

NAME & ADDRESS OF FIRM	DATE: May 19, 2022
	REFERENCE: RFP/UNDP/KALFOR/184165 /012/2021 – Study of Pragmatical Situation of Forestry And Area Planning and Management in Designated Areas ((APL and State Forest) in Sanggau (West Kalimantan) And Kutai Kartanegara (East Kalimantan)

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference RFP/UNDP/KALFOR/184165 /012/2021 – Study of Pragmatical Situation of Forestry And Area Planning and Management in Designated Areas ((APL and State Forest) in Sanggau (West Kalimantan) And Kutai Kartanegara (East Kalimantan)

Meeting ID : <https://undp.zoom.us/join/9876543210>

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>.

1

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 **25 May 2022**. 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 **yusef.millah@undp.org** and **Sestyw.wicaksono@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,

DocuSigned by:


21B257514E57A8B
Martin Stephanus Kurnia
Head of Procurement Unit
5/19/2022

Annex 1**Description of Requirements**

Context of the Requirement	Study of Pragmatical Situation of Forestry And Area Planning and Management in Designated Areas ((APL and State Forest) in Sanggau (West Kalimantan) And Kutai Kartanegara (East Kalimantan)
Implementing Partner of UNDP	Ministry of Environment and Forestry (MoEF) of Indonesia
Brief Description of the Required Services ¹	<p>The overall objective of the consultancy is Study of Pragmatical Situation of Forestry and Area Planning and Management in Designated Areas ((APL and State Forest) in Sanggau (West Kalimantan) And Kutai Kartanegara (East Kalimantan). In carry out the task, the selected contractor should coordinate with Regional Development Planning Agency (BAPPEDA) Provincial and District Level, Forest Area Consolidation Center (BPKH), Central Bureau of Statistics (BPS), Forest Management Unit (KPH), Local District Government (PEMKAB), forestry and environment agencies province, KPH, BPKH & district Government University/Academician, Community /CSO and Focal Point KALFOR Project at province level</p> <p>Fiscal Policy Agency of Ministry of Finance (BKF), Directorate General of Forestry and Environmental Planning MoEF (Ditjen PKTL KLHK), Central Kalimantan Provincial Forestry Service (Dinas Kehutanan Provinsi), KALFOR Project Team and related stakeholders at province such as development planning agency (Bappeda), Regional Secretariat (Sekretariat Daerah Provinsi), Dinas Pertanian dan Peternakan and Dinas perkebunan, Office of Community Empowerment and Village Government (DPMPDes Provinsi), Mining Service (Dinas Pertambangan Provinsi), academician, Natural Resources Conservation Agency (BKSDA), and Forest Management Unit (KPH).</p> <p>Please see Annex 3 – Terms of Reference for further information</p>
List and Description of Expected Outputs to be Delivered	Please see Annex 3 – Terms of Reference for further information
Person to Supervise the Work/Performance of the Service Provider	Ms. Laksmi Banowati. National Project Manager Kalimantan Forest Project Mr. Agus Hernadi, Project Associate Kalimantan Forest Project

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.

Frequency of Reporting	Please see Annex 3 – Terms of Reference for further information																											
Progress Reporting Requirements	Please see Annex 3 – Terms of Reference for further information																											
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal																											
Expected duration of work	6 (six) months																											
Target start date	June 2022																											
Latest completion date	November 2022																											
Travels Expected	Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed duty station <table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Frequency</th></tr> </thead> <tbody> <tr> <td>Pontianak</td><td>5 Days</td><td>FGD and Interview</td><td>3 Times</td></tr> <tr> <td>Sanggau</td><td>5 Days</td><td>FGD and Interview</td><td>2 Times</td></tr> <tr> <td>Samarinda</td><td>5 Days</td><td>FGD and Interview</td><td>3 Times</td></tr> <tr> <td>Kutai Kartanagara</td><td>5 Days</td><td>FGD and Interview</td><td>2 Times</td></tr> <tr> <td>Jakarta</td><td>3 Days</td><td>FGD</td><td>1 Time</td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Frequency	Pontianak	5 Days	FGD and Interview	3 Times	Sanggau	5 Days	FGD and Interview	2 Times	Samarinda	5 Days	FGD and Interview	3 Times	Kutai Kartanagara	5 Days	FGD and Interview	2 Times	Jakarta	3 Days	FGD	1 Time
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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 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)	N/A																											
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																											
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																											
	<input checked="" type="checkbox"/> United States Dollars OR																											

Currency of Proposal	<input checked="" type="checkbox"/> Local Currency for Local Bidders: Indonesian Rupiah (IDR)															
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															
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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.

		<p>national and provincial (West and East Kalimantan) levels.</p> <p>3. Report of policies and recommendation to deliver global and national benefits from forest conservation and estate crop development that has been in place in selected districts of Kalimantan. It will be innovative approaches to their implementation demonstrated in target landscapes (containing at least 200,000 ha of forest area currently outside of the estate crop)</p> <p>4. Report of potential innovative ways of using financial incentives (and eliminating disincentives). It is designed to help reduce deforestation and forest fragmentation driven by estate crop development as has been demonstrated in target landscapes in Kalimantan</p> <p>5. Report of knowledge and understanding of the multiple factors such as Social and Economy, gender, youth, disable and marginalized local community underlying successful implementation</p> <p>6. Report of Multistakeholder analysis in Provincial and District level</p>		
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	TOTAL		100%	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Directorate General of Forestry and Environmental Planning MoEF, UNDP KALFOR Project, UNDP Indonesia Country Office			
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract			
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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (30%)			

	<input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%) NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened Financial Proposal (30%) 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 (<i>Annex 3</i>) <input checked="" type="checkbox"/> Others ⁶ Sample written self declaration of impartiality
Contact Person for Inquiries (Written inquiries only) ⁷	Sestyo Ndaru Wicaksono/Yusef Saiful Millah Procurement Unit Sestyo.wicaksono@undp.org; yusef.millah@undp.org Mandatory subject of email: RFP/UNDP/KALFOR/184165 /012/2021 – Study of Pragmatical Situation of Forestry And Area Planning and Management in Designated Areas ((APL and State Forest) in Sanggau (West Kalimantan) And Kutai Kartanegara (East Kalimantan) 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.

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

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

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

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information <i>[pls. specify]</i></p>	<ul style="list-style-type: none">▪ Format: PDF files only▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.▪ All files must be free of viruses and not corrupted.▪ Max. File Size per transmission: N/A
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) 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, contact references/list of referees (name, email address and phone number);*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Due Date	Price <i>(Lump Sum, All Inclusive)</i>
Deliverable 1	Enhanced/Revised Methodology, approach and Implementation Plan by accommodating inputs from project and IPs	20%	Week 2 of June 2022	
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	<p>implementation demonstrated in target landscapes (containing at least 200,000 ha of forest area currently outside of the estate crop)</p> <p>4. Report of potential innovative ways of using financial incentives (and eliminating disincentives). It is designed to help reduce deforestation and forest fragmentation driven by estate crop development as has been demonstrated in target landscapes in Kalimantan</p> <p>5. Report of knowledge and understanding of the multiple factors such as Social and Economy, gender, youth, disable and marginalized local community underlying successful implementation</p> <p>6. Report of Multistakeholder analysis in Provincial and District level</p>			
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	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Due Date	Price <i>(Lump Sum, All Inclusive)</i>
	<p>landscapes (containing at least 200,000 ha of forest area currently outside of the estate crop)</p> <p>4. Report of potential innovative ways of using financial incentives (and eliminating disincentives). It is designed to help reduce deforestation and forest fragmentation driven by estate crop development as has been demonstrated in target landscapes in Kalimantan</p> <p>5. Report of knowledge and understanding of the multiple factors such as Social and Economy, gender, youth, disable and marginalized local community underlying successful implementation</p> <p>6. Report of Multistakeholder analysis in Provincial and District level</p> <p>7. Fact sheet of Sanggau and Kutai Kartanagara Districts based on the study finding particularly related to the Non-state-owned forest (APL) and commitments of local government to protect the existing forest area.</p>			
	TOTAL	100%		

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

No	Item Description	Qty	UoM	Freq	UoM	Unit Price	Total
	A. Personnel						
1	- Team Leader	1	Person	60	Working days		
2	- Forest Policy Specialist	1	Person	60	Working days		
3	- Biodiversity And Conservation Specialist	1	Person	60	Working days		
4	- Socio-Economic And Local Culture Specialist & GENDER specialist	1	Person	60	Working days		
5	Silviculture and Agroforestry Specialist	1	Person	60	Working days		
6	- Project Assistants	1	Person	120	Working days		
	B. FGD and Interview						

1	Pontianak; 3 (three) times event						
	- Full Day Meeting Package 2 x Coffee break and 1 x lunch	20	Pax	3	Times		
	- Flight Ticket vendor	3	Person	3	Times		
	- Car rental in town Pontianak; 1 day FGD, 2 days interview	1	Unit	9	Days		
	- Daily Allowance vendor (5 days x 3 times = 15 days); 5 days per activity include; 1 day FGD, 2 days interview, 2 day travel	3	Person	15	Day		
2	Sanggau; 2 (two) times event						
	- Full Day Meeting Package 2 x Coffee break and 1 x lunch	20	Pax	2	Times		
	- Flight Ticket vendor	3	Person	2	Times		
	- Car rental Pontianak - Sanggau; in town Sanggau; 1 day FGD, 2 days interview, , 2 day travel	1	Unit	10	Days		
	- Daily Allowance vendor; (5 days x 2 times = 10 days); 5 days per activity include; 1 day FGD, 2 days interview, 2 day travel	3	Person	10	Day		
3	Samarinda; 3 (three) times event						
	- Full Day Meeting Package 2 x Coffee break and 1 x lunch	20	Pax	3	Times		
	- Flight Ticket vendor	3	Person	3	Times		
	- Car rental in town Samarinda; 1 day FGD, 2 days interview	1	Unit	9	Days		
	- Daily Allowance vendor; (5 days x 3 times = 15 days); 5 days per activity include; 1 day FGD, 2 days interview, 2 day travel	3	Person	15	Day		
4	Kutai Kartanegara; 2 (two) times event						
	- Full Day Meeting Package 2 x Coffee break and 1 x lunch	20	Pax	2	Times		
	- Flight Ticket vendor	3	Person	2	Times		
	- Car rental Samarinda - Tenggarong; in town Tenggarong; 1 day FGD, 2 days interview	1	Unit	6	Days		
	- Daily Allowance vendor; (5 days x 2 times = 10 days); 5 days per activity include; 1 day FGD, 2 days interview, 2 day travel	3	Person	10	Day		
5	Jakarta; 2 (two) times event						
	- Flight Ticket vendor	3	Person	2	Times		

	- Daily Allowance vendor; (3 days x 2 times = 6 days); 3 days per activity include; 1 day FGD, 2 day travel	3	Person	6	Day		
	C. Other						
	- Final Report Printing	5	copies	1	Time		
						Total	

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

Terms of Reference

Study of Pragmatical Situation Of Forestry And Area Planning And Management In Designated Areas ((APL and State Forest) In Sanggau (West Kalimantan) And Kutai Kartanegara (East Kalimantan)

“Strengthening Forest Area Planning and Management in Kalimantan (KALFOR Project)”

A. BACKGROUND

“UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in about 170 countries and territories, including Indonesia, working to eradicate poverty while protecting the planet. UNDP supports implementation of the Sustainable Development Goals (SDGs). In Indonesia, UNDP works with the Government to integrate SDGs into national plan and policies.”

The Government of Indonesia and the UNDP collaborate to run a project entitled “Strengthening Forest Area Planning and Management in Kalimantan”. The development challenge targeted by the project involves the need for Indonesia to define, plan for and create a better balance between the development and management of major estate crops such as rubber, coffee, and oil palm, and the need for improved forest protection. The project is designed to develop and implement various approaches to enhance protection of forested areas in non-national state forest land, as well as lands within the convertible forest (HPK) category, both of which are subject to potential conversion (administratively and/or physically) to estate crops and other land uses. The project thus focuses on creating more effective land allocations and management of forest areas with high biodiversity and ecosystem services in the context of potential estate crop development in Kalimantan and particularly in the Heart of Borneo (HoB) area. Competing priorities between the country’s targeted increase in palm oil production and associated growth and employment targets for the sector need to be reconciled with commitments at both national and international levels to reducing rates of deforestation, forest fires and associated GHG emissions and biodiversity loss. The project intervention is focused on three pilot provinces: West Kalimantan, Central Kalimantan and East Kalimantan. The project team has identified that there are over 2.36 million ha of currently forested land within Non-State-Owned Forest Area and HPK in the three provinces. It estimates that up to 70% of such lands are found within the biologically critical Heart of Borneo area and that 15-20% of these areas are found on ecologically fragile and fire-prone peat soils. These forested areas—sometimes fragmented and partially degraded, yet also in many cases playing important roles related to biodiversity conservation, ecological connectivity, carbon sequestration and other ecosystem services— constitute the project’s broad ‘zone of conservation interest’. Currently, data and information regarding the above-defined land areas have been collected by the Kalfor’s team by running four (4) program components:

- 1) Component 1: Mainstreaming of forest ecosystem service and biodiversity considerations into national, provincial, and district policies and decision-making processes for forest area planning and management.
- 2) Component 2: Strengthened and expanded implementation of best practices in the estate crops sector in maintaining biodiversity and ecosystem services in four target landscapes in Kalimantan;
- 3) Component 3: Creation of incentives system to safeguard forests, including biodiversity and ecosystem services, from estate crop sector;
- 4) Component 4: Knowledge management and M&E.

Through the implementation of KALFOR Project, UNDP Indonesia has been supporting the Government of Indonesia (Ministry of Environment and Forestry) to address the issues of sustainable forest and area management in Kalimantan. Moreover, referring project achievement with the existing locus with satisfactory result during midterm

implementation, KALFOR project is expected to strengthen the efforts of Indonesia to maintain forest areas, including the biodiversity and ecosystem functions of Kalimantan's lowland and montane areas in the challenging growth and development of estate crop sector, the initiative will enhance existing efforts through additional area of intervention located in Sanggau District in West Kalimantan Province and Kutai Kartanegara District in East Kalimantan Province.

B. SCOPE OF SERVICES

With the above explained background particularly to enhance existing efforts through additional areas of intervention located in Sanggau District and Kutai Kartanegara District (East Kalimantan). It will work on:

1. To assess the pragmatism situation of forestry and area planning and management in designated areas in coordination with relevant partners at national and local levels
2. To assess the value of existing biodiversity and its high conservation value in the designated areas in coordination with relevant partners at national and local levels
3. The assessment of forest ecosystem services, including carbon and biodiversity aspects. It will consider the importance of policies, decisions, and management actions at national and provincial (West and East Kalimantan) levels.
4. The study of policies and plans will be to deliver global and national benefits from forest conservation and estate crop development that has been in place in selected districts of Kalimantan. It will be innovative approaches to their implementation demonstrated in target landscapes (containing at least 200,000 ha of forest area currently outside of the estate crop)
5. The study of potential innovative ways of using financial incentives (and eliminating disincentives). It is designed to help reduce deforestation and forest fragmentation driven by estate crop development as has been demonstrated in target landscapes in Kalimantan
6. The assessment of knowledge and understanding of the multiple factors such as Social and Economy underlying successful implementation of reduced deforestation, green growth strategies for Indonesia's estate crops sector.
7. The initiative will assess any challenges that may hinder the progress of Sustainable Forest Management (SFM) and the efforts of Indonesia to promote non-discriminatory to marginalized groups in the participation and consultation process of SFM. It will uphold the principles of human rights (participation and inclusion, gender equality and non-discrimination, etc.). It ensures the meaningful, effective and informed participation of stakeholders in the activities
8. *to specify that the selected contractor will be responsible with the logistical requirement for meetings/field study/field survey:*
 - a. The selected bidder will be responsible to conduct meeting/FGD with hybrid meeting method (offline and online basis) with following requirement:

Location	Venue	Address	Quantity Offline Participant	Quantity Online Participant
Pontianak	Golden Tulip Pontianak	Jl. Teuku Umar No.39, Darat Sekip, Kec. Pontianak Kota, Kota Pontianak, Kalimantan Barat 78117	20 persons	10 persons
Samarinda	HARRIS Hotel Samarinda	Jl. Untung Suropati No.35, Karang Asam	20 persons	10 persons

		Ulu, Kec. Sungai Kunjang, Kota Samarinda, Kalimantan Timur 75126		
Tenggarong (Kukar)	Hotel Grand Fatma	Jl. Pesut No.99A, Timbau, Kec. Tenggarong, Kabupaten Kutai Kartanegara, Kalimantan Timur 75513	20 persons	10 persons
Sanggau	Harvey Hotel	Jl. Dewi Sartika, Ilir Kota, Kec. Kapuas, Kabupaten Sanggau, Kalimantan Barat 78516	20 persons	10 persons

b. Service requirement:

- 1) Full day meeting package; 1 x lunch and 2 x coffee break
- 2) U-shape seating arrangement
- 3) Standard Sound system, projector and screen provided by hotel

C. , EXPECTED OUTPUTS AND TARGET COMPLETION

The activity will be focused in the following areas:

- National
- Provincial:
 - West Kalimantan
 - East Kalimantan
- District (limited consultation)
 - Sanggau District
 - Kutai Kartanegara District

West Kalimantan has over 1M ha of planted oil palm, and planned expansion that could affect 1.4M ha of forest and 1M ha of peat in the future. Two districts will be the site of pilot activities in this province. First, the district of Ketapang has extensive peat and forest at risk, a high deforestation rate, a high concentration of progressive supply chain actors, and a district regulation to protect High Conservation Value (HCV) set-asides. The district also has plantations with HCV set asides, and oil palm linked CSO initiatives and NGOs. Sintang District is a large district in West Kalimantan that borders and includes areas within the HOB. It has large areas of national park, remaining forest outside the forest estate, over 30 oil palm and pulp plantations, large watershed areas, and connectivity to an important HOB national park. Currently it has no specific provincial regulation on conservation, although it has orangutan release areas and a national park: Taman Nasional Bukit Baka

East Kalimantan has 7.5M ha of forest and 600,000 ha of peat, including large areas of forest (1.2M ha) and peat (420,000 ha) zoned for conversion. Growth in oil palm over the past decade has been rapid, making the province Indonesia's fourth largest palm oil producer. The provincial government is sensitized to green growth discourse, and the province has an NGO community focused on sustainable land use, land rights and engagement with private sector. To date, few district leaders have shown interest in sustainability, but recent changes in leadership were significant, following elections last December 2015 in five of the province's six

districts. Because of the large amount of intact primary and secondary forest in East Kalimantan (7.5 million hectares) including over 1.2 million hectares of forested land that is currently slated for conversion – (Daemeter, 2016). - the program will focus in this province more on working with KLHK on protection of existing forest land within and outside the forest estate, implementing a provincial regulation on sustainable plantations, support for implementation of a local regulation in peat land protection (Kutai Kartanegara), calls for license review at provincial (GAPKI) and district levels (e.g. in newly established Mahulu district) and broader capacity building for monitoring and implementation of best management practices. In Kutai Timur, there is an innovative approach commencing between indigenous communities (in Desa Wehea, Desa Nehas Liah Bing, Long Wehea, Jak Luay, Benhes, Dia Beq dan Diak Lay) involving customary forest ownership and protection in conjunction with MOEF, ATR (Ministry of Agrarian and the District Regent. The project will aim to support MOEF with this work.

In collaboration with the Experts from Project of **KalFor Project for Facilitation and Quality Assurance** that will be assigned each in East Kalimantan and West Kalimantan, and under the guidance of these experts, the vendor is expected to result a set of recommendations that can be used as a base for developing an assessment report on regulation, Forested di APL and how the landscape with other forest cover area in State Forest or others, social economic di districts area, environment condition and head of decision maker commitment including stakeholder commitment. It is also expected to include traditional knowledge and other information necessary to inform policy, investment, and other practicable decisions. For this purpose, the selected vendor requires engagement and collaboration with all members of the consultancy team and Project Management Unit (PMU) to ensure that necessary outputs feed into and are informed by one another.

In terms of methodology's, the assessment should contain desk study, field visit, Forum Group Discussion (FGD) and interview with questionnaire. Furthermore, it should also consider spatial planning of the forest in stated Forest and at Non-State-Owned Forest Area.

The methodology that will be implemented by the selected vendor should be able to expose planned applicable, logic and systematic approaches to be applied in activities to collect inputs on the field, kind of inputs from stakeholders about regulation, social, economic, environment and biodiversity and how to establish cooperation with provincial and district institution as part of the assessment (i.e. local university, district focal point, BPS, Bappeda, etc). in order to obtain required data information for this research from field data collection to ensure the aspect human right based approach, social inclusiveness and gender-equality. (youth, traditional knowledge), it is encouraged for the selected vendor to involve local government agencies such as follow:

- Regional Development Planning Agency (BAPPEDA) Provincial and District Level
- Forest Area Consolidation Center (BPKH)
- Central Bureau of Statistics (BPS),
- Forest Management Unit (KPH)
- Local District Government (PEMKAB)
- forestry and environment agencies prov, KPH, BPKH & district Government
- University/Academician
- Community /CSO
- Focal Point KALFOR Project at province level

Subsequently the detail approach and methodology will require approval from the Directorate General of Forestry and Environmental Planning (Ditjen PKTL) as the implementing partner of KALFOR Project, the vendor may start to the activity on the field for Focus Group Discussion (FGD), data collection and interview process.

The selected vendor will conduct activities to gather data and situational analysis with at least but not limited to the following scope:

Task 1. Comprehensive baseline development of High Conservation Value Forest (HCVF) at forests conservation in areas outside of state-forest areas (APL) and Conversion Production Forest (HPK)

1. To set up HCVF baseline and develop GIS based layers for baseline information at district level and linked to province level. The baseline should include issues of spatial, biodiversity and environment and socio-economic culture data and information
2. To collect and review current HCVF management in land base business at Sanggau and Kutai Kartanegara District as well existing map that has been used by the authorities such as Dinas Perkebunan Prov KALBAR dan KALTIM dan Dinas Perkebunan Kabupaten Sanggau dan Kutai Kartanegara
3. To review the existing system granting (license issuance) of land-based business at least palm oil estate, mining, and forest concession.
4. To collect updated data and information concerning the following area in Sanggau and Kutai Kartanegara:
 - a) Forest Park (Taman Hutan Raya (TAHURA))
 - b) City Forest (Hutan Kota)
 - c) Community Forest (Hutan Rakyat)
 - d) Customary Forest (Hutan Adat)
 - e) Other forest that managed by community/society/public
5. To recommend forested area that has higher value of biodiversity and that considering size, HCVF status, connectivity and intactness for strengthening planning and management of forest
6. Liaise with Technical Advisor, Technical Coordinator, Field Coordinator assigned by KALFOR Project to agree on formats features and related information
7. Coordinate with Local Experts of KalFor Project for Facilitation and Quality Assurance Field Coordinator to organize field visit.
8. Develop potential concept for follow up actions to address identified challenges on forestry and area planning

Task 2. Identifying Existing Regulation on Forestry, Environment and Estate and Mining

1. Conduct a study for existing regulation applied in land used business in Provincial and District
2. Conduct GAP Analysis concerning protecting forest in APL
3. Recommend development or strengthening regulation to protect forest in APL
4. Review existing Forestry area including High Conservation Value Forest (HCVF) in East and West Kalimantan Province as well in Sanggau and Kutai Kartanegara Districts frameworks, policies and technical guidelines applied in the designated areas

Task 3. Socio-Economic Value of HCVF

1. Conduct FPIC and Capacity Need Assessment activity at Sanggau and Kutai Kartanegara District
2. Collecting data information of existing partner in Sanggau and Kutai Kartanegara districts such as NGO, International cooperation, development.
3. Conduct a study on gender, youth, disable and marginalized local community situation at Sanggau and Kutai Kartanegara District
4. Conduct a study on economic situation from land-based business
5. Identifying existing and or potential incentive mechanism (funding mechanism-grant, market, Corporate Sosial Responsibility, etc) available at the district and or village level

Task 4 HCVF Stakeholder Analysis

1. Carry out an analysis on local institution role and function on HCVF (impacted-positive and negative; management action, supporting action) at province, district and HCVF area.
2. To recommend working relations scheme between stakeholders at the provincial and district levels in protecting forests in APL
3. Review challenges, including local government commitment, role of stakeholders, human right-based approach, social-inclusiveness gap analysis, and gender-gap analysis

Task 5 Lesson Learned

1. Develop Fact sheet of Sanggau and Kutai Kartanagara Districts based on the study finding particularly related to the Non-state-owned forest (APL) and commitments of local government to protect the existing forest area.

D. EXPECTED OUTPUTS

The expected output for this activity is as follow:

1. Report of pragmatism situation of forestry and area planning and management in designated areas in coordination with relevant partners at national and local levels
 - a. Comprehensive baseline development of High Conservation Value Forest (HCVF) at forests conservation in areas outside of state-forest areas (APL) and Conversion Production Forest (HPK)
 - b. the value of existing biodiversity and its high conservation value in the designated areas in coordination with relevant partners at national and local levels
2. Report of forest ecosystem services, including carbon and biodiversity aspects. It will consider the importance of policies, decisions, and management actions at national and provincial (West and East Kalimantan) levels.
3. Report of policies and recommendation to deliver global and national benefits from forest conservation and estate crop development that has been in place in selected districts of Kalimantan. It will be innovative approaches to their implementation demonstrated in target landscapes (containing at least 200,000 ha of forest area currently outside of the estate crop)
4. Report of potential innovative ways of using financial incentives (and eliminating disincentives). It is designed to help reduce deforestation and forest fragmentation driven by estate crop development as has been demonstrated in target landscapes in Kalimantan
5. Report of knowledge and understanding of the multiple factors such as Social and Economy, gender, youth, disabled and marginalized local community underlying successful implementation of reduced deforestation, green growth strategies for Indonesia's estate crops sector.
6. Report of Multistakeholder analysis in Provincial and District level

E. INSTITUTIONAL ARRANGEMENT

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

1. After the contract signing, the Project will conduct a kick-off meeting which will be attended by the selected vendor, Directorate General of Forestry and Environmental Planning of MoEF as the Project Implementing Partner and PMU UNDP KALFOR as well stakeholders from Provincial and Districts as the data and information owner. In order to ensure the coordination and data provision to support the study, MoEF as the Implementing Partner of the KALFOR Project will issue a formal cover letter with attention to related parties for the selected vendor.
2. Project provide initial document as reference such as Project document and other related document which available in **ANNEX-A**
3. Delivery report will need to be approved by Directorate General of Forestry and Environmental Planning of MoEF as the Project Implementing Partner, Provincial and District Government and PMU UNDP KALFOR prior payment process with criteria as follow:
 - a. Provide report on result within and agreeable template and timeframe based on the detail plan actions and other inputs as may be required by the Project for reporting
 - b. Provide information and inputs to the Project on progress of the activities such as field data collection, FGD, coordination with stakeholders, etc
4. Maintain regular and adequate communication with the KALFOR Project, as required.

F. DUTY STATION/FIELD WORK AREA

This is a desk and field work with traveling to the field in 2 (two) districts and 2 (two) Provinces as follow:

- Samarinda
- Kutai Kartanegara
- Pontianak
- Sanggau
- Jakarta

The travel should be conducted with approval from Directorate General of Forestry and Environmental Planning and KALFOR Project prior the activity and the selected vendor will fully be responsible with all aspect / expenses during travel activity to attend the FGD and field survey. Meanwhile for activity in Jakarta, Project KALFOR will cover the expenses for meeting package and room accommodation for the participant.

Detail of travel requirement for each location are as follow:

Location	Frequency	Travel Time	Detail
Pontianak	3 Times	5 Days	<ul style="list-style-type: none"> ▪ 1 day FGD ▪ 2 days interview ▪ 2 days travel
Sanggau	2 Times	5 Days	<ul style="list-style-type: none"> ▪ 1 day FGD ▪ 2 days interview ▪ 2 days travel
Samarinda	3 Times	5 Days	<ul style="list-style-type: none"> ▪ 1 day FGD ▪ 2 days interview ▪ 2 days travel
Kutai Kartanegara	2 Times	5 Days	<ul style="list-style-type: none"> ▪ 1 day FGD ▪ 2 days interview ▪ 2 days travel
Jakarta	2 Times	3 Days	<ul style="list-style-type: none"> ▪ 1 Day FGD ▪ 2 days travel

G. SCOPE OF BID PRICE, PAYMENT SCHEMES, AND SCHEDULE OF DELIVERABLE OUTPUTS

Duration of contract is 6 (six) months with 5 (five) deliverables and the payment will be processed following to approval from Directorate General of Forestry and Environmental Planning and KALFOR Project. Financial proposal should contain Personnel Fee, Transportation and Per Diem allowance (meals and accommodation) of the vendor representatives as well designated IP and stakeholders, meeting package, stationery, etc.

The consultation should in line with the proposed approach, methodology and implementation plan in order to achieved output or deliverable. Following is the deliverables and timeframe, including at least travel missions to the for participating at project program of meetings, public consultations, meetings, workshops.

Deliverable	Item Description	Terms of Payment	Due Date
Deliverable 1	Enhanced/Revised Methodology, approach and Implementation Plan by accommodating inputs from project and IPs	10%	Week 2 of June 2022
Deliverable 2	<p>First draft of the following report:</p> <ol style="list-style-type: none"> Report of pragmatism situation of forestry and area planning and management in designated areas in coordination with relevant partners at national and local levels <ul style="list-style-type: none"> Comprehensive baseline development of High Conservation Value Forest (HCVF) at forests conservation in areas outside of state-forest areas (APL) and Conversion Production Forest (HPK) the value of existing biodiversity and its high conservation value in the designated areas in coordination with relevant partners at national and local levels Report of forest ecosystem services, including carbon and biodiversity aspects. It will consider the importance of policies, decisions, and management actions at national and provincial (West and East Kalimantan) levels. Report of policies and recommendation to deliver global and national benefits from forest conservation and estate crop development that has been in place in selected districts of Kalimantan. It will be innovative approaches to their implementation demonstrated in target landscapes (containing at least 200,000 ha of forest area currently outside of the estate crop) Report of potential innovative ways of using financial incentives (and eliminating disincentives). It is designed to help reduce deforestation and forest fragmentation driven by estate crop development as has been demonstrated in target landscapes in Kalimantan Report of knowledge and understanding of the multiple factors such as Social and Economy, gender, youth, disable and marginalized local community underlying successful implementation <p>Report of Multistakeholder analysis in Provincial and District level</p>	25%	Week 4 of July 2022

Deliverable	Item Description	Terms of Payment	Due Date
Deliverable 3	<p>Final draft of the following report:</p> <ol style="list-style-type: none"> Report of pragmatical situation of forestry and area planning and management in designated areas in coordination with relevant partners at national and local levels <ul style="list-style-type: none"> Comprehensive baseline development of High Conservation Value Forest (HCVF) at forests conservation in areas outside of state-forest areas (APL) and Conversion Production Forest (HPK) the value of existing biodiversity and its high conservation value in the designated areas in coordination with relevant partners at national and local levels Report of forest ecosystem services, including carbon and biodiversity aspects. It will consider the importance of policies, decisions, and management actions at national and provincial (West and East Kalimantan) levels. Report of policies and recommendation to deliver global and national benefits from forest conservation and estate crop development that has been in place in selected districts of Kalimantan. It will be innovative approaches to their implementation demonstrated in target landscapes (containing at least 200,000 ha of forest area currently outside of the estate crop) Report of potential innovative ways of using financial incentives (and eliminating disincentives). It is designed to help reduce deforestation and forest fragmentation driven by estate crop development as has been demonstrated in target landscapes in Kalimantan Report of knowledge and understanding of the multiple factors such as Social and Economy, gender, youth, disable and marginalized local community underlying successful implementation Report of Multistakeholder analysis in Provincial and District level Fact sheet of Sanggau and Kutai Kartanagara Districts based on the study finding particularly related to the Non-state-owned forest (APL) and commitments of local government to protect the existing forest area. 	25%	Week 2 of September 2022
TOTAL		100%	

I. QUALIFICATIONS OF THE SUCCESSFUL VENDOR

Selected contractor that will carry out these activities must have the following minimum requirements:

- Having experience with similar subject at least 3 projects within 5 years:
- Work experience with protected areas and forestry in the Kalimantan province will be an advantage

3. Having experience working with the international Organization particularly UN Agencies would be an advantage
4. Experience on geographic information system, spatial analysis for actions and planning
5. Experience in conducting study of local policies and practices in protected areas management.
6. Experience in conducting study on social economy and biodiversity in forest area
7. Having experience with field survey and assessment
8. Company/organization/institution must have a valid certificate/legal establishment

The selected vendor (team) to achieve the results in accordance with the terms of reference should have the following specialists as part of a team:

Personnel requirement	<ul style="list-style-type: none"> • One (1) Team Leader with a minimum master degree of environment, forestry, economic, regional development or equivalent with 5 years relevant experience in team management, organizational skills, planning skills, GIS Skill, spatial, analytical work and reporting • One (1) Biodiversity And Conservation Specialist with a minimum master degree of environment, forestry, or equivalent with 5 years relevant experience in forest conservation management, biodiversity, biology conservation, ecology, or other relevant disciplines • One (1) Silviculture and Agroforestry Specialist with a minimum bachelor degree (S1) of Ecology, environment, forestry, economic, social, or equivalent with 5 years relevant experience in survey, economic development, community development, geography, statistic, or other relevant disciplines • One (1) Socioeconomic and gender specialist with a minimum bachelor degree (S1) of economic, social, environment, forestry or equivalent with 5 years relevant experience in survey, economic development, community development or other relevant disciplines • One (1) Forest Policy specialist with a minimum bachelor degree (S1) of forestry, environment, economic, social, or equivalent with 3 years relevant experience in forest policy development, policy recommendation or other relevant disciplines • One (1) Project Assistants with a minimum bachelor degree Forestry, Environment Economics, Communications, Accounting and Finance or equivalent would be desirable with 2 years relevant experience in supporting environmental and forestry project in collecting data/information for desk review, liaise with counterpart particularly government representative as well experience in project management supports are essential as well as ability to draft correspondence on budget-related issues and briefing notes.
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ANNEX A

Final Report OWT - Ketapang	https://drive.google.com/file/d/17rylfcyEsZ9BTOKuV-2odozozL4slsF/view?usp=sharing
Final Report Solidaridad - Sintang	https://drive.google.com/file/d/1VTK3waOKDSYERqbVrwwfU6yHKe5Yv-aR/view?usp=sharing
Final Report Teras Mitra - Kotawaringin Barat	https://drive.google.com/file/d/1J5O6zXNTHVRQr7WHPu7QCQYDM93r757lo/view?usp=sharing
Final Report KBCF - Kutai Timur	https://drive.google.com/file/d/12DcmtByBmeZwLpjuQRcOusBXz3fQ52O/view?usp=sharing
Baseline HCV Ketapang	https://drive.google.com/file/d/1-MYXA8nor75hYKNNa8bWt_j_O1Fyzf_h/view?usp=sharing
Baseline HCV Kutai Timur	https://drive.google.com/file/d/1-MZ7Lc08jZnyK4n4TDKnWouCpGsZ6Mij/view?usp=sharing
Baseline HCV Sintang	https://drive.google.com/file/d/1-UsLVxGtlXvg6uXAUwYB-BGdIYenXfn/view?usp=sharing
NTPF Value Chain Market Assessment	https://drive.google.com/file/d/1-VI97KS7gV5RegHqCf1Z5qc7tjvP_EUY/view?usp=sharing
Scenario Forest Management Unit (KPH)	https://drive.google.com/file/d/1-MMb7QjDIUVLeWvmR42Zb6CSdywMZjP3/view?usp=sharing
Baseline West Kalimantan Province University Tanjung Pura	<ol style="list-style-type: none"> 1. https://drive.google.com/file/d/1I8SFW5ImoQexsiWIEIALW-PkDzwZvIFd/view?usp=sharing 2. https://drive.google.com/file/d/18yJCqil3I28beaE3o0oFz6AdoDlVwAS7/view?usp=sharing
Baseline East Kalimantan Province University of Mulawarnan	https://drive.google.com/file/d/1d7sOYEUKjlO6vI9vZDmwofrP40jJnECp/view?usp=sharing
Gender Strategy done by Mahoni	https://drive.google.com/file/d/1t6z0pA2vq95EXi4qoo1a4OUzRhngRppu/view?usp=sharing