

TERMS OF REFERENCE

LOW VALUE GRANT (LVG) FACILITATING AND ASSISTING FOREST AREA MANAGEMENT BY VILLAGES IN KOTAWARINGIN BARAT DISTRICT, CENTRAL KALIMANTAN PROVINCE

PANGKALAN BANTENG VILLAGE, PANGKALAN BANTENG SUB-DISTRICT, AND PANAHAH VILLAGE, ARUT UTARA SUB-DISTRICT.

March 2023 – March 2024 (12 MONTHS)

A. BACKGROUND

The Government of Indonesia has established forest development as an integral part of national development. This is because 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 principal 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 months in March 2023 – March 2024. To implement the activities, KalFor Project will issue a Call for Proposal to qualified technical service provider (Civil Society Organization-CSO) in Kotawaringin Barat District in Central Kalimantan Province.

B. OUTPUT

The selected CSO should perform the following output:

OUTPUT 1. MAKING ENABLING CONDITIONS IN VILLAGES; CREATING ENABLING CONDITIONS FOR INNOVATIVE AND QUALITY VILLAGE DEVELOPMENT ACTIVITIES NEEDED TO REALIZE SUSTAINABLE FOREST MANAGEMENT AND PROTECTION OF FORESTED AREAS OUTSIDE FOREST AREAS IN VILLAGES.

Component 1.1. Increasing Awareness of Village Management About the Importance of Protecting Forests in APL

1. Discussion with Local Leaders & Program Socialization Using FPIC Principle and Identifying Local Champion/ Local Cadres:
 - a. The village officers 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 as baseline.
 - b. 5 (five) team members per village to collect village potential data and village business potential
2. 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.

- b. Assist the village government in analyzing the status of the Developing Village Index (IDM) with the actual conditions.
- c. 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.

Component 1.2. Strengthening Community Groups & Village Cadres

1. Identification of potential village cadres/persons & Village Meeting to Form the Forest Management Community Organization & Agreement to form institution/community group to manage the forest in APL.
 - a. 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.
 - b. Agreement among the village community to form an institution/ community group and its personnel to manage the forest in APL.
 - c. Increased understanding of village cadres about forest management in APL & its incentive mechanisms.
2. Technical Assistance for Local Institution/ Community Group; Training on creating and executing SOPs for administration, finance & work plans.
 - a. The ability of forest management unit in village to arrange the administrative protocol documents, simple financial SOPs and work plans.

OUTPUT 2. FACILITATION OF PROTECTION AND SUSTAINABLE MANAGEMENT OF FORESTED AREA IN PANGKALAN BANTENG VILLAGE & PANAHAH VILLAGE

Component 2.1. Provide data and the current state of forest management models in village that are currently running (as baseline) and potential models that can be implemented.

1. Availability of data and maps showing potential forest areas in village areas;

Component 2.2. Develop an Innovative Plan for the development of forest protection areas in the village.

1. Village meetings to discuss incentive models or management schemes.
2. Drafting the Village Regulation / Public Consultation / Facilitating the Village Government to Draft the Regulation of Forest protection management in village level.
 - a. Final Regulation at the village level that regulate the management and protection of the forest in Village.
3. Establishment of Management Unit
 - 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

4. Develop the concept of interconnection between forested areas and other protected areas in APL and forest-state area.
 - 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 (In developing the concept, CSO should build communication and coordination between village and with related stakeholders such as District Environment and Forestry Service (Dinas LHK Kabupaten Kobar), Development Planning Agency at District Level (BAPPEDA Kabupaten), Regional Secretariat of Kotawaringin Barat (Setda Kabupaten Kotawaringin Barat), District Plantation Service (Dinas Perkebunan Kabupaten Kobar), Head of villages, academician, and Forest Management Unit (KPH).
5. FGD on Implementation plan and 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.
 - b. Integration of planning for the protection of Village-owned Forest (hutan milik desa) areas and other follow-up plan as result of the village assistance activities through the Development Planning mechanism (Musrenbangdes)

OUTPUT 3. (VILLAGE LEVEL PAKLIK MODELING & PROKLIM FACILITATION); VILLAGE INCENTIVE MODELING WITH THE VILLAGE LEVEL PAKLIK* & PROKLIM* FACILITATION

Note:

1. ***PAKLIK** = *Penerapan Alokasi Anggaran Kabupaten Berbasis Lingkungan Hidup dan Kehutanan*. For reference, see documents:
 - *Peraturan Bupati Kotawaringin Barat Nomor 19 Tahun 2021 (ANNEX I)*
 - *Surat Edaran Bupati Kotawaringin Barat Nomor 414.2/335/DPMD.E/IX2022 (ANNEX II)*
2. ***PROKLIM** = *Program Kampung Iklim*. For reference, see document:
 - *Road Map Program Kampung Iklim - PROKLIM (ANNEX III)*

Component 3.1. Village Incentive Modeling with the PAKLIK Scheme; Green Open Space Indicator (Indikator Ruang Terbuka Hijau)

1. Facilitating the fulfillment of the provision of green open spaces, organic villages, biodiversity plants, and availability of information on natural resources and the environment in village areas.
2. Capacity building regarding green open spaces, organic villages, biodiversity plants, and the availability of information on natural resources and the environment in village areas.

Component 3.2. Village Incentive Modeling with the PAKLIK Scheme; Water Resources Management Indicators (Indikator Pengelolaan Sumber Daya Air)

1. Facilitate surveillance activities in the environmental sector (water, air, land).
2. Facilitate Village waste management activities.
3. Facilitate activities for the protection, preservation and utilization of natural resources and environmental sustainability.
4. Increasing Monitoring Capacity in the Environmental Sector (water, air, soil), Village Waste Management, Preservation Protection, and Utilization of Natural Resources as well as Environmental Preservation.

Component 3.3. Village Incentive Modeling with the PAKLIK Scheme; Waste Management Indicator (Indikator Pengelolaan Sampah)

1. Facilitation of village policies for the availability of village waste facilities and infrastructure and community-based waste management.
2. Capacity Building; knowledge and capacity in Community Based Waste Management in Pangkalan Banteng and Panahan Villages

Component 3.4. Village Incentive Modeling with the PAKLIK Scheme; Disaster Risk Management Indicators (Indikator Pengelolaan Risiko Bencana)

1. Facilitate coordination and activities related to prevention and control of forest fires.
2. Facilitation of coordination and activities related to disaster preparedness (prevention activities) and handling of disaster events (responsiveness).
3. Capacity building for disaster preparedness (prevention activities) and handling of disaster events (responsiveness).

Component 3.5. Village-level PROKLIM facilitation

1. Facilitation Pangkalan Banteng and Panahan Villages to fulfill the requirements as Kampung Iklim; Identified the requirements and how to fulfill the requirements to become a Kampung Iklim for Pangkalan Banteng and Panahan Villages.
2. Facilitation and coordination with related institutions to ensure the need to fulfill the criteria as a Kampung Iklim; Implementation of coordination with related institutions to ensure the need to fulfill the criteria as a Kampung Iklim.

OUTPUT 4. (VILLAGE BUSINESS FACILITATION); FACILITATION OF COMMUNITY INCREASING INCOME/ WELFARE BASED ON SUSTAINABLE NATURAL RESOURCES MANAGEMENT

Component 4.1. Village Business Facilitation (from Water Resources Management & Waste Management)

1. Simple Business Plan Training & Preparation; The forest management agency at APL is capable of making and executing a simple business plan.
2. Village business capacity building training based on local natural resources management. (Ecotourism and Waste Recycling); Rural business groups that have the capacity to run village businesses based on local natural resource management.
3. Facilitation and assistance for demonstration plot activities; Ecotourism demonstration plots and waste recycling demonstration plots to increase village income.

Component 4.2. Follow-up Action Plan:

1. 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.
2. Advance Simple Business Plan for follow-up on specific commodity/business

OUTPUT 5. GENDER EQUALITY AND SOCIAL INCLUSION (CROSS-CUTTING ISSUE)

Komponen 5.1. Gap Analysis & Recommendation (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. Identification of gaps and needs for capacity building of women's groups, youth groups and disabilities in the village.

2. Identification of relevant training proposals.
3. Carry out priority training for women's groups, youth groups and disabilities according to project targets and issues.

Component 5.2. Community Participation (Increase the capacity and collaboration of community representatives (PKK, Karang Taruna, BPD, youth, disabilities, etc.) 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 Natural Resource products.)

1. Involvement of all community representatives, including youth and disabled groups.
2. Disaggregated data (data terpilah) becomes results and activity references.

OUTPUT 6. LESSON LEARNED & SUSTAINABILITY

Component 6.1. Develop lessons learned based on the activities in each village and.

1. Documentation of village facilitation and assistance processes.
 - a. Lesson learned of CSO assistance activity from each village and lesson learned of management and local business activities from each village.
 - b. Printed Document and Audio Visual of Documentation Process on Facilitation Villages; Improvement of Community Welfare Based on Sustainable Natural Resources Management In the Villages.
 - c. Media coverage – news
 - d. Reporting on business assistance and facilitation by the national mass media.
 - e.

Component 6.2. Facilitation on Multistakeholder Collaboration.

1. Collaboration Plan/Action between communities, companies, 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:

1. 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.
2. 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.
3. Implementation of pilot activities as innovative village program.
4. 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:

1. 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)
2. Implement the KALFOR's Free-Prior-Informed Consent (FPIC) guidelines.
 3. Assess community welfare of the selected villages. (Output: data/information of community welfare in each pilot village)
 4. 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)
 5. 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)
 6. 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)
 7. 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)
 8. 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)
 9. 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)
 10. 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)
 11. 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)
 12. 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)
 13. 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)
 14. 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)
 15. 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.)
 16. Facilitate Pilot activities for potential village business. (Output: three top priorities of village business)
 17. 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).

18. Provide assistance to organizations formed to develop work program in a participatory manner. (Output: functioning village level organization to address local issues, Integration of the result of village assistance activities to the Development Planning mechanism (Musrenbangdes).

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.

F. BACKGROUND OF LOCATION

The location of the activity will take place in Pangkalan Banteng Village (Pangkalan Banteng Sub-District) and Panahan Village (Arut Utara Sub-District) in Kotawaringin Barat District, brief information for the said

location is available as below where it's obtained from the assessment that has been conducted by the Project:

1. PANGKALAN BANTENG VILLAGE (PANGKALAN BANTENG SUB-DISTRICT)

Pangkalan Banteng Village located in Pangkalan Banteng sub-District, Kotawaringin Barat District, Central Kalimantan, with a population of 444 families or 1.683 people (879 males and 804 females). The distance from Pangkalan Bun (Kotawaringin Barat District Capital) to the location of the forested area is about 65 km and can be reached by using two-wheeled vehicles. Pangkalan Banteng Village has an area of 3,561 ha and has a forested area of about 432 ha (swamp forest), and has the following area boundaries:

- North: Bengkuang River Village
- East: Simpang Berambai Village
- South: Berambai Makmur Village
- West: Pangkalan Tiga Village

Pangkalan Banteng Village or better known by the wider community as Sebukat is the only indigineous village that is included in the Pangkalan Banteng District area. The location of Pangkalan Banteng village is on the edge of the Kumai River, surrounded by jungle which is still used by the community for farming. Pangkalan Banteng village has a small pond which is located adjacent to the plantation area. As a very important natural resource for all people, the existing reservoir resources are important and must be maintained.

Pangkalan Banteng Village Social Conditions; Pangkalan Banteng people mostly work as rubber farmers, fishermen and casual daily labourers. Aside from being farmers, there are also traders (including rubber and fish collectors), laborers, fishermen, breeders, wood scrapers, private workers, gold extractors, TNI/Polri, car taxi service providers and civil servants. The education level of the people of Pangkalan Banteng is mostly that of junior and senior high school graduates.

Since 2000, awareness of community for rubber plantations has grown, until now they still maintain the existing rubber and oil palm plantations. There are community members who are skilled at making home industries and selling salted fish, fish cages at the sub-district market. As fishermen for fishing, they no longer use tuba or stun but return to natural methods, for example by *marengge da mangilar* (using nets and traps). In terms of community activities there are still people who cut wood for non-business purposes, while from the existing fish cages it is observed that it has not been running optimally.

Potential Resources in Pangkalan Banteng Village; Commodity Natural Resource Potential in Pangkalan Banteng Village, namely, rubber, fish, vegetables, kitchen spices. Fruits can still be upgraded for production. For vacant land (critical land) there is still a large enough area available to become agricultural land and plantations with an area of 100 km², the community is informed that the fertility level on the banks of the West Kotawaringin river, from the riverbank (700 m) is good and can be planted with rice, rubber, oil palm. However, more than 700m from the riverbank has not been managed by the community. Village land for the public interest, legalized to the Camat (head of sub-district) for farmer groups.

Soil types are peat, clay and sand. Local fish such as shrimp, catfish, snapper, shark, rays and others are available. In the case of fish kept in cages, the types of fish are catfish, catfish, tilapia, and other natural products, which provide game animals as food commodities, which are sold from village to village. Kumai river is used as a means of transportation by the community.

The problem that is felt by the community is the limitation of access to hunting animals related to National Park regulations around Pangkalan Banteng Village. There are difficulties selling rattan due to a ban on national exports of raw rattan so that rattan is currently not being harvested. From the community it was revealed that the price of rattan is not in balance with the current price of basic necessities. It was also revealed that the problem was that the community had not been able to process rattan into finished materials such as woven rattan.

The people of Pangkalan Banteng work mostly as rubber farmers, fishermen and casual daily labourers. Aside from being farmers, there are also traders (including rubber and fish collectors), laborers, fishermen, breeders, loggers, private workers, gold extractors, TNI/Polri, car taxi service providers and also government employees (PNS).

Detail information <https://desapangkalanbanteng.weebly.com/>

2. PANAHAH VILLAGE (ARUT UTARA SUB-DISTRICT)

Panahan Village located in Arut Utara Sub-District, Kotawaringin Barat District with a population of 201 families or 608 people (308 males and 300 females). Panahan village has an area of 2.161 Ha dan has a forested area of about 880 ha (rain forest). The distance from Pangkalan Bun (Kotawaringin Barat District Capital) to the location of the forested area is about 155 km and can be reached by using two-wheeled and four-wheeled vehicles.

The majority of Panahan Village residents are Dayak tribes. The term Panahan means a place that can protect against various kinds of calamities and diseases. Panahan Village has customs and culture that are still maintained, such as the Batatula Ritual (cleaning the village), the banae mansa ritual (traditional marriage), the Baliat ritual (traditional medicine), the Babukuk ritual (Death ritual), the tiwah ritual (ritual after death), Manugal (planting rice), Mahanyi (harvesting rice), and Batasi (estimating yields). Tourist attractions that are highly favored are the riverside which has unspoiled forest views and at the end of the river there is a Riam Uak with natural scenery. In terms of environmental services, Riam Uak Panahan Village, North Arut District, West Kotawaringin Regency (Kobar) made it into the top three in the temporary voting for the 2022 Indonesian Charm Award (API) in June 2022.

In 2017, Panahan Village became the only village that has used clean water in Arut Utara District. The community built a storage tank to distribute clean water from Bukit Balang to residents' homes in Panahan Village. The distance between the water source and the residents' village is about 7.5 km. This activity uses the Village Fund (DD) budget which is carried out in stages from 2016 to 2017. The cost of building this clean water facility is Rp. 700 million. This clean water will be used as one of the village business potentials through BUMDes.

Another potential of Bukit Balang in Panahan Village is an unspoiled forest with potential durian fruit which has the potential to be durian tourism. Some people work as durian collectors to be marketed to Pangkalan Bun City.

There is a company engaged in the forestry sector named PT. Korintiga Hutani (KTH) which has the potential to become a supporting partner for activities in Panahan Village. PT KTH has carried out various forms of activities carried out, both infrastructure, education, economic and other social.

From August to September 2021, Panahan Village was designated as one of the villages with flood emergency response status. The determination of emergency response status was in response to floods that occurred in 9 villages and 1 urban village in Arut Utara District. The flooding that occurred was triggered by the overflow of the Watershed (DAS) in Arut Utara District and also the natural phenomenon of the ebb and flow of sea water. Apart from Panahan Village, the affected areas are Sambu Village, Sungai Dau Village, Pandau Village, Riam Village, Kerabu Village, Panyombean Village, Gandis Village, Sukarami Village which are in Puntung Village.

Additional information (unofficial) about Panahan Village: <https://youtu.be/1e7fel7f-n0>

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	District	Village Area (Ha)*
1	Pangkalan Banteng	Pangkalan Banteng	Kotawaringin Barat	2.644
2	Panahan	Arut Utara	Kotawaringin Barat	2.161

**Source: Ditjen PKTL KLHK, 2021*

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 March 2023 – March 2024 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"> ▪ Discussion with Local Leaders & Program Socialization Using FPIC Principle and Identifying Local Champion/ Local Cadres. ▪ Conducting Village Socio-Economic Potential and Village Household Welfare Assessment; Training for Village Team & Data Collection: <ul style="list-style-type: none"> ➢ Village Meeting reports ➢ FPIC module & report ➢ Report on the baseline level of community welfare ➢ Decree of the Village Head (SK) for the data collection team on the potential of Natural Resources and Village Business Potential; 2 (two) decree (SK). ▪ Identification of potential village cadres/persons & Village Meeting to Form the Forest Management Community Organization & Agreement to form institution/community group to manage the forest in APL. ▪ Technical Assistance for Local Institution/ Community Group; Training on creating and executing SOPs for administration, finance & work plans <ul style="list-style-type: none"> ➢ Meeting Reports, names of 4 change agents (2 agents of change per village (1-M, 1-F) listed in the document. ➢ Meeting Reports, names of 6 local cadres, (3-M, 3-F) listed in the document. ➢ Report on Increasing Understanding of forest area management in APL, Training on Identification of Potential Natural Resources, Socio-economic and incentive opportunities. ▪ Participatory Mapping Training and Collection of data/Information on the condition and utilization of village natural resources; Availability of data and maps showing potential forest areas in village areas; <ul style="list-style-type: none"> ➢ 1 set of potential forest area maps per village (total: 2 map sets) ➢ Participatory Mapping training report ➢ Report on the collection of data on the condition and utilization of village natural resources ▪ Facilitating the fulfillment of the provision of green open spaces, organic villages, biodiversity plants, and availability of information on natural resources and the environment in village areas; <ul style="list-style-type: none"> ➢ Each 1 (one) policy (SK) per Village which regulates the allocation, area and management procedures for green open 	April 2023

	<p>spaces, organic villages and biodiversity plants in village areas. Total: 2 (two) village policies.</p> <ul style="list-style-type: none"> ➤ 1 (one) set of maps (pdf and shp) showing the location and area of green open spaces and plant biodiversity in the village area. Total 2 maps ➤ 1 (one) document containing information on natural resources and the environment in the village area. Total: 2 (two) documents containing information about natural resources and the environment. <ul style="list-style-type: none"> ▪ Facilitate surveillance activities in the environmental sector (water, air, land). <ul style="list-style-type: none"> ➤ 2 (two) Village oversight report documents for the environmental sector (water, air, land), each for Pangkalan Banteng Village and Panahan Village. ▪ Facilitate Village waste management activities. <ul style="list-style-type: none"> ➤ Final Report on activities related to waste management in Pangkalan Banteng Village and Panahan Village. ➤ Final village designation document for program/waste management in Pangkalan Banteng Village and Panahan Village. ▪ Facilitate activities for the protection, preservation and utilization of natural resources and environmental sustainability. <ul style="list-style-type: none"> ➤ Final Report on the facilitation of activities related to the protection, preservation and utilization of natural resources as well as environmental sustainability in Pangkalan Banteng and Panahan villages. ▪ Facilitation of village policies for the availability of village waste facilities and infrastructure and community-based waste management. <ul style="list-style-type: none"> ➤ Final Pangkalan Banteng Village Policy Document for the availability of village waste facilities and infrastructure and community-based waste management. ➤ Final Panahan Village Policy Document for the availability of village waste facilities and infrastructure and community-based waste management. ➤ List of solid waste infrastructure facilities in Pangkalan Banteng village ➤ Village plan that contains a community-based waste management program in Pangkalan Banteng Village. ➤ List/list of waste infrastructure facilities in Panahan village. ➤ Village plan that contains community-based waste management programs in Panahan Village. 	
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	<ul style="list-style-type: none"> ▪ Facilitate coordination and activities related to prevention and control of forest fires. <ul style="list-style-type: none"> ➢ Communication/coordination letters from Pangkalan Banteng Village and Panahan Village to parties related to forest fire prevention and control. ▪ Facilitation of coordination and activities related to disaster preparedness (prevention activities) and handling of disaster events (responsiveness). <ul style="list-style-type: none"> ➢ Communication/coordination letters from Pangkalan Banteng Village and Panahan Village to parties related to disaster preparedness (prevention activities) and handling of disaster events (responsiveness). ▪ Facilitation Pangkalan Banteng and Panahan Villages to fulfill the requirements as Kampung Iklim; Identified the requirements and how to fulfill the requirements to become a Kampung Iklim for Pangkalan Banteng and Panahan Villages. <ul style="list-style-type: none"> ➢ Document matrix of the identification of requirements and how to fulfill the requirements to become a Kampung Iklim for Pangkalan Banteng and Panahan Villages. ▪ Facilitation and coordination with related institutions to ensure the need to fulfill the criteria as a Kampung Iklim; Implementation of coordination with related institutions to ensure the need to fulfill the criteria as a Kampung Iklim. <ul style="list-style-type: none"> ➢ MoM discussions/meetings/gatherings with related institutions (District Environmental Service, etc.) ▪ Identification of gaps and needs for capacity building of women's groups, youth groups and disabilities in the village. ▪ Identification of relevant training proposals. <ul style="list-style-type: none"> ➢ 1 (one) document containing the results of the analysis and the need for capacity building of women's groups, youth groups and disabilities in Pangkalan Banteng and Panahan Villages. ▪ Involvement of all community representatives, including youth and disabled groups. ▪ Disaggregated data (data terpisah) becomes results and activity references. <ul style="list-style-type: none"> ➢ Reports/MoM of activities with attendance lists showing the presence of representatives of women's groups, youth groups and disabilities in implementing activities. ▪ Documentation of village facilitation and assistance processes ▪ The media coverage – news 	
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	<ul style="list-style-type: none"> ▪ Printed and audio-visual documentation plan documents for the publication of assisted Village activities. <ul style="list-style-type: none"> ➤ 2 (two) news on business assistance and facilitation in 2 villages, in at least 2 national mass media. ▪ Collaboration Plan/Action between communities, companies, and district governments to support eco-friendly community-based businesses <ul style="list-style-type: none"> ➤ Report on the Facilitation of Meetings related to stakeholder collaboration. 	
2.	<ul style="list-style-type: none"> ▪ Identification of potential village cadres/persons & Village Meeting to Form the Forest Management Community Organization & Agreement to form institution/community group to manage the forest in APL. ▪ Technical Assistance for Local Institution/ Community Group; Training on creating and executing SOPs for administration, finance & work plans <ul style="list-style-type: none"> ➤ Decree of the Village Head regarding the Village Water Resources Management Institution (or its follow-up). ➤ Finance SOP, Administration & work plan for Pangkalan Banteng Village. ➤ Finance SOP, Administration & work plan for Panahan Village. ▪ Village meetings to discuss incentive models or management schemes. ▪ Drafting the Village Regulation / Public Consultation / Facilitating the Village Government to Draft the Regulation of Forest protection management in village level. Note: Final Regulation at the village level that regulate the management and protection of the forest in APL. ▪ Develop the concept of interconnection between forested areas and other protected areas in APL and forest-state area. ▪ FGD on Implementation plan and Follow-up Action <ul style="list-style-type: none"> ➤ Incentive Scheme/Model Document based on village approach; Total: 1 Incentive scheme document (for 2 Villages) ➤ Reports from village meetings discussing incentive models or management schemes. ➤ Draft Concept for interconnection between forested areas In APL and Its connectivity with the protected areas ➤ Draft Recommendation on strategy and implementation steps of the The Concept of connectivity between Protection and Management of Forested Areas in APL and Other Protected Areas in the selected villages 	August 2023

	<ul style="list-style-type: none"> ▪ Capacity building regarding green open spaces, organic villages, biodiversity plants, and the availability of information on natural resources and the environment in village areas. <ul style="list-style-type: none"> ➤ Training modules for: Green open space management in village areas, Organic Village Management in the village area, Biodiversity Plant Management Training in the village area. ➤ Training Module on the Availability of Information on Natural Resources and the Environment in the village area. ➤ Training Report on the Management of Green Open Spaces, Organic Villages, Biodiversity Plants, and Availability of Natural Resources and Environmental Information in the Pangkalan Banteng and Panahan Village Areas. ▪ Increasing Monitoring Capacity in the Environmental Sector (water, air, soil), Village Waste Management, Preservation Protection, and Utilization of Natural Resources as well as Environmental Preservation. <ul style="list-style-type: none"> ➤ Modules of Monitoring Training on the Environmental Sector (water, air, soil), Village Waste Management, Preservation Protection, and Utilization of Natural Resources and Environmental Preservation at the Village level. ➤ Report on Supervision Training in the Field of Environment (water, air, soil), Village Waste Management, Preservation Protection, and Utilization of Natural Resources and Environmental Conservation at the Village level for Pangkalan Banteng Village and Panahan Village. ▪ Capacity Building; knowledge and capacity in Community Based Waste Management in Pangkalan Banteng and Panahan Villages <ul style="list-style-type: none"> ➤ Community-Based Solid Waste Management Training Module in the Village. ➤ Community Based Waste Management Training Report for Pangkalan Banteng and Panahan Villages. ▪ Capacity building for disaster preparedness (prevention activities) and handling of disaster events (responsiveness). <ul style="list-style-type: none"> ➤ Disaster Preparedness Training Modules (prevention activities) and Disaster Management (responsive). ➤ Report on Disaster Preparedness Training (prevention activities) and Disaster Management (responsive) for Pangkalan Banteng Village and Panahan Village. ▪ Simple Business Plan Training & Preparation; The forest management agency at APL is capable of making and executing a simple business plan. 	
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	<ul style="list-style-type: none"> ▪ Village business capacity building training based on local natural resources management. (Ecotourism and Waste Recycling); Rural business groups that have the capacity to run village businesses based on local natural resource management. ▪ Facilitation and assistance for demonstration plot activities; Ecotourism demonstration plots and waste recycling demonstration plots to increase village income. <ul style="list-style-type: none"> ➤ Simple Business Plan Document per village: total 2 (two) Simple Business Plans. ➤ Ecotourism Training Report (Pangkalan Banteng village) ➤ Waste Management/Recycling Training Report to increase Village income (Pangkalan Banteng village) ➤ Mentoring report; Development of Ecotourism Business in Pangkalan Banteng Village.. ➤ Mentoring report; Development of Waste Management/Recycling to increase Village income in Pangkalan Banteng Village. ▪ Identification of gaps and needs for capacity building of women's groups, youth groups and disabilities in the village. ▪ Identification of relevant training proposals. <ul style="list-style-type: none"> ➤ 1 (one) Capacity Building Report document for priority issues which involves women's groups, youth groups and disabilities in Pangkalan Banteng and Panahan Villages with a composition of at least 30% of participants are women. ▪ Involvement of all community representatives, including youth and disabled groups. ▪ Disaggregated data (data terpisah) becomes results and activity references. <ul style="list-style-type: none"> ➤ Reports/MoM of activities with attendance lists showing the presence of representatives of women's groups, youth groups and disabilities in implementing activities. ▪ Documentation of village facilitation and assistance processes ▪ The media coverage - news <ul style="list-style-type: none"> ➤ 1 (one) draft document photo book documentation (print and softcopy) Learning the Facilitation and Assistance Process in Pangkalan Banteng Village and Panahan Village. ➤ 1 (one) draft Documentary Video of Facilitation and Assistance Learning Process in Pangkalan Banteng Village and Panahan Village. ➤ 2 (two) reports on business assistance and facilitation in 2 villages, in at least 2 national mass media. ▪ Collaboration Plan/Action between communities, companies, and district governments to support eco-friendly community-based businesses 	
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	<ul style="list-style-type: none"> ➤ Report on Facilitation of Stakeholder Collaborative Meetings ➤ Draft MoU/Joint Action Plan between communities, companies and district government to support village businesses based on the protection and sustainable management of forested areas in Pangkalan Banteng Village. ➤ Draft MoU/Joint Action Plan between communities, companies and district government to support village businesses based on the protection and sustainable management of forested areas in Panahan Village. ➤ Documentation Report on joint MoU/Action Plan Process in 2 Villages. 	
3.	<ul style="list-style-type: none"> ▪ Village meetings to discuss incentive models or management schemes. ▪ Drafting the Village Regulation / Public Consultation / Facilitating the Village Government to Draft the Regulation of Forest protection management in village level. Note: Final Regulation at the village level that regulate the management and protection of the forest in APL. ▪ Develop the concept of interconnection between forested areas and other protected areas in APL and forest-state area. ▪ FGD on Implementation plan and Follow-up Action: <ul style="list-style-type: none"> ➤ Report on the meeting on drafting village regulations. ➤ Village regulations regarding management and protection of forested areas in the village. ➤ Report on the meeting on drafting village regulations on management unit establishment. ➤ Village Regulation on Management Unit establishment ➤ Final Concept Document of connectivity between Protection and Management of Forested Areas in APL and Other Protected Areas in the selected villages. ➤ FGD report discussing the Action Plan ➤ Document the opportunity and choice of Village incentive models. ➤ Documents for the Management and Protection of Forested Areas in the Village. ➤ Action follow-up plan document, including the development of a forest management model in the village, to improve community welfare. ➤ Recommended documents for the model of forest management in villages and recommendations for incentive models for villages. ▪ Simple Business Plan Training & Preparation; The forest management agency at APL is capable of making and executing a simple business plan. 	January 2024

	<ul style="list-style-type: none"> ▪ Village business capacity building training based on local natural resources management. (Ecotourism and Waste Recycling); Rural business groups that have the capacity to run village businesses based on local natural resource management. ▪ Facilitation and assistance for demonstration plot activities; Ecotourism demonstration plots and waste recycling demonstration plots to increase village income. <ul style="list-style-type: none"> ➢ Ecotourism Training Report (Panahan village) ➢ Waste Management/Recycling Training Report to increase Village income (Panahan village) ➢ Mentoring report; Development of Ecotourism Business in Panahan Village. ➢ Mentoring report; Development of Waste Management/Recycling to increase Village income in Panahan Village. ▪ 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. ▪ Advance Simple Business Plan for follow-up on specific commodity/business <ul style="list-style-type: none"> ➢ 1 set of village business planning and implementation documents and recommendations for potential collaboration models and potential partners for 2 villages business scale-ups. ➢ 1 set of village maps showing the business locations of 2 villages (SHP & pdf) – Pangkalan Banteng & Panahan Village. ➢ Advanced business plan document for Pangkalan Banteng Village & Panahan Village ▪ Involvement of all community representatives, including youth and disabled groups. ▪ Disaggregated data (data terpilih) becomes results and activity references. • Reports/MoM of activities with attendance lists showing the presence of representatives of women's groups, youth groups and disabilities in implementing activities. ▪ Documentation of village facilitation and assistance processes ▪ The media coverage - news <ul style="list-style-type: none"> ➢ 1 (one) final document photo book documentation (print and softcopy) Learning the Facilitation and Assistance Process in Pangkalan Banteng Village and Panahan Village. ➢ 1 (one) final Documentary Video of Facilitation and Assistance Learning Process in Pangkalan Banteng Village and Panahan Village. 	
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	<ul style="list-style-type: none"> ➤ 2 (two) news on business assistance and facilitation in 2 villages, in at least 2 national mass media. ▪ Collaboration Plan/Action between communities, companies, and district governments to support eco-friendly community-based businesses <ul style="list-style-type: none"> ➤ Report on Facilitation of Stakeholder Collaborative Meetings ➤ Final MoU/Joint Action Plan between communities, companies and district government to support village businesses based on the protection and sustainable management of forested areas in Pangkalan Banteng Village. ➤ Final MoU/Joint Action Plan between communities, companies and district government to support village businesses based on the protection and sustainable management of forested areas in Panahan Villages ➤ Documentation Report on joint MoU/Action Plan Process in 2 Villages. 	
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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 Pangkalan Banteng village and Panahan village with performance indicators as mentioned in **ANNEX IV**.

K. BUDGET AND PAYMENT

The total budget provided by KalFor-UNDP for this activity is **USD 112.000**. 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 V**

L. ELIGIBILITY AND SELECTION CRITERIA

The grant recipient (civil society or non-governmental organization, academia) with experience 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 VI**) and the Request for Information (RFI) From CSO/NGO (**ANNEX - VII**)

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 Central Kalimantan Province or Kotawaringin Barat 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 Central Kalimantan Province and Kotawaringin Barat 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.
2 (two) Field Officer for 2 villages	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