Request for Proposals

Title: Community Based Mangrove Ecotourism Guideline Developer
RFP No: 01/29-05/KI2023
Date of Issuance: (29/05/2023)

1. Background
   Indonesia known as the country with the highest mangrove size in the world. However, the mangrove degradation is occurred quite rapidly due to the increase conversion of mangrove ecosystem into aquaculture, palm oil plantation and other economic related human activities that manage unsustainably. This situation led to further degradation and loss of mangrove. Papua Barat is one of province that has a large pristine mangrove ecosystem. Several mangrove areas are in the marine protected areas, that now are being managed by local authority.

   Konservasi Indonesia has long collaboration with local authority in improving the management of marine Protection area in Papua Barat, one of the locations is in Teluk Berau Fakfak, that become the home of more than 700 ha of pristine mangrove. A long work with local authority and community has been led into collaboration works in developing more sustainable livelihood through development of community-based mangrove ecotourism in this area. Learning from CI success story in developing sustainable tourism practice in Raja Ampat, Konservasi Indonesia willing to create and replicate the approach in other potential areas including in Teluk Berau, fakfak. A popular guideline is needed to help local community and authority are well understand about the process of developing the sustainable management of mangrove ecotourism, that not only protecting the existing mangrove but also improving the management of the ecosystem.

2. Project Overview
   The Global Mangrove Alliance project, which is better known as the GMA-ID project, is a program to protect mangrove ecosystems as one of the important ecosystem that has high carbon value. GMA-ID started in 2022 and will end in November 2023. The Global Mangrove Alliance has the goal of reducing mangrove degradation, carrying out science-based restoration and building awareness. In the long term, GMA has a target of making a plan to protect all unprotected mangroves in this area, and to restore an area of 6,600 km2. In the short term, the GMA project aims to achieve the following targets by 2024:
   1. Building a collaborative strategy at the national level in 4 countries
   2. Ensuring that 50 thousand ha of mangroves are under effective management and protection
   3. Integrate guidelines.smart practices into training materials and develop training modules.
   4. Translate global commitments into real action on the ground for conservation, restoration, capacity building and information exchange activities

   Some of the activities carried out include:
   • Synergize with national (government and non-government) and local stakeholders to introduce several GMA tools such as the website, Global Mangrove Watch, mangrove restoration tracking tools and restoration guidelines
   • Support updating of mangrove mapping tools
   • Development of community-based mangrove ecotourism guidelines/modules
   • Development of community-based mangrove conservation practices and business models

3. Terms of Reference, Deliverables and Deliverables Schedule
   Aim
This guideline is expected to explain the principles and procedures for developing community-based sustainable mangrove ecotourism in a simple form, especially those in conservation areas. This document is expected to be used by managers of marine protected areas and also the people involved in it. This document is also expected to be able to document good practices carried out by local players/actors in the field, so as to be able to grow ownership at the site level and bring up new local actors in community-based mangrove ecotourism management.

SCOPE OF WORK

The specific objectives of this work are:
1. Formulate and develop a concept/outline guide based on a people-centred learning, participatory approach, and practical field training
2. Write/compile study guides directly in the field, observe problems and their causes, analyze developments in the field.
3. Synthesize findings/good practices, accompanied by supporting documentation for efforts to empower indigenous peoples as part of advancing culture

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<thead>
<tr>
<th>No</th>
<th>Deliverability</th>
<th>Deadline</th>
<th>Value</th>
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<tbody>
<tr>
<td>1</td>
<td>Outline of the guidelines</td>
<td>19 June 2023</td>
<td>10%</td>
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<tr>
<td>2</td>
<td>Trip and interview report</td>
<td>19 July 2023</td>
<td>20%</td>
</tr>
<tr>
<td>2</td>
<td>First Draft</td>
<td>19 Aug 2023</td>
<td>30%</td>
</tr>
<tr>
<td>3</td>
<td>Final Draft</td>
<td>19 September 2023</td>
<td>40%</td>
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4. Submission Details
   a. Deadline. Proposals must be received no later than 09 June 2023. Late submissions will not be accepted. Proposals must be submitted via email to (grantcontractID@konservasi-id.org). All proposals are to be submitted following the guidelines listed in this RFP.
   b. Validity of bid. 120 days from the submission deadline
   c. Clarifications. Questions may be submitted to grantcontractID@konservasi-id.org by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. Konservasi Indonesia will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the Konservasi Indonesia website and/or communicated via email.
   d. Amendments. At any time prior to the deadline for submission of proposals, Konservasi Indonesia may, for any reason, modify the RFP documents by amendment which will be posted to the Konservasi Indonesia website and/or communicated via email.

5. Minimum Requirements
   1. Have knowledge and experience in developing community-based sustainable mangrove tourism and understand the principles of water conservation area management
2. Have written popular guidebooks (children's books/biography/training modules for village/village communities).
3. Have experience in conducting community training/assistance in the field of ecotourism, especially mangrove ecotourism.
4. Accustomed to working with non-governmental organizations (NGOs)
5. Individual / Company has an active NPWP
6. Accustomed to working quickly and precisely with minimal supervision
7. Have popular writing skills
8. Do your best to maximize output
9. Have passion and desire to contribute to the world of conservation and community empowerment.
10. Willing to travel to remote areas (Fakfak, West Papua)
11. Can understand basic English

6. Proposal Documents to Include
   a. Signed cover page on bidder’s letterhead with the bidder’s contact information.
   b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
   c. Technical Proposal.
      i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
      ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).
      iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference (indicate Section 3 or Attachment 2). (Add specific requirements needed in the Technical Proposal here, include page limit if appropriate)
   d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 3).

7. Evaluation Criteria In evaluating proposals, Konservasi Indonesia will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

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<tr>
<th>Evaluation Criteria</th>
<th>Score (out of 100)</th>
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<tbody>
<tr>
<td>Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?</td>
<td>20% Max points</td>
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<td>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?</td>
<td>20% Max points</td>
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<td>Does the bidder’s past performance demonstrate recent proven experience doing similar work?</td>
<td>20% Max points</td>
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<td>Does the bidder and the proposed personnel have the specific technical expertise for the assignment?</td>
<td>20% Max points</td>
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8. **Proposal Timeline**

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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>RFP issued</td>
<td>29 May 2023</td>
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<tr>
<td>Clarifications submitted to Konservasi Indonesia</td>
<td>31 May 2023</td>
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<tr>
<td>Clarifications provided to known bidders</td>
<td>05 June 2023</td>
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<tr>
<td>Complete proposals due to Konservasi Indonesia</td>
<td>07 June 2023</td>
</tr>
<tr>
<td>Final selection</td>
<td>09 June 2023</td>
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9. **Resulting Award** Konservasi Indonesia anticipates entering into an agreement with the selected bidder by (12/6/2023). Any resulting agreement will be subject to the terms and conditions of Konservasi Indonesia’s Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate Konservasi Indonesia to execute a contract, nor does it commit Konservasi Indonesia to pay any costs incurred in the preparation or submission of the proposals. Furthermore, Konservasi Indonesia reserves the right to reject any and all offers, if such action is considered to be in the best interest of Konservasi Indonesia. Konservasi Indonesia will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

10. **Confidentiality** All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. Konservasi Indonesia may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. Konservasi Indonesia’s evaluation results are confidential and applicant scoring will not be shared among bidders.

11. **Code of Ethics** All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with Konservasi Indonesia’s Code of Ethics. Conservation International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. Konservasi Indonesia’s Code of Ethics (the “Code”) provides guidance to Konservasi Indonesia employees, service providers, experts, interns, and volunteers in living Konservasi Indonesia’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to Konservasi Indonesia via its Ethics Hotline at www.ci.ethicspoint.com.

12. **Attachments:** [link here]

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
Attachment 2: Terms of Reference
Attachment 3: Cost Proposal Template