

Request for Proposals

Title: District Readiness Profiles for Jurisdictional Approaches in North Sumatra and Aceh.

RFP No: 002/VII/21/2025

Date of Issuance: 21 July 2025

1. Background

The Coalition for Sustainable Livelihoods (CSL) was established through a series of multi-stakeholder workshops involving over 130 participants from North Sumatra and Aceh to build a collaborative platform for sustainable development at the jurisdictional level. In its initial phase, CSL focused on aligning government and supply chain commitments on conservation, restoration, and sustainable production, identifying two pilot districts: Aceh Tamiang and Tapanuli Selatan, and developing investment plans and studies to guide future action. As more districts express interest in joining CSL, this RFP seeks to assess 10 districts across North Sumatra and Aceh to determine feasibility, strategic opportunities, and existing gaps for implementing jurisdictional approaches, with the goal of recommending two districts for deeper partnership and engaging the rest through CSL's broader knowledge-sharing network.

2. Project Overview

District Readiness Profiles will be developed for 10 districts to assess their preparedness for jurisdictional approaches based on core criteria, including governance, implementation capacity, and potential impact. Governance assessments will review institutional capacity, presence of multi-stakeholder platforms, action plans, and monitoring systems. Implementation capacity will identify key partners, ongoing programs, and opportunities for knowledge exchange. Impact potential will cover environmental priorities (e.g., protection/restoration areas, threats), social dimensions (e.g., demographics, economic indicators, vulnerabilities), and production systems (e.g., key commodities, smallholders, certification). Additional analysis will evaluate the political context, such as government commitments and enabling policies, and the landscape of financial mechanisms and incentives that support sustainable development, including market-based schemes, nature-based solutions, and blended finance.

The methodology will combine desk research, interviews, surveys, and secondary data review to develop readiness profiles for at least 10 districts, based on the criteria outlined in this Terms of Reference. The collected data will be analyzed using a SWOT approach and rated across key dimensions of readiness (High, Medium, Low). Based on the analysis, recommendations will be provided to strengthen readiness, particularly for districts rated Medium or High. The findings will then be validated through stakeholder workshops to ensure accuracy and gather additional insights.

The results will guide strategic engagement, with two districts prioritized for deeper partnership and capacity support, while others will be engaged through CSL's broader network for continued learning and collaboration. This assessment will inform future investment opportunities and help scale proven models of sustainable development across the region.

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

Output	Timeline	Payment Term
1. Initial Report: Outlining the work plan, methodology, and timeline	Week 4	Termin 1 – 60%
2. Data Collection Tools: Surveys, questionnaires, and interview guides	Week 4	
3. Readiness Profiles and Draft Report: Excel database and summary report including readiness scores, risks, and recommendations	Week 24	Termin 2 – 40%
4. Stakeholder Workshop Report: Summary of feedback and validation results	Week 24	

4. Submission Details

- a. Deadline. Proposals must be received no later **7 August 2025, 11:59 PM Western Indonesia Time (WIB)**, Late submissions will not be accepted. Proposals must be submitted via email to hub@csi.or.id 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 hub@csi.or.id and emanihuruk@konservasi-id.org by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. **Konservasi Indonesia** will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the **Konservasi Indonesia** website and/or communicated via email.
- d. Amendments. At any time prior to the deadline for submission of proposals, **Konservasi Indonesia** may, for any reason, modify the RFP documents by amendment which will be posted to the **Konservasi Indonesia** website and/or communicated via email.

5. Minimum Requirements

- a. **Proven Experience and Technical Expertise**
The consultant team must demonstrate relevant experience conducting landscape or jurisdictional assessments, with expertise in environmental management, economics, social development, governance, as reflected in the required roles of Team Leader, Environmental Expert, Economic Analyst, Social Specialist, Institutional Analyst, and/ or Technology Advisor.
- b. **Strong Methodological and Analytical Skills**
The team must have the capability to develop and apply robust data collection tools (e.g., surveys, interview guides), analyze qualitative and quantitative data, and produce comprehensive readiness profiles with scoring, risk-opportunity analysis, and actionable recommendations across the defined dimensions. It will be considered a strong advantage if the consultant already has existing tools or digital platforms for compiling and analyzing data, or the ability to integrate with existing district-level information systems or databases.



c. **Effective Stakeholder Engagement and Workshop Facilitation**

The consultant must have experience engaging diverse stakeholders at district and provincial levels and be capable of organizing and facilitating participatory validation workshops to gather feedback and ensure local relevance and accuracy of the findings.

d. **Adherence to Ethical Standards and Data Ownership**

The consultant must commit to upholding CSL's ethical standards and confidentiality agreements throughout the assignment. All data and reports produced under this contract will remain the sole property of CSL.

e. **Language and Reporting Proficiency**

All deliverables, including the initial report, tools, readiness profiles, and workshop summary, must be submitted in Bahasa Indonesia and English, with clear, professional writing and formatting.

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). The technical proposal should be submitted separately from the budget proposal. It must clearly outline the proposed methodology and timeline and include the CVs of the team leader and all key team members involved in the project implementation. While there is no strict page limit, the proposal should be concise and focused. To ensure ease of access, please submit the file in PDF format with a maximum size of 2 MB, so it can be easily downloaded directly from email attachments without requiring external links.
- d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 3).

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

Proposals will be evaluated ONLY against the Evaluation Criteria in the RFP (no other evaluation criteria may be considered for selection). The evaluation process will involve members and/ or strategic partners of the CSL Working Group.

Evaluation Criteria	Score (out of 100)
Technical Proposal: <ul style="list-style-type: none"> Is the proposed approach and methodology relevant and practical to achieve the objectives of the assignment? Are the data collection, analysis, and reporting tools (e.g., surveys, readiness scoring, platforms) robust and appropriate? Is the work plan clear, realistic, and logically sequenced with an appropriate timeline? Does the proposal demonstrate adherence to ethical standards and compliance with data ownership requirements? Is the proposal well-written, clear, and submitted in both Bahasa Indonesia and English? 	45%/ Max points
Team Composition and Experience: <ul style="list-style-type: none"> Do the proposed personnel have the appropriate qualifications and clearly defined roles, with expertise in environmental, economic, social, institutional, or sustainability dimensions? Does the consultant demonstrate a proven track record in conducting similar landscape or jurisdictional assessments? Does the team have relevant experience working in North Sumatra and Aceh, which would be considered an advantage? 	35%/ Max points
Cost Proposal: <ul style="list-style-type: none"> Are the proposed costs reasonable, realistic, and reflective of a sound understanding of the assignment and scope of work? 	20%/ Max points

8. Proposal Timeline

RFP Issued	21 July 2025
Clarifications submitted to Konservasi Indonesia	28 July 2025
Clarifications provided to known bidders	3 August 2025
Complete proposals due to Konservasi Indonesia	7 August 2025
Final selection	25 August 2025

9. Resulting Award [Konservasi Indonesia](#) anticipates entering into an agreement with the selected bidder by 9 September 2025. Any resulting agreement will be subject to the terms and conditions of [Konservasi Indonesia](#)'s Services Agreement. A model form of agreement can be provided upon request.

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

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

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

12. Attachments:

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 [Konservasi Indonesia's](#) Code of Ethics. [Konservasi Indonesia's](#) Code of Ethics provides guidance to employees, service providers, experts, interns, and volunteers in living [Konservasi Indonesia's](#) core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to [Konservasi Indonesia](#) via its Ethics Hotline at www.ci.ethicspoint.com.

[Konservasi Indonesia](#) 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 [Konservasi Indonesia's](#) Code of Ethics, we certify:

- a. We understand and accept that [Konservasi Indonesia](#), 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 [Konservasi Indonesia](#) 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 [Konservasi Indonesia](#).
- 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 District Readiness Profiles for Jurisdictional Approaches in North Sumatra and Aceh

Executive Summary

This Terms of Reference outlines the objectives, scope, methodology, and deliverables for the development of District Readiness Profiles in 10 districts across North Sumatra and Aceh. These profiles will assess each district's interest, capacity, and readiness to adopt jurisdictional approaches to sustainable development. The findings will support the Coalition for Sustainable Livelihoods (CSL) in prioritizing engagement, scaling successful models, and driving investment to enhance conservation, restoration, and sustainable production.

BACKGROUND

Recognizing the need for collective action at scale, more than 130 stakeholders from North Sumatra and Aceh came together across a series of workshops to establish the [Coalition for Sustainable Livelihoods](#) (CSL). The unique role of CSL as a convening platform was to help build a community of practice among NGOs, companies, government, and CSOs working toward sustainable development targets at the landscape or jurisdictional level in North Sumatra and Aceh. By bringing district-level initiatives together and linking them with provincial dialogues, CSL aims to coordinate activities and investments while building toward a critical mass of such initiatives across these two provinces that are so important for people, nature and production systems.

In CSL's initial phase, members and partners focused on initiatives and dialogues to build alignment among government and supply chains on commitments for conservation, restoration and sustainable production, as well as on successful models and approaches for the on-the-ground interventions required to achieving those commitments.

Together, we identified key provincial targets and aligned around a common vision for CSL; identified two pilot district initiatives – Aceh Tamiang and Tapanuli Selatan – to test, learn from, and replicate new models for sustainable development; and created Strategic Investment Action Plans and a social forestry study to drive investment and identify opportunities for new projects in North Sumatra and Aceh.

CSL also brought together government, civil society and private sector stakeholders to learn from each other, identify key challenges, and share lessons/successes, including building a platform for sharing knowledge and lessons across existing jurisdictional initiatives; delivering a range of workshops and dialogues at the international, provincial and district levels; convening a district exchange as a test model for building a community of practice and identifying opportunities to replicate and scale good models and tools across districts.

A growing number of districts have expressed interest in joining the CSL community to learn and to take collective action. In this next phase, CSL aims to rapidly expand our reach, bringing along these new districts to join our communities of practice, to bring new approaches and solutions, to expand implementation of proven models in new areas, and to rapidly scale the impact by linking project and investment opportunities.

For CSL and partner initiatives to advance this broader impact goal, we first need to address critical questions about where and how to prioritize engagement in new districts, including:

- 1) *Feasibility* – What enabling conditions exist in other districts across North Sumatra and Aceh interested in initiating and/or advancing a jurisdictional approach?
- 2) *Strategic Opportunity* – Which districts should be prioritized by CSL given production, conservation, and restoration goals and potential? What are the opportunities, strategies, and financial pathways for engagement in those districts?
- 3) *Gaps* – Which districts and mills have been left behind in terms of sustainability that would be strategic to engage to advance livelihoods, nature, and production goals? What is the role of CSL and its members in addressing these gaps?

To answer these questions, CSL plans to assess targeted districts in North Sumatra and Aceh and evaluate their interest, preparedness and capacity to support a jurisdictional approach. This Terms of Reference (TOR) outlines the scope, objectives, methodology, and proposed deliverables of the assessment.

This ToR outlines the process to evaluate 10 districts and recommend two for deeper partnership, while the others will be involved through CSL's network and knowledge-sharing platforms

OBJECTIVES

CSL's ultimate goal is to increase the area in North Sumatra and Aceh under sustainable jurisdictional initiatives, thereby building the enabling conditions to increase the area under effective conservation, restoration and sustainable production practices in line with relevant government and supply chain commitments.

CSL does not directly implement jurisdictional initiatives. Rather, it is a convening platform for members and districts supporting and implementing such activities. CSL's unique position and value is to bring together and support donors, decision makers, and implementers by successfully: (1) aligning stakeholders around common targets, (2) sharing knowledge and lessons to help build capacity of partners and stakeholders and accelerate on-the-ground implementation of sustainable development programs, and (3) leveraging funding to scale existing and new district initiatives across North Sumatra and Aceh.

The goal of CSL is to increase the area under sustainable jurisdictional initiatives in North Sumatra and Aceh. CSL's value lies in:

1. Aligning stakeholders around common goals.
2. Facilitating knowledge sharing.
3. Leveraging funding for scalable initiatives.

Achieving shared goals for sustainable development at district levels and beyond will require a concerted effort to address current barriers – including lack of coordination, low technical capacity and inadequate resources. Jurisdictional approaches (JA) can address these barriers, but take time, knowledge, and resources. Through district-level JA learning networks, CSL is building connections to create communities of practice and exchange learnings between district initiatives, to foster replication and scale of successful models for long-term transformation.

To date, CSL and its members have focused on facilitating knowledge sharing and collaboration across two districts – Aceh Tamiang and Tapanuli Selatan. These districts have made strong progress on 1) establishing jurisdictional governance structures (effective multi-stakeholder platforms, agreement on district action plans, collective monitoring); and 2) building technical capacity among leading partners to implement jurisdictional action and monitoring plans and develop high-quality projects that contribute to sustainable development targets and government objectives, like Social Forestry, smallholder legality, and forest management such lessons/approaches have been shared between these two districts via exchanges and dialogues.

There is interest from stakeholders in other districts to learn from and replicate good models, but given the limited resources of CSL, helping these districts onto a jurisdiction pathway will require a clear strategy for prioritization and capacity building to support jurisdictional readiness.

Establishing District Readiness Profiles to Assess Jurisdictional Interest, Potential, Maturity and Strategies for engagement, investment, and capacity building

To address this need for clarifying CSL's engagement strategy in new districts, District Readiness Profiles will be completed for at least 10 districts in North Sumatra and Aceh. The purpose of these District

Readiness Profiles is to assess the feasibility and presence/maturity of the building blocks of a jurisdictional approach, as well as potential for formal engagement through CSL. Evaluation criteria will reference key initiatives including the Core Criteria for Mature Landscape Initiatives, as well as locally relevant criteria for engagement, which could include but is not limited to:

1. Environmental, economic, social, institutional, and technological factors (e.g. governance structures, partners/capacity, potential for impact, political context, commodity production, incentives, etc.)
2. Key opportunities and challenges that may affect the successful implementation of jurisdictional initiatives
3. Alignment of districts' interests and priorities with CSL's core objectives, corporate sourcing commitments, and government programs

A detailed readiness profile report will be developed for each district with actionable recommendations to enhance the region's capacity for sustainable development.

Of these ten districts, two will be prioritized for targeted engagement and support to become formal district partners of CSL, while the remaining districts will be engaged in exchanges and dialogues via the CSL Network.

SCOPE OF WORK

District Readiness Profiles will be created for 10 districts to evaluate jurisdictional readiness against a set of core criteria, which will include:

JURISDICTIONAL GOVERNANCE

Understanding the institutional capacity to convene/coordinate stakeholders to set common targets, undertake activities, and report on progress toward sustainable development goals.

Qualitatively assess and summarize:

- **Multi-stakeholder Platform(s)**, including purpose/objective, stakeholder representation, decision-making structures, frequency of meetings, etc. to coordinate key stakeholders.
- **District Action Plan(s)**, including key targets and goals, priority programs/initiatives, etc. to align stakeholders and activities toward sustainable development goals.
- **MRV System(s)**, including indicators, methodologies, data sources, public reporting, etc. to measure performance and progress toward sustainable development goals.

IMPLEMENTATION CAPACITY

Identifying potential partners and leaders within each jurisdiction who can drive implementation and delivery toward sustainable development targets and better understand where CSL partners can learn from or share solutions.

Qualitatively assess and summarize:

- **Key stakeholders**, including their roles/interest within governance/coordinating structures and implementation activities.
- **Key Projects and Programs**, including descriptions of project activities and partners related to sustainable production and livelihoods, conservation, restoration, economic development, and including assessing potential for innovating/implementing replicable models and identifying key capacity needs, etc.
- **Capacity needs and knowledge sharing potential**

POTENTIAL FOR IMPACT

Assessing the potential for impact for nature, people and production systems.

1. NATURE

To the extent possible, quantitatively assess or spatially map key areas for protection and restoration.

- **Protection**
 - Priority Areas, including data in hectares, maps (where possible)
 - Area under FMU management (disaggregated by land classification type)
 - HCV/HCS mapping
 - KBAs
 - Forest cover
 - Peat areas
 - Water resources availability (river flow area)
- **Restoration**
 - Priority Areas, including data in hectares, sources, maps (where possible)
 - Restoration priorities set by stakeholders (e.g. corridor, riparian areas, ecosystem services, vulnerability, etc.)
 - Social Forestry permits
- **Threats**
 - Deforestation/conversion rates & drivers
 - Fire potential or hot spot area

- Natural hazard or natural risk, such as flood, landslide, etc.
- Human-wildlife conflicts
- Conflict of tenurial rights

2. PEOPLE

To the extent possible, quantitatively or qualitatively assess human wellbeing dimensions.

- Population & Demographics (gender, education, indigenous and vulnerable groups)
- Economic indicators (key industries/employment, average household income, average household size, living income benchmark, technology & connectivity, etc.)
- Social or Cultural Dynamics (e.g. areas of conflict, cultural norms/values, gender)
- Vulnerability (flooding, landslides, poverty, etc.)

3. PRODUCTION SYSTEMS

Understand the key production context for all major commodities¹

- Production Areas by Commodity (map + hectare data)
 - Smallholder Production Areas
 - Number of smallholders
 - Mills or other supply chain actors/aggregation points
- Volumes by Commodity – total volumes + disaggregated (e.g. smallholder vs plantation; certified vs noncertified)
- Yields – average + disaggregated (smallholder vs plantation)
- Relevant certification schemes

A. POLITICAL CONTEXT

Qualitative assessment (to be identified through interviews with key stakeholders and policy review).

- Government priorities and commitments relevant to the vision of CSL
- Political will for sustainable development and willingness to participate in collective action
- Relevant policies and regulations that can be leveraged (may be included in action plans)

B. FINANCE & INCENTIVES

¹ EUDR commodities: palm oil, coffee, cocoa, rubber, soy cattle

Understand what financial mechanisms and incentives exist to support sustainable production and livelihoods, conservation, and/or forest protection.

- Sustainable finance plan(s) or activities
- Review of existing financial mechanisms and their status/barriers/opportunities
 - Production/Market based incentives, such as sustainability premiums for certified materials, replanting loans, CSR, etc.
 - Nature-based incentives, such as carbon credits, PES, blended finance, trust funds, Debt Nature Swap, Green lending, and other schemes to fund/incentivize conservation/protection, etc.
 - Financial incentives of JIs – i.e. government and private sector funding unlocked; incentives to producers/communities provided; etc.

METHODOLOGY

1. Data Collection/Desk Research:

- Conduct interviews with stakeholders such as government officials, community leaders, NGOs, and private sector representatives.
- Use surveys and questionnaires to collect data from local communities.
- Review secondary data sources, including policy documents, reports, and statistical data.
- Compile data into readiness profiles for at least 10 districts (to be determined with CSL Secretariat) with the criteria outlined in this Terms of Reference

2. Analysis:

- Based on the readiness profiles, develop a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) for each district based on each dimension of readiness.
- Use a rating framework to assess the readiness levels: High, Medium, Low.
- Provide recommendations for districts listed as Medium or High on priority focus areas to improve district readiness

3. Validation:

- Organize stakeholder workshops to validate findings and gather feedback.

OUTPUTS

1. Initial Report: Outlining the work plan, methodology, and timeline.
2. Data Collection Tools: Surveys, questionnaires, and interview guides.

3. **Readiness Profiles and Report:** A comprehensive excel spreadsheet with consolidated data on readiness criteria for each of the 10 selected districts as well as a report summarizing the key findings, analysis, and recommendations, including:
 - Readiness scores for each dimension.
 - Identified risks and opportunities.
 - Actionable recommendations to improve readiness.
4. **Stakeholder Workshop Report:** A summary of feedback and validation results.

TIMELINE

The implementation of the readiness profile in 10 districts across North Sumatera and Aceh is estimated to take approximately 24 weeks, with the following schedule:

Output	Timeline	Payment Term
1. Initial Report: Outlining the work plan, methodology, and timeline	Week 4	Termin 1 – 60%
2. Data Collection Tools: Surveys, questionnaires, and interview guides	Week 4	
3. Readiness Profiles and Draft Report: Excel database and summary report including readiness scores, risks, and recommendations	Week 24	Termin 2 – 40%
4. Stakeholder Workshop Report: Summary of feedback and validation results	Week 24	

TEAM COMPOSITION

The readiness profile team will consist of:

1. **Team Leader:** Responsible for overall coordination and reporting.
2. **Environmental Expert:** To assess natural resource management and environmental conditions.
3. **Economic Analyst:** To evaluate economic and financial readiness.
4. **Social Specialist:** To assess community engagement and social dynamics.
5. **Institutional Analyst:** To review governance and policy frameworks.
6. **Technology Advisor:** To evaluate technological readiness and infrastructure.

BUDGET

The proposed budget will cover:

- Personnel costs (up to 6 team members)
- Travel and logistics expenses.
- Data collection tools and materials.

- Stakeholder workshop costs.
- Report production.

REPORTING AND COMMUNICATION

The team will report to the CSL Lead, by involving all the steering committee members. Regular updates will be provided through:

- Bi-Weekly progress reports.
- Mid-term review meetings.
- Final presentation of findings and recommendations.

EXPECTED IMPACT

This readiness profile will enable CSL to:

- Make informed decisions regarding partnership and capacity-building opportunities with the targeted districts.
- Design tailored interventions to address specific gaps and leverage local strengths.
- Build a solid foundation for sustainable livelihood programs aligned with CSL's mission.

TERMS AND CONDITIONS

- The profile team must adhere to CSL's ethical standards and confidentiality agreements.
- All deliverables must be submitted in either Bahasa Indonesia or English.
- CSL retains ownership of all data and reports generated during this assignment.

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 [Konservasi Indonesia](#) 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 Indonesian Rupiah](#).

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 Cost Component (example only)

Description	Unit of measure (day, month etc)	Total period of engagement	Unit cost/rate	Total Cost for the Period
Personnel costs				
Travel and logistics expenses.				
Data collection tools and materials.				
Stakeholder workshop costs.				
Report production				
Other related costs (please specify)				
Total Cost of Financial Proposal				