



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 23, 2022
	REFERENCE: RFP/UNDP/EU-PAGE/192025 /021/2022 <b>Development Of Integrated Policy Paper and Strategic Action Plan          On Green and Inclusive Economic Recovery Through Circular          Economy in Food &amp; Beverages Related Sector, Focusing on Palm          Oil Processing Industry</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 integrated policy paper and strategic action plan On Green and Inclusive Economic Recovery through Circular Economy in Food & Beverages related sector, focusing on palm oil processing industry**

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

Date/Time : 30 August 2022, 14.00 GMT +7

Place : Zoom Meeting

Meeting ID : 843 0344 3828

Link : <https://undp.zoom.us/meeting/register/tZAud-qsqjgiGNwT72Jmf-HG5ScAqj7jSfJn>

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: IDN10 - 0000013476**

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 **30 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*  
Procurement Analyst  
8/23/2022

## Annex 1

## Description of Requirements

Context of the Requirement	<b>PAGE- The Development of integrated policy paper and strategic action plan On Green and Inclusive Economic Recovery through Circular Economy in Food &amp; Beverages related sector, focusing on palm oil processing industry</b>
Implementing Partner of UNDP	The Ministry of National Development Planning (Bappenas)
Brief Description of the Required Services <sup>1</sup>	The overall objective of this consultancy is to develop one consolidated policy paper from various circular economy studies under PAGE Agencies (UNDP, UNEP, UNIDO and ILO) also to formulate a list of strategic policy recommendations and actions plan
List and Description of Expected Outputs to be Delivered	The key expected outputs under this assignment are to provide: <ol style="list-style-type: none"> <li>1) <b>consolidation of results and integrated analysis of the PAGE's green recovery assessments</b>, as well as the existing PAGE &amp; other development partners' relevant studies to inform the development of policy paper and strategic action plans, incl. concrete activities on CE for green recovery as identified in PAGE's assessments.</li> <li>2) <b>Development of policy paper and strategic action plan on Green Recovery through Circular Economy</b></li> </ol>
Person to Supervise the Work/ Performance of the Service Provider	<ol style="list-style-type: none"> <li>a. National Project Coordinator-UNPAGE Project</li> <li>b. Senior Advisor for Sustainable Energy, Environment Unit, UNDP Indonesia</li> <li>c. Director of Environmental Affairs, The Ministry of National Development Planning (Bappenas)</li> </ol>
Frequency of Reporting	<i>Please Refer to Annex 3 – Terms of Reference</i>
Progress Reporting Requirements	<i>Please Refer to Annex 3 – Terms of Reference</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location and specified in the TOR attached to this RFP
Expected duration of work	4 (Four) Months
Target start date	30 September 2022
Latest completion date	31 December 2022
Travels Expected	Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed destination mentioned below

<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.

	<table border="1"> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> <tr> <td>Jakarta</td><td>2 times</td><td>Integrated Analysis on PAGE Agencies (in-depth assessment): UNDP, UNIDO, UNEP and ILO</td><td>Sep - Oct 2022</td></tr> <tr> <td>Jakarta</td><td>1 time</td><td>Development of Consolidated Policy Paper</td><td>Oct.-Nov 2022</td></tr> <tr> <td>Jakarta</td><td>1 Time</td><td>Dissemination result (Final Policy recommendation and strategic action plan)</td><td>Nov-Dec 2022</td></tr> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Jakarta	2 times	Integrated Analysis on PAGE Agencies (in-depth assessment): UNDP, UNIDO, UNEP and ILO	Sep - Oct 2022	Jakarta	1 time	Development of Consolidated Policy Paper	Oct.-Nov 2022	Jakarta	1 Time	Dissemination result (Final Policy recommendation and strategic action plan)	Nov-Dec 2022
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Jakarta	1 Time	Dissemination result (Final Policy recommendation and strategic action plan)	Nov-Dec 2022														
Special Security Requirements	<input checked="" type="checkbox"/> Comprehensive Travel Insurance																
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Liaise with the relevant stakeholders																
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 (IDR) for Local Bidders													
Value Added Tax on Price Proposal <sup>2</sup>				<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes													
				<input checked="" type="checkbox"/> 90 days													

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting for the last day of submission of quotes)	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>3</sup>	<i>Please Refer to Annex 3 – Terms of Reference</i>
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	<ul style="list-style-type: none"> <li>a. National Project Coordinator, UNPAGE Project</li> <li>b. Senior Advisor for Sustainable Energy, Environment Unit, UNDP Indonesia</li> <li>c. Director of Environmental Affairs, The Ministry of National Development Planning (Bappenas)</li> </ul>
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><b>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</b></p> <p><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.</p>
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 30%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%</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>

<sup>3</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.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions <sup>4</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" 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>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Others <sup>6</sup> sample of written self declaration of impartiality
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<i>Sestyo Ndaru Wicaksono and Yusef Saiful M.</i> <i>Procurement Unit</i> <i>sestyo.wicaksono@undp.org cc yusef.millah@undp.org</i>  Mandatory email subject : RFP/UNDP/EU-PAGE/192025 /021/2022 <b>Development Of Integrated Policy Paper and Strategic Action Plan On Green and Inclusive Economic Recovery Through Circular Economy in Food &amp; Beverages Related Sector, Focusing on Palm Oil Processing Industry</b>  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.
Other Information [pls. specify]	

<sup>4</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>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

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

<sup>7</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.

## Annex 2

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</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, contract references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**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>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</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\*

No	Deliverables	Timeline	Instalment
1	<p>1st payment released upon submission and acceptance of the <b>final Work Plan</b> for the assignment and initial finding based on review of assessment results and literature also <b>1<sup>st</sup> Draft of consolidated policy paper containing analysis and strategic action plans for green recovery through circular economy in the food and beverages industrial sectors mainly focus on the palm-oil processing industry</b></p> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (UN-PAGE coordinator) and the Gol (Bappenas).</p>	30 November 2022	45 %
2	<p>2nd payment released upon submission and acceptance of</p> <ul style="list-style-type: none"> <li><b>a. Final version of consolidated policy paper</b> (in both Bahasa Indonesia and English)</li> <li><b>b. Final version of policy brief</b> (in both Bahasa Indonesia and English)</li> </ul> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (UN-PAGE coordinator) and the Gol (Bappenas).</p>	31 January 2022	55%

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

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

Description of Activity	Remuneration per Unit of Time per day	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Team Leader		40 days	1	
2. Technical Expert		30 days	3	
3. Administrative and Finance		35 days	1	
<b>II. Integrated Analysis on PAGE Agencies (in-depth assessment)</b>				
a. Integrated Data Analysis (in-depth assessment UNDP, UNIDO, UNEP and ILO) through FGD and public discussion (Online & Offline)  <i>NOTES: The Meeting should be conducted in a 5 stars hotel located in Central Jakarta, with 30 pax/unit/1-Full day/2 time. 1 time for FGD and 1 time for Public Discussion</i>		60 pax		
<b>III. Development of Consolidated Policy Paper</b>				
a. Development of consolidated policy paper through Public Discussion (Hybrid)  <i>NOTES: The Meeting should be conducted in a 5 stars hotel located in Central Jakarta, with 30 pax/unit/1-Full day/1 time.</i>		30 pax		
<b>IV. Dissemination Result</b> a. Webinar/Seminar (Online & Offline)  <i>NOTES: The Meeting should be conducted in a 5 stars hotel located in Central Jakarta, with 100 pax/unit/1day-Full day/1 time.</i>		100 pax		
<b>V. Other Cost (please specify)</b>				
<b>VI. Management Fee</b>				

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

## Terms of Reference (ToR)

for

### **Development of integrated policy paper and strategic action plan On Green and Inclusive Economic Recovery through Circular Economy in Food & Beverages related sector, focusing on palm oil processing industry**

#### **A. OVERVIEW**

##### *The United Nations Development Programme (UNDP)*

UNDP is supporting Indonesia in maintaining and managing the country's rich environment, including Indonesia's vast marine and terrestrial biodiversity and energy resources. UNDP is working for a sustainable environment and development policy, which integrates climate change concerns and at the same time provides poverty reduction and human development.

In addition to being strongly affected by climate change, Indonesia is also one of the world's largest emitters of GreenHouse Gasses (GHGs), thus contributing significantly to climate change. Indonesia's largest emissions originate from deforestation and land degradation and conversion. In addition to causing climate change, these practices threaten livelihoods, biodiversity, peace and stability. Given the implications of climate change for Indonesia and vice versa, the Indonesia UNDP Country Office considers climate change a top priority issue. Concrete climate change action is required if the Government is going to reach Indonesia's ambitious emission reduction targets. UNDP is therefore engaging closely with the Government to pursue climate change mitigation and adaptation in the context of an environmentally sound and sustainable development framework.

##### *The Partnership for Action on Green Economy (PAGE)*

UNDP is a member of the Partnership for Action on Green Economy (PAGE) ([www.un-page.org](http://www.un-page.org)). The Partnership supports nations and regions in reframing economic policies and practices around sustainability to foster economic growth, create income and jobs, reduce poverty and inequality, and strengthen the ecological foundations of their economies. PAGE brings together five UN agencies – UN Environment (UNEP), International Labor Organization (ILO), UNDP, UN Industrial Development Organization (UNIDO), and United Nations Institute for Training and Research (UNITAR) – whose mandates, expertise and networks combined can offer integrated and holistic support to countries on inclusive green economy, ensuring coherence and avoiding duplication.

##### *PAGE Indonesia*

Indonesia's application to join PAGE was approved by the PAGE Management Board in July 2018. The Ministry of National Development Planning (BAPPENAS) is the national implementing partner/focal point, while UNDP is the main coordinating partner amongst the UN PAGE Agencies. The PAGE project contributes directly to the implementation of the Low Carbon Development policy and the Circular Economy as a strategy for its green economy transition as well as green recovery.

## B. BACKGROUND AND OVERALL OBJECTIVE

### *Circular Economy in the Food and Beverage Sector*

Since late 2020, the Ministry of National Development Planning/BAPPENAS Indonesia has been leading the post COVID-19 green economic recovery efforts with medium and long-term vision with its approach: Building Back Better with Low Carbon Development. The overall GoI's plan is to prepare for the green stimulus packages for a medium and longer-term green recovery to be launched and implemented starting from this year onwards. The preparation and consolidation of the green stimulus packages is focused on LCDI sectors (energy, waste, green industry, forestry & peat, agriculture, and blue carbon) in alignment with the GoI's climate action strategy i.e. LCDI. The GoI is in the process to embed the Circular Economy approach into its LCDI and green recovery strategy moving forward and is already planning to integrate the CE indicators matrix into the next medium-term development planning (RPJMN) 2025-2029. The Circular Economy (CE) is seen as a strategy for implementing the LCD approach – it introduces, among others, resources efficiency (increase carrying capacity), use of renewable energy, create GDP, and open employment (incl. green jobs). The CE has appeared in the narration of Indonesia's Vision of 2045 and the National Mid-term Development Plan (RPJMN) 2020-2024, but the indicators of CE are not explicitly determined yet in the matrix of RPJMN 2020-2024. As for the green recovery, CE is seen as an integrated approach linking all LCDI sectors which promote green jobs, economic gain, and environmental benefits at the same time.

The Circular Economy is recommended by the Government of Indonesia (GoI) through BAPPENAS to be PAGE Indonesia's green recovery support's focus and/or policy entry point into green recovery efforts for its potential to address the root and underlying issues that have caused unsustainable development in the country, such as: high GHG emission from economic key sectors, resource dependency, resource and energy inefficiency, poor waste management system, food loss and waste which relates to food security issue, unsustainable business practices (incl. SMEs/informal business), etc., while it will also have clear linkages to key SDGs, namely: SDG 7, SDG 8, SDG 9, SDG 12, and SDG 13. CE practices are seen by the GoI as 'toolbox' for achieving a sizable number of SDGs targets. CE is also seen as a cross-cutting issue with linkage to all LCDI sectors which will contribute significantly to low carbon development since meeting climate targets require efforts to tackle emissions associated with making products. It is very much in line with the focus of PAGE Indonesia's ongoing work plans, which are on the energy, industry, and waste sector.

Building on that background and further consultation with BAPPENAS, PAGE Indonesia proposed some activities under the green and inclusive economic recovery work plan. Selecting Food and Beverage sector as one potential circular economy sector based on UNDP Report [The Economic, Social, and Environmental Benefits of a Circular Economy in Indonesia](#) to be focus of its circular economy for green recovery intervention, this year PAGE Indonesia has completed, has been, and is working on the following assessments:

- A. **Rapid/Quick assessment to select one F&B sub-sector which is the most potential for green recovery** (UNDP) – palm oil processing industry is selected as the most potential subsector to which the following assessment below will deep dive in (upstream to downstream focusing on process/circularity aspect);
- B. **Life Cycle Analysis and Assessment on Waste & CO2 reduction potential if circular economy is applied in the palm oil processing industry** (UNDP);
- C. **Assessment on Resource efficiency potential if circular economy is applied in the F&B sector focusing on the palm oil processing industry** (UNIDO);
- D. **Assessment on Incentives & Disincentives (incl. fiscal and non-fiscal stimulus) for encouraging circularity in the F&B sector with focus on palm oil processing industry;** (UNEP)
- E. **Assessment on green jobs potential if circular economy is applied in the F&B sector, with focus on palm oil processing industry** (ILO).

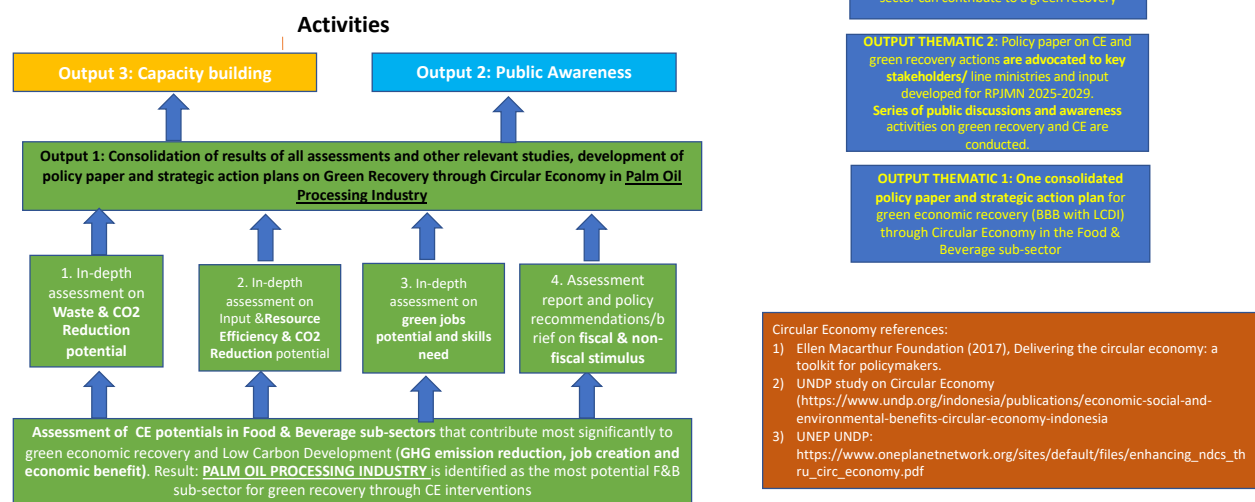
With the above different studies underway, **PAGE is looking for a party who will be able to consolidate results of those studies into a one solid policy paper and formulate a list of strategic recommendations and action plans referring to those studies (Output 1 of the Picture 1).** In the next steps, the policy and strategic recommendations

will be disseminated to public to gain awareness on the impact of CE for green recovery and capacity building programme will be implemented targeting key stakeholders to widespread the approach of CE for green recovery.

The overall objective of this consultancy is to deliver a set of policy recommendations to support the green and inclusive economic recovery through a circular economy in the food and beverages industry sectors. Besides the recommendations of the study will identify the most potential areas of investment in circular economy practices in selected Food & Beverage sub-sector/s to pursue a green economic recovery in the context of LCDI, while also provide inputs for development of the National Action Plan on Circular Economy and inclusion of circular economy in the National Medium Term Development Plan (RPJMN) 2025-2029.

**Objective: To strengthen the Indonesian Government's efforts to promote and enable green economic recovery through circular economy in the food and beverage sector.**

The recommendations of the study will identify the most potential areas of investment in circular economy practices in selected Food & Beverage sub-sector/s to pursue a green economic recovery in the context of LCDI, while also provide inputs for development of the National Action Plan on Circular Economy and inclusion of circular economy in the National Medium Term Development Plan (RPJMN) 2025-2029.



**Picture 1. Overview of Circular Economy for Inclusive Green Recovery activities**

### C. SCOPE OF SERVICES AND EXPECTED OUTPUTS

The overall scope of work of this consultancy service is to provide:

- 1) consolidation of results and integrated analysis of the PAGE's green recovery assessments (as listed above), as well as the existing PAGE & other development partners' relevant studies to inform the development of policy paper and strategic action plans, incl. concrete activities on CE for green recovery as identified in PAGE's assessments.
- 2) Development of policy paper and strategic action plan on Green Recovery through Circular Economy.

For this purpose, the selected provider is required to collaborate and engage with the Ministry of National Development Planning/Bappenas as well as UNDP Country Office Indonesia through UN-PAGE project as lead/coordinating Agency, and other PAGE Agencies (UNEP, UNIDO, ILO and UNITAR) to ensure that necessary outputs feed into and are informed by one another. The selected company will conduct the following activities:

No	Expected Outputs	Key Activities
1	<p>a) Consolidation of results and integrated analysis of PAGE's green recovery assessments conducted by different PAGE Agencies: UNDP, UNEP, ILO, UNIDO;</p> <p>b) Development of a consolidated policy paper and policy brief containing strategic action plan on Green Recovery through Circular Economy.</p>	<p>a. Collect, follow the process as required, and analyze results of PAGE's green recovery assessment. Analysis of such recommended activities/programmes should include identification of investment needs, as well as green recovery potential for each programme (incl. estimate of number of jobs created, GHG emission reduction, economic potential, and other relevant circular economy indicators)</p> <p>b. Extract and consolidate results of PAGE's green recovery assessments into one solid and comprehensive policy paper, both in Bahasa Indonesia and English. The paper should include a set of concrete policy recommendations and concrete action plans.</p> <p>c. Develop a policy paper and policy brief, both in Bahasa Indonesia and English.</p> <p>d. Facilitate and deliver FGD(s) as part of the consolidation process (i.e. gathering input from relevant stakeholders) as required.</p>

#### **D. INSTITUTIONAL ARRANGEMENT**

The selected organization will work closely and under supervision of the Ministry of National Development Planning (Bappenas), National Secretariat on LCDI & Circular Economy, as well as UNDP Indonesia through the UN-PAGE Project team.

The selected organization has responsibility to submit the expected deliverables according to the agreed timeline, obtain technical clearance from BAPPENAS, and seek approval from UN-PAGE through UNDP Indonesia on each deliverable. It is important to keep the active response of the selected organization for any request/feedback from the Ministry and/or UN-PAGE Indonesia Country Team. Further, the selected institution/organization will present report results/outputs to the audience as required/asked.

The selected organization will closely collaborate/work, liaise and meet with relevant line national ministries specifically with the Directorate of Environmental Affairs Bappenas and other relevant lines Ministries /Directorates which related to relevant LCDI sector(s) and CE sector (F&B), respected local and provincial government offices and other potential partners such as research institutions and NGOs/CSOs.

#### **E. DURATION OF WORK**

The assignment will cover approximately 4 (four) months of work, from August to November/December 2022  
The detail estimated timetable is as following:

No	Expected Outputs	Expected Submission Date
1	1 <sup>st</sup> Draft of consolidated policy paper	30 September 2022
2	Final version of consolidated policy paper & Policy Brief, both in Bahasa Indonesia and English	31 December 2022

The above timetable has considered lead time needed by the Ministry and UNDP to review outputs, provide feedback and certify on the outputs/works done. 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 PIC from the Project and written notification should always be used to anticipate any delay.

## **F. LOCATION OF WORK**

The selected organization will mainly work in Jakarta in close coordination with the Ministry of National Development Planning/BAPPENAS and UN-PAGE/UNDP Indonesia

## **G. QUALIFICATION OF THE SUCCESSFUL SERVICE PROVIDER**

### **- Institutional Experience:**

- At least 3 projects in the area of Circular Economy, Low Carbon Development Initiative (LCDI) and Green Economy in Indonesia. If the company has a specific project in the agriculture, food and beverage sectors, as well as the palm oil processing industry, it would be highly considered.
- At least 3 projects working for/collaborating with the Government of Indonesia with a good knowledge and understanding of Indonesian key policies related to circular economy, green economy, and LCDI.
- Experience in working with international organizations and the Government, specifically in the area of Circular Economy, green economy, or Low Carbon Development Initiative (LCDI) in Indonesia.
- Registered company with valid license to operate the business.

### **- Recommended Number of Personnel and Qualifications:**

1. (One Person) A Team Leader with a master's degree in environmental science, Natural Resources Management, or equivalent fields with minimum 8 years of relevant working experience. The team leader should have experience in team management, organizational skills, planning skills, analytical work, and reporting. A specific experience working with the Circular Economy issues, green economy/recovery, and LCDI will be highly considered. The Team Leader should be based in Indonesia and an Indonesian national.
2. (Three Person) Technical Expert with minimum a bachelor's degree in Environmental Science, Natural Resources Management, Industrial Engineer or equivalent field with minimum 6 years of work experience. The technical expert should have a specific knowledge on Circular Economy and/or LCDI. The technical expert(s) should be based in Indonesia. Indonesian national(s) is (are) preferred. Each Technical Expert will work closely with PAGE Agencies to conduct the integrated and holistic analysis on PAGE Agencies in-depth assessment (UNIDO, UNEP and ILO).
3. (One Person) An Administrative and Finance Staff, with a (minimum) bachelor's degree in Business Administration, Accounting or equivalent field with minimum 3 years of relevant work experience. Indonesian national(s) is (are) preferred.



- **Competencies and skill requirements:**

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

- Strong analytical, writing & communication/presentation skills and fluency in the English and Indonesian languages.
- Strong motivation & ability to work & deliver under short deadlines.
- Focuses on impact & result for the client & responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity and experience in working with the government is strongly desired.
- Previous experience in conducting gender sensitive research is strongly desired.

#### **H. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS**

A result-based budget proposal shows the amount required to achieve each expected output and a breakdown of the cost of inputs for each activity to be carried out for a given output should be submitted. The budget should also specify cost component items, i.e: professional fees, meeting package and management fee.

The schedule of payment will be made as per following timetable:

<b>No</b>	<b>Deliverables</b>	<b>Timeline</b>	<b>Instalment</b>
1	<p>1st payment released upon submission and acceptance of the <b>final Work Plan</b> for the assignment and initial finding based on review of assessment results and literature also <b>1<sup>st</sup> Draft of consolidated policy paper containing analysis and strategic action plans for green recovery through circular economy in the food and beverages industrial sectors mainly focus on the palm-oil processing industry</b></p> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (UN-PAGE coordinator) and the GoI (Bappenas).</p>	30 November 2022	45 %
2	<p>2nd payment released upon submission and acceptance of</p> <p><b>a. Final version of consolidated policy paper</b> (in both Bahasa Indonesia and English)</p> <p><b>b. Final version of policy brief</b> (in both Bahasa Indonesia and English)</p> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (UN-PAGE coordinator) and the GoI (Bappenas).</p>	31 January 2022	55%