

Request for Proposals

Title: Pengembangan Bisnis Wisata Bahari Berkelanjutan (Reef-Positive Tourism) Desa Namatota

RFP No: 006/VIII/29/2025

Date of Issuance: 29 Agustus 2025

1. Background

Berdasarkan Keputusan Menteri Kelautan dan Perikanan Republik Indonesia Nomor: 25/KEPMEN-KP/2019 dan Keputusan Gubernur Papua Barat Nomor: 523/135/7/2018 tentang Rencana Pengelolaan dan Zonasi Kawasan Konservasi Perairan Daerah Kaimana di Provinsi Papua Barat. Pemerintah telah mengalokasikan Perairan Kaimana seluas 499.804,13 (empat ratus sembilan puluh sembilan ribu delapan ratus empat koma satu tiga) hectare untuk dikelola secara berkelanjutan. Keberadaan Kawasan Konservasi Perairan secara tidak langsung telah melindungi beberapa area penghidupan masyarakat adat dan beberapa ekosistem pesisir salah satunya adalah ekosistem terumbu karang.

Pada tahun 2007, Dr. Gerry Allen dan Dr. Mark Erdmann dan ahli ahli ikan karang dunia lainnya yang terlibat dalam survey keanekaragaman hayati laut, menemukan kekayaan keanekaragaman hayati perairan yang fantastic yakni 330 jenis ikan karang hanya dalam 1-2 kali penyelaman. Secara keseluruhan di seluruh site survey dari teluk Triton, Buruway, teluk Etna dan teluk Arguni. di Kaimana terdapat 995 jenis ikan karang, 486 jenis karang, 28 jenis udang mantis, 228 ton/km² biomass ikan, habitat penyu sisik, penyu hijau dan belimbing, rumah untuk berbagai jenis cetacean, seperti hiu paus dan mamalia lainnya serta 3 danau air tawar. Hasil survey ini telah menempatkan perairan Kaimana sebagai satu lokasi penting dalam epicentrum Segitiga Terumbu Karang Dunia. Hasil penelitian ini menjadi salah satu cikal bakal terbentuknya Kawasan Konservasi Perairan di Kaimana.

Kekayaan potensi yang dimiliki oleh Perairan Laut Kabupaten Kaimana perlu untuk dikelola secara baik dengan mengedepankan prinsip budaya masyarakat adat setempat melalui kolaboratif pengembangan bisnis berbasis Masyarakat. Inisiatif ini selaras dengan komitmen Yayasan Konservasi Indonesia (KI) melalui dukungan project Terumbu Karang Sehat Indonesia (TeKSI/GFCR) yang akan terfokus di Desa Wisata Namatota. Bentuk kegiatan yang akan dilakukan berupa pembentukan bisnis dive center yang dikelola langsung oleh kelompok pengelola wisata di Namatota

2. Project Overview

Tujuan dari konsultasi ini yaitu mengembangkan skema pendanaan berkelanjutan melalui bisnis berbasis masyarakat untuk diversifikasi aliran pendanaan yang berkontribusi dalam pengelolaan kawasan konservasi perairan yang efektif.

3. Terms of Reference, Deliverables and Deliverables Schedule Terlampir

4. Submission Details

- a. Deadline. Proposals must be received no later than Kamis, **10 Oktober 2025, pukul 17.00 WIT**. Late submissions will not be accepted. Proposals must be submitted via email to (grantcontractid@konservasi-id.org), (ewidyastuti@konservasi-id.org) (mwamoi@konservasi-id.org) and (mputra@konservasi-id.org) All proposals are to be

submitted following the guidelines listed in this RFP.

- b. Validity of bid. 120 days from the submission deadline
- c. Clarifications. Questions may be submitted to (grantcontractid@konservasi-id.org), (ewidyastuti@konservasi-id.org), (mwamoi@konservasi-id.org) and (mputra@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. Pengalaman kerja terkait hingga 5 tahun, lebih disukai dibidang pembiayaan berkelanjutan di Kawasan Konservasi dan terkait pariwisata.
- b. Memiliki kemampuan menganalisis dengan instrumen finansial yang relevan.
- c. Berorientasi rinci dan mampu memprioritaskan, mengelola dan menyelesaikan tugas dan memenuhi tenggat waktu.
- d. Memiliki kemampuan yang baik bekerja sama dengan multi pemangku kepentingan dan dapat berkomunikasi dengan baik di berbagai level baik kabupaten, provinsi dan nasional.
- e. Memiliki kemampuan bekerja secara efektif dengan tim.
- f. Pengalaman bekerja dengan sektor swasta, khususnya sektor pariwisata.
- g. Pengalaman bekerja dengan pemerintah di tingkat Kabupaten, Provinsi dan Nasional.
- h. Pemahaman tentang kebijakan terkait dengan pemanfaatan kawasan konservasi perairan dan lainnya.
- i. Memiliki pengetahuan dan pemahaman tentang industri pariwisata berkelanjutan.
- j. Lebih disukai memiliki pengalaman bekerja di Papua dan menunjukkan pemahaman dan rasa hormat terhadap budaya dan praktik Papua.

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:

Evaluation Criteria	Score (out of 100)
Pengalaman dalam menyediakan pekerjaan serupa, kualifikasi personil kunci, dan memenuhi persyaratan minimum	25%
Kapasitas teknis, termasuk kerangka kerja, rencana kerja, dan teknologi yang ditawarkan	25%
Menunjukkan kemampuan untuk merespons secara efektif dan kinerja masa lalu yang terbukti (diverifikasi melalui pemeriksaan referensi)	15%
Biaya yang diusulkan masuk akal dan realistis, mencerminkan pemahaman yang kuat tentang tugas tersebut	20%
Memiliki wawasan umum di bidang konservasi lingkungan, lebih diprioritaskan bagi wawasan terkait kawasan konservasi perairan dan pengelolaannya	15%

8. Proposal Timeline

Panggilan permintaan proposal	23 September 2025
Klarifikasi disampaikan ke KI	30 September 2025
Klarifikasi diberikan kepada penawar yang diketahui	07 Oktober 2025
Tenggat waktu penyampaian proposal ke KI	10 Oktober 2025
Seleksi akhir	17 Oktober 2025

- 9. Resulting Award** KI anticipates entering into an agreement with the selected bidder by **20 Oktober 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)

PENGEMBANGAN BISNIS WISATA BAHARI BERKELANJUTAN (REEF-POSITIVE TOURISM) DESA NAMATOTA

Workplan	Output: 2.2. Dukungan Pengembangan Pariwisata yang Inklusif Activity: 2.2.1.4. Dukungan Pengadaan Dive Center Desa Wisata Namatota; A. Sertifikasi Selam (A1-Open Water) dan Jenjang Lainnya B. Legalitas Kelembagaan Dive Center C. Pengadaan Alat Selam D. Code of conduct wisata selam
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A. PENDAHULUAN

Berdasarkan Keputusan Menteri Kelautan dan Perikanan Republik Indonesia Nomor: 25/KEPMEN-KP/2019 dan Keputusan Gubernur Papua Barat Nomor: 523/135/7/2018 tentang Rencana Pengelolaan dan Zonasi Kawasan Konservasi Perairan Daerah Kaimana di Provinsi Papua Barat. Pemerintah telah mengalokasikan Perairan Kaimana seluas 499.804,13 (empat ratus sembilan puluh sembilan ribu delapan ratus empat koma satu tiga) hectare untuk dikelola secara berkelanjutan. Keberadaan Kawasan Konservasi Perairan secara tidak langsung telah melindungi beberapa area penghidupan masyarakat adat dan beberapa ekosistem pesisir salah satunya adalah ekosistem terumbu karang. Pada tahun 2007, Dr. Gerry Allen dan Dr. Mark Erdmann dan ahli ahli ikan karang dunia lainnya yang terlibat dalam survey keanekaragaman hayati laut, menemukan kekayaan keanekaragaman hayati perairan yang fantastic yakni 330 jenis ikan karang hanya dalam 1-2 kali penyelaman. Secara keseluruhan di seluruh site survey dari teluk Triton, Buruway, teluk Etna dan teluk Arguni. di Kaimana terdapat 995 jenis ikan karang, 486 jenis karang, 28 jenis udang mantis, 228 ton/km² biomass ikan, habitat penyu sisik, penyu hijau dan belimbing, rumah untuk berbagai jenis cetacean, seperti hiu paus dan mamalia lainnya serta 3 danau air tawar. Hasil survey ini telah menempatkan perairan Kaimana sebagai

satu lokasi penting dalam epicentrum Segitiga Terumbu Karang Dunia. Hasil penelitian ini menjadi salah satu cikal bakal terbentuknya Kawasan Konservasi Perairan di Kaimana. Kekayaan potensi yang dimiliki oleh Perairan Laut Kabupaten Kaimana perlu untuk dikelola secara baik dengan mengedepankan prinsip budaya masyarakat adat setempat melalui kolaboratif pengembangan bisnis berbasis Masyarakat. Inisiatif ini selaras dengan komitmen Yayasan Konservasi Indonesia (KI) melalui dukungan project Terumbu Karang Sehat Indonesia (TeKSI/GFCR) yang akan terfokus di Desa Wisata Namatota. Bentuk kegiatan yang akan dilakukan berupa pembentukan bisnis dive center yang dikelola langsung oleh kelompok pengelola wisata di Namatota.

B. TUJUAN

Tujuan dari konsultasi ini yaitu mengembangkan skema pendanaan berkelanjutan melalui bisnis berbasis masyarakat untuk diversifikasi aliran pendanaan yang berkontribusi dalam pengelolaan kawasan konservasi perairan yang efektif.

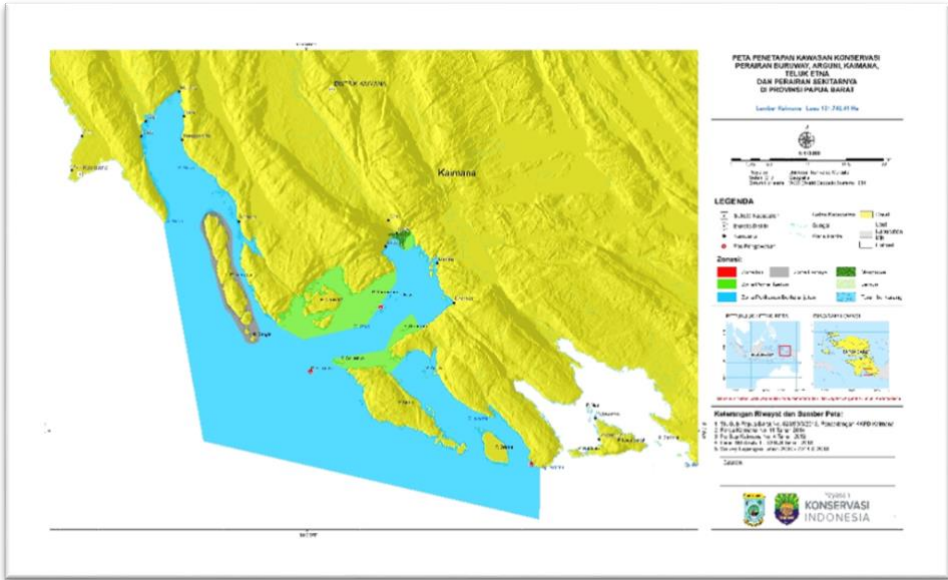
C. HASIL YANG DIHARAPKAN

1. Tersedianya tuju penyelam lokal yang berlisensi internasional dan memenuhi syarat kelayakan adanya dive center.
2. Tersedianya usaha dive center yang dikelola oleh kelompok pengelola wisata Desa Namatota dan siap dijalankan.

D. WAKTU DAN LOKASI KEGIATAN

Rangkaian kegiatan ini akan berlangsung selama enam bulan terhitung sejak Bulan September 2025 – Februari 2026 dan terfokus di Taman Wisata Perairan Daerah Kaimana Desa Namatota.

Gamabar I. Peta Taman Wisata Perairan Daerah Kaimana



E. TUGAS DAN OUTPUT

No	Deliverable / Bukti Verifikasi	Aktivitas	Target Waktu Penyelesaian	Persentase/Jumlah
1.	Dokumen rencana kerja konsultan. 1 kali presentasi workplan ke KI	Pengajuan <i>Workplan</i> Rencana kerja terperinci, yang menguraikan jadwal kegiatan, metode dan keluaran. Diserahkan kepada Konservasi Indonesia dan dipresentasikan.	Oktober 2025	15%
2.	Penguatan Dive Center Desa Namatota.	1. Penguatan kapasitas pengelola wisata Desa Namatota (POKDARWIS) ; a. Pelatihan/sertifikasi selam jenjang pertama hingga lanjutan b. Pelatihan penerapan panduan keselamatan selam, pengawasan selam, pemeliharaan peralatan, kondisi darurat. 2. Pengadaan SCUBA diving gear sebanyak lima unit dan satu kompresor. 3. Fasilitasi penetapan SK Dive Center (Dinas Pariwisata).	November – Desember 2025	35%
3.	Tersedianya strategi promosi paket wisata selam Desa Namatota	a. Identifikasi spot diving prioritas	Desember 2025	25%

N o	Deliverable / Bukti Verifikasi	Aktivitas	Target Waktu Penyelesaian	Persentase/Ju mlah
		b. Terbentuk/terbangunnya potensi berjejaring dan kolaborasi dengan provider wisata lainya di luar desa Namatota c. Tersedianya Tourism Information Center (TIC)		
4.	Laporan akhir pembentukan dive center Desa Namatota.	Penyusunan laporan	Januari – Feberuari 2026	25%
TOTAL				100%

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				