

## **TERMS OF REFERENCE**

### **LOW VALUE GRANT (LVG)**

#### **Facilitating And Assisting Forest Area Management by Villages In Ketapang District, West Kalimantan Province**

#### **MAYAK VILLAGE, TANJUNGPURA VILLAGE DAN ULAK MEDANG VILLAGE NOVEMBER 2022 – OCTOBER 2023 (12 MONTHS)**

### **A. BACKGROUND**

The Government of Indonesia has established forest development as an integral part of national development. This is due to the fact that forest is a renewable element of natural resources. As a bio-ecosystem that plays an essential role in supporting economic development and providing environmental-based services such as green development, clean air, low-carbon emission, water availability, genetic preservation and biodiversity, the government has issued various regulations and policies to manage forest. Various policies have been developed by the government to manage Indonesia's forests, among others by determining certain areas that could be used as exploitable areas and areas that had to be protected. In addition to grouping forests into protected and exploitable forests, these forests can also be grouped into forests in forestry areas (commonly called areas) which are the Ministry of Environment and Forestry (KLHK) jurisdiction and forests in non-forestry areas or commonly referred to as Other Utilization Areas (APL) which are the jurisdiction of local government/BPN. One of the policies related to this process is the President's Instruction to the Minister of Environment and Forestry (LHK) to postpone the release or exchange of oil palm plantation forest areas. The instruction was emphasized in President's Instruction (Inpres) No. 8 of 2018 concerning the Postponement and Evaluation of Palm Oil Plantation Licensing and Increased Productivity of Oil Palm Plantation. The postponement applies to: a. new application; b. application that has been submitted but has not yet completed the requirements or has fulfilled the requirements but is in a productive forest area; or c. an application that has received principle approval but has not yet been demarcated and is in a productive forest area.

Forests in APL may be legally logged as the APL is to support the development of the non-forestry sector. Therefore, it is possible that forests in APL could disappear at any time on the pretext of meeting the need for land for the development of non-forestry sector. And if this happens, then the negative impact of forest loss on development and human life will increase.

To address this situation, an extensive forest development strategy that incorporates economic, social, cultural, and environmental dimensions is highly essential. Corrective actions and corrective policies on forest management in APL are needed to create a breakthrough that will maintain the existence of forests. The APL Forest baseline development conducted from 17 March 2021 – 17 April 2022 identified that villages adjoining the forested areas in APL have also made management efforts, both for protection and utilization, which have an impact on the preservation of forested areas around the village. The baseline development also identified that the forests have the potential to become a sustainable source of welfare improvement for those villages.

The existing 'business as usual' village development model makes it challenging to achieve a maximum, sustainable result in the forest area management of the APLs adjoining those villages. The village government and its people need to have adequate knowledge and management capabilities on forest in APL. In addition, there is also a need for more innovative and quality village development. Villages have limitations in accessing service providers to increase their knowledge capacity and technical capacity for

APL forest management in the village. This affects the quality of planning and development outcomes in the village, particularly in terms of forested area management in APL.

This situation must be supported by regulations at the village level that can become the basis for village government to manage forest towards sustainability. For this reason, village facilitation activities are needed in managing the forested area to ensure that the village government is managing forested areas in accordance with government policies in protecting forests outside the forest area. KLHK, through the KalFor Project, has a program to prepare the technical services needed by the village to realize village innovation activities based on sustainable management of forested areas in APL. The technical assistance that is jointly carried out with district government mainly consists of:

- Creation of enabling factors at village level in the context of quality and innovative village development based on forested areas management in APL.
- Implementation of quality and innovative village programs based on forested areas management in APL. The village programs will be specific from one village to another depending on characteristics, priority needs, and resources available in each village.
- Lesson Learnt of village assistance and program implementation process as well improvement of Community Welfare Based on Sustainable Natural Resources Management In villages

These activities are planned to be carried out and completed in 12 (twelve) months in November 2022 – October 2023. To implement the activities, KalFor Project will issue a Call for Proposal to qualified technical service provider (Civil Society Organization-CSO) in Ketapang District in West Kalimantan Province.

## **B. OUTPUT**

The selected CSO should perform the following output:

### **OUTPUT 1. MAKING ENABLING CONDITIONS IN VILLAGES.**

- 1.1 Implement specific pilot activities in each village to improve community's welfare such as eco-tourism, agroforestry, permaculture, or etc
- 1.2 Discussion with Local Leaders & Program Socialization Using FPIC Principle and Identifying Local Champion/ Local Cadres:
  - a. Understanding of village officer and communities and their consent for the project activity plan.  
Note: The village government and communities are well informed about the program and give their consent for it, including the study of village socio-economic potential & family welfare, gender, and the study of forest management in APL
  - b. Formation of village team for study process.  
Note: SK Kepala Desa on formation of village teams that consist of 5 people per village in the study process
  - c. Presence of agent of change / village cadres to participate in community empowerment  
Note: The agent of change/village cadres from the community voluntary participate in various community empowerment activities and take responsibility for efforts to improve community welfare and other activities concerning forest management in APL

### 1.3 Village Meeting to Form the Forest Management Community Organization

- a. Agreement to form institution/community group to manage the forest in APL.

Note: Agreement among the village community to form an institution/ community group and its personnel to manage the forest in APL

### 1.4 Technical Assistance for Local Institution/ Community Group & Workshop Training of Business Plan

- a. The ability of forest management institution in APL to arrange the administrative protocol documents, simple financial SOPs and work plans.

Note: Community institution is able to arrange the administrative documents, simple financial SOPs and workplan

- b. The ability of forest management institution in APL to develop a simple business plan and budget and to identify the potential financial support

Note: Community institution is able to develop a simple business plan and budget and to identify the potential financial support

### 1.5 Conducting Village Socio-Economic Potential and Village Household Welfare Assessment; Training for Village Team & Data Collection

- a. Availability of digital and printed data information about village socio-economic and family welfare.

Note: The digital and printed data and information about the village socio- economic potential and family welfare are available in each village government office as a basis of village development plan

### 1.6 Study of Condition and the Use of Natural Resources in the Village / Study Implementation / Data Assessment on the Incentive Model of Sustainable Forest Management

- a. Availability of the data and map of conditions and use of natural resources in 3 villages

Note: Data and map of condition and use of natural resources in 3 villages that contain information about the distribution of forested areas in APL and other potential resources are available in 3 villages

- b. Data/ information on opportunity conditions, incentive models and forest management / utilization in APL related to assisted villages

Note: Data and information on the conditions of opportunity, the options of incentive model and management/utilization for community groups that manage forests in APL in a sustainable manner that is complemented with relevant village-level policy products

### 1.7 Drafting the Village Regulation / Public Consultation / Facilitating the Village Government to Draft the Regulation

- a. Forest protection management in village level

Note: Final Regulation at the village level that regulate the the management and protection of the forest in APL

#### 1.8 Establishment of Village Institution

- a. Identify the possibility to establish village institutional with main objective to protect the APL
- b. Develop detailed work plans and sustainability plan of the village institution with using the following mechanism such as Head of Village Decree (SK Kepala Desa); Village-Owned Enterprises (BUMDES), or etc
- c. Develop operational mechanism of the institution for the villagers that covers operation guidance as well reporting template

#### 1.9 Development of for interconnection between forested areas In APL

- a. Develop a concept for interconnection between forested areas In APL and Its connectivity with the protected area between the selected villages
- b. Develop Recommendation on strategy and implementation steps of the The Concept of Synergy between Protection and Management of Forested Areas in APL and Other Protected Areas in the selected villages
- c. In developing the concept, the selected contractor should coordinate with Directorate General of Forestry and Environmental Planning MoEF (Ditjen PKTL KLHK), Provincial Forestry Service of West Kalimantan (Dinas Kehutanan Provinsi), Kalfor Project Team and related stakeholders such as Development Planning Agency at Sub- National Level (BAPPEDA Kabupaten), Regional Secretariat of Ketapang (Setda Kabupaten Ketapang, District Environment Service (Dinas LH Kabupaten Ketapang), District Plantation Service (Dinas Perkebunan Kabupaten Kutim), Head of villages, academician, Forest Management Unit (KPH)

#### 1.10 Gender Equality and Social Inclusion

- a. Increase the capacity and collaboration of local community organization(s) with emphasis on women group to support community to minimize changing function of forest ecosystem into other uses particularly in non-state-owned forest area. This includes facilitation to improve livelihood that relies on non-timber forest product
- b. Present results of the needs assessment and gap analysis for improved livelihood and strategic recommendation from which capacity building and training program will be developed. The analysis and recommendation should address roles of local champion and gender equality.

#### 1.11 FGD on Follow-up Action

- a. List of recommendations for follow-up actions on village assistance on forest management in APL  
Note: List of recommendations for follow-up actions on village assistance that include the development of a forest management model in APL, a scheme to improve community welfare, and recommendations for proposing models, plots and incentives for community groups are available.

#### **OUTPUT 2. FACILITATION ASSESSMENT AND PARTICIPATORY VILLAGE PLANNING**

- 2.1. Documentation of the Level of Community Welfare in 3 Villages, as a baseline.
- 2.2. Provide data and the current state of forest management models in APL that are currently running and potential models that can be implemented
- 2.3. Develop an Innovative Plan for the development of village needs

#### **OUTPUT 3. FACILITATING IMPROVEMENT OF COMMUNITY WELFARE BASED ON SUSTAINABLE NATURAL RESOURCES MANAGEMENT IN VILLAGES**

- 3.1. Discussion with Local Leaders & Program Socialization Using FPIC Principle / Identifying Local Champion/ Local Cadres:
  - a. Village business groups that have the capacity to carry out village businesses based on local and sustainable natural resources
  - b. Pilot activities for sustainable fisheries, forest herbal cultivation, ecotourism, and eco-friendly cultural tourism, which can increase village income
- 3.2. Discussion with Local Leaders & Program Socialization Using FPIC Principle / Identifying Local Champion/ Local Cadres:
  - a. Documents of Village Business Development Plan, including a list of recommendations for potential cooperation, potential partners for scale-up of village businesses and maps of village business locations
  - b. Document of Advance Simple Business Plan for follow-up on specific commodity/business

#### **OUTPUT 4. DOCUMENTATION FACILITATING PROCESS IN PRINTED AND AUDIO-VISUAL MATERIAL**

- 4.1. Develop lessons learned based on the activities in each village and. The selected CSO shall prepare:
  - a. 1 (one) lesson learned of CSO assistance activity from each village.
  - b. 2 (two) lesson learned of management activity from each village
- 4.2. Printed Document and Audio Visual of Documentation Process on Facilitation Villages; Improvement of Community Welfare Based on Sustainable Natural Resources Management In the Villages with at least 2 (two) specific issues

#### **OUTPUT 5. COLLABORATION BETWEEN COMPANIES, COMMUNITIES AND DISTRICT GOVERNMENTS TO SUPPORT ECO-FRIENDLY COMMUNITY-BASED BUSINESSES.**

- 5.1. Document of Collaboration Plan/Action between companies, communities, and district governments to support eco-friendly community-based businesses

### **C. TASK AND SCOPE OF WORK**

The selected CSO should work within the following scope:

- a) Socialization that includes awareness raising activities about the importance of protecting forested areas in APL and its benefits for the community.  
Note: initial assessment by KalFor and Focal Point and/or local government has carried out FPIC (Free, Prior, and Informed Consent) at the village level and the village has provided consent on KalFor activity in the village.

- b) Facilitation of the development of enabling conditions for the realization of quality and innovative village programs based on forest management in APL. This includes the village government and the community that is conducted in a participatory manner.
- c) Implementation of pilot activities as innovative village program.
- d) Strengthening women's groups, gender equality, and disabled inclusion will be integrated in this LVG activities.

The selected CSO should carry out, but not limited to, the following task:

- a) Conduct a detailed assessment of the villages already identified by KalFor and Focal Point and/or related government agency considering the number of people potentially involved and the forest area in APL in the village. (Output: confirmation of the selected village with more detailed information on the village)
- b) Implement the KALFOR's Free-Prior-Informed Consent (FPIC) guidelines.
- c) Assess community welfare of the selected villages. (Output: data/information of community welfare in each pilot village)
- d) Identify sources of income and business potential that can be developed in the village as an alternative income for the community, especially those related to forested areas in APL. (Output: data/information of sources of income and business potential)
- e) Identify the existing forest management in APL and document the interaction between community and the forests in APL around the village (rules, institutions, operations, budgeting). (Output: data/information of existing forest management practice)
- f) Assess the opportunities of incentive system in the field and access to the system by communities who manage forests in APL in a sustainable manner. (Output: data/information/analysis on opportunity of incentive)
- g) Dissemination of innovative and quality village development planning programs based on sustainable management of forested areas in the APL. (Output: information, success stories are disseminated to other village, local government, and broader audience)
- h) Establish contacts with formal and informal leaders in the pilot village so that relations with the community can also be established accordingly. (Output: smooth communication and good relationship with local stakeholders and community)
- i) Develop and implement a program to motivate the village communities to be actively and voluntarily involved in the process of planning, implementing and monitoring innovative and quality village development based on sustainable forest management in APL. (Output: report on program implemented)
- j) Identify agents of change who will act as social mover so that the empowerment process continues in the village. (Output: data/information/analysis of identification of agent of change)
- k) Identify and select village cadres, i.e. local community member, who will voluntarily participate in various community empowerment activities and take responsibility for efforts to improve community welfare. (Output: data/information/analysis of identification of village cadres)
- l) Increase the knowledge and insight concerning forest management among local leaders, including agents of change and local cadres, through field visits, dissemination/seminars, or other relevant types of capacity building. (Output: improved knowledge)
- m) Formation of village forum for organizing the implementation of forest management activities in APL, e.g. establishing cooperatives, BUMDES, or other relevant forms of organization. (Output: establishment of village level organization)

- n) Increase the village organizational capacity through training and/or assistance in office administration, financial administration, organizational management, program development, and fundraising (innovative incentives). (Output: increased capacity)
- o) Provide expert (technical assistance) to village level organizations in management, financial, training/capacity building, regeneration, rural infrastructure, and regulation. (Output: improved quality of village level organization management, capacity, etc.)
- p) Develop recommendations for follow-up actions for village assistance, e.g. forest management model in APL, scheme to improve community welfare, and proposing the forest management models, and incentives for community groups. (Output: specific and concrete recommendation)
- q) Provide assistance to organizations formed to develop work program in a participatory manner. (Output: functioning village level organization to address local issues)

#### **D. REPORTING AND MONITORING**

The selected CSO shall provide report as well conducting activities for coordination and monitoring purpose as follow:

1. Prepare detailed activity plans, including activity progress reports for each deliverable as well the final report once the activity has been fully completed
2. Provide reports in agreed templates and time frames based on detailed plans and other inputs that may be needed by the KalFor Project.
3. Provide information on the project's progress and development upon request, e.g., for special needs such as conference, workshop, etc.
4. Maintain communication with KalFor-UNDP project team as necessary particularly to consult with the KalFor-UNDP Team on development of work plan, detailed activity plan, implementation of activities, and reporting.
5. The selected CSO shall conduct internal Monitoring-Evaluation (M&E) in addition to broader M&E that will be organized by PMU. Results of the M&E shall be part of the reports and be used as guidance in improving process and results of the LVG activities.

#### **E. EXPECTED RESULTS**

The activities that will be carried out by the selected CSO is to achieve the following expected results:

1. Detailed description of the level of welfare of the pilot villages in the form of Economic/welfare Baseline data at the level of family unit/household.
2. Innovative plans to address specific village needs.
3. Information and conditions of forest management practice in the APL and potential management model developed that are equipped with village level policy.
4. Data and information on the conditions of opportunity and choices of incentive model and management/utilization for community groups that manage forests in APL in a sustainable manner that is complemented with relevant village-level policy.
5. Recommendations for follow-up actions on village assistance that include the development of a forest management model in APL, a scheme to improve community welfare, and recommendations for proposing models, and incentives for community groups.
6. Implemented pilot activities in each village to improve community's welfare in the context of APL forest protection.

7. Map of conditions and use of natural resources in the villages that contain information about the distribution of forested areas in APL and other potential resources.
8. Form of collaboration between companies, communities and district governments to support eco-friendly community-based businesses with document of collaboration Plan/Action as evidence
9. Lesson learn material with documentation facilitating process in printed and audio-visual material

## F. BACKGROUND OF LOCATION

The location of the activity will take place in the Mayak Village, Tanjungpura Village Dan Ulak Medang Village in Ketapang District, detail information concerning the location background for the 3 (three) villages as mentioned above is available on **ANNEX – I**

## G. WORK LOCATION

The works shall be carried out in the form of fieldwork, by carrying out direct activities at the villages and district levels, with the location as follows:

No.	Village	Sub-district	(Ha)*
1	Mayak	Muara Pawan	1.064
2	Tanjungpura	Muara Pawan	2.422
3	Ulak Medang	Muara Pawan	219

*\*Source: baseline study*

Field trips required to deliver project achievement shall be implemented in accordance with the plan and under the approval by KalFor-UNDP Project Management Unit.

## H. REPORTING AND BENEFICIARIES' DATA

The selected CSO should prepare the following report in timely manner:

1. Monthly report
2. Progress report (based on payment tranches)
3. Final report

Progress report in monthly basis, a comprehensive narrative of final report of the expected deliverable according to the above proposes timeline and financial completion report at the end of the assignment. The monthly progress report in cumulative updates on implementation progress, results against targets, challenges and mitigation, gender targeting, changes introduced during the implementation on the ground (if any), within 7 days following the end of the month. The reports shall be provided with relevant evidence and supporting documents such as attendance lists, Minutes of Meeting (MoM), high resolutions photos documentation, media coverage, etc. to support the activity report.

## I. DELIVERABLES & TIME FRAME

The work shall be carried out and completed within 12 (twelve) months starting November 2022 – October 2023 with deliverables as described in the following table, including trips to the village, district, and other locations for the purpose of meeting, public consultation, and workshop that are relevant to achieve the objective of the project.

Deliverable	Description	Time (No longer than)
1.	<ul style="list-style-type: none"> <li>Monthly Report, containing progress of activities for 1 month, including meetings, field activities and obstacles</li> <li>Appointment Decree of team members per village for data collection</li> <li>Meeting reports, the names of 6 (six) change agents are listed in the document</li> <li>Meeting reports, the names of 9 (nine) local kader are listed in the document.</li> <li>Training Report on Identification of Socio-economic Potential</li> <li>Participatory Mapping training report</li> <li>Report on collecting data on the condition and utilization of village natural resources</li> <li>Report of Assistance reports; Business Training Report #1 (3 Villages)</li> <li>Report of Assistance reports; Business Training Report #2 (3 Villages)</li> <li>Printed and audio-visual materials from the village facilitation process; Improving Community Welfare through Forest Protection and Rescue in APL in Ulak Medang Village, Tanjung Pura Village, Mayak Village; By raising at least 2 (two) special issues, including media coverage</li> </ul>	Jan 2023
2.	<ul style="list-style-type: none"> <li>Village Head Decree on Village Natural Resources Management Institution (or follow-up actions) with 1 (one) management agency per village</li> <li>3 (three) SOPs each for Finance, Administration, workplan per village</li> <li>3 (three) Simple Business Plan Document for all villages</li> <li>Report on social data collection/assessment training reports with digital and print data per village</li> <li>Digital data (shp) of potential village social figures</li> <li>Map (printed) of village social status potential with 3 (three) digital and printed data sets of social potential and family welfare.</li> <li>Report The village meeting discusses the incentive model or management scheme with 3 (three) Document of Incentive Scheme/Model based on village approach</li> <li>Report of Assistance reports; Village Business Development 2 (two) business demonstration plots #1</li> <li>Report of Assistance reports; Village Business Development 2 (two) business demonstration plots #2</li> <li>List of Recommendations for Potential Cooperation and potential partners for village business scale-up (3 Villages).</li> <li>Map/plan of the business location of Ulak Medang Village</li> <li>Map/plan of the location of the Tanjung Pura business</li> <li>Map/plan of Mayak Village's business location</li> <li>Printed and audio-visual materials from the village facilitation process; Improving Community Welfare through Forest Protection and Rescue in APL in Ulak Medang Village, Tanjung Pura Village, Mayak Village; By raising at least 2 (two) special issues, including media coverage</li> </ul>	May 2023

3	<ul style="list-style-type: none"> <li>▪ Report of the meeting for the preparation of the Village Regulation Draft with 1 (one) Village Regulation on Forest Area Management inside per Village</li> <li>▪ Village Regulation Draft on Forest Area Management inside per Village</li> <li>▪ FGD report discussing the Action Plan</li> <li>▪ Opportunity document and Village incentive model options.</li> <li>▪ Document of Forest Area Management and Protection Plan in the Village.</li> <li>▪ Action Plan Follow-up Document, including development of forest management model in APL to improve community welfare.</li> <li>▪ Recommendation document of forest management model in APL Desa and recommendation of incentive model for Village.</li> <li>▪ Report of Assistance reports; Village Business Development 3 (three) business demonstration plots #3</li> <li>▪ Recommendations for Potential Cooperation and potential partners for village business scale-up (3 Villages).</li> <li>▪ Map/plan of the business location of Ulak Medang Village with 1 (one) set of village maps showing the business locations of 3 villages (SHP &amp; pdf)</li> <li>▪ Map/plan of the location of the Tanjung Pura Village business with 1 (one) set of village maps showing the business locations of 3 villages (SHP &amp; pdf)</li> <li>▪ Map/plan of Mayak Village's business location with 1 (one) set of village maps showing the business locations of 3 villages (SHP &amp; pdf)</li> <li>▪ Ulak Medang Village follow-up business plan for selected commodities with; Continuing Business Plan for at least 1 type of commodity per village.</li> <li>▪ Tanjung Pura Village follow-up business plan for selected commodities with; Continuing Business Plan for at least 1 type of commodity per village.</li> <li>▪ Mayak Village follow-up business plan with; Continuing Business Plan for at least 1 type of commodity per village.</li> <li>▪ Printed and audio-visual materials from the village facilitation process; Improving Community Welfare through Forest Protection and Rescue in APL in Ulak Medang Village, Tanjung Pura Village, Mayak Village; By raising at least 2 (two) special issues, including media coverage</li> <li>▪ The MoU/Joint Action Plan/PKS document between the Village community, the Company, and the Regency/Sub-district Government to support village-based efforts to protect and save forested areas in APL 3 Villages with 3 (three) MoU/Joint Action Plan/PKS documents from 3 selected villages</li> </ul>	September 2023
4	Final Report	Oktober 2023

## J. KEY ACTIVITIES AND PERFORMANCE TARGETS

The activities of assist innovative and quality village development assistance in realizing sustainable non-state-owned forest area management in the selected villages and facilitating improvement of community welfare based on sustainable natural resources management in villages of Mayak Village, Tanjungpura Village Dan Ulak Medang Village with performance indicators is available in **ANNEX - II**

## K. BUDGET AND PAYMENT

The total budget provided by KalFor-UNDP for this activity is **USD 125.000**. Funding for these activities includes travel costs (air/land), meetings, workshops, professional (expert/consultant) fees, accommodation, and operational costs (overhead costs). Payments will be made on a basis of deliverables agreed and submitted, in stages as follows:

1. **The first payment (20%)** of the total contract value) will be made upon signing of the LVG contract and the receipt of the detailed work plan.
2. **The second payment (50%)** of the total contract value) will be made upon completion and submission of deliverable no. 2.
3. **The third payment (25%)** of the total contract value) will be made upon completion and submission of deliverable no. 3.
4. **The fourth payment (5%)** of the total contract value) will be made upon completion and submission of deliverable no. 4.

As reference for activity implementation including administration and finance Low Value Grant (LVG) is available in **ANNEX - III**

## L. ELIGIBILITY AND SELECTION CRITERIA

The grant recipient (civil society or non-governmental organization, academia) with experience in in policy assistance and implementation of natural resource management shall complete and submit the Grant Proposal in accordance with UNDP's Low Value Grant Proposal Template (**ANNEX - IV**) and the Request for Information (RFI) From CSO/NGO (**ANNEX - V**)

The selection criteria for 2022 Low Value Grant Agreement are as follow:

1. **Methodology (30%)**; proposed methodology, work plan, approach, timeline, completeness of deliverables
2. **Identity (20%)**; registration status, having a specific status as necessary, etc
3. **Capacity (20%)**; specialized knowledge and experience on similar engagement, standard operating, procedure, financial report (audit report if available)
4. **Utilization of resources (15%)**; financial SOP, realistic budget for how fund will be spent (in accordance with UNDP standard cost; UN Harmonized Cost Rate, etc)
5. **Submission requirements (15%)**; Ideas presented including any requirement with regard to utilization resources, reporting, duration and other formal criteria

## M. QUALIFICATIONS OF CSO AND PERSONNEL

The selected CSO should comply with requirement as follow:

1. Has at least 3 years of experience at the village level with specialization in policy assistance and implementation of natural resource management by the village.
2. CSO located in West Kalimantan or Ketapang District will be an advantage
3. Experienced in conducting assessments of the level of community welfare associated with natural resource utilization activities around the village, especially forested areas.
4. Has a good network and working relationship with the government of West Kalimantan Province and Ketapang District
5. Has exceptional time management, organizational, and interpersonal skills.
6. Personnel shall be qualified for each proposed position and must be a permanent staff of the CSO (CV attached).
7. Capable of meeting the administrative document requirements required by UNDP.

The selected CSO should be supported but not limited to with personnel with requirement as follow:

1 (one) Team Leader	with a minimum of bachelor's degree, who has at least 5 (five) years of experience in team management, organization, planning, and reporting. Has a forestry background and understands well the issues of forestry, environment, plantation, and natural resource management policies.
1 (one) Community Business Development	with a minimum of bachelor's degree, who have at least 3 (three) years of experience in community business development and understand well the issues of forestry, environment, plantation, and natural resource management policies.
1 (one) Forest Management expert	with a minimum of bachelor's degree, who have at least 3 (three) years of experience in forest management and understand well the issues of forestry, environment, plantation, and natural resource management policies.
3 (three) Field Officer for each village	with a minimum of bachelor's degree, who have at least 3 (three) years of experience in village assistance and administration
1 (one) Project Administration Staff	with a minimum of bachelor's degree in administration and/or accounting and has at least 3 (three) years of experience in project administration and finance