

Request for Proposals

Title: Consultant for Learning Book of Social Forestry

RFP No: KI-004/XI/2024

Date of Issuance: 11 November 2024

1. Background

Konservasi Indonesia has carried out restoration activities through social forestry with an agroforestry scheme in the Community Forest area of forest farmer group (KTH) Saroha which is supported by Unilever, with the aim of improving forest management and monitoring to further reduce deforestation in Forest Management Unit X and applying lessons learned from good practices with Kelompok Tani Hutan Saroha to replicate and scaling across Tapsel, by replicating in 2 additional social forestry areas in Forest Management Unit X and Forest Management Unit V areas.

2. Project Overview

Social forestry activities in Rianiate have been carried out since the beginning of 2020, starting from socio-economic and biodiversity survey, the formation of forest farmer group, the submission of community forest document and finally obtaining approval in March 2022, with SK.3179/MENLHK-PSKL/PKPS/PSL.0/3/2022 2022 concerning the granting of approval for community forest management to forest farmer group (KTH) Saroha covering an area of \pm 159 ha. As well as restoring production forest areas that have changed their function into oil palm plantations by planting fruit crops and forest plants with an agroforestry scheme of \pm 22,000 stems.

This social forestry activity is carried out in Forest Management Unit X Padang Sidimpuan with a total management area of 164,287 ha. Based on the Ministry of Environment and Forestry Decree Number 150/MENLHK/SETJEN/PLA.0/2/2023 concerning the determination of the protected forest management unit area and the production forest management unit of North Sumatra Province, which is located in unit XXVII covering an area of 37,891 ha and unit XXVIII covering an area of 126,396 ha. Forest areas in South Tapanuli have high biodiversity potential but also have challenges, one of the causes is deforestation in forest areas, especially the clearing of forest areas for oil palm commodities, where from 2000 to 2012 due to the clearing of oil palm land contributed to the rate of deforestation as much as 12% of the total landscape or 77,298 ha of forest areas that have been opened.

Many learning and good practices during the process of social forestry in forest farmer group (KTH) Saroha, and still a lack of learning books on the implementation of social forestry that can be used as a reference in building social forestry at the site level, are the reason to create a learning book. This learning book is a dynamic and can be continuously updated for better results.

The Objective of the consultancy is to providing guidance participatory Community Forest implementation guidance for communities, governments, and NGOs based on learning from the implementation of social forestry in Saroha KTH

3. Terms of Reference, Deliverables and Deliverables Schedule

(See Attachment 2)

4. Submission Details

- a. Deadline. Proposals must be received no later than 28 November 2024. Late submissions will not be accepted. Proposals must be submitted via email to imanalu@konservasi-id.org cc to sdamanik@konservasi-id.org and 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 imanalu@konservasi-id.org cc to sdamanik@konservasi-id.org and 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. Have at least 5 years of experience in forest restoration projects, especially those involving agroforestry concepts.
- b. Have been involved in writing guidelines, technical reports, or publications related to forest restoration and agroforestry schemes.
- c. Mastering the technique of writing easy-to-understand guides, with informative and structured language for diverse audiences.

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, 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:

(The evaluation table below is a sample only. Add to or adjust the Evaluation Criteria below and associated scoring to fit the assignment. Adjust the scoring to match your needs. It should be as detailed as needed to ensure the best proposal is selected. It may include for example, evaluation of individual personnel qualifications, specialized knowledge, etc.

Proposals will be evaluated **ONLY** against the Evaluation Criteria in the RFP (no other evaluation criteria may be considered for selection).

Evaluation Criteria	Score (out of 100)
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	15%
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	20%
Does the bidder's past performance demonstrate recent proven experience doing similar work?	25%
Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	20%
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20%

8. Proposal Timeline (Please add other solicitation events to this timeline if applicable such as interviews or demos).

RFP Issued	11 November 2024
Clarifications submitted to KI	14 November 2024
Clarifications provided to known bidders	18 November 2024
Complete proposals due to KI	28 November 2024
Final selection	06 Desember 2024

9. Resulting Award KI anticipates entering into an agreement with the selected bidder by **25 Desember 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 [for GCF-funded projects only, add: "and the Green Climate Fund's Policy on Prohibited Practices"]. 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.

12. Attachments:

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

Attachment 2: Terms of Reference

Attachment 3: Cost Proposal Template

[Attachment X: any other attachments]

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.

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: _____



**KONSERVASI
INDONESIA**

Title: _____

Date: _____

Attachment 2: Terms of Reference (should include Deliverables table and schedule)

1. Project overview

Social forestry activities in Rianiate have been carried out since the beginning of 2020, starting from socio-economic and biodiversity survey, the formation of forest farmer group, the submission of community forest document and finally obtaining approval in March 2022, with SK.3179/MENLHK-PSKL/PKPS/PSL.0/3/2022 2022 concerning the granting of approval for community forest management to forest farmer group (KTH) Saroha covering an area of \pm 159 ha. As well as restoring production forest areas that have changed their function into oil palm plantations by planting fruit crops and forest plants with an agroforestry scheme of \pm 22,000 stems.

This social forestry activity is carried out in Forest Management Unit X Padang Sidimpuan with a total management area of 164,287 ha. Based on the Ministry of Environment and Forestry Decree Number 150/MENLHK/SETJEN/PLA.0/2/2023 concerning the determination of the protected forest management unit area and the production forest management unit of North Sumatra Province, which is located in unit XXVII covering an area of 37,891 ha and unit XXVIII covering an area of 126,396 ha. Forest areas in South Tapanuli have high biodiversity potential but also have challenges, one of the causes is deforestation in forest areas, especially the clearing of forest areas for oil palm commodities, where from 2000 to 2012 due to the clearing of oil palm land contributed to the rate of deforestation as much as 12% of the total landscape or 77,298 ha of forest areas that have been opened.

Many learning and good practices during the process of social forestry in forest farmer group (KTH) Saroha, and still a lack of learning books on the implementation of social forestry that can be used as a reference in building social forestry at the site level, are the reason to create a learning book. This learning book is a dynamic and can be continuously updated for better results.

2. Objective

1. Providing guidance of participatory Community Forest implementation for communities, governments and NGOs based on social forestry implementation in forest farmer group (KTH) Saroha
2. Providing an understanding of agroforestry implementation in former palm oil areas in production forest, institutional strengthening, and entrepreneurship through social forestry management plans (RKPS) based on social forestry implementation in forest farmer group (KTH) Saroha
3. As a reference for acceleration, replication, and monitoring of social forestry on the site

3. Scope of work

- Collecting information on learning, local wisdom, good practices, the successful process of Community Forest (HKm) scheme from stakeholders that involved in social forestry activities
- Conduct a field visit to see the implementation practice of Community Forest, discussions with forest farmer group (KTH) Saroha as the implementor of Community Forest, Forest Management Unit X Padang Sidimpuan and local government as well as other parties involved in social forestry activities.
- Develop good practice in building effective social forestry and restoration schemes and its relationship with the customs and culture of south Tapanuli

4. Deliverables

Phase	Activity	Dec				Jan				Feb				Mar				Payment terms	
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV		
Phase 1: Detail workplan, data list, initial data collection	Preparation of detail workplan																		20%
	List of data needed																		
	Initial data collection																		
Phase 2: Collection of primary data from site to Konservasi Indonesia, Forest Management Unit (KPH) X, The Regional Development Planning Agency, Agriculture Services, Huta Hita na Deggan, Forest Farmer Grup (KTH) Saroha, demplot agroforestry, Head of village, Head of subdistrict, Lurah and other parties	Collecting information, stories, photos, input and recommendations for learning book																		25%
	Preparation of the final outline of learning book																		
	Photo and video documentation capture																		
	Shooting 1 video in reels format, duration <1 minutes (milestone stories)																		
	Taking 1 trailer video for book promo																		
Phase 3: Preparation draft of learning book and review draft	Preparation draft of learning book (according to the task point and scope)																		40%
	Gathering recommendations and input for final reviews of learning book from Konservasi Indonesia, Forest Management Unit (KPH X) and Social forestry and environmental partnership departemen (BPSKL)																		
Fase 4 : Finalize the draft of learning book	The availability of the final document of an implementation learning book in building community forest in forest farmer group Saroha (KTH Saroha) which has been laid out and approved by Konservasi Indonesia																		15%
	Submit electronic files, photos, videos and word document																		

5. Technical Direction

Consultant will receive technical direction from, Vice President program, Sundaland director, sundaland landscape manager, Sr. North Sumatra Field Program Manager, communication, Monitoring and evaluation, and Sarmaidah Damanik, Konservasi Indonesia.

6. Timeline

The contract period for this initiative is from December 2024 to Maret 2026. This period includes all phases of the project but may be extended and/or amended depending on need and agreement. Proposals must be received no later than 28 November 2024. Late submissions will not be accepted. Proposals must be submitted via email to imanal@konservasi-id.org cc to sdamanik@konservasi-id.org and grantcontractid@konservasi-id.org

7. Cost

Applicants can submit a draft budget proportional to the activities carried out to KI. As an illustration, the following financing components can be included in the draft budget:

- Personnel fee (including transportation and accommodation)
- Resource person fee (including transportation and accommodation)
- Event/meeting costs

Subject to tax according to Indonesian Law.

8. Terms of Payment

Consultant is expected to submit Invoice and deliverables on or before the due dates as set forth on the table in Section 4, unless otherwise agreed upon by both the CI and KI counterpart and consultant. Reports should be submitted to the counterpart by email.

9. Requirements

- a. Have at least 5 years of experience in forest restoration projects, especially those involving agroforestry concepts.
- b. Have been involved in writing guidelines, technical reports, or publications related to forest restoration and agroforestry schemes.
- c. Mastering the technique of writing easy-to-understand guides, with informative and structured language for diverse audiences.

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)
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)

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)				
Total Cost of Financial Proposal				