



**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
**RFP/UNDP/REDD+/ 185858/011/2022**

**Assignment Name:**

**Long Term Agreement - Independent Assessor for conducting independent assessment of the GCF REDD+ Results-Based Payments project in Indonesia – Phase 2**

**Date/Time : Tuesday, 21 June 2022 / 10.00 GMT+7**

**Place: Zoom Online Meeting**

**Meeting ID : 862 1553 8946**

**Passcode : 222983**

**Closing Date:**

*Please refer to the e-tendering system with event ID: **IDN10 0000012833***

**Link to the recorder:** [https://undp.zoom.us/rec/share/\\_K4mvlCTefldiNK9RNcwmmA-LgCu5ryGfKaN7JmH2eIUyXiHR7\\_MQei5-brnCLwH.Pp0P7WtBtYfOWmne](https://undp.zoom.us/rec/share/_K4mvlCTefldiNK9RNcwmmA-LgCu5ryGfKaN7JmH2eIUyXiHR7_MQei5-brnCLwH.Pp0P7WtBtYfOWmne)

Passcode: jc0d1H#A

**TO ALL INTERESTED BIDDERS**

No.		Introduction and Guidance
<b>Information</b>		Bid Conference was opened with following agenda: 1. Explanation on RFP document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms 5. Explanation on in etendering system (ABOVE USD 50K) 6. Q & A (going through all sessions)
1	Q	Is the bidders must click accept invitation on the stated date on the tender document?
	A	The bidder can click accept invitation anytime but clicking the accept invitation as soon as possible is recommended as it will inform UNDP on how many bidders interested to join the tender process.

**AMENDMENT 1 TO THE RFP**

1. Section 4 Evaluation Criteria Page 24 - 26, there is some change on the Technical Evaluation criteria, (the changed criteria will be highlighted in yellow):

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	<ul style="list-style-type: none"> <li>The independent assessor must be an "institution of repute, with no commercial relationship with any of the other parties that may impair its objectivity, impartiality or independence" (UNDP POPP).</li> </ul>	50
1.2	<ul style="list-style-type: none"> <li>The institution should have no affiliation to UNDP or the Implementing Party</li> </ul>	30
1.3	<ul style="list-style-type: none"> <li>The independent assessor should be a reputable global firm with a global network with at least 5 subsidiary companies in at least 3 countries with a branch office in Jakarta which is operational for more than 10 years internationally.</li> </ul>	70
1.4	<ul style="list-style-type: none"> <li>The independent assessor must have accreditation by an International Accreditation Forum (IAF) member body such as, but not limited to the Assurance Services International (ASI), American National Standards Institute (ANSI), the Organismo Nacional de Acreditación de Colombia (ONAC), the Standards Council of Canada (SCC) and the National Accreditation Body of Indonesia (KAN, see <a href="http://kan.or.id">http://kan.or.id</a>).</li> </ul>	50
1.5	<ul style="list-style-type: none"> <li>Demonstrate a robust expertise and relevant experience in relation with evaluation of projects and verification of project activities such as third-party certification, auditing and testing services in Southeast Asia for at least 5 years;</li> </ul>	40
1.6	<ul style="list-style-type: none"> <li>Be able to mobilize a multidisciplinary team with relevant and proven experience: <ul style="list-style-type: none"> <li>In the assessment of projects results related to social forestry, forest conservation and protected areas, community livelihoods and forest land rehabilitation (at least 3 references in the past 5 years)</li> <li>On the environmental policy implementation in Indonesia</li> </ul> </li> </ul>	60
<b>Total Section 1</b>		<b>300</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	50
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50

2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	100
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
<b>Total Section 2</b>		<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		50
3.2	Qualifications of key personnel proposed		250
3.2 a	Forester (Team Leader)		100
	- At least a MSc in forestry, agronomy or natural resources management or equivalent	20	
	- At least 10 years' experience evaluating forestry projects	25	
	- At least 15 years' experience in forestry and/or forest conservation	20	
	- Demonstrated knowledge and experience on forest management and/or forest conservation in the tropics	25	
	- Fluent in spoken and written English. Fluency in Bahasa Indonesia desirable	10	
3.2 b	Social and Community development specialist		40
	- At least a MSc in social science, community development or community-based natural resources management	4	
	- At least 7 years' experience in community development projects in relation with sustainable development and/or community-based natural resources management	8	
	- At least 5 years' experience evaluating community development projects	8	
	- At least 5 years' experience working with indigenous communities (masyarakat adat) on natural resource management, particularly on customary forests	8	

	- Demonstrated knowledge on social and customary forest in his/her CVs.	8	
	- Fluent in spoken and written English. Fluency in Bahasa Indonesia desirable	4	
3.2 c	Social and gender safeguards expert		40
	- At least a MSc in social science, community development or community-based natural resources management	5	
	- At least 7 years' experience on safeguards in the context of development or conservation projects	8	
	- At least 5 years' experience grievance redress mechanisms related to natural resource management	8	
	- At least 5 years' experience on women's inclusion and gender related policy development within the natural resource management field	8	
	- At least 5 years' experience evaluating community development projects	4	
	- Demonstrated knowledge on social safeguard particularly in the forestry sector in his/her CVs	4	
	- Fluent in spoken and written English. Fluency in Bahasa Indonesia desirable	3	
3.2 d	GIS & remote sensing expert		40
	- At least a MSc in Geographic Information System (GIS) and remote sensing	15	
	- At least 7 years' experience on GIS and remote sensing for natural resources management	15	
	- Fluent in spoken and written English. Fluency in Bahasa Indonesia desirable	10	
3.2 e	Project Admin		30
	- At least a Bachelor in Administrative, Accounting, or other relevant major	10	

	- At least 4 years' experience on project administration and financial management	15	
	- Fluent spoken and written English. Fluency in Bahasa Indonesia desirable	5	
<b>Total Section 3</b>			<b>300</b>