

## **Request for Proposals**

**Title:** Biodiversity Survey as Restoration Baseline in North Sumatra

**RFP No:** KI-003/II/2025

**Date of Issuance:** 06 February 2025

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### **1. Background**

Konservasi Indonesia (KI) is a national foundation that aims to support sustainable development and environmental conservation in Indonesia. In partnership with the Government and partners, KI designs and presents innovative nature-based solutions and integrated and sustainable landscape and seascape management strategy approaches to produce long-term positive impacts for Indonesia's people and nature. In North Sumatra, KI's work focuses on activities that aim to maintain the ecological function of forest areas, namely ecosystem restoration.

Biodiversity is a crucial asset in ecosystem restoration. Baseline data on the condition of biodiversity in restoration sites serves as a benchmark for restoration success and a guide in developing effective management strategies. This information is not only important for forest managers (in this context the Forest Management Unit/KPH), but also for local communities who play an important role in community-based forest management. Thus, biodiversity conservation efforts can be integrated in every stage of restoration, empowering communities and ensuring ecosystem sustainability.

### **2. Project Overview**

The consultancy aimed to collect biodiversity baseline data for herpetofauna, avifauna, and mammal taxa groups in four (4) restoration sites supported by Konservasi Indonesia's interventions within North Sumatra Province.

### **3. Terms of Reference, Deliverables and Deliverables Schedule (See Attachment 2)**

### **4. Submission Details**

- a. **Deadline.** Proposals must be received no later than **19 February 2025 at 17:00 (GMT +7)**. Late submissions will not be accepted. Proposals must be submitted via email to [grantcontractid@konservasi-id.org](mailto:grantcontractid@konservasi-id.org) , [dekarini@konservasi-id.org](mailto:dekarini@konservasi-id.org), and [kumri@konservasi-id.org](mailto:kumri@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](mailto:grantcontractid@konservasi-id.org), [dekarini@konservasi-id.org](mailto:dekarini@konservasi-id.org), and [kumri@konservasi-id.org](mailto:kumri@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. KI 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 KI website and/or communicated via email.
- d. **Amendments.** At any time prior to the deadline for submission of proposals, KI may, for any reason, modify the RFP documents by amendment which will be posted to the KI website and/or communicated via email.

### **5. Minimum Requirements**



- a. Consultant can be institutions, agencies, or teams of 6-8 individual consultants with one lead consultant and members. Consultants will be responsible for the work completed and all deliverables produced.
- b. The lead consultant should have good experience in the implementation and management of time, personnel/team, and budget for biodiversity surveys, with the following qualifications:
  - Educational background: Conservation, Forestry, Biology, or other relevant field.
  - Language skills: Fluency in writing and speaking in English and Bahasa Indonesia is mandatory.
  - Good track record of experience in facilitating data collection and writing reports on biodiversity surveys with clear, robust, and scientifically validated methodologies.
  - Demonstrated ability to deliver high quality results within tight deadlines and experience working in multicultural environment.
  - Experience working and engaging in site-level biodiversity conservation programs, particularly in BTFE or North Sumatra, is desirable.
- c. As a team, consultant team members should have expertise in species identification of various taxa groups (herpetofauna, avifauna, and mammals, especially for the North Sumatra region), analysis of biodiversity survey results (e.g. species diversity index, species evenness index, etc.), and spatial analysis.

#### **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](#)).
- d. Financial Proposal. Offerors shall use the cost proposal template ([Attachment 3](#)).

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

<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	30%
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	25%
Does the bidder's past performance demonstrate recent proven experience doing similar work?	10%



<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	15%
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20%

## **8. Proposal Timeline**

RFP Issued	7 February 2025
Clarifications submitted to KI	10 February 2025
Clarifications provided to known bidders	13 February 2025
Complete proposals due to KI	20 February 2025
Interview (if needed)	25 February 2025
Final selection	28 February 2025

- 9. Resulting Award** KI anticipates entering into an agreement with the selected bidder by **01 March 2025**. 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.

- 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. 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.

- 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 KI's Code of Ethics. Konservasi Indonesia'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 Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

## **12. Attachments:**

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

Attachment 2: Terms of Reference

Attachment 3: Cost Proposal Template

## **Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility**

RFP No. [KI-003/II/2025](#)

UEI Number (if applicable): [XXX-XXX-XXX](#)

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 Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

KI relies on the personal integrity, good judgment 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". [\[Include additional sanctions lists of the country of a public donor, if required by the donor.\]](#)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment 2: Terms of Reference

### Terms of Reference

#### Biodiversity Survey as Restoration Baseline in North Sumatra

Time : March 2025–August 2025  
Working Location : Remote with travel as requested

### BACKGROUND

Konservasi Indonesia (KI) is a national foundation that aims to support sustainable development and environmental conservation in Indonesia. In partnership with the Government and partners, KI designs and presents innovative nature-based solutions and integrated and sustainable landscape and seascape management strategy approaches to produce long-term positive impacts for Indonesia's people and nature. In North Sumatra, KI's work focuses on activities that aim to maintain the ecological function of forest areas, namely ecosystem restoration.

Biodiversity is a crucial asset in ecosystem restoration. Baseline data on the condition of biodiversity in restoration sites serves as a benchmark for restoration success and a guide in developing effective management strategies. This information is not only important for forest managers (in this context the Forest Management Unit/KPH), but also for local communities who play an important role in community-based forest management. Thus, biodiversity conservation efforts can be integrated in every stage of restoration, empowering communities and ensuring ecosystem sustainability.

### OBJECTIVES

The consultancy aimed to collect biodiversity baseline data for herpetofauna, avifauna, and mammal taxa groups in four (4) restoration sites supported by Konservasi Indonesia's interventions within North Sumatra Province.

### TIME & LOCATION

The consultancy period is for six months, from March 2025 to August 2025. The focus areas of the consultancy are the four (4) restoration sites supported by Konservasi Indonesia's interventions.

### METHODOLOGY

The sampling unit for the biodiversity survey in this consultancy is divided based on the type of survey, namely:

- Direct survey: 3 transects of 1000 meters per restoration site.
- Indirect survey (using tools): 1 km x 1 km grids.

An overview of the survey methods for each group of taxa is presented in **Table 1** below.

**Table 1.** Overview of survey methods for biodiversity taxa groups.

No	Taxa	Survey Method	Data Analysis
1	Herpetofauna	<ul style="list-style-type: none"> <li>• Direct survey: VES-Transect               <ul style="list-style-type: none"> <li>○ Conducted in the morning (08:00-11:00) and evening (19:00-22:00).</li> <li>○ Survey attributes:                   <ul style="list-style-type: none"> <li>▪ Survey Information Variable: Surveyor, Date, Time, Location Coordinates (Start and End).</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Shannon Wiener species diversity index (H')</li> <li>• Simpson's species richness index (D')</li> <li>• Pielou's species evenness index (J')</li> </ul>



No	Taxa	Survey Method	Data Analysis
		<ul style="list-style-type: none"> <li>▪ Environmental Variable (Start and End): Weather, Temperature (Air and Water), Humidity (Air and Soil), Ph (Water and Soil), Sunlight Intensity.</li> <li>▪ Species Variable: Specimen Coordinates, Time, Species Name, Substrate, Number of Individuals, Specimen Height, Activity, Specimen Photo.</li> </ul>	
2	Avifauna	<ul style="list-style-type: none"> <li>• Direct survey: Transect-Point Count               <ul style="list-style-type: none"> <li>○ 5 observation points along the transect (at 0, 250, 500, 750, and 1000 point).</li> <li>○ Conducted in the morning (05:00-08:00) and afternoon (15:00-18:00).</li> <li>○ Survey attributes:                   <ul style="list-style-type: none"> <li>▪ Survey Information Variable: Surveyor, Date, Time, Location Coordinates (Start and End).</li> <li>▪ Environmental Variable (Start and End): Weather, Temperature (Air), Humidity (Air), Sunlight Intensity.</li> <li>▪ Species Variable: Coordinates of Observation Point, Time, Species Name, Distance, Number of Individuals, Detection Method, Specimen Photo.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Shannon Wiener species diversity index (H')</li> <li>• Simpson's species richness index (D')</li> <li>• Pielou's species evenness index (J')</li> </ul>
3	Mammalia	<ul style="list-style-type: none"> <li>• Direct survey: Transect               <ul style="list-style-type: none"> <li>○ Conducted in the morning (06:00-09:00) and evening (19:00-22:00).</li> <li>○ Survey attributes:                   <ul style="list-style-type: none"> <li>▪ Survey Information Variable: Surveyor, Date, Time, Location Coordinates (Start and End).</li> <li>▪ Environmental Variable (Start and End): Weather, Temperature (Air), Humidity (Air), Sunlight Intensity.</li> <li>▪ Species Variable: Finding Coordinates, Time, Species Name, Finding Types, Number of Individuals, Finding Angle to Transect, Finding Age (Months), Finding Photo.</li> </ul> </li> </ul> </li> <li>• Indirect survey: Identification of mammal photos collected using camera trapping (CT) → can use KI's CTs.               <ul style="list-style-type: none"> <li>○ Grid-based, checkerboard installation.</li> <li>○ Installed for 45 days.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Shannon Wiener species diversity index (H')</li> <li>• Simpson's species richness index (D')</li> <li>• Pielou's species evenness index (J')</li> <li>• Relative Abundance Index (CT)</li> <li>• Activity Pattern (CT)</li> <li>• Encounter Rate (CT)</li> </ul>
4	Collection of eDNA samples	Collection of eDNA samples at the CT installation site using the eDNA collection kit provided by KI (TBC).	-

### SCOPE OF WORK AND DELIVERABLES

Details of the consultant's deliverables are presented in **Table 2** below.



**Table 2.** Details of the consultant's deliverables distribution.

No	Deliverables	Activity	Deadline	Value
1	The preliminary report contains the consultant team's work plan, including: <ul style="list-style-type: none"> <li>Activity implementation plan and technical preparation</li> <li>Schedule of work implementation (in accordance with the contract timeline)</li> </ul>	Preparation of workplans and implementation strategies	March 2025	25%
2	a) Compilation of provisional data from biodiversity surveys in site 1 and 2, including: <ul style="list-style-type: none"> <li>Activity documentation</li> <li>Findings/specimens documentation</li> <li>GPS and .shp files</li> <li>Maps</li> <li>Tallysheet (Excel), according to the format from KI</li> </ul> b) Interim activity report (Word)	a) Biodiversity baseline survey in site 1 and 2 b) Data processing and compilation from the biodiversity baseline survey in site 1 and 2	May 2025	22,5%
3	a) Compilation of provisional data from biodiversity surveys in site 3 and 4, including: <ul style="list-style-type: none"> <li>Activity documentation</li> <li>Findings/specimens documentation</li> <li>GPS and .shp files</li> <li>Maps</li> <li>Tallysheet (Excel), according to the format from KI</li> </ul> b) Interim activity report (Word)	a) Biodiversity baseline survey in site 3 and 4 b) Data processing and compilation from the biodiversity baseline survey in site 3 and 4	July 2025	22,5%
4	a) Final report of biodiversity baseline survey in 4 restoration sites b) Compilation of overall raw data from the biodiversity baseline survey, including: <ul style="list-style-type: none"> <li>Activity documentation</li> <li>Findings/specimens documentation</li> <li>GPS and .shp files</li> </ul>	a) Elaboration of the overall results of the biodiversity baseline survey, including the results of data analysis based on criteria b) Preparation of the final report c) Preparation of publication draft related to survey results	August 2025	30%





No	Deliverables	Activity	Deadline	Value
	<ul style="list-style-type: none"> <li>• Maps</li> <li>• Tallysheet (Excel), according to the format from KI</li> </ul> <p>c) Publication draft related to the survey results, at least in the form of 1 draft of popular publications (e.g. articles in the media) and/or 1 draft of scientific publications (e.g. articles in scientific journals).</p>			

#### **PAYMENT**

1. Payment of the Service Fee is in accordance with the stages mentioned above.
2. The Service Fee will be paid upon submission and approval and KI's acceptance of the deliverables and related invoices.
3. All Service Fee payments are subject to Indonesian Income Tax (PPH).
4. If anything needs to be changed from Table 2, it must be agreed by the consultant and KI in advance in writing.

#### **MINIMUM QUALIFICATION**

1. Consultant can be institutions, agencies, or teams of 6-8 individual consultants with one lead consultant and members. Consultants will be responsible for the work completed and all deliverables produced.
2. The lead consultant should have good experience in the implementation and management of time, personnel/team, and budget for biodiversity surveys, with the following qualifications:
  - Educational background: Conservation, Forestry, Biology, or other relevant field.
  - Language skills: Fluency in writing and speaking in English and Bahasa Indonesia is mandatory.
  - Good track record of experience in facilitating data collection and writing reports on biodiversity surveys with clear, robust, and scientifically validated methodologies.
  - Demonstrated ability to deliver high quality results within tight deadlines and experience working in multicultural environment.
  - Experience working and engaging in site-level biodiversity conservation programs, particularly in BTFE or North Sumatra, is desirable.
3. As a team, consultant team members should have expertise in species identification of various taxa groups (herpetofauna, avifauna, and mammals, especially for the North Sumatra region), analysis of biodiversity survey results (e.g. species diversity index, species evenness index, etc.), and spatial analysis.

**Attachment 3: 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 CI 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

<b>Deliverable</b>	<b>Price (Lump Sum, All Inclusive)</b>
Insert deliverable 1 from Section 3 or attached TOR	
Insert deliverable 2 from Section 3 or attached TOR	
Insert deliverable 3 from Section 3 or attached TOR	
Insert deliverable 4 from Section 3 or attached TOR	
Insert deliverable 5 from Section 3 or attached TOR	

Cost Breakdown by Cost Component (example only)

<b>Description</b>	<b>Unit of measure (day, month etc)</b>	<b>Total period of engagement</b>	<b>Unit cost/rate</b>	<b>Total Cost for the Period</b>
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
<b>Total Cost of Financial Proposal</b>				