

Request for Proposals

Title: Building The Capacity of Local Community in Lesser Sunda Seascape On Sustainable Seaweed-Farming Practice and Business Development.

RFP No: 002/VIII/11/2025

Date of Issuance: 11 August 2025

1. Background

In the Lesser Sunda Seascape, Konservasi Indonesia (KI) has recently launched a program to promote sustainable seaweed farming practices that contribute to the health of coral reef ecosystems in Sumba Timur Regency, Nusa Tenggara Timur (NTT). In addition, KI is collaborating with provincial governments in Belu Regency, NTT, and Wetar Barat District, Maluku, to support the establishment of Marine Protected Areas (MPAs), where seaweed farming is a key livelihood for coastal communities.

2. Project Overview

KI is looking for consultant to deliver capacity building for selected seaweed farmers group in Sumba Timur, Belu (NTT), and Wetar (Maluku), to help them implement more sustainable seaweed farming practice, ensuring minimized impacts of the sector to the adjacent critical ecosystems and improving overall resilience of their livelihood. In Sumba Timur, the consultancy also involves building capacity of village-owned enterprise in developing their seaweed nursery business, and a local farmers cooperative in developing their market.

3. Terms of Reference, Deliverables and Deliverables Schedule (ToR Attached)

4. Submission Details

- a. **Deadline.** Proposals must be received no later than **25 August 2025 at 10:00 PM WITA**. Late submissions will not be accepted. Proposals must be submitted via email to ewidyastuti@konservasi-id.org; imahardika@konservasi-id.org; langgorowati@konservasi-id.org 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 imahardika@konservasi-id.org; langgorowati@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. Demonstrated in-depth knowledge of the seaweed sector in Nusa Tenggara Timur and Maluku, including established relationships with off-takers and relevant stakeholders.
- b. Proven experience working directly with seaweed farming communities, with a strong understanding of their practices and challenges.
- c. Preference will be given to candidates with hands-on experience in managing or operating seaweed-related businesses.
- d. A solid understanding of the interdependence between coastal ecosystem sustainability and the seaweed industry is essential.

6. Proposal Documents to Include

- a. Signed cover page on the 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:

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?	20%/ Max points
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	20%/ Max points
Does the bidder's past performance demonstrate recent proven experience doing similar work?	20%/ Max points
Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	20%/ Max points
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20%/ Max points

8. Proposal Timeline

RFP Issued	11 August 2025
Clarifications submitted to KI	18 August 2025
Clarifications provided to known bidders	22 August 2025
Complete proposals due to KI	25 August 2025
Final selection	5 September 2025

- 9. Resulting Award** KI anticipates entering into an agreement with the selected bidder by **12 September 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 [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: _____

Title: _____

Date: _____

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

TERMS OF REFERENCE
BUILDING THE CAPACITY OF LOCAL COMMUNITY IN LESSER SUNDA SEASCAPE ON
SUSTAINABLE SEAWEED-FARMING PRACTICE AND BUSINESS DEVELOPMENT.

Time frame : 1 August 2025 – 31 December 2025
Amount : All inclusive of consultant travel expenses, logistics, printing supplies, and necessary cost for community mobilization.
Location : Sumba Timur and Belu – NTT, and Wetar Barat, Maluku Barat Daya
Counterparts/*Mitra* : Meldus Tami (*Field Livelihood Coordinator*), Candida Putri (Maluku Conservation Officer), Adi Mahardika (Conservation Planning Manager).

A. BACKGROUND

In the Lesser Sunda Seascape, Konservasi Indonesia (KI) has recently launched a program to promote sustainable seaweed farming practices that contribute to the health of coral reef ecosystems in Sumba Timur Regency, Nusa Tenggara Timur (NTT). In addition, KI is collaborating with provincial governments in Belu Regency, NTT, and Wetar Barat District, Maluku, to support the establishment of Marine Protected Areas (MPAs), where seaweed farming is a key livelihood for coastal communities.

Despite the potential of seaweed farming to support both local economies and marine conservation, several challenges persist across East Sumba, Belu, and Wetar. These include limited access to high-quality seedlings, and a general lack of farmer capacity in implementing sustainable practices. Key areas needing improvement include strain selection during seedling preparation, disease prevention and management, efficient use of farming inputs to reduce costs and minimize waste, and post-harvest processing techniques to maintain or enhance product value. Addressing these challenges is essential not only for strengthening the resilience of local livelihoods but also for minimizing the environmental impact of seaweed farming on sensitive coastal ecosystems such as coral reefs and seagrass beds.

In East Sumba, KI has initiated close collaboration with local communities and village governments to strengthen the seaweed sector. One of the key initiatives involves supporting the village-owned enterprise (*Badan Usaha Milik Desa*, or BUMDES) in establishing a seaweed nursery. This enterprise aims to meet local and regional demand for quality seedlings, reducing dependency on external sources. Additionally, a local farmers' cooperative has taken on the role of aggregating and marketing seaweed harvests. Both the BUMDES and the cooperative require further support to enhance their business management capabilities and expand their networks of commercial partnerships, ensuring long-term sustainability and economic viability.

B. OBJECTIVE AND TASK

The objective of this consultancy is delivering capacity building for selected seaweed farmers group in Sumba Timur, Belu (NTT), and Wetar (Maluku), to help them implement more sustainable seaweed farming practice, ensuring minimized impacts of the sector to the adjacent critical ecosystems and improving overall resilience of their livelihood. In Sumba Timur, the consultancy also involves building capacity of village-owned enterprise in developing their seaweed nursery business, and a local farmers cooperative in developing their market.

Tasks for the consultant are as follows.

1. **Produce handout:** Produce and design simple yet informative guide for farmers on sustainable seaweed farming practices, reflecting the content of trainings that will be delivered (see point 2). The handout should use language that is easy for local farmers to understand and use graphic to complement the narratives. KI will cover separately the cost of printing for this handout. KI will also produce it into an information board to be set up at farmers' communal space.
2. **Build Farmers' Capacity on Sustainable Seaweed Farming:** Conduct trainings for at least 175 seaweed farmers in Sumba Timur, 50 in Belu, and 70 in Wetar on sustainable seaweed farming practices. The training should focus on,
 - a. Strain-selection methodology in seedlings production.
 - b. Resilience of communities' seaweed cultivation against diseases, and the climate and ocean dynamics.
 - c. Best practice to reduce the impact of seaweed farming to the critical coastal ecosystems, from efficient use of production tools and equipment to minimize plastic waste, to how farming should be conducted to avoid damage to coral reefs and seagrass beds.
 - d. Best practice for post-harvesting procedures to maintain optimal quality and value of farmers products.Focusing on existing cooperative as subject in Sumba Timur.
As part of the training, consultant should document improvement in farmers capacity by employing pre and post training capacity assessment (questionnaire, guided interview, etc.).
3. **Support community's seaweed business development in Kaliuda village, Sumba Timur:** Consultant is required to assist Kaliuda village's BUMDES and the local cooperative in building their basic business management capacity, including for financial literacy. For the local cooperative, the capacity building should cover product quality assurance and expanding their networks of buyers.
4. **Facilitate engagement with off-takers and obtain formal buying commitments,** such as signed agreements, for at least one or more farmer groups that have successfully undergone training.

Throughout the entire process, consultant must proactively ensure the meaningful participation and representation of female farmers, particularly those from marginalized or underserved groups. This includes creating safe, accessible, and empowering spaces that address potential barriers to their full engagement. These efforts must be clearly documented and integrated into the report, demonstrating a strong commitment to *Gender Equality and Social Inclusion* (GESI).

C. DELIVERABLES AND DELIVERABLES SCHEDULE

	Activity	Deliverable	Due Date	Amount
1.	<p>In coordination with KI team, plan for the training activities, including necessary tools to assess farmers capacity.</p> <p>Provide initial assessment of prospective buyers of offtakers. Identify what are the buyers' requirements for the seaweed quality and quantity</p> <p>Based on the buyer demand, produce/adjust training handout as described in the section above that able to train the farmers to meet the quality and quantity of buyer's demand.</p>	<p>Document outlining training plan, that includes date, venue, logistical check list, and tools to assess farmers capacity (for example questionnaire or guided-interview questions).</p> <p>Training handout document based on buyer's requirement. Farmers should be able to meet production capacity that is needed by buyer sustainably and meet its quality requirement.</p>	10 Oktober 2025	20%
2.	Conduct training in Wetar	Training activity report, elaborating the process, participants (segregated by gender, age group), results in terms of farmers capacity change, challenges.	30 Oct 2025	20%
3.	Conduct training in Sumba Timur and Belu	Training activity report, elaborating the process, participants (segregated by gender, age group), results in terms of farmers capacity change, challenges.	30 Nov 2025	30%

4.	<p>Deliver capacity building for BUMDES and farmers cooperative in Kaliuda village, Sumba Timur.</p> <p>Compile all reports into one final report document that includes recommendations as mentioned in poin 4 in the <i>Tasks</i>.</p>	<p>A final report document that incorporates activity report for delivery of capacity building for BUMDES and farmers cooperative, elaborating the process, participants (segregated by gender, age group), results in terms of capacity change of both business entities, challenges, and recommendation.</p>	20 Dec 2025	15%
5.	Secured commitment from buyer's or offtakers.	Signed letter of intent	31 January 2025	15%

Total Service Fee:

Term of Payment

- Payment for Service Fee is according to delivery of deliverables as stated in the table above.
- All Service Fee payments are subjected to ***Indonesia Income Tax (Pph)***.
- Cost of consultant travel to site, logistics, and communities's transport reimbursement to attend training is included in the service fee.

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 [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 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				