



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 5, 2022
	REFERENCE: RFP/UNDP/JSB/186845/019/2022 – <b>Development of emission profile blue carbon, MRV System and carbon pricing strategy for blue carbon ecosystems</b>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference '**Development of emission profile blue carbon, MRV System and carbon pricing strategy for blue carbon ecosystems**'.

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

Date/Time : 11 August 2022, starting 14.00 hour GMT+7

Place : Online Zoom Meeting

Meeting ID : 820 6209 0463

Link : <https://undp.zoom.us/join/82062090463>

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: IDN 0000013310**

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 (ONE). 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 **11 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:  
  
21B257514E5748B  
*Martin Stephanus Kurnia*  
*Head of Procurement Unit*  
**8/5/2022**

### Description of Requirements

Context of the Requirement	<b>Development of emission profile blue carbon, MRV System and carbon pricing strategy for blue carbon ecosystems</b>
Implementing Partner of UNDP	The Ministry of Marine Affairs and Fisheries
Brief Description of the Required Services <sup>1</sup>	This assignment aims to develop blue carbon emission profile in Indonesia and Measurement/Monitoring, Reporting, and Verification (MRV) of emission reduction related to blue carbon. The existing condition of related blue carbon sub-sector is a basis to develop carbon pricing strategy for blue carbon ecosystem.
List and Description of Expected Outputs to be Delivered	<p>The consultant is expected to conduct the activities and deliver the following outputs:</p> <ol style="list-style-type: none"> <li>1. Blue carbon emission profile ;</li> <li>2. Measurement/Monitoring, Reporting and Verification (MRV) system of emission reduction related to blue carbon</li> <li>3. Report on the carbon pricing strategy for blue carbon ecosystems</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	National Project Coordinator of CP JSB Project - UNDP
Frequency of Reporting	<i>Please refer to the attached ToR (annex 3)</i>
Progress Reporting Requirements	<i>Please refer to the attached ToR (annex 3)</i>
Location of work	<input checked="" type="checkbox"/> At Consultant's Location.
Expected duration of work	5 (five) months
Target start date	August 2022
Latest completion date	December 2022
Travels Expected	Not mandatory. Consultant can include travel costs to Jabodetabek area from their location for technical works specifically indicated in the proposal.
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance

<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.

	<input checked="" type="checkbox"/> Others <i>[pls. specify]</i> Health protocol for covid19
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Liaise with the relevant stakeholders <input type="checkbox"/> Meetings/workshops
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 <b>for 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  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>2</sup>	<i>Please refer to the attached ToR (annex 3)</i>
Person(s) to review/inspect/ approve outputs/completed services and	National Project Coordinator of CP-JSB Project - UNDP

<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.

<sup>2</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.

authorize the disbursement of payment	
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 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% <p><b><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></b></p> <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: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
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)  <p>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></p>

<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.

Annexes to this RFP <sup>1</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> sample written self declaration <input type="checkbox"/> Others <sup>2</sup> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	<p><i>Sestyo Wicaksono and Yusef Millah</i>  <i>Procurement Unit</i>  <i>Sestyo.wicaksono@undp.org and yusef.millah@undp.org</i></p> <p><b>Mandatory subject of email: RFP/UNDP/JSB/186845/019/2022 – Development of emission profile blue carbon, MRV System and carbon pricing strategy for blue carbon ecosystems</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 <i>[pls. specify]</i>	

<sup>1</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>2</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>3</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;*
- 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>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> Payment : upon signing of contract and submission of detailed workplan (including the final report outline, data requirement, and timeline)	20%	
2	2nd Payment shall be made upon submission and Approved report on blue carbon emission profile	25%	
3	3rd Payment shall be made upon submission and Approved report on Measurement/Monitoring, Reporting and Verification (MRV) system of emission reduction related to blue carbon	25%	
4	4th Payment shall be made upon submission and Approved report on the carbon pricing strategy for blue carbon ecosystems	30%	
	Total	100%	

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement (day)</b>	<b>No. of Personnel/Unit</b>	<b>Total Rate (IDR)</b>
<b>I. Personnel Services</b>				
1. Carbon Market Expert				
2. Blue Carbon Expert				
3. Climate Change Expert (Team Leader)				
4. .... (if any, please specify)		..	..	
<b>II. Out of Pocket Expenses (Please provide in detail)</b>				
1. Land/Air tickets 1 <sup>st</sup> Trip				

(presentation, data collection and verification)				
2. Land/Air Ticket 2 <sup>nd</sup> Trip (final presentation, training)				
3. Local transport				
4. Daily Allowance				
5. Others (if any, please provide in detail)		..	..	
<b>III. Other Related Costs (if any, please provide in detail)</b>				

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

### Term of Reference (TOR)

#### Development of emission profile blue carbon, MRV System and carbon pricing strategy for blue carbon ecosystems

##### A. General Information

Title	: Consultant for <b>Development of emission profile blue carbon, MRV System and carbon pricing strategy for blue carbon ecosystems</b>
Report to	: Climate Promise Project –JSB
Location	: UNDP Indonesia Country Office, Menara Thamrin 8-9 <sup>th</sup> Floor. Jl. MH Thamrin Kav.3 Jakarta 10250, Indonesia
Expected place of travel	: Jakarta
Duration of contract	: The expected duration of the contract is 5 (five) months calculated based on the contract starting date

##### B. Background Information

Indonesia is among the world's top 10 GHG emitters. Indonesia with its large rainforests and a power sector that is still highly dependent on coal is often under spotlight at UN Climate Change conferences, while immediate actions by Indonesia will create major impact on the achievement of the Paris Agreement. Non-Party stakeholders' (NPS) participation and investment need to be mobilized urgently. This is the expected role of Carbon Pricing Instrument (CPI) implementation in Indonesia, whereby putting a price on carbon can help scale up climate change mitigation in a cost-effective manner. CPI is also the widely anticipated source of funding to incentivize future increase in mitigation ambition.

UNDP's support to the government through the Climate Promise Project will focus on the development of Emission Trading System (ETS) and greenhouse gas (GHG) Crediting Instrument (Domestic Offset Program), as both are considered to be the most appropriate CPIs for Indonesia.

Globally, the usual offset programs are solar/wind power, waste to energy, methane capture, biomass power generation, reforestation, afforestation and others. In the recent decade, blue carbon, in particular mangroves, seagrass, and tidal marshes, is receiving more recognition as carbon sink as our understanding of coastal biogeochemical processes deepens. 2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands included mangrove forests, tidal marshes and seagrass meadows. Emission factors and methodologies are available for management actions including mangrove forest management practices, rewetting, revegetation and aquaculture and drainage. Since its publication, countries such as US, Australia, UAE have already included blue carbon in their national GHG inventories. In the latest Forest Reference Emission Level/Forest Reference Level (FREL/FRL) report to UNFCCC submitted in 2022, the Ministry of Environment and Forestry (MoEF) took account in emissions from conversion of mangrove forests into cultivated areas for the first time. In terms of methodologies for carbon markets, under CDM there are AR-AM0014: Afforestation and reforestation of degraded mangrove habitats, and AR-AMS0003: Afforestation and reforestation project activities implemented on

wetlands, while Verra uses VM0033 Methodology for Tidal Wetland and Seagrass Restoration and a revised VM0007 REDD+ Methodology Framework. Verra reported its first “blue carbon” conservation project registration in May 2021.

In Indonesia, the Ministry of Marine Affairs and Fisheries (MMAF) is in charge of the Climate Change Mitigation for the marine or blue carbon sector, as mandated by the Presidential Regulation on Carbon Pricing (No. 98 of 2021) (Article 8 [1]). The Roadmap for Marine Sector Mitigation Action (living document, not published) by MMAF identifies the main types of actions (not limited to blue carbon) to be the management of coastal areas and small islands (including mangrove and seagrass areas), aquaculture (including avoiding conversion from mangrove to ponds), capture fisheries, and strengthening the competitiveness of marine and fishery products. MoEF has been carrying out mangrove rehabilitation and planting, mangrove mapping is available while the methodology for carbon pricing of mangrove is being developed. Indonesian Institute of Sciences (LIPI), National Research and Innovation Agency, MMAF and other agencies are carrying out mapping and carbon accounting of seagrasses<sup>1</sup>.

To advance the readiness of blue carbon in carbon offset markets and encourage the development of blue carbon projects, a strategy needs to be developed to guide the line ministries in developing appropriate policies, incentives, capacity, and coordination. Learning from international experience and based on the priorities of Indonesia, a institution/company/think thank/university will be assigned to develop emission profile blue carbon, MRV System and design a carbon pricing strategy for blue carbon.

### **C. Objectives of Assignment**

Development of blue carbon emission profile in Indonesia and Measurement/Monitoring, Reporting, and Verification (MRV) of emission reduction related to blue carbon. The existing condition of related blue carbon sub-sector is a basis to develop carbon pricing strategy for blue carbon ecosystem.

### **D. Scope of Services and Expected Outputs**

The service provider is expected to deliver emission profile, MRV System of emission reduction & carbon pricing strategy for blue carbon ecosystem.

#### Scope of activities

Under the supervision of UNDP, Ministry of Marine Affairs and Fisheries, and Ministry of Environment & Forestry, the scope of work shall include but not necessarily be limited to following tasks:

- 1) Develop blue carbon emission profile including mangrove, seagrass, and tidal salt marshes. It is mandatory to use a latest methodology that published by IPCC: “2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands”.
- 2) System design and conduct training and capacity building for related stakeholder to blue carbon in Indonesia about methodology for emission calculation, MRV (measurement, reporting and verification) system of emission reduction related to blue carbon
- 3) Gap and need an in depth analysis of MRV system of blue carbon, including methodology for

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<sup>1</sup> Hernawan, U.E., Rahmawati, S., Ambo-Rappe, R., Sjafrie, N.D., Hadiyanto, H., Yusup, D.S., Nugraha, A.H., La Nafie, Y.A., Adi, W., Prayudha, B. and Irawan, A., 2021. The first nation-wide assessment identifies valuable blue-carbon seagrass habitat in Indonesia is in moderate condition. Science of The Total Environment, 782, p.146818.

calculation of emission reduction, procedure for reporting, verification system, and its enhancement. .

- 4) Develop carbon pricing strategy for blue carbon ecosystems, including but not limited to
  - a. How to communicate and engage stakeholders. This might include policies, roles and responsibilities, resource requirements, communications strategy
  - b. Capacity building needs for the MMAF, Indonesian Environmental Fund (IEF, or BPDH) and stakeholders
  - c. How to encourage the development of blue carbon projects, such as the coordination needed to create demand for offsets, national and local level incentives, facilitation of funding.
  - d. Compliance and oversight
  - e. The options beyond domestic carbon market, such as bilateral agreements, results-based payment (especially the role of IEF).
  - f. Possible locations for pilot
  - g. Timeline for major milestones
- 5) Consultation, engagement, and dissemination meetings. Key stakeholders concerns and interests must adequately captured and addressed in developing emission profile, MRV System dan carbon pricing strategy for blue carbon sub-sector. The service provider could use interviews, workshops, focus group discussions, questionnaires, or other means as necessary with UNDP.
- 6) Develop a final report comprises all background information, data, analysis, findings, and recommendations

#### Expected outputs

Under this assignment, the consultant is expected to conduct the following activities and deliver the following outputs:

1. Blue carbon emission profile ;
2. Measurement/Monitoring, Reporting and Verification (MRV) system of emission reduction related to blue carbon
3. Report on the carbon pricing strategy for blue carbon ecosystems

No	Expected Outputs	Key Activities	Remarks
1	Detailed Workplan (including the final report outline, data requirement, and timeline)	Desk study, kick-off meeting and discussion with related stakeholders	UNDP-JSB, MMAF, and, MoEF will facilitate any meeting and discussion.
2	Approved report on blue carbon emission profile	<ul style="list-style-type: none"> <li>Collect required data and information by literature review, stakeholder engagement, or other means.</li> <li>Develop blue carbon emission profile</li> <li>Meeting and discussion with relevant key-stakeholders.</li> </ul>	<p>UNDP-JSB, MMAF, and, MoEF will facilitate any meeting and discussion.</p> <p>Reports should be submitted in both English and Indonesian version.</p>

		<ul style="list-style-type: none"> <li>• Presentation on the draft of blue carbon emission profile</li> </ul>	
3.	Approved report on Measurement/Monitoring, Reporting and Verification (MRV) system of emission reduction related to blue carbon	<ul style="list-style-type: none"> <li>• Collect required data and information by literature review, stakeholder engagement, or other means.</li> <li>• Measurement/Monitoring, Reporting and Verification (MRV) system of emission reduction related to blue carbon.</li> <li>• Presentation on the draft MRV system of emission reduction related to blue carbon</li> <li>• Conducted trainings for trainers (GOI staff) on the MRV System.</li> </ul>	<p>UNDP-JSB, MMAF, and, MoEF will facilitate any meeting, training, and discussion.</p> <p>Draft MRV system should be submitted in both English and Indonesian version.</p> <p>Trainings should be delivered in Indonesian language.</p>
4.	Approved report on the carbon pricing strategy for blue carbon ecosystems	<ul style="list-style-type: none"> <li>• Develop a draft report comprises all background information, data, analysis, findings, and recommendations that is used in developing the roadmaps and guidelines.</li> <li>• Presentation on the final report.</li> </ul>	<p>UNDP-JSB, MMAF, and, MoEF will facilitate any meeting and discussion.</p> <p>Reports should be submitted in both English and Indonesian version.</p>

All reports must be presented first to UNDP-JSB, MoMAF, and, MoEF for inputs and comments. These comments must be incorporated to the report prior approval. The final reports must have an executive summary, and Power Point presentation, delivered both in Indonesian and English. The selected contractor shall submit the final report in English version and Indonesian version both soft copy of editable version and hard copy. All presentation, photos and video, calculation/simulation model, and all related data obtained during the implementation of the project shall be submitted to UNDP/Project as the property of UNDP/JSB.

NOTE: Bidders should not propose any purchase of equipment in performing the service

## E. Risk Management

The assignment will involve both desk study and field activity such as data collection, stakeholder engagement, and training. Thus, the consultant should anticipate any risks that can potentially delay the deliverables such as conflicting schedule of key stakeholders, longer time for any correspondences and coordination with relevant stakeholders, and others unpredictable occasions. The consultant is recommended to identify the risks prior to the project implementation and develop strategies of countermeasures.

Undertaking data collection in the facilities level presents several challenges including rejection or resistance from the any related stakeholders, data is not sufficient or not valid, data is considered as confidential matter, and longer administration process which may delay the project. Whenever is possible, data collection can be done through virtual meeting. Virtual meeting/discussion/coordination will be facilitated by UNDP-JSB, MMAF, and, MoEF.

One of the other risks that may happen is slow process of coordination between government agencies and the relevant key-partners which require additional acceleration support. It is expected that the consultant should consider the successful factor of project implementation, i.e. relevant key-stakeholders shares required data in timely manner.

Stakeholder engagement and training may involve in-person/offline meetings. In this case, the consultant shall ensure its compliance with the applicable Covid-19 health protocols in Indonesia.

#### **F. Institutional Arrangement**

The selected company will work closely and under supervision of UNDP-JSB, MMAF, and MoEF. UNDP-JSB, MMAF, and MoEF will facilitate any requires communication/correspondences, discussion and meeting with the relevant key-stakeholders. The MMAF, and MoEF may participate in the review of the submitted reports.

#### **G. Duration of work**

The assignment will cover for approximately 5 (five) month from August to December 2022.

#### **H. Location of Work**

The selected consultant may be required to attend meetings in Greater Jakarta (Jabodetabek) area. Due to covid-19 situation, during the data collection in the field, the selected contractor should provide and execute a health protocol standard that comply with the Government of Indonesia. Any coordination meeting, discussions or consultations are encouraged to be conducted through virtual.

Note: the travel expenses, cost of accommodation and living allowance to attend meetings as mentioned above should be part of bidder's proposal (technical and financial).

#### **I. Company Qualification Requirements**

##### Institutional Qualification:

- Registered company with valid license to operate the business.
- At least two relevant projects within the last five years in conducting policy studies in climate change and/or carbon pricing.
- Experience in the development of emission profile
- Experience on monitoring, reporting, validation/verification (MRV) activity of climate change mitigation action

- Experience in design and implementation of training related to MRV System of emission reduction

**Key Personnel Qualification:**

**1. Carbon Market Expert**

- Master degree in science, environmental economics, marine science, marine management, natural resources management, or related fields, with 8 years of experience, or bachelor degree with 10 years of experience in climate change mitigation.
- Having experience in designing and/or implementing carbon pricing instruments.
- Experience in working with government and/or international institutions is preferable.

**2. Blue Carbon Expert:**

- Master degree in science, environmental economics, marine science, marine management, natural resources management, or related fields with 8 years of experience, or bachelor degree with 10 years of experience in blue carbon.
- Having experience in designing and/or implementing climate change mitigation actions in energy sector.

**3. Climate Change Expert (Team Leader)**

- Master degree in science or technology with 8 years of experience, or bachelor degree with 10 years of experience in climate change issue.
- Having experience in designing and/or implementing climate change mitigation actions related in blue carbon.
- Experience
- Experience in working with government is preferable.

**General competencies and skill requirements:**

Each personnel of the team should have the following competencies and skill requirements:

- Strong analytical, writing and communication skills and fluency both in Bahasa and English
- Familiarity with government system
- Strong motivation and ability to work and deliver under short deadlines
- Focuses on impact and result for the client and responds positively to critical feedback
- Able to work independently with little or no supervision

**J. List of required deliverable and Payment schedule**

No	Deliverables/Outputs	Payment Schedule	Payment Amount
1.	Detailed Workplan (including the final report outline, data requirement, and timeline)	August 2022	20%
2.	Approved report on blue carbon emission profile	September 2022	25%
3.	Approved report on Measurement/Monitoring, Reporting and	November 2022	25%



	Verification (MRV) system of emission reduction related to blue carbon		
4.	Approved report on the carbon pricing strategy for blue carbon ecosystems	December 2022	30%

The above timetable has considered lead time needed by UNDP-JSB, MMAF, and MoEF to review outputs, provide feedback and certify on the outputs/works completed. Delay on the completion of the work might affect total budget approved unless it is due to reasons beyond the selected organization's control thus close coordination with the supervisor from UNDP and written notification should always be used to anticipate any delay