

[Instructions for users: Ensure any applicable donor requirements are incorporated into the RFP. Complete the blue fields and delete instructions.]

Request for Proposals

Title: Guideline GEDSI Development Consultant

RFP No:

Date of Issuance: (Spell out the Day-Month-Year)

1. Background (insert brief background of KI and the Program)

The National Blue Carbon Action Partnership (NBCAP) is a multi-stakeholder platform aimed at promoting collaboration, alignment, and coordination to accelerate scaling-up efforts in the protection and management of blue carbon ecosystems in Indonesia. Supported by the World Economic Forum (WEF), this initiative is also part of the global Blue Carbon Action Partnership (BCAP).

NBCAP is hosted by a Secretariat currently managed by Konservasi Indonesia. In its first two years, the platform focused on building institutional structures and mechanisms and drafting a national action plan for the protection and management of blue carbon ecosystems—specifically mangroves and seagrasses—in partnership with national stakeholders.

NBCAP is currently leading the development of the National Blue Carbon Ecosystem Action Plan (RENAKSI), which will serve as a national reference for the sustainable management of blue carbon ecosystems. It is intended to align with both market and non-market mechanisms and harmonize with Indonesia's national strategies, including the NDC, the FoLU Net Sink 2030, and sectoral planning documents.

In line with these efforts, it is essential that the RENAKSI integrates a Gender Equality, Disability, and Social Inclusion (GEDSI) perspective. Incorporating GEDSI principles ensures that the benefits of blue carbon initiatives are equitably distributed and that vulnerable groups—including women, persons with disabilities, and marginalized coastal communities—are meaningfully engaged in decision-making, implementation, and monitoring processes. This inclusive approach is vital to achieving sustainable outcomes, strengthening community ownership, and supporting Indonesia's commitments to the Sustainable Development Goals (SDGs), particularly SDG 5 (Gender Equality), SDG 10 (Reduced Inequalities), SDG 13 (Climate Action), and SDG 14 (Life Below Water).

To support this objective, NBCAP seeks to engage an individual consultant to develop a practical GEDSI guideline that will inform the implementation of the RENAKSI. This guideline will provide strategies, recommendations, and monitoring frameworks to ensure that gender equality, disability, and social inclusion are systematically integrated across all aspects of blue carbon ecosystem protection and management in Indonesia.

2. Project Overview (Insert description of the project and assignment)

The main objective of this consultancy is to develop a guideline of Mainstreaming Gender Equality, Disability, and Social Inclusion (GEDSI) in the Implementation of the National Blue Carbon Action Plan. This guideline introduces the importance of integrating Gender Equality, Disability, and Social Inclusion (GEDSI) into every stage of the implementation of the National Blue Carbon Action Plan (RENAKSI). The integration of GEDSI is considered essential to ensure that the benefits of protecting and managing blue carbon ecosystems, such as mangroves and seagrasses, are equitably accessible to all segments of society, including women, persons with disabilities, and marginalized coastal communities.

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

4. Submission Details

- a. Deadline. Proposals must be received no later than **(26th of September 2025, 00 am /GMT+7)**. Late submissions will not be accepted. Proposals must be submitted via email to **(llubendik@konservasi-id.org, ewidyastuti@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 **(llubendik@konservasi-id.org, ewidyastuti@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. Advanced university degree (Master's or higher) in Gender Studies, Social Sciences, Environmental Studies, Development Studies, or a related field
- b. Minimum 7 years of professional experience in developing and implementing gender mainstreaming, disability inclusion, and social inclusion strategies in environmental or climate change-related programs.
- c. Proven experience in developing guidelines, frameworks, or policy documents for GEDSI integration in national or sectoral programs.
- d. Familiarity with blue carbon ecosystems (mangroves, seagrass, wetlands) and climate change mitigation and adaptation frameworks.
- e. Experience in working with government institutions, NGOs, and multilateral organizations in Indonesia or similar contexts.
- f. Strong understanding of GEDSI principles and their application in environmental governance and policy development.
- g. Excellent analytical, writing, and research skills, with the ability to translate technical concepts into practical guidelines.
- h. Ability to conduct stakeholder consultations, key informant interviews, and facilitate inclusive discussions.
- i. Strong communication and interpersonal skills to work effectively with diverse stakeholders.
- j. Fluency in Bahasa Indonesia and English (both written and spoken)
- k. Demonstrated ability to deliver high-quality outputs within tight deadlines.

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 ([see 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:

Proposal and timeline: Is the proposed approach and sequence of activities appropriate to the assignment? Does the proposed timeline fit with the estimated for the completion of this work?	50 points
Prior experience: Does the bidder's past performance demonstrate recent proven experience doing similar work?	20 points
Expertise: Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	20 points
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	10 points

Evaluation Criteria	Score (out of 100)
Proposal and timeline: Is the proposed approach and sequence of activities appropriate to the assignment? Does the proposed timeline fit with the estimated for the completion of this work?	50 points
Prior experience: Does the bidder's past performance demonstrate recent proven experience doing similar work?	20 points
Expertise: Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	20 points
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	10 points

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

RFP Issued	24 Sept 2025
Clarifications submitted to KI	26 Sept 2025
Clarifications provided to known bidders	2 Oct 2025
Complete proposals due to KI	7 Oct 2025
Final selection	10 Oct 2025

- 9. Resulting Award** KI anticipates entering into an agreement with the selected bidder by (14 Oct 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. 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 the International Labor 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 from 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".

Name: _____

Signature: _____

Title: _____

Date: _____

Attachment 2: Terms of Reference

Purpose

Objective

The main objective of this consultancy is to develop a guideline of Mainstreaming Gender Equality, Disability, and Social Inclusion (GEDSI) in the Implementation of the National Blue Carbon Action Plan. This guideline introduces the importance of integrating Gender Equality, Disability, and Social Inclusion (GEDSI) into every stage of the implementation of the National Blue Carbon Action Plan (RENAKSI). The integration of GEDSI is considered essential to ensure that the benefits of protecting and managing blue carbon ecosystems, such as mangroves and seagrasses, are equitably accessible to all segments of society, including women, persons with disabilities, and marginalized coastal communities, the consultant will:

Scope of Work

The consultant will be responsible for the following tasks:

a. Desk Review

The work will begin with a desk review of background documents with comparable scope and remit. The consultant will consult with NBCAP Secretariat and relevant staff for background briefings and compile an inventory of relevant documentation from academic literature and grey literature (reports, websites, media). Bibliographies and reference lists in initial documents will be scanned for further sources, and the Consultant will solicit input from stakeholders to identify additional sources. This will be combined with targeted key informant interviews (see below)

- Conduct a comprehensive review of existing policies, regulations, and frameworks related to NBCAP, GEDSI, and relevant international commitments.
- Identify global and national best practices for integrating GEDSI considerations into climate change, blue carbon, and environmental management initiatives.

b. Key Informant Interview/Field Validation

Conclusions derived from the desk review will provide the basis for interviews with key informants to refine and expand upon findings. The Consultant will use a semi-structured interview methodology: interviews will be conducted using an interview guide with prepared questions and discussion topics.

Engagement:

- Facilitate consultations, focus group discussions (FGDs), and interviews with key stakeholders, including government agencies, civil society organizations, academia, and organizations representing persons with disabilities.
- Ensure inclusive participation and capture diverse perspectives on GEDSI mainstreaming within NBCAP implementation.

Field Validation:

- Conduct site visits to verify actual practices and conditions at NBCAP implementation locations.
- Document good practices, challenges, and stakeholder recommendation

c. Drafting the Guidelines

- Develop the structure and content of the guidelines for mainstreaming GEDSI across all stages of NBCAP implementation (planning, implementation, monitoring, and evaluation).
- Include practical tools, checklists, and GEDSI performance indicators to guide stakeholders in applying the framework.
- Provide case studies and examples of successful GEDSI integration.

d. Validation Process in the National

- Present the draft guidelines to stakeholders during a validation workshop to gather feedback and recommendations.
- Revise the document based on inputs from the validation process to ensure comprehensiveness and usability.

e. Finalization of Guidelines

- Prepare the final version of the guidelines, ensuring alignment with NBCAP objectives and user-friendly formatting for practical application.
- Include an executive summary and annexes for quick reference.

Deliverables and schedule

No.	Deliverable	Expected Timeline	Key Activities
1.	Inception report	Within 2 weeks from the issuance of the notice to proceed (<i>Signing Contract</i>) October 3, 2025	1.1 Present Planning, timeline, sample interview questions. 1.2 Stakeholder mapping 1.3 Present proposed target field visits (methodologies: FGD, KII, community mapping, direct observation)
2.	Phase 1 Progress Report	Within 3 weeks after inception Report October 24, 2025	2.1 Prepare and present findings of desk review include existing policies, regulations, and frameworks related to NBCAP, GEDSI, and relevant international commitments 2.2 Travel/Field visits 1 (Bintan or North Sulawesi) The purpose of this travel is to support the implementation of the National Blue Carbon Action Plan through field assessments in coastal communities. The GEDSI consultant will conduct location assessments, community consultations, ground-checking, and participatory mapping to ensure inclusivity, with attention to gender equality, disability, and social inclusion. The mission is expected to strengthen community engagement and develop fair benefit-sharing mechanisms that advance the objectives of the National Blue Carbon Action Plan.
3.	Phase 2 Progress Report	Within 3 weeks after Phase 1 November 14, 2025	3.1 Prepare and present findings of desk review 3.2 Present result of field visit 1 3.3 Travel/Field visit 2 (Bintan or North Sulawesi) 3.4 Travel/field visit 3 to Papua (Sorong Selatan) 3.5 Present of Outline guideline GEDSI

4	Phase 3 Draft Guideline	Within 3 weeks from acceptance of the phase 2 report December 5, 2025	4.1 Present findings of synthesis, analysis and validation 4.2 Present draft GEDSI Guideline 4.3 Present proposed target timeline for Validation in the national
5.	Final Report	December 23, 2025	Final document of GEDSI Guideline

e. Deliverable Schedule.

No.	Deliverable	Timeline (From Contract start)	Expected Date of Completion
1	Inception report	14 days	
2	Phase 1 progress report	21 days	
3	Phase 2 progress report	21 days	
4	Phase 3 draft Guideline	21 days	
5	Final Guideline	18 days	

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 price offered. All cost information must be expressed in [\[IDR\]](#).

If selected, the 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 the Offeror is eligible to apply for refunds on taxes paid, the Offeror shall do so. Any tax savings should be reflected in the total cost.

Cost Breakdown by Deliverable

Deliverable	Price (Lump Sum, All Inclusive)
Inception report	
Phase 1 progress report	
Phase 2 progress report	
Phase 3 draft Guideline	
Final Guideline	

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				