

## **Request for Proposals**

**Title:** Consultant for the development of “Roadmap Protection and Management of Blue Carbon Ecosystems (Mangroves and Seagrasses) in Indonesia for Climate Change Mitigation and Adaptation”

**RFP No:** 001/IX/24

**Date of Issuance:** 30 September 2024

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### **1. Background**

The National Blue Carbon Action Partnership (NBCAP) has successfully initiated its kickoff and soft launch and is now a phase of developing a comprehensive Roadmap for the Protection and Management of Blue Carbon Ecosystems (Mangroves and Seagrasses) in Indonesia for Climate Change Mitigation and Adaptation. This roadmap aims to serve as a key guide for conservation and utilization of coastal ecosystems, particularly mangroves and seagrasses, in Indonesia. To achieve this goal, a clear mapping of the distribution, value, and condition of Blue Carbon ecosystems, as well as conservation and restoration actions and the roles of various stakeholders involved, is essential. Therefore, NBCAP is seeking an experienced consultant to lead the development of the roadmap. The consultant will play a critical role in facilitating stakeholder engagement, conducting scientific and policy analyses, and drafting the roadmap to ensure alignment with national priorities, international frameworks, and local needs.

### **2. Project Overview**

The objective of hiring a consultant is to:

- Provide technical expertise in the development of Roadmap for the Protection and Management of Blue Carbon Ecosystems (Mangroves and Seagrasses) in Indonesia for Climate Change Mitigation and Adaptation.
- Ensure the roadmap reflects policy, scientific, implementation and finance analysis.
- Facilitate stakeholder consultations and ensure inputs from relevant sectors are incorporated.
- Align the roadmap with Indonesia’s Nationally Determined Contributions (NDC), Indonesia Blue Carbon Strategic Framework, Climate Change Mitigation Roadmap for the Marine and Fisheries Sector, Folu Net Sink, and Mangrove Restoration Roadmap.

### **3. Terms of Reference, Deliverables and Deliverables Schedule**

(See Attachment 2)

### **4. Submission Details**

- a. **Deadline.** Proposals must be received no later than Sunday, 6 October 2024 23.59 PM. Late submissions will not be accepted. Proposals must be submitted via email to [grantcontractid@konservasi-id.org](mailto:grantcontractid@konservasi-id.org); [slusiana@konservasi-id.org](mailto:slusiana@konservasi-id.org) and cc [bauriol@konservasi-id.org](mailto:bauriol@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 [bauriol@konservasi-id.org](mailto:bauriol@konservasi-id.org) and [grantcontractid@konservasi-id.org](mailto: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. 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) Advanced degree in environmental science, marine conservation, policy development, or a related field.
- b) At least 5 years of experience in blue carbon, marine conservation, or climate change policy.
- c) Proven experience in developing strategic roadmaps or national action plans.
- d) Strong knowledge of Indonesia's environmental and policy context.
- e) Excellent facilitation and communication skills, particularly in stakeholder engagement.
- f) Demonstrated ability to produce high-quality written reports in English (and Bahasa Indonesia preferred).

**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 (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?                        | 25%/ Max points           |
| Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | 15%/ Max points           |
| Does the bidder's past performance demonstrate recent proven experience doing similar work?  | 15%/ Max points           |
| Does the bidder and the proposed personnel have the specific technical expertise for the assignment?   | 25%/ Max points           |



|   |                 |
|---|-----------------|
| Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment. | 20%/ Max points |
|---|-----------------|

**8. Proposal Timeline**

|                              |                  |
|------------------------------|------------------|
| Complete proposals due to KI | 6 October 2024   |
| Interview and Selection      | 7-9 October 2024 |
| Final selection              | 10 October 2024  |

**9. Resulting Award** KI anticipates entering into an agreement with the selected bidder by 15 October 2024. 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. XXXXXXXX

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**

Consultant for the development of “Roadmap Protection and Management of Blue Carbon Ecosystems (Mangroves and Seagrasses) in Indonesia for Climate Change Mitigation and Adaptation”

Time Duration : 4 months

Timeline : 18 October 2024 – 18 February 2025

### **1. Background**

The National Blue Carbon Action Partnership (NBCAP) has successfully initiated its kickoff and soft launch and is now a phase of developing a comprehensive Roadmap for the Protection and Management of Blue Carbon Ecosystems (Mangroves and Seagrasses) in Indonesia for Climate Change Mitigation and Adaptation. This roadmap aims to serve as a key guide for conservation and utilization of coastal ecosystems, particularly mangroves and seagrasses, in Indonesia. To achieve this goal, a clear mapping of the distribution, value, and condition of Blue Carbon ecosystems, as well as conservation and restoration actions and the roles of various stakeholders involved, is essential. Therefore, NBCAP is seeking an experienced consultant to lead the development of the roadmap. The consultant will play a critical role in facilitating stakeholder engagement, conducting scientific and policy analyses, and drafting the roadmap to ensure alignment with national priorities, international frameworks, and local needs.

### **2. Objective**

The objective of hiring a consultant is to:

- Provide technical expertise in the development of Roadmap for the Protection and Management of Blue Carbon Ecosystems (Mangroves and Seagrasses) in Indonesia for Climate Change Mitigation and Adaptation.
- Ensure the roadmap reflects policy, scientific, implementation and finance analysis.
- Facilitate stakeholder consultations and ensure inputs from relevant sectors are incorporated.
- Align the roadmap with Indonesia’s Nationally Determined Contributions (NDC), Indonesia Blue Carbon Strategic Framework, Climate Change Mitigation Roadmap for the Marine and Fisheries Sector, Folu Net Sink, and Mangrove Restoration Roadmap.

### **3. Scope of Work**

The consultant will be responsible for the following tasks:

#### **Task 1: Develop the Roadmap Outline**

- To create a structured, comprehensive, and actionable outline for the roadmap that will guide the overall development process. The outline will serve as the blueprint for the final roadmap, ensuring clarity, alignment with key objectives, and a logical flow of content.

#### **Task 2: Drafting the Roadmap**

- Develop an initial draft of the roadmap, including sections on introduction, baseline, gap analysis, action plans on policy, science, implementing, and financing mechanisms, targets, and framework.
- Ensure alignment with Indonesia’s Nationally Determined Contributions (NDC), Indonesia Blue Carbon Strategic Framework, Climate Change Mitigation Roadmap for the Marine and Fisheries Sector, Folu Net Sink, and Mangrove Restoration Roadmap.

#### **Task 3: Stakeholder Engagement, Consolidation, and Workshop**

- Organize and facilitate consultations with government agencies, NGOs, academia, and the private sector.
- Incorporate stakeholder input into the development of the roadmap to ensure broad support and relevance.

**Task 4: Finalization and Socialization**

- Incorporate feedback from stakeholder consultations and peer reviews.
- Finalize the roadmap and present it to stakeholder for validation and approval.
- Socialization on public.

**4. Duties and Deliverables**

| No | Activity  | Timeline               | Deliverable   |
|----|---|------------------------|---|
| 1  | <b>Deliverable 1: Develop the Roadmap Outline</b><br>To create a structured, comprehensive, and actionable outline for the roadmap.   | Mid of October 2024    | <b>Outline Roadmap Document:</b><br>Blueprint for the final roadmap, ensuring clarity, alignment with key objectives, and a logical flow of content.  |
| 2  | <b>Deliverable 2: Drafting the Roadmap</b><br>Develop a draft of the Roadmap for the Protection and Management of Blue Carbon Ecosystems (Mangroves and Seagrasses) in Indonesia for Climate Change Mitigation and Adaptation based on the baseline assessment. | End of October 2024    | <b>First Draft of the Roadmap Covering:</b> <ul style="list-style-type: none"> <li>• Introduction including vision for Indonesia’s blue carbon ecosystems, outlining long-term goals for conservation, restoration, and sustainable management.</li> <li>• Baseline statement of Indonesia Blue Carbon Ecosystem current state</li> <li>• Opportunities and challenges in the protection and management of Blue Carbon Ecosystems in Indonesia covering the policy, technical, implementation and financing.</li> <li>• National targets of Blue Carbon in Indonesia including the baseline scenario and target scenario in specific measures for protecting and restoring blue carbon ecosystems, along with quantifiable targets</li> </ul> |
|    |   | Early of November 2024 | <b>Second Draft of the Roadmap Covering:</b> <ul style="list-style-type: none"> <li>• Strategies and action plan covering: <ul style="list-style-type: none"> <li>- Suggestions for strengthening blue carbon-related policies, including legal frameworks, incentives, and regulatory reforms.</li> <li>- Suggestions for strengthening in synergy and clear identification of responsible agencies, organizations, and stakeholders for each action.</li> </ul> </li> </ul>   |



|   |   |   |  |
|---|---|---|--|
|   |   |   | <ul style="list-style-type: none"> <li>- Suggestions in strengthening the Monitoring, Evaluation, and Reporting (MER) Framework</li> <li>- Suggestions to strengthening the availability and management of data, information, as well as knowledge and technology.</li> <li>- Suggestions in Implementing conservation and rehabilitation of blue carbon ecosystems and enhancing awareness, capacity, and participation.</li> <li>- Suggestions in strengthening law enforcement</li> <li>- Suggestions in exploration of potential financing options, such as carbon markets, blue bonds, green funds, and public-private partnerships to sustain blue carbon initiatives.</li> <li>- Matrix phased timeline for each action, with short-, medium-, and long-term milestones.</li> </ul> |
| 3 | <p><b>Deliverable 3: Stakeholder Engagement, Workshops, and Consultations</b><br/>Report summarizing stakeholder engagement, workshop, and consultation activities</p>  | Mid of November 2024 – Mid of December 2025 | <p><b>Activities and report summarizing stakeholder engagement, workshops, consultations following these activities:</b></p> <ul style="list-style-type: none"> <li>• 1 Stakeholder mapping workshop to get comprehensive list of key stakeholders (government agencies, NGOs, private sector, academia, local communities) and an outline of their roles, interests, and influence in the blue carbon sector.</li> <li>• 2 Series of consultation to incorporate the stakeholder Input and feedback to the roadmap, ensuring it reflects diverse perspectives and priorities.</li> <li>• 4 Series of task force workshop strategy for continued stakeholder involvement throughout the implementation of the roadmap.</li> </ul>  |
| 4 | <p><b>Deliverable 4: Roadmap Finalization and Public Consultation</b><br/>Incorporate feedback from stakeholders and peer reviewers into the final roadmap. Ensure that the document is ready for implementation.</p> | January 2025                                | <p><b>The final version of the roadmap, incorporating all feedback and ready for implementation and Public Consultation</b></p> <ul style="list-style-type: none"> <li>• Final roadmap that reflects feedback from stakeholders and peer reviews.</li> <li>• Executive Summary summarizing the roadmap for policy makers.</li> <li>• Public Consultation of the roadmap to stakeholders.</li> </ul>  |



## **6. Cost**

The consultant will be provided with a service fee as agreed between NBCAP and the consultant, subject to applicable Indonesian income tax.

## **7. Consultant Requirements**

The consultant should possess the following qualifications:

- g) Advanced degree in environmental science, marine conservation, policy development, or a related field.
- h) At least 5 years of experience in blue carbon, marine conservation, or climate change policy.
- i) Proven experience in developing strategic roadmaps or national action plans.
- j) Strong knowledge of Indonesia's environmental and policy context.
- k) Excellent facilitation and communication skills, particularly in stakeholder engagement.
- l) Demonstrated ability to produce high-quality written reports in English (and Bahasa Indonesia preferred).

## **8. Reporting**

The consultant will report directly to the NBCAP Secretariat and will coordinate with relevant government bodies and stakeholders throughout the consultancy also collaborate with the designated team for the development of the Blue Carbon roadmap.

## **9. Term of Payment**

- a) Consultant is expected to submit Invoice in following milestone on the Table of Duties & Deliverable.
- b) Payment of Service Fee will be done upon KI's acceptance and approval on the submitted Invoice and associated Deliverable/output progress attachment.
- c) All Service Fee payment is subjected to Indonesia Tax Income.

### 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 [\[enter Country Currency\]](#).

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

| Deliverable   | Price (Lump Sum, All Inclusive) |
|---|---------------------------------|
| <a href="#">Insert deliverable 1 from Section 3 or attached TOR</a> |                                 |
| <a href="#">Insert deliverable 2 from Section 3 or attached TOR</a> |                                 |
| <a href="#">Insert deliverable 3 from Section 3 or attached TOR</a> |                                 |
| <a href="#">Insert deliverable 4 from Section 3 or attached TOR</a> |                                 |
| <a href="#">Insert deliverable 5 from Section 3 or attached TOR</a> |                                 |

#### Cost Breakdown by Cost Component [\(example only\)](#)

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