manner. The organizations/company shall identify the risks and its mitigation plan as the requirement of the proposed strategy approach and methodology.

G. Scope of Services

The ATSEA-2 project requires assessment and a coordinated effort to support the Government of Aru Archipelago

1. Revitalization and establishment of women's customary institution to be acknowledged officially by the government and local community

In Aru, women access to resources is limited only to domestic sphere. Their entitlement is limited to are manage some/ small amount of money to ensure that all family members' daily needs are fulfilled and available. They have limited access in spending money outside the

domestic sphere. Unlike women, men tend to enjoy greater freedom in utilization or mobilization the resources because they are main earner, have power over strategic resources and have direct access to bigger market system that is rarely accessible to women.

According to results of gender assessment, there is indication that women could also perform catching fish and harvesting activities. Women indeed do fish in Aru using less heavy gear compared to their male partners and catching different commodities. Despite the fact women have multiple roles in fishing activities, their existence remains unrecognized and less likely to get endorsement from the culture.

Women in Aru strive to establish women forums to advocate and promote their rights. Konarjari or Perempuan Masyarakat Adat aims to raise and improve awareness as well strengthening its members' capacities in organization. Within these forums women in Aru are trained on fish processing such as shrimp paste production, dried fish processing and handicraft. However, the finding also suggests that the customary institution in Aru district is now in idle phase and need to be revived and revitalized.

The goal for this objective is to support the revitalization and official establishment of one (1) entity women's customary institution in Dobo which once had significant role mobilizing its community members in marine and coastal resources management in Aru district, particularly in relation to red snapper and shrimp fisheries and SAP Southeast Aru. The program should support the recognition of the system in formal law with facilitate the discussion between customary law institution and government and management body in SAP Southeast Aru. The Right Based approach could support this objective with targeted the sustainable fisheries resources and giving the awareness to not utilize the protected and endangered species in the area.

2. Capacity building on managerial skill and budgeting to mobilize customary institution program related to marine and fisheries program

The forum Perempuan Masyarakat Adat Aru was established in 2015 and has activities focused on raising awareness about women's rights regarding the use of resources and current practices. The Forum is a women's group that meets in Dobo, the capital of Aru Islands district. Members are women from each of the sub-districts. The organization still requires further strengthening to improve organizational management, to enhance their skills regarding marine and coastal resource management in the face of climate change, and to support them to integrate their activities in the wider coastal management context. Serial training should be provided to women's customary member based on initial needs assessment and should also adjust to women's availability.

Lacking organizational and managerial skill influencing the status of customary institution thus need further scrutiny to be revived and operated. The contractor is expected to to engaging customary institution and build their capacity in organizational and financial aspect. The contractor is also expected to identify the main gap on the training to be improve and monitor the capacity from each member of the women's group.

The goal of this objective is to facilitate customary women in obtaining relevant training which is based on their knowledge, interest and experience related to marine and fisheries which will enhance their ability to improve their life quality and to pipeline them in accessing potential resources provided by government or program provision. Also, to create enabling

environment where women could exercise their rights and agencies related to marine and fisheries tenure to be able to meet their family end. This may also encourage exchange learning from more advance women's group, which is also focus on marine and fisheries or other relevant aspects such as gender-based violence management etc.

3. Development of workplan and basic budgeting scheme

The woman customary forum plays a significant role in mobilizing women interest in their local area. This forum also might facilitate women's participation in the coastal and marine management, which already stipulated in Laws No. 6/2014. This is also relevant with a gender-specific legal framework enacted by the Minister of Marine Affairs and Fishery No. 28/Permen-KP/2016 which emphasizing gender-responsive implementation of program/activity monitoring and evaluation in the marine and fishery ministry environment as well as a written guideline of the implementation. ATSEA2 is striving to revive and revitalize customary forum to be more participative and contributive in marine and coastal management industry. The forum should be able to preserve their existence through commitment and concrete actions to remain sustain even once the project phased out.

The goal of this objective is to assist customary institution in developing their capacity. The development of financial planning for an institution is essential so that operating costs, income and all related expenses can be established and acknowledged by all members. This also provides guidelines and limitations within which institution must operate. Financial plan should be developed at least quarterly or yearly. Often, financial planning comes together with work-plan which resembles as management tool which provides a framework for planning the activities and is a guide during the period in question for carrying out that activities. Work-plan is a useful document that provides perspective for day-to-day tasks, putting them in context relative to institution's concrete objectives during the plan's specific time frame. This clarity can provide an overall sense of purpose, encouraging collaboration toward common goals.

The scope of work is as follow:

Scope of work 1: Revitalization and establishment of customary institution to be acknowledged officially by the government and whole community in Dobo area.

- 1.1 Assessment of the status of women's customary institution in Dobo district including the availability of its members within the area. A draft of initial report on the status of customary institution shall be produced by the end of the activity.
- 1.2 Facilitate group discussion to engage the customary community and to select the potential members to revitalize or to reform the customary institution. Through this facilitation, it is also expected to not only ensure women participation but also to identify natural leader within the customary communities. A brief report on the FGD's results shall be submitted for deliverable.
- 1.3 Facilitate the registration process of the customary institution to have a firm position in the government and society. A brief report shall be provided to picture the registration process.

Scope of work 2: Capacity building on managerial skill and budgeting to mobilize customary institution program related to marine and fisheries program

- 2.1 Identify capacity and knowledge possess by the member of institution and to identify potential capacity building requires

- 2.2 Facilitate business and financial Management Training and empowerment to Women's Forum for customary communities' business activities in Dobo area and surround.
- 2.3 Facilitate the capacity building of the existing forum's skills in organizational management, natural resource management and climate change adaptation

Scope of Work 3: Development of workplan and basic budgeting scheme

- 3.1 Facilitating customary institution in developing basic financial scheme related to marine and fisheries program based on their merit and nature as member of customary community. A simple of bookkeeping record will be needed as an outcome of this facilitation.
- 3.2 Facilitating customary institution in developing feasible annual work-plan related to marine and fisheries program. A draft of work-plan should be produced to indicate provision of the facilitation.
- 3.3 Facilitate customary institution in building capacity in maintaining coordination and solid communication among members to ensure all members have the same understanding on the goals and objectives of the customary institution.

DELIVERABLES

All forms of reports shall be developed in English translation in the national language (Bahasa Indonesia). All field arrangement must be presented first to the NCU (National Coordinator Unit) 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.

H. PROJECT COORDINATION UNIT RESPONSIBILITY

The NCU under project ATSEA will be responsible to Provide expert for special topic that need improvement in the implemented activitiesactivities, the selected company/organization will liaise in regular basis with NCU in order to keep all activity align with TOR

I. PAYMENT SCHEDULE

Scope of work	Deliverables/Outputs	Due Date	Payment Schedule	Payment Amount
1	<ul style="list-style-type: none"> - An initial report on relevant literature related to status of customary institution in Aru district - A brief report of the FGD's/ kick off meeting on the engagement the women's customary community with relevant stakeholder 	January 2022	February 2022	20%
2	<ul style="list-style-type: none"> - Gap assessment Report on the identification of women's group in Aru district related to Marine and fisheries 	March 2022	April 2022	20%

	- Initial report on the process of women's customary law establishment in Aru			
3	- Progress report on the women's customary law group establishment include structure, member, and AD/ART - ToR on training/capacity building related to organizational management, financial scheme and natural resource management	May 2022	June 2022	20 %
4	- Training report related to organizational management, financial scheme, and natural resource management - A progress report on the customary institution registration to government official to identify what might needed to pipeline the process.	June 2022	July 2022	20 %
5	- A final workplan document of customary institution related to marine and coastal natural resources. - Report on capacity building assistance from Women's customary law related to organizational management, financial scheme, and natural resource management	July 2022	August 2022	20 %

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

J. LIST OF ORGANIZATION/COMPANY QUALIFICATION

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

1. Two (2) relevant projects within 5 years in coastal community engagement
2. Experience in engaging community groups and local government to support environment program activities
3. Experience in coastal community group development
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 experts which collectively brings experience and commitment relevant to the project objectives

1. Personal Education/Qualification

a) One (1) Program Manager as Team Leader

Academic Qualifications

Bachelor's degree in marine and fisheries, natural resources, social, anthropology and other Resources Management or related fields.

Years of Experience

- 6 years of working experience in coastal community engagement
- Working experiences with government of Indonesia related to coastal community issues or natural resources management
- Experience in managing coastal community engagement or natural resources management program
- Experience related to strengthening customary law community

b) One (1) Community Engagement Support Specialist

Academic Qualifications

Bachelor's degree in Fisheries, Marine Sciences, Environment, social, anthropology and other Resources Management or related fields

Years of Experience

- 3 years of working experience in coastal community engagement
- Has experience with multi stakeholders related to coastal community engagement or natural resources management
- Has experience with gender issues in the coastal community
- Experience related to working with customary law community

c) One (1) Capacity Building Support Specialist

Academic Qualifications

Bachelor's degree in Social science, education, anthropology, and other Resource Management or related fields

Years of Experience

- 3 years of working experience in coastal community capacity building
- Has experience with multi stakeholders related to coastal community capacity building
- Has experience with gender issues in the coastal community
- Experience related to working with customary law community

d) One (1) 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 project management
- Experience on data management to support project financial monitoring and evaluation
- Experience in providing finance & admin report and/or database
- Experience in preparing, managing, and organizing field events

e) Field Facilitator (Support Consultant)

Bachelor's degree in Fisheries, Marine Sciences, Environment, social, anthropology and other Resources Management or related fields

Years of Experience:

- Minimum of 1 year of working experience with coastal communities in the field
- Familiar with customary law community institutions
- Experience in field data collection in coastal communities

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 one of the team members who should 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 (Team Leader)	1	Person	60	National Senior Specialist
Community Engagement	1	Person	72	National support specialist
Capacity Building support specialist	1	Person	72	National support specialist
Admin and Finance	1	Person	48	National support specialist
Field Facilitator	1	Person	90	National support consultant

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 January 2022

Annex 1. Expected place of travel

Destination/s	Frequency	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s
Ambon	3 times	Maximum 7 days @trip	Coordination Meeting with Provincial Government	January – July 2022
Dobo	6 times	Maximum 15 days @trips	Field implementation, Community engagement	January – July 2022