Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia.

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

As we are constantly expanding, we are currently looking Consultant to fill the following Terms below:

CONSULTANT (Individu / Company)

FEASIBILITY ASSESSMENT FOR FOREST-POSITIVE LIVELIHOOD DEVELOPMENT IN SORONG SELATAN.

(Code: Forest-positive Livelihood)

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Title: FEASIBILITY ASSESSMENT FOR FOREST-POSITIVE LIVELIHOOD DEVELOPMENT IN SORONG SELATAN

Date Issued: 15 Aug 2023

1. Background
Sorong Selatan in Papua Barat Daya province is home to large extent of critical forest ecosystems. These forests provide critical ecosystem services, and its sustainability is important not only for wildlife, but also global climate stability and the prosperity of the nature-dependant local communities.

Sorong Selatan’s lowland swamp forest, for example, is rich in sago grooves, a main source of staple for local indigenous communities. It is a key vegetation type that is also habitat for important game animals for meat, such as introduced wild pig and deer. In the production forest area fruits trees are abundant, while in some specific parts that once was the Dutch’s Boswezen area, resin-producing trees still thrive. Another example is also its rich estuaries, where local communities depend for small-scale fisheries, both for household consumption and livelihood.

Government, communities and partners, have begun product and market development for some of these non-timber forest products (NTFP) e.g, damar and cinnamon. Taking advantage on the beauty of the forest landscape, ecotourism has also been initiated in some villages. In short, Sorong Selatan’s forest and its associated ecosystem has great potential to be sustainably developed for added economic benefit, that can improve communities’ prosperity, and either directly support forest management, or indirectly give positive impacts by reducing threats to forest.
2. Project Overview

The **Goal** of this consultancy is to comprehensively assess opportunities for forest-associated livelihood development in Sorong Selatan and build business development strategy and plan for each of the prioritized livelihood potentials, to help ensure effectiveness of KI’s project intervention for the next 5 years and sustainability into the future. The tasks for this consultancy are as follow.

1. By referring to existing literatures and data, discussion with communities, and KI and relevant government stakeholders, write **Livelihood Opportunity Brief** for non-timber forest products, forest ecosystem services (e.g. ecotourism), and any other related commodities (such as from estuarian fisheries) that have the potential, if sustainably developed will contribute to forest conservation in Sorong Selatan. The *brief* should incorporate at least current production capacity and market, existing projects or initiatives addressing the specific livelihood in the region, ecological feasibility, existing supporting infrastructure, economic and environmental sustainability, structure of the chain, risk, and how the said livelihood has worked in other landscape.

2. Conduct *livelihood prioritization* analysis by assessing list in the *brief* using weighted criteria to be developed by consultant, involving aspects such as (but not limited to) environmental sustainability, biophysical suitability, potential number of impacted households, infrastructure needs, potentials for value-added, and scalability.

3. Develop detailed business plan and operations model, inclusive of financing schemes, for the top 5 livelihood options identified during the prioritisation process. Business models should incorporate value propositions, activities, customer segments and relationship, channels, resources, partners, cost structure, social and environmental cost, and social and environmental benefit. The business plan should define step by step process for developing the priority livelihood options. This can employ any version of *Business Model Canvas* (BMC) framework that is considered suitable. Below are references for this.

### 3. Deliverables

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
<th>Due Date</th>
<th>Acceptable Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Compile data through literature review, discussion with KI, government stakeholders, and communities. Consolidate with KI team the list to be further elaborated into <em>Livelihood Opportunity Brief</em>. Write the <em>Livelihood Option Brief</em> document.</td>
<td><em>Livelihood Opportunity Brief</em> for non-timber forest products, forest ecosystem services, and any other related commodities that have the potential to contribute to forest conservation in Sorong Selatan.</td>
<td>7 Oktober 2023</td>
<td>Work is approved by KI.</td>
</tr>
<tr>
<td>2. Construct and consolidate selection criteria and weight. Conduct analysis for the livelihood prioritization. Regular bi-weekly check-in meeting with KI team.</td>
<td>Report document on livelihood prioritization.</td>
<td>31 October 2023</td>
<td>Work must reflect/respond to feedback provided by KI team.</td>
</tr>
<tr>
<td>3. Field survey to gain in-depth information for aspects of the <em>Business Model Canvas</em>, for each selected priority livelihood. Write detailed strategies and plan inclusive of recommendations to KI for business development. Regular bi-weekly check-in meeting with KI team.</td>
<td>Draft report on detailed strategies for <em>business development</em>.</td>
<td>18 November 2023</td>
<td>The strategies developed must consider the values of diversity, equity, and inclusivity. Work must reflect/respond to feedback provided by KI team.</td>
</tr>
</tbody>
</table>
4. Submission Details
   a. Proposals must be received by **August 28, 2023**. Proposals must be emailed to grantscontracts@konservasi-id.org with the subject: "Forest-positive Livelihood". Only shortlisted proposals will be invited to an interview.
   b. Validity of bid 7 days of submission
   c. Amendments. Before August 25, IP may, for any reason, amend the RFP through amendments that will be posted on the IP website and/or will be communicated by email.

5. Minimum Requirements
   - Minimum 5 years of work experience, mainly in the field of microeconomics, social business, and community development.
   - Experience in developing village-based livelihood or enterprise is preferred.
   - Experience in developing and running business, especially those that support ecosystem conservation, is a plus point.
   - Detail-oriented and able to prioritize, manage and complete tasks and meet deadlines.
   - Have good ability to cooperate with multi stakeholders and can communicate well with local communities and stakeholders.
   - Can work effectively with a team.
   - Experience working in Tanah Papua, showing understanding and respect for the culture and practices of traditional people in Tanah Papua, can be a plus point

6. Submission Requirements
   - Proposals must be submitted with Bahasa Indonesia.
   - Proposals must be received before August 28, 2023 at 17.00 WIB via email to (grantscontracts@konservasi-id.org). Proposals should follow the instructions in this RFP.
   - Clarifications or questions can be sent to (grantscontracts@konservasi-id.org) and we will reply in writing.
   - Prior to August 25, IP may, for any reason, make changes to this RFP, with amendments to be posted on IP’s website or communicated by email.
7. Document Proposal to include

- The cover page is signed with contact information.
- Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
- Company profile and status
- Technical proposal
  i. Ability, Experience, Past Performance, and 3 client references. Please include a description of a similar project or task and at least three client references.
  ii. Qualifications of Key Personnel. Please attach a CV showing how the proposed team meets the minimum requirements listed in section 5 (Minimum Requirements).
  iii. Technical Approach, Methodology and High-Level Work Plan. The Technical Proposal should describe in detail how the bidder intends to implement the requirements described in the Terms of Reference.
- Financial proposal. Please use the cost proposal template (Attachment 2).

8. Evaluation Criteria
To evaluate the proposal, KI will look for the most technically powerful candidate with the right budget. Proposals will be evaluated by the following criteria.

<table>
<thead>
<tr>
<th>Kriteria Evaluasi</th>
<th>Score (dari 100)</th>
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<tbody>
<tr>
<td>Apakah pendekatan dan metodologi yang diusulkan sesuai dengan penugasan dan praktis dalam keadaan proyek yang berlaku?</td>
<td>30%</td>
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<td>Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?</td>
<td></td>
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<tr>
<td>Apakah presentasinya jelas dan apakah urutan kegiatan dan perencanaannya logis, realistis dan menjanjikan implementasi yang efisien untuk proyek?</td>
<td>25%</td>
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<tr>
<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></td>
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<tr>
<td>Apakah kinerja penawar di masa lalu menunjukkan pengalaman yang terbukti baru-baru ini melakukan pekerjaan serupa?</td>
<td>10%</td>
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<tr>
<td>Does the bidder’s past performance demonstrate recent proven experience doing similar work?</td>
<td></td>
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<tr>
<td>Apakah penawar dan personel yang diusulkan memiliki keahlian teknis khusus untuk penugasan tersebut?</td>
<td>15%</td>
</tr>
<tr>
<td>Does the bidder and the proposed personnel have the specific technical expertise for the assignment?</td>
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9. Proposal Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Ads published</td>
<td>August 15, 2023</td>
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<tr>
<td>Clarification sent to KI</td>
<td>August 18, 2023</td>
</tr>
<tr>
<td>Clarification to candidates</td>
<td>August 22, 2023</td>
</tr>
<tr>
<td>Proposals must be accepted by KI</td>
<td>August 28, 2023</td>
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<tr>
<td>Interview (if needed)</td>
<td>August 29, 2023</td>
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<tr>
<td>Final selection</td>
<td>September 7, 2023</td>
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</tbody>
</table>

10. Resulting Award

KI anticipates entering into an agreement with the selected bidder by 15 September 2023. Any resulting agreement will be subject to the terms and conditions of KI’s Services Agreement. A model form of agreement can be provided upon request.

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

11. 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. KI 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. KI’s evaluation results are confidential and applicant scoring will not be shared among bidders.

12. 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 KI’s Code of Ethics. KI’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. KI’s Code of Ethics (the “Code”) provides guidance to KI employees, service providers, experts, interns, and volunteers in living KI’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 KI via its Email at grantscontracts@konservasHiD.org.
13. Attachments:

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

Please send the required document (point 6 above) in PDF to:
grantscontracts@konservasi-id.org

Please fill the "subject" column of the e-mail with this format:

<FOREST-POSITIVE LIVELIHOOD> - <Individu Name>
Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

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 KI's Code of Ethics. KI’s Code of Ethics provides guidance to KI employees, service providers, experts, interns, and volunteers in living KI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to KI via its email at grantscontracts@konservasi-id.org.

KI relies on the personal integrity, good judgement, and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to KI’s Code of Ethics, we certify:
   a. We understand and accept that KI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:
   a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.

   b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:
   a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror’s business
   b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
   c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.
d. We have not engaged in any collusion or price fixing with other offerors.

e. We have not made promises, offers, or grants, directly or indirectly to any KI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.

f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by KI.

g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.

h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).

i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension”.

Name: ____________________________________________________

Signature: __________________________________________________

Title: ______________________________________________________

Date: _______________________________________________________

Attachment 2: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by KI should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in IDR.

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement, or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

Cost Breakdown by Deliverable

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<tr>
<th>Deliverable</th>
<th>Price (Lump Sum, All Inclusive)</th>
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Cost Breakdown by Cost Component

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit of measure (day, month etc)</th>
<th>Total period of engagement</th>
<th>Unit cost/rate</th>
<th>Total Cost for the Period</th>
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Total Cost of Financial Proposal