



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 3, 2022
	REFERENCE: RFP/UNDP/CIWT/176087 /010/2022 – <b>Development SIAP Gakkum LHK</b>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference RFP/UNDP/CIWT/176087 /010/2022 – **Development SIAP Gakkum LHK**

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

Date/Time : 10 August 2022, at 13.30 GMT +7

Place : Zoom On Line Meeting

Meeting ID : 844 6832 7956

Meeting Link : <https://undp.zoom.us/join/84468327956>

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: 0000013215**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The **Technical Proposal and Financial Proposal** files **MUST BE COMPLETELY SEPARATE** and **uploaded separately in the system and clearly named** as either **“TECHNICAL PROPOSAL”** or **“FINANCIAL PROPOSAL”**, as appropriate. Each document shall include the Proposer's name and address.

The file with the **“FINANCIAL PROPOSAL”** must be **encrypted with a password** so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1. 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 **10 August 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 [Sestyo.wicaksono@undp.org](mailto:Sestyo.wicaksono@undp.org) and [yusef.millah@undp.org](mailto:yusef.millah@undp.org)

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.


The user guide and video are available to you in the UNDP public website in this link: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

**No hard copy or email submissions will be accepted by UNDP.**

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,

DocuSigned by:  


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***Martin Stephanus Kurnia***

*Head of Procurement Unit*

**8/3/2022**

## Annex 1

## Description of Requirements

Context of the Requirement	The purpose of this RFP is to provide an integration platform software, dashboards, and a training for the Operation Room Staff Ditjen Gakkum LHK that can support the development of SIAP Gakkum LHK. The development of SIAP Gakkum LHK is expected to improve performance, transparency, and accountability as well as easy access to data related to the development of cases related to handling crimes against Illegal Wildlife Trade within Ditjen Gakkum LHK.
Implementing Partner of UNDP	Directorate of Crime Prevention and Forest Security, Directorate General of Law Enforcement and Forestry, Ministry of Environment and Forestry
Brief Description of the Required Services <sup>1</sup>	<ol style="list-style-type: none"> <li>1. Provision of an integration platform software</li> <li>2. 5 (five) dashboards for SIAP Gakkum platform installed on the Ditjen Gakkum server and performed/functioning</li> <li>3. A training for Ditjen Gakkum's Operation Room staff.</li> <li>4. Maintenance</li> </ol> <p>For detail, please refer to TOR as Annex 3 to this RFP</p>
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> <li>1. An integration platform software installed on the Ditjen Gakkum server, well perform and run well</li> <li>2. 5 (five) dashboards for SIAP Gakkum platform installed on the Ditjen Gakkum server, perform and went well.</li> <li>3. A training for Ditjen Gakkum's Operation Room staff</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	<ol style="list-style-type: none"> <li>1. Programme Manager NRM Cluster Environment Unit, UNDP Indonesia.</li> <li>2. National Project Manager of Combatting Illegal Wildlife Trade (CIWT).</li> </ol>
Frequency of Reporting	<i>Regular reporting as part of monitoring will be requested on weekly basis</i>
Progress Reporting Requirements	Please refer to the list of deliverable available in the TOR
Location of work	Jakarta
Expected duration of work	5 (Five) months for the implementation of project, and 3 months for warranty period
Target start date	August 2022
Latest completion date	December 2022

<sup>1</sup> 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.

Travels Expected	<p>2 time for the location in Bogor as follows:</p> <ol style="list-style-type: none"> <li>1. FGD Kick off meeting: 2 days in Bogor</li> <li>2. Training for software: 5 days in Bogor</li> </ol> <p><b>NOTE: The travel expense for field survey should be included as part of Financial Proposal</b></p>
Special Security Requirements	N/A
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
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars OR <input checked="" type="checkbox"/> Local Currency for <b>Local Bidders</b>
Value Added Tax on Price Proposal <sup>1</sup>	<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  <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
	Please refer to the list of deliverable available in the TOR (Annex 3)

<sup>1</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms <sup>1</sup>	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<ol style="list-style-type: none"> <li>1. Programme Manager NRM Cluster Environment Unit, UNDP Indonesia.</li> <li>2. National Project Manager of Combatting Illegal Wildlife Trade (CIWT).</li> <li>3. Directorate of Crime Prevention and Forest Security, Directorate General of Law Enforcement and Forestry, Ministry of Environment and Forestry</li> </ol>
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><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <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% <input checked="" type="checkbox"/> Presentation of methodology 10% (only bidder who meet the minimum score of 63 (70% out of 90 maximum technical score prior to presentation scoring) will be invited for presentation. <b><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></b> <p><b><u>Financial Proposal (30%)</u></b></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

<sup>1</sup> 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.

Contract General Terms and Conditions <sup>1</sup>	<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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>2</sup>	<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 <sup>3</sup> sample written self-declaration of impartiality and Annex 4 – Special Condition to the contract
Contact Person for Inquiries (Written inquiries only) <sup>4</sup>	<p>Sestyo Ndaru Wicaksono / Yusef Saiful Millah          Procurement Unit  <a href="mailto:sestyo.wicaksono@undp.org">sestyo.wicaksono@undp.org</a>/<a href="mailto:yusef.millah@undp.org">yusef.millah@undp.org</a></p> <p>Mandatory subject of email: RFP/UNDP/CIWT/176087 /010/2022 – <b>Development SIAP Gakkum LHK</b></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]	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: N/A</li> </ul>

<sup>1</sup> 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.

<sup>2</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>3</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>4</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)***

[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, 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.*

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> 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\***

<b>No</b>	<b>Deliverables [list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	1 <sup>st</sup> Deliverable: Initial Report contains business process plan and prototype design of SIAP Gakkum LHK that obtained approval from the Directorate General of Law Enforcement on Environment and Forestry as the user of the project.	10%	
2	2 <sup>nd</sup> Deliverable: Integration Platform Software Development/Installation and UAT (User Acceptance Test) Report.	30%	
3	3 <sup>rd</sup> Deliverable: 5 (five) Dashboards Platform Development and Implementation Report and User Acceptance Test Report	30%	
4	4 <sup>th</sup> Deliverable: Final Report contains the training materials and results including pre and post-test, license certificate, and source code.	20%	
5	5 <sup>th</sup> Deliverable: 3 months warranty for additional maintenance and support to the Directorate General of Law Enforcement on Environment and Forestry.	10%	
	<b>Total</b>	<b>100%</b>	

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

**E. Cost Breakdown by Cost Component**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
a. Team leader (System Analyst)		60 Days	1	
b. Database Specialist		60 Days	1	
c. Database programmer		60 Days	1	
d. Back End Developer		60 Days	1	
e. Front End Developer		60 Days	2	
f. Administrative staff		20 Days	1	
<b>II. Travel Expenses to</b>				
Bogor		7 days	5	
<b>III. Meeting/FGD Expense</b>				
1. Bogor (FGD and Kick Off Meeting for the Development SIAP Gakkum LHK) <ul style="list-style-type: none"> <li>2 days</li> <li>25 participants</li> <li>Venue: min. 4-star hotel</li> <li>Participants: Jakarta</li> </ul>				
2. Training for the Ditjen Gakkum's Operation Room staff <ul style="list-style-type: none"> <li>5 full days meeting package</li> <li>10 participants</li> <li>Venue: min. 4-star hotel</li> <li>Participants: Jakarta</li> </ul>				
3. Cash distribution for FGD and Kickoff meeting	1,580,000	1	25 Participants	39,500,000
4. Cash distribution for Training	2,180,000	1	10 Participants	21,800,000
<b>IV. Other Cost (if any, please specify in detail)</b>				

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

*[Designation][Date]*

## Terms of Reference



## Request for Proposal (RFP)

**Consultant Services to Provision Development SIAP Gakkum LHK (Sistem Informasi Akuntabilitas Publik Penegakan Hukum Lingkungan Hidup dan Kehutanan), Directorate General of Law Enforcement on Environment and Forestry, Ministry of Environment and Forestry**

## A. General Information

## Terminology of this TOR

- Title : Consultant Services to Provision Development SIAP Gakkum LHK (Sistem Informasi Akuntabilitas Publik Penegakan Hukum Lingkungan Hidup dan Kehutanan), Directorate General of Law Enforcement on Environment and Forestry, Ministry of Environment and Forestry
- Report to : 1. Director General of Law Enforcement on Environment and Forestry, Ministry of Environment and Forestry  
2. Director of Forest Protection, Ministry of Environment and Forestry  
3. Programme Manager NRM Cluster Environment Unit, UNDP Indonesia  
4. National Project Manager of Combatting Illegal Wildlife Trade
- Location : Jakarta
- Expected place of travel : Directorate General of Law Enforcement on Environment and Forestry, Ministry of Environment and Forestry, Jakarta
- Duration of contract : The expected duration of the contract is 4 months upon contract signing by both parties
- Provision of support services : ☐ Yes ☒ No
- Equipment (laptop etc.) : ☐ Yes ☒ No
- Secretarial Services : ☐ Yes ☒ No

The terms listed here under are used throughout this request for proposal (RFP) to mean the following:

Wildlife crime	<p>Crime (from great dictionary of the Indonesian Language) is a behavior that contrary to applicable values and norms that have been ratified by written law.</p> <p>Wildlife (from great dictionary of the Indonesian Language) are all animals that live and still have wild properties, both free-living and those that are maintained by humans,</p> <p>Wildlife (Law No. 5 of 1990) is all animals that live on land, water, and air that still have wild traits, both free-living and those that are maintained by humans.</p> <p>Crime against protected animals (Law No. 5 of 1990)</p> <p>Article 21 paragraph 2 (a) captures, injures, kills, saves, possesses, maintains, transports and trades protected animals in living conditions; (b) storing, possessing, maintaining, transporting and trading protected animals in a dead state; (c) removing protected animals from a place in Indonesia to another place inside or outside Indonesia; (d) trade, store or possess skin, body or other parts of protected animals or goods made from these parts or remove them from a place in Indonesia to another place inside or outside Indonesia; (e) taking, damaging, destroying, trading, storing or possessing eggs and/or nests of protected animals.</p>
Database	<p>A database, which refers to the Encyclopedia Britannica, is an organized collection of structured information, or data, typically stored electronically in a computer system. A database is usually controlled by a database management system (DBMS). Together, the data and the DBMS, along with the applications that are associated with them, are referred to as a database system, often shortened to the just database.</p> <p>Data within the most common types of databases in operation today is typically modeled in rows and columns in a series of tables to make processing and data querying efficient. The data can then be easily accessed, managed,</p>

	modified, updated, controlled, and organized. Most databases use structured query language (SQL) for writing and querying data.
Stakeholders	<p>Parties from inside and outside the organization (internal and external) who have an interest and influence on the performance, existence, and continuity of the organization related to the preparation of the SIAP Gakkum LHK include:</p> <ol style="list-style-type: none"> <li>1. Directorate General of Law Enforcement on Environment and Forestry</li> <li>2. Secretariat of the Directorate General of Law Enforcement on Environment and Forestry</li> <li>3. Directorate of Forest Protection</li> <li>4. Directorate of Criminal Law Enforcement</li> <li>5. Directorate of Public Report, Supervision, and Administrative Sanction</li> <li>6. Directorate of Environmental Dispute Resolution</li> </ol>

## B. Background Information

Indonesia is one of the world's top 10 'megadiverse' countries and supports many mammal and bird species including endemic and endangered species threatened by illegal wildlife trade (IWT) such as Sumatran tiger, Sumatran, and Javan rhinoceros, Bornean and Sumatran orang-utan, Asian elephant, Sunda pangolin, the anoa, yellow-crested cockatoo and other species. The country is located in the biodiversity distribution path of the Asian continent and Australia and is in the transitional zone of the Wallace Line. Therefore, harbors the biological richness of Asia, Australia, and the transitional zone of the two continents.

In the past decades, we have seen the devastating impact of unsustainable and IWT on wildlife populations in Indonesia and Southeast Asia. The value of the illegal trade in Indonesia alone is estimated at up to US\$ 1 billion per year. Factoring in the unsustainable legal trade, the value rockets, represent an enormous economic, environmental, and social loss. This trade has already caused the decline and local extinction of many species across Southeast Asia. Much of the trade is highly organized, benefits a relatively small criminal fraternity, whilst depriving developing economies of billions of dollars in lost revenues and development opportunities. Within Southeast Asia, a significant amount of this trade starts from Indonesia, the largest supplier of wildlife products in Asia, both 'legal' and illegal. Indonesia is also becoming an important transit point for IWT from Africa to East Asia, such as African Ivory. The consequence of the unsustainable trade is a massive threat to globally important wildlife.

Crime cases related to poaching and illegal wildlife trade remains continue to increase every year. The number of cases of illegal wildlife trade is one of the highest in Indonesia. Data from the Directorate General of Law Enforcement on Environment and Forestry, Ministry of Environment and Forestry (Ditjen Gakkum LHK) stated that in the last seven years (2015-2021), there were 417 operations to deal with illegal wildlife crimes. This figure reaches not less than a third of overall crime operations carried out by the Ditjen Gakkum LHK. From a series of operations, that have been carried out, a total of 232,638 animal pieces and 15,448 animal body parts have been confiscated.

The rise of crimes related to illegal wildlife crime cannot be separated from Indonesia's high biodiversity. Indonesia is home to some flora and fauna species, that are rich in genetic resources with abundant ecosystem types. Indonesia has 720 mammal species, 1,605 bird species, 409 amphibian species, 723 reptile species, 1,900 butterfly species, 187,964 invertebrate species, 3,892 vertebrate species, 151,847 insect species, and 30,000 Hymenoptera species that inhabit Indonesia's terrestrial and marine ecosystems.

While for the process of case handling related to environmental and forestry crimes, including illegal wildlife trade, within the scope of Ditjen Gakkum LHK, each directorate has its duties and functions. For example, investigations are under the authority of the Directorate of Forest Protection (Directorate of PPH), for prosecution under the Directorate of Criminal Law Enforcement (Directorate of PHP). So far, the case handling process is still not integrated yet and automated between the directorates. So,

the series of information regarding the status and progress of case handling is still mostly handled manually.

Regarding the situation, there is a need to integrate the whole process under the Directorate General of Law Enforcement on Environment and Forestry through an integrated platform software. The software is intended to address the difficulties of consolidating, synchronizing, and integrating data as a whole from various data sources. In addition, this tool is also used to collect data from various sources including websites. Such as to access decision directory data and trace cases sourced from the Supreme Court, General Courts, Religious Courts, Military Courts, State Administrative Courts, and Tax Courts.

As part of the efforts to improve performance, transparency and accountability, as well as ease in accessing the development of cases related to handling crimes against Illegal Wildlife Trade within Ditjen Gakkum LHK, Ditjen Gakkum LHK intends to build a Sistem Informasi Akuntabilitas Publik Penegakan Hukum Lingkungan Hidup dan Kehutanan (SIAP Gakkum LHK).

### **C. Context of this TOR**

The purpose of this RFP is to provide an integration platform software, dashboards, and a training for the Operation Room Staff Ditjen Gakkum LHK that can support the development of SIAP Gakkum LHK. The development of SIAP Gakkum LHK is expected to improve performance, transparency, and accountability as well as easy access to data related to the development of cases related to handling crimes against Illegal Wildlife Trade within Ditjen Gakkum LHK.

### **D. Scope Of Work**

CIWT Project requires a professional and qualified service provider to provide an integration platform software, dashboards, and training of Ditjen Gakkum's Operation Room staff for the Development SIAP Gakkum. The service provider will work closely with the Secretariat Directorate General of Law Enforcement on Environment and Forestry for these activities. The selected consultant/firm will be responsible for the following scope of works:

1. Provision of an integration platform software with the following requirements:
  - a) Data Integration: Have the ability to handle up to 500 sources of data.
  - b) Multi Database Connection: Have the ability to simultaneously connect to various types of databases (Oracle, TIBERO, MS SQLServer, MS Access, MySQL, PostgreSQL, MariaDB, DB2, SAP Hana, MongoDB, Derby, Sybase, Sybase IQ, Dbase, Btrieve, and other local databases).
  - c) Data Crawler: Has the ability to crawl information on web applications, web services, desktop applications, and various other sources of information that can be accessed without credentials or with existing credentials.
  - d) API/Web Service: Have the ability to provide, access, and both (simultaneously provide and access) for system integration and interoperability needs.

2. Provision of an integration platform software with the following requirements (continue):

- e) Multi-Site Transfer and Data Transformation: Have the ability to perform multisite transfer and data transformation processes between different or similar databases. For example, the transformation of all data sources to Oracle, PostgreSQL, MySQL, MariaDB, Tiberio, and so on. It features data transfer between RDBMS, flat-file to RDBMS, and vice versa. Has a file transfer feature per folder/Directory
- f) Public Network and Bandwidth Optimization: Have the ability to compress data and adjust data transfer according to the available data network bandwidth and carry out continuous and simultaneous transmission while maintaining data security and integrity.
- g) Data Security: Has the ability as a data encryption mechanism before the data is transferred to the data target and performs decryption to be loaded into the target data, the encryption method uses asymmetric encryption with a minimum of 1024 bit key (RSA-1024).
- h) Agent Database: Has an agent mechanism to access, extract, compress, encrypt and transfer existing data sources (File System, RDBMS, Local Database) at remote sites (WAN) safely and quickly without publishing the IP Address of the data source.
- i) Agent to Agent Data Transfer and Distribution: Have the ability to transfer data between agents safely and quickly through public (internet) and private (intranet) networks.
- j) Control and Monitoring Center: Providing a centralized web-based interface for setting, configuring, and monitoring all operations related to data consolidation and distribution as well as providing access to data (databases and files) that are both data sources and data targets.
- k) Parallel processing: Have the ability to process (Data Definition/Data Manipulation) simultaneously from different RDBMS and spread through private and public communication media.
- l) Operating System: Have the ability to run on various Operating Systems such as Linux, Unix Solaris, Aix, Microsoft Windows, MAC OS, and so on.
- m) Add-on & Custom Query: Provides convenience to be able to use additional add-ons that are tailored to user needs such as drag-drop dashboard designer, supports data-related technology development plans such as Analytics, Business Intelligence, and Big Data. Also, provides unlimited flexibility while still being able to utilize SQL Command and web-based JavaScript for advanced data cleansing or advanced data management needs.
- n) Prepare development server in software development.
- o) Vendor should assess data in Portal website SIPP “Pengadilan Negara”,



- p) Data crawler in url <https://sipp.pn-negara.go.id> which specific topic on “DAFTAR PERKARA PERDATA & PIDANA” with detail as follows:

**Sistem Informasi Pengadilan Negeri Negara**

Perdata Umum Perdata Khusus Pidana

**DAFTAR PERKARA**

**PENCARIAN DETIL**

Jenis Perkara	Sama Dengan	
Tanggal Pendaftaran	Sama Dengan	tgl/bln/tahun
Klasifikasi Perkara	Sama Dengan	

[PIDANA] Lingkungan Hidup/Hal-hal yang mengakibatkan kerusakan dan pencemaran lingkungan

[PIDANA] Lingkungan Hidup/Kebakaran Hutan

[PIDANA] Lingkungan Hidup/Kerusakan Lingkungan Akibat Kegiatan Pertambangan(Mineral,Batu Bara), Minyak dan Gas Bumi

[PIDANA] Lingkungan Hidup/Kerusakan Terumbu Karang, Hutan Bakau(Mangrove), Lautan dan Pesisir

[PIDANA] Lingkungan Hidup/Konservasi Sumber Daya Alam

[PIDANA] Lingkungan Hidup/Limbah Bahan Beracun Berbahaya (B3)

[PIDANA] Lingkungan Hidup/Pembuangan Limbah

[PIDANA] Lingkungan Hidup/Penangkapan Ikan (dengan racun, bahan peledak/bom ikan)

[PIDANA] Lingkungan Hidup/Pencemaran Air

[PIDANA] Lingkungan Hidup/Pencemaran Laut

[PIDANA] Lingkungan Hidup/Pencemaran Tanah

[PIDANA] Lingkungan Hidup/Pencemaran Udara dan Gangguan (Kebisingan,Getaran dan Kebauan)

[PIDANA] Lingkungan Hidup/Penebangan Kayu

[PIDANA] Lingkungan Hidup/Perubahan Iklim

[PIDANA] Lingkungan Hidup/Perubahan Kawasan Alam/Tata Ruang

[PIDANA] Lingkungan Hidup/Reklamasi Pantai

[PIDANA] Lingkungan Hidup/Satwa Liar (Penangkapan,Perdagangan dll)

[PIDANA] Lingkungan Hidup/Tanaman Yang Dilindungi

[PIDANA] Mengedarkan Barang-barang Ilegal

[PIDANA] Mengedarkan Uang Palsu

RIZKY NUR AMANDA,SH.

[PERDATA] Lingkungan Hidup/Gugatan Terhadap Aktivis Lingkungan Hidup/Warga/Masyarakat yang memperjuangkan lingkungan hidup

[PERDATA] Lingkungan Hidup/Hal-hal yang mengakibatkan kerusakan dan pencemaran lingkungan

[PERDATA] Lingkungan Hidup/Kebakaran Hutan

[PERDATA] Lingkungan Hidup/Kerusakan Lingkungan Akibat Kegiatan Pertambangan(Mineral,Batu Bara), Minyak dan Gas Bumi

[PERDATA] Lingkungan Hidup/Kerusakan Terumbu Karang, Hutan Bakau(Mangrove), Lautan dan Pesisir

[PERDATA] Lingkungan Hidup/Konservasi Sumber Daya Alam

[PERDATA] Lingkungan Hidup/Limbah Bahan Beracun Berbahaya (B3)

[PERDATA] Lingkungan Hidup/Pembuangan Limbah

[PERDATA] Lingkungan Hidup/Penangkapan Ikan (dengan racun, bahan peledak/bom ikan)

[PERDATA] Lingkungan Hidup/Pencemaran Air

[PERDATA] Lingkungan Hidup/Pencemaran Laut

[PERDATA] Lingkungan Hidup/Pencemaran Tanah

[PERDATA] Lingkungan Hidup/Pencemaran Udara dan Gangguan (Kebisingan,Getaran dan Kebauan)

[PERDATA] Lingkungan Hidup/Penebangan Kayu

[PERDATA] Lingkungan Hidup/Perubahan Iklim

[PERDATA] Lingkungan Hidup/Perubahan Kawasan Alam/Tata Ruang

[PERDATA] Lingkungan Hidup/Reklamasi Pantai

[PERDATA] Lingkungan Hidup/Satwa Liar (Penangkapan,Perdagangan dll)

[PERDATA] Lingkungan Hidup/Tanaman Yang Dilindungi

[PIDANA] Lingkungan Hidup/Hal-hal yang mengakibatkan kerusakan dan pencemaran lingkungan

[PIDANA] Lingkungan Hidup/Kebakaran Hutan

[PIDANA] Lingkungan Hidup/Kerusakan Lingkungan Akibat Kegiatan Pertambangan(Mineral,Batu Bara), Minyak dan Gas Bumi

[PIDANA] Lingkungan Hidup/Kerusakan Terumbu Karang, Hutan Bakau(Mangrove), Lautan dan Pesisir

[PIDANA] Lingkungan Hidup/Konservasi Sumber Daya Alam

[PIDANA] Lingkungan Hidup/Limbah Bahan Beracun Berbahaya (B3)

[PIDANA] Lingkungan Hidup/Pembuangan Limbah

[PIDANA] Lingkungan Hidup/Penangkapan Ikan (dengan racun, bahan peledak/bom ikan)

[PIDANA] Lingkungan Hidup/Pencemaran Air

[PIDANA] Lingkungan Hidup/Pencemaran Laut

[PIDANA] Lingkungan Hidup/Pencemaran Tanah

[PIDANA] Lingkungan Hidup/Pencemaran Udara dan Gangguan (Kebisingan,Getaran dan Kebauan)

[PIDANA] Lingkungan Hidup/Penebangan Kayu

[PIDANA] Lingkungan Hidup/Perubahan Iklim

[PIDANA] Lingkungan Hidup/Perubahan Kawasan Alam/Tata Ruang

[PIDANA] Lingkungan Hidup/Reklamasi Pantai

[PIDANA] Lingkungan Hidup/Satwa Liar (Penangkapan,Perdagangan dll)

[PIDANA] Lingkungan Hidup/Tanaman Yang Dilindungi

- q) The selected vendor should provide and set up the necessary development servers and do essential testing before rolling out the application to the production server.
- r) Technical documentation including source code etc, should belong to UNDP-Indonesia.
- s) 5 (five) dashboards for SIAP Gakkum platform installed on the Ditjen Gakkum server, perform and went well. This consulting services will provide the following services:
  1. Development Dashboard Grieving administration and sanction which provide type of information (Grievance, Grievance area, Types of Grievances and To whom to grievance).
  2. Development dashboard Input into the system for Forestry and Other Land Uses (FOLU) Net Sink.
  3. Development dashboard for One Data Policy.
  4. Development Dashboard display for data has spatial information based on GIS (Geographic Information System)
  5. Development Dashboard display for Sistem Informasi Penelusuran Perkara (SIPP) from the PN/PT/MA:
    - Metadata stored on the server/database of Ditjen Gakkum LHK
    - Case handling dashboard
    - Multilevel user structures
    - Input to the system
    - Information in the url (<https://sipp.pn-negara.go.id>)



Integration of all internal systems owned by Ditjen Gakum LHK (MySQL, PostgreSQL, Oracle, DB2), as well as non-system databases into SIAP Gakkum (spreadsheet format), the output of which will be seen through All internal systems owned by Ditjen Gakum LHK:

- Data input form for Ditjen Gakkum LHK manual database (for work units under Ditjen Gakkum LHK that do not yet have a database system)
- Metadata stored on the server/database of Ditjen Gakkum LHK
- SIAP Gakkum LHK integration dashboard
- Multilevel user structures

All above dashboards platform that built should have the following criteria:

- Interactive and near-real-time or scheduled
- The user interface is easy intuitive, attractive, and up-to-date
- Role/Level based access to users (multilevel)
- Input to the system can be online and offline

- t) A training for Ditjen Gakkum's Operation Room staff. The consulting services will provide the following services:
- 5 (five) full days training for 10 (ten) Ditjen Gakkum's Operation Room Staff.
  - The training should conduct in the Jabodetabek area with the location in 4 (four) star hotel with high-speed internet available.
  - Covers transportation, accommodation, and DSA (Daily Subsistence Allowance) for the trainee refers to the latest Harmonize Cost Rate (HCR).

#### **D. Output**

1. An integration platform software installed on the Ditjen Gakkum server, well perform and run well
2. 5 (five) dashboards for SIAP Gakkum platform installed on the Ditjen Gakkum server, perform and went well.
3. To provide a non-proprietary software solution, and offering an open-source solution for flexibility to access or change the code for system maintenance and future enhancement.
4. A training for Ditjen Gakkum's Operation Room staff.

#### **E. Risk Mitigation**

Coordination with stakeholders in the context of data integration is one of the challenges in the project, especially in terms of compiling data related to handling crimes against illegal wildlife trade, which are scattered among stakeholders. Limited access to data collected in the SIPP directory is also one of the challenges in this activity to produce a comprehensive decision analysis. These risk should be part of the propose approach and methodology submitted by the bidders.

**F. Deliverables and Payment Schedules**

<b>Deliverable/Outputs</b>	<b>% payment</b>	<b>Timeline</b>	<b>Review and Approval Required</b>
1 <sup>st</sup> Deliverable: Initial Report contains business process plan and prototype design of SIAP Gakkum LHK that obtained approval from the Directorate General of Law Enforcement on Environment and Forestry as the user of the project.	10%	3 weeks upon signing contract by both parties	Upon approval of deliverable by the NPD or NPM Project CIWT based recommendation from Secretariat of the Directorate General of Law Enforcement on Environment and Forestry
2 <sup>nd</sup> Deliverable: Integration Platform Software Development/Installation and UAT (User Acceptance Test) Report.	30%	7 weeks upon signing contract	Upon approval of deliverable by the NPD or NPM Project CIWT based recommendation from Secretariat of the Directorate General of Law Enforcement on Environment and Forestry
3 <sup>rd</sup> Deliverable: 5 (five) Dashboards Platform Development and Implementation Report and User Acceptance Test Report	30%	25 weeks upon signing contract by both parties	Upon approval of deliverable by the NPD or NPM Project CIWT based recommendation from Secretariat of the Directorate General of Law Enforcement on Environment and Forestry
4 <sup>th</sup> Deliverable: Final Report contains the training materials and results including pre and post-test, license certificate, and source code.	20%	20 <sup>th</sup> week upon signing contract	Upon approval of deliverable by the NPD or NPM Project CIWT based recommendation from Secretariat of the Directorate General of Law Enforcement on Environment and Forestry

5th Deliverable: 3 months warranty for additional maintenance and support to the Directorate General of Law Enforcement on Environment and Forestry.	10%	32 <sup>nd</sup> week upon signing contract	Upon approval of deliverable by the NPD or NPM Project CIWT based recommendation from Secretariat of the Directorate General of Law Enforcement on Environment and Forestry
<b>TOTAL</b>	<b>100 %</b>		

Considering that the users of the study are the Government of Indonesia, all forms of reports shall be developed in the national language (Bahasa Indonesia) with an excellent translation in English. All reports/deliverables will be presented first to the Directorate-General of Law Enforcement on Environment and Forestry, Ministry of Environment and Forestry of Indonesia for feedback and comments. These comments must be incorporated into the reports before the product's final approval by the project steering committee. The final reports must have an executive summary and PowerPoint presentation. The team of the company shall submit the final report both in English and Bahasa Indonesia version in file storage (i.e. USB or CD) containing a soft copy of the editable version of the final report, source codes, all presentation, photos and video, all data, and calculation, and simulation result.

#### **G. Required Experience and Qualifications**

The company must have the following qualifications:

- Have a valid registration document/certificate
- Experience with the development of integration software or any relevant project by providing at least 3 previous biggest project out of all list of experience within the past 10 years
- Organization's portfolio, which outlines previous experiences in implementing similar projects and justified with 3 (three) biggest clients and their referee's detail (PIC name, email address, name of the company and phone number)
- At least 2 (two) recommendation letters from previous partners.

## **H. Required Experience and Qualifications**

The Personnel must have the following qualifications

- Knowledge and experience in (MySQL, PostgreSQL, Oracle, DB2) for 5 years for technical personnel.
- Experience with the development of integration software or any relevant project by providing at least 3 previous biggest project out of all list of experience within the past 10 years.
- Organization's portfolio, which outlines previous experiences in implementing similar projects and justified with 3 (three) biggest clients and their referee's detail (PIC name, email address, name of the company and phone number)
- At least 2 (two) recommendation letters from previous partners.

## **I. Required Experience and Qualifications**

Personnel Qualification:

### **1. Team leader (System Analyst)**

Qualification:

- a. Minimum 10 years working experience for Bachelor Degree (BSc Hon Graduate) or 8 years working experience for Master Degree Graduate, related to Computer Science or Information Technology or equivalent experience;
- b. Experience with projects related information system on biodiversity as an advantage;
- c. Experience handling projects related to stakeholders in government;
- d. Proficiency in English, oral and written. Consultants must have the ability to write reports, make presentations, and to provide training etc. in English; and
- e. Experience 10 years as System Analyst.

Competency:

- a. Ability to motivate and shape the scope of team work in supporting the achievement of goals;
- b. Confidence in the ability to accept responsibility and accountability for decision making and action;
- c. Creative and innovative in deconstructing and providing solutions to related problems;
- d. Ability to work in a team and individually;
- e. Excellent time management capabilities, with the ability to deliver high-quality results in a timely manner;
- f. Having ability to provide clear presentation, organizational and communication skills and excellent report writing.

### **2. Database Specialist (One Person)**

Qualification:

- a. Minimum Bachelor degree majoring in IT, SI, Statistics, or Electrical;
- b. Having Good understanding of PHP, programming and also understanding in the MySQL / PostgreSQL database;
- c. At least 8 years of experience in the development of application software and the like.

Competency:

- a. Confidence in the ability to accept responsibility;
- b. Able to collaborate in teams;
- c. Having Good understanding of Hardware, Software and devices on the Server;
- d. Having Good understanding of Remote Server;

- e. Having the ability to manage the database, in backing up and restoring; and
- f. Able to stand by when there is a Maintenance request on the Server

3. One person for Database Programmer

Qualification:

- a. Bachelor's and Collage Degree in Computer Science, Education, Technical, Engineering, Design, Math, Business, Science, Statistics, Computer.
- b. At least 4 years of experience in the development of application software and the like.
- c. understanding of PHP, programming and also understanding in the MySQL / PostgreSQL database;
- d. Design database systems, this includes collecting data, analyzing the data, designing algorithms, drawing flowcharts and implementing code for the logic developed through the algorithms and flowcharts.
- e. Design the architecture for a web database
- f. Writes quality database systems code, (database structures, triggers, stored procedures, queries, deployment scripts, ), that are reliable, scalable and reusable.

Competency:

- a. Creates and/ or modifies complex programs to meet requirements.
- b. Design, develop, test and maintain web-based databased driven technologies.
- c. Understand the concepts of other programming languages. Since databases operate behind the scenes, a good database developer will understand the concepts of other front-end programming languages.

4. One person for Back End Developer

Back End Developer:

Qualification:

- a. Bachelor's degree in computer programming, computer science, or a related field.
- b. Fluency or understanding of specific languages, such as Java, PHP, or Python, and operating systems may be required.
- c. Strong understanding of the web development cycle and programming techniques and tools.

Competency:

- a. Focus on efficiency, user experience, and process improvement.
- b. Excellent project and time management skills.
- c. Strong problem solving and verbal and written communication skills.
- d. Compile and analyze data, processes, and codes to troubleshoot problems and identify areas for improvement.
- e. Collaborating with the front-end developers and other team members to establish objectives and design more functional, cohesive codes to enhance the user experience.
- f. Developing ideas for new programs, products, or features by monitoring industry developments and trends.
- g. Recording data and reporting it to proper parties
- h. Knowledge of Backend Frameworks
- i. Version Control System
- j. Knowledge of Databases

5. Two persons for Front End Developer

Qualification:

- a. Bachelor Degree in computer science, computer engineering or a related field.
- b. Understanding of key design principles. Proficiency in HTML, CSS, JavaScript, and jQuery. Understanding of server-side CSS.
- c. Experience with graphic design.
- d. Experience with responsive and adaptive design.
- e. Understanding of SEO principles.

Competency:

- a. Proficiency in website programming languages such as HTML, C#, CSS, Python, C++ and JavaScript
- b. Understanding of key website design principles and SEO optimization
- c. Ability to use client input to create functional, creative and user-friendly webpages
- d. Ability to test and debug websites
- e. Analytical and detail-oriented
- f. Excellent verbal and written communication skills
- g. Advanced problem-solving skills

6. Administrative staff (one person)

Qualification:

- a. 1 year experience in administrative event or related fields. Additional education, certifications, or experience is advantageous.
- b. Diploma or equivalent in business administration or a relevant field is preferred.
- c. Making travel arrangements and preparing documents, presentation materials, and facilities for meetings.
- d. Coordinating schedules and managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts.

Competency:

- a. Proactive, organized approach to multitasking.
- b. Strong interpersonal skills.
- c. Professional appearance, courteous manner



## J. Other Selection Criteria

Given the urgency and ongoing nature of the work, the Organization/Company must be available to start one week after contract signing).

## K. A training for Ditjen Gakkum's Operation Room staff.

The offline training, In Bogor area will be accompanied by selected vendor to transfer knowledge. All travel expense for the participants should be provided by Vendor.

1. All participants from Jakarta Area (refer attachment 2).
2. The service provider must assure room for participants and speakers, as well as meeting room will be set up and held with strict Covid-19 health protocol (physical distancing, Face Mask and hand sanitizer) no need for antigen or PCR Swab test.
3. The service provider should facilitate daily allowance (DSA), accommodation and transportation to moderators/tutor, facilitator and all participants for business travel from duty stations to the point of meeting as requested. All travel expenses refer to Harmonized Cost Rate (UN-RC/05/2018/099 dated 16 May 2018) and Memorandum from Christophe Bahuét dated 22 October 2015)
4. Minimum 4 Stars hotel that features a convention center with high standard function rooms and ballrooms of meeting space
5. The service provider should support participants' questions and comments during the discussion session. Also, provide a rapporteur and produce a substantial event report.
6. The service provider must establish participants registration mechanism; collect, and compile participants data (Copy of ID Card, Attendance list, documentation using time stamp application and receipt with participant sign).
7. ***All expenses arise from the offline training should reported as Actual Cost (Daily allowance to participants and hotel expenses)***

## LIST OF ATTACHMENTS

ATTACHMENT 1: TIMELINE

ATTACHMENT 2: LIST OF EXPECTED MINIMUM NUMBER OF ACTIVITIES (WORKSHOP, SEMINAR, FGD, CONFERENCE OR SIMILAR)

**ATTACHMENT 1. TIMELINE**

Description	Deliverable	Months			
		August 2022	Sept 2022	Oct 2022	Nov 2022
Sign contract					
Scope of Work: Initial Report 1.1. Focus Group Discussions (FGD) to consult with project stakeholders and project staff regarding the SIAP Gakkum LHK development plan to gather information, details of needs to be displayed in the SIAP Gakkum LHK application. 1.2. Kick-off meeting to confirm with stakeholders and the project regarding the SIAP Gakkum LHK development plan to be prepared by the selected vendor. 1.3. Finalize the business process plan for the development of SIAP Gakkum LHK. The work plan must obtain approval from the Directorate General of Law Enforcement on Environment and Forestry as the user of this project. 1.4. Finalize the prototype design through presentation to stakeholders. The prototype design must obtain approval from the Directorate General of Law Enforcement on Environment and Forestry as the user of this project. 1.5. Submit the detailed work plan on SIAP Gakkum LHK within 3 (three) weeks after signing the contract by both parties.	Draft Report and Minutes of Meeting				
Scope of Work 2: Integration Platform Software Development/Installation and UAT (User Acceptance Test) Report.	Draft Report and Minutes of Meeting				

<p>2.1. Development/Installation of selected integration platform software</p> <p>2.2. User Acceptance Test (UAT) reliability of selected integration platform software by testing the ability of consolidation, synchronization, and overall data integration from various data sources. For example:</p> <ul style="list-style-type: none"> <li>a) Data from various applications and databases</li> <li>b) Spreadsheet data such as excel</li> <li>c) The data listed on the website without access to the database</li> <li>d) Geographically dispersed data where the network connection is less stable and not ideal.</li> </ul>					
<p>Scope of Work 3: 5 (five) Dashboards Platform Development and Implementation Report</p> <p>3.1. Dashboards Platform Development and Implementation for SIAP Gakkum LHK</p> <ul style="list-style-type: none"> <li>1. Development Dashboard Grieving administration and sanction which provide type of information (Grievance, Grievance area, Types of Grievances and To whom to grievance).</li> <li>2. Development dashboard Input into the system for Forestry and Other Land Uses (FOLU) Net Sink.</li> <li>3. Development dashboard for One Data Policy.</li> <li>4. Development Dashboard display for data has spatial information based on GIS (Geographic Information System)</li> <li>5. Development Dashboard display for Sistem Informasi Penelusuran Perkara (SIPP) from the PN/PT/MA:</li> </ul> <p>3.2. The platform that is built has the following criteria:</p> <ul style="list-style-type: none"> <li>a. Interactive and near-real-time or scheduled</li> <li>b. The user interface is easy intuitive, attractive, and up-to-date</li> <li>c. Role/Level based access to users</li> <li>d. Input to the system can be online and offline</li> </ul>	Draft Report and Minutes of Meeting				

<p>e. Have a minimum of 5 (five) types of dashboards according to the needs of SIAP Gakkum (the types can be seen in the output section) and the results of the finalization of the prototype design</p> <p>f. Dashboard display for data has spatial information based on GIS (Geographic Information System)</p> <p>3.3. Server implementation (provided by Ditjen Gakkum LHK)</p> <p>3.4. Display data integrated in the dashboard</p> <p>3.5. Web-based Application Mock-Up</p> <p>5 (five) Dashboards User Acceptance Test Report:</p> <p>3.6. Application trial (could be through FGD or Workshop);</p> <p>3.7. Improvements to the application based on the input of the test results. Application improvement is carried out with the principle of continuous improvement until stakeholders (Ditjen Gakkum LHK) approve the application that is built.</p> <p>3.8. Final Application</p> <p>3.9. Development of Manual book</p>					
<p>Scope of Work 4: Final Report contains the training materials and results including pre and post-test, license certificate, and source code.</p> <p>5.1 Preparing training materials for the Ditjen Gakkum's Operation Room staff</p> <p>5.2 Preparing pre and post-test for the training.</p>	Draft Report and Minutes of Meeting				
<p>Scope of Work 5:</p> <ul style="list-style-type: none"> <li>- 3 months warranty for additional maintenance and support to the Directorate General of Law Enforcement on Environment and Forestry</li> <li>- 6.1 Support 3 months warranty for additional maintenance and support to the Directorate General of Law Enforcement on Environment and Forestry</li> </ul>	Draft Report				

Note: All schedule of activities are subject to discussion FGD, meetings and site visits: Refer to Attachment 2

**ATTACHMENT 2. LIST OF EXPECTED MINIMUM NUMBER OF ACTIVITIES (WORKSHOP, SEMINAR, FGD, CONFERENCE OR SIMILAR)**

No.	Item	Freq. of activities	No of participant	No of Days	Location	Note
1.	FGD and Kick Off Meeting for the Development SIAP Gakkum LHK	1	25 (from the Directorate General of Law Enforcement on Environment and Forestry, all participants based from Jakarta)	2	Bogor	Facilitate by the selected consultant
2.	Training for the Ditjen Gakkum's Operation Room staff	1	10 (from the Directorate General of Law Enforcement on Environment and Forestry, all participants based from Jakarta)	5	Bogor	Facilitate by the selected consultant

Note: The team of consultants shall cover the costs for accommodation, traveling, and transportation within Indonesia. Routine home-office costs for materials, printing, telecommunication, etc. are considered to be covered within the team of consultant's remuneration.

***All expenses arise from the offline training should reported as Actual Cost (Daily allowance to participants and hotel expenses.***

No	Activities	Location	Frequency (days)	Number of Participants from Jakarta	Rate DSA / Day	Out Town Transport (one way)
1	FGD and Kick Off Meeting for the Development SIAP Gakkum LHK	Bogor	2	25	IDR 1,000,000	IDR 250,000
2	Training for the Ditjen Gakkum's Operation Room staff	Bogor	5	10	IDR 1,000,000	IDR 250,000

## Notes :

- The payable amount for DSA will be proportionate according to the following percentage :
  - a. Accommodation : 50%
  - b. Breakfast : 6%
  - c. Lunch : 12%
  - d. Dinner : 12%
  - e. Local transport : 20%
- Payment will be paid to participants with lumpsum method.
- When accommodation has provide to the participants deduction of DSA per day 50% (IDR 500,000)
- When accommodation and meal has provide to the participants per day, participants only entitled local transport 20% from DSA (IDR 200,000).

**Budget Plan Report -FGD And Kick Off****Location: Bogor**

No.	Name	Institution	Duty Station	Meeting Location	DSA Rate	Day 1	Day 2	Out-Town Transport	TOTAL
1	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
2	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
3	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
4	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
5	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
6	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
7	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
8	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
9	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
10	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
11	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
12	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
13	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
14	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
15	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
16	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
17	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
18	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
19	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
20	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
21	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
22	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
23	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
24	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
25	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	820,000	500,000	1,580,000
<b>Total</b>						<b>6,500,000</b>	<b>20,500,000</b>	<b>12,500,000</b>	<b>39,500,000</b>

**Activity coverage area: Bogor****Deduction :****Day 1 : Accomodation, Lunch and Dinner****Day 2: Breakfast and Lunch****Hotel arrangement :****Day 1 : Fullboard****Day 2 : Fullday**

*I certify that the cash distribution has been made in accordance to UNDP policy and procedures, I understand that any fraud and corruption committed by UNDP personnel regardless their modality, constitutes misconduct for which a disciplinary measure may be imposed, including dismissal in line with the prevailing policy. The allegations of fraud and corruption may be referred to national authorities for criminal investigation and prosecution of those involved*

**Budget Plan Report - Training****Location: Bogor**

No.	Name	Institution	Duty Station	Meeting Location	DSA Rate	Day 1	Day 2	Day 3	Day 4	Day 5	Out-Town Transport	TOTAL
1	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	200,000	200,000	200,000	820,000	500,000	2,180,000
2	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	200,000	200,000	200,000	820,000	500,000	2,180,000
3	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	200,000	200,000	200,000	820,000	500,000	2,180,000
4	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	200,000	200,000	200,000	820,000	500,000	2,180,000
5	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	200,000	200,000	200,000	820,000	500,000	2,180,000
6	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	200,000	200,000	200,000	820,000	500,000	2,180,000
7	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	200,000	200,000	200,000	820,000	500,000	2,180,000
8	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	200,000	200,000	200,000	820,000	500,000	2,180,000
9	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	200,000	200,000	200,000	820,000	500,000	2,180,000
10	Participants	MoEF	Jakarta	Bogor	1,000,000	260,000	200,000	200,000	200,000	820,000	500,000	2,180,000
	<b>Total</b>					<b>2,600,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>8,200,000</b>	<b>5,000,000</b>	<b>21,800,000</b>

**Activity coverage area: Bogor****Deduction :****Day 1 : Accomodation, Lunch and Dinner****Day 2 : Accomodation, Lunch and Dinner****Day 3 : Accomodation, Lunch and Dinner****Day 4 : Accomodation, Lunch and Dinner****Day 5: Breakfast and Lunch****Hotel arrangement :****Day 1 : Fullboard****Day 2 : Fullboard****Day 3 : Fullboard****Day 4 : Fullboard****Day 5 : Fullday**

**If the participants leave the training prior end of training, i.e participants plan to leave in day 4 means the participant should be deduct to accomodation in Day 5. due to the accomodation has been provide by the vendor so the calculation is = (Day 1+Day 2+day 3+day 4) - accomodation (IDR 500,000) = net amount**

*I certify that the cash distribution has been made in accordance to UNDP policy and procedures, I understand that any fraud and corruption committed by UNDP personnel regardless their modality, constitutes misconduct for which a disciplinary measure may be imposed, including dismissal in line with the prevailing policy. The allegations of fraud and corruption may be referred to national authorities for criminal investigation*



## **ANNEX 4**

### **UNDP Special Conditions**

1. The United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), on the one hand, and the company or organization indicated on the Face Sheet of this Contract (hereinafter the “Contractor”), on the other hand, agree to the following Special Conditions to accommodate the cost reimbursable method as complementing the article no. 10 Payment Method of the Face Sheet, attached as “Annex “X”” to the Contract.

Referring to the Face Sheet, article No. 10 Payment Method, the price will be fixed at a lumpsum, except for the following cost component where the payment should be made using reimbursable method, with the maximum ceiling of each cost component, as follows;

- a. Honorarium Expert: IDR 1,400,000 / per session / per person
  - b. Honorarium Resource Person: IDR 600,000 / per session / per person
  - c. Out of town transportation: IDR 300,000 / per day / per person
2. Article 16.2 (Copyright, Patens and other Proprietary Rights) of the General Conditions shall be replaced by the following new Article 16.2:

“**16.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract and the nonrevocable right to sublicense such use to the **Ministry of Environment and Forestry of Indonesia**, as further specified in the Terms of Reference”.