Request for Proposals

Title: Consultation for a Study on Women's Roles in Aquaculture Systems and Value Chains: Constraints, Opportunities, and Implications for Household Well-Being
RFP No: 005/II/10/2026
Date of Issuance: 10 February 2026
Budget: N/A

---

1. Background

Coastal communities worldwide are among the most vulnerable to climate change impacts. By 2030, the number of people affected by coastal flooding is projected to double globally, from 7 million to 15 million, while urban property damage from storm surge and sea level rise is expected to increase tenfold, from USD 17 billion to USD 177 billion.

These risks are particularly acute in Indonesia. By 2030, the number of people affected by coastal flooding is projected to increase nearly fivefold, from 230,000 to 1.1 million, alongside a twentyfold rise in urban property damage—from USD 1.3 billion to USD 27 billion. Indonesia has the world's fifth-largest population living in low-elevation coastal zones, with approximately 39.3 million people exposed to high climate risk. A one-meter rise in sea level could inundate up to 405,000 hectares of land and affect an estimated 39 percent of economic activity in coastal regions.

At the same time, global shrimp aquaculture has expanded rapidly, with production increasing by more than 1,000 percent over the past three decades to reach an estimated 6.5 million metric tons in 2018. This growth has often come at the expense of coastal ecosystems, contributing to the loss of more than 50 percent of global mangrove forests. Mangroves function as critical natural infrastructure, reducing coastal erosion, dissipating wave energy, moderating storm surges, and supporting biodiversity, thereby playing a central role in coastal climate resilience.

In Indonesia, coastal development strategies increasingly emphasize local economic development (LED) approaches that build on natural resources, human capital, and local institutions. Banyuwangi Regency exemplifies this approach, with fisheries—and shrimp aquaculture in particular, serving as a cornerstone of its local economic development strategy. However, despite the sector's economic importance, limited attention has been paid to the gender dynamics shaping shrimp aquaculture and its contribution to household livelihoods and local development outcomes.
Existing studies highlight the significant role of coastal women in enhancing value creation within fisheries-based livelihoods, particularly through their engagement in processing, marketing, and household resource management—contributions that directly influence productivity and sustainability in coastal economies.

Within the LEAPS Consortium, previous research led by WRI has generated baseline evidence on gender equality, disability, and social inclusion (GEDSI), as well as greenhouse gas (GHG) emissions in shrimp aquaculture practices in Wringin Putih Village. This work provides an important analytical foundation for comparison and learning under LEAPS/AQUADAPT outputs and work plan activities.

Building on this foundation, the present consultancy focuses on mapping women's roles within shrimp aquaculture systems in Banyuwangi Regency, examining how women contribute across production, value chain, and household-level economic activities in a context where shrimp farming is a key driver of local economic development. While previous research emphasized baseline GEDSI, this consultancy adopts a complementary lens by focusing on women's roles within shrimp aquaculture systems to inform targeted project actions.

The purpose of this consultancy is to generate applied, context-specific evidence on women's roles in shrimp aquaculture and the broader supply chain, in order to inform more inclusive, effective, and sustainable design and implementation of Climate Smart Shrimp Aquaculture (CSSA) interventions.

About LEAPS Consortium

LEAPS is a climate-smart aquaculture initiative implemented in Java under the AQUADAPT programme by a consortium comprising Konservasi Indonesia, WRI Indonesia, and Universitas Padjadjaran, with funding from Global Affairs Canada and the International Development Research Centre (IDRC). The initiative aims to strengthen the resilience of coastal communities by promoting sustainable and inclusive shrimp aquaculture practices that align economic development with ecosystem restoration.

By integrating shrimp farming with mangrove ecosystem restoration, LEAPS adopts a nature-based approach to address climate risks, environmental degradation, and livelihood vulnerability in coastal areas. The initiative combines technological innovation, such as real-time IoT-based water quality monitoring and improved wastewater management, with gender-responsive and socially inclusive practices to ensure that the benefits of aquaculture development are equitably shared.

In addition to supporting on-the-ground implementation, LEAPS generates evidence to inform policy dialogue and support the scaling of climate-smart shrimp aquaculture models. By aligning shrimp production with ecosystem restoration, LEAPS contributes to reducing greenhouse gas emissions, enhancing coastal ecosystem services, and strengthening long-term climate adaptation and livelihood outcomes.

About CSSA
Climate Smart Shrimp Aquaculture (CSSA) is an integrated approach that links sustainable shrimp production with mangrove restoration. The model incentivizes farmers to intensify shrimp production on a portion of their ponds while restoring mangroves on the remaining areas, creating environmental and economic benefits simultaneously.

Through this approach, shrimp farmers, local communities, and other stakeholders collaborate to improve productivity and profitability while strengthening coastal ecosystem functions. Konservasi Indonesia (KI) and its partners are preparing to pilot CSSA in Indonesia, where long-standing aquaculture mismanagement has contributed to coastal degradation and increased vulnerability to climate impacts such as flooding, storm surge, and sea-level rise.

Grounded in a green, gray climate adaptation framework, CSSA combines ecosystem-based solutions—such as mangrove conservation and restoration, with conventional engineering and improved farm management. By engaging communities, supply-chain actors, governments, and investors, CSSA aims to restore coastal ecosystems, enhance livelihoods, reduce marine pollution, and scale climate-resilient, inclusive shrimp aquaculture models.

2. Project Overview

KI is seeking a consultant based in Indonesia to join our multidisciplinary team to develop designs and oversee the women's roles within shrimp aquaculture system. The purpose of this consultancy is to generate applied, context-specific evidence on women's roles in shrimp aquaculture and the broader supply chain, in order to inform more inclusive, effective, and sustainable design and implementation of Climate Smart Shrimp Aquaculture (CSSA) interventions.

3. Scope of Work Deliverables and Deliverables Schedule

Konservasi Indonesia (KI) is seeking a consultant based in Indonesia to join its multidisciplinary team to assess and document women's roles within shrimp aquaculture systems. The purpose of this consultancy is to generate applied, context-specific evidence on women's roles in shrimp aquaculture and the broader supply chain, in order to inform more inclusive, effective, and sustainable design and implementation of Climate Smart Shrimp Aquaculture (CSSA) interventions.

Objective of this study are:

a. Map women's roles across shrimp aquaculture systems in Banyuwangi, including labor division, workload, and involvement in production, post-harvest, and value chain activities, as well as their access to and control over resources and planning processes.
b. Assess women's opportunities, constraints, and willingness to engage in shrimp aquaculture, including socio-economic, institutional, and cultural factors shaping their roles and influence within households, producer groups, and the supply chain.
c. Examine how women's roles in shrimp aquaculture relate to household well-being and livelihood outcomes, including economic security, workload distribution, and resilience at the household level.

Scope of Work, deliverables, timelines, payment

Scope of Work	Deliverable	Timeline	Payment
Inception and preparation phase • Signing of contract and review of relevant project documents • Submission and approval of a detailed inception report, including workplan, methodology, and timeline • Design of data collection instruments (questionnaires and qualitative tools), aligned with the study objectives • Finalization of fieldwork plan and timeline for data collection and analysis	An inception report, that includes the study methodology, research plan, and quantitative and qualitative data collection instruments	10 April 2026	20%

Data collection preparation and implementation • Enumerator training on data collection tools, including gender sensitivity and ethical considerations • Collection and review of secondary data relevant to shrimp aquaculture, women's roles, and the supply chain • Field data collection (quantitative and qualitative), including FGDs and key informant interviews	Report on Data Collection Progress	20 May 2026	40%
Analysis and draft reporting • Analysis of findings on women's roles across shrimp aquaculture systems and the value chain • Preparation and submission of a draft report • Facilitation of a validation FGD with KI to discuss preliminary findings and interpretations	1st Draft Report Validation Workshop Report	20 June 2026	30%
Final reporting • Revision of the report based on feedback from KI and stakeholders • Submission and acceptance of the final report	Final Report	30 July 2026	10%

4. **Submission Details**
    a. Deadline. Proposals must be received no later than (23:59 West Indonesian Time on Friday, 20 February 2026). Late submissions will not be accepted. Proposals must be submitted via email to bburhanuddin@conservation.org, ewidyastuti@konservasi-id.org; asafa@conservation.org; and grantcontractid@konservasi-id.org. All proposals are to be submitted following the guidelines listed in this RFP.

    a. Validity of bid. 120 days from the submission deadline

    Clarifications. Questions may be submitted to bburhanunuddin@konservasi-id.org; and cc to: ewidyastuti@konservasi-id.org; asafa@conservation.org; vanandawicaksono@konservasi-id.org; afaisol@konservasi-id.org aefendi@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.

    b. 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. Fluency in Indonesian and English
    b. Team must include experts of:
        - Gender Equity, Disability, Social Inclusions (GEDSI)
        - Aquaculture and sustainable development
        - Socio-cultural and community engagement
    c. Located close to Banyuwangi
    d. Experience developing research/survey for qualitative and quantitative research in gender analysis including surveys and interviews

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.
        - Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
        - Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).
        - 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 cost proposals. Proposals will be evaluated using the following criteria:

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

8. **Proposal Timeline**

RFP Issued	10 February 2026
Clarifications submitted to KI	11-20 February 2026
Clarifications provided to known bidders	23-27 February 2026
Complete proposals due to KI	3 March 2026
Final selection	13 March 2026

9. **Resulting Award** KI anticipates entering into an agreement with the selected bidder by 1 April 2026. 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. Konservation 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. **005/II/10/2026**

UEI Number (if applicable): N/A

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".

Name: _____

Signature: _____

Title: _____

Date: _____

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

TERMS OF REFERENCE

Consultation for a Study on Women's Roles in Aquaculture Systems and Value Chains: Constraints, Opportunities, and Implications for Household Well-Being

Time	1 April 2026 – 30 July 2026
Cost	N/A
Location	Banyuwangi
Counterparts	Burhanuddin, Arapa Efendi, Agus Fani Faisol, Viga Ananda Wicaksono

1. Background

Coastal communities worldwide are among the most vulnerable to climate change impacts. By 2030, the number of people affected by coastal flooding is projected to double globally, from 7 million to 15 million, while urban property damage from storm surge and sea level rise is expected to increase tenfold, from USD 17 billion to USD 177 billion.

These risks are particularly acute in Indonesia. By 2030, the number of people affected by coastal flooding is projected to increase nearly fivefold, from 230,000 to 1.1 million, alongside a twentyfold rise in urban property damage, from USD 1.3 billion to USD 27 billion. Indonesia has the world's fifth-largest population living in low-elevation coastal zones, with approximately 39.3 million people exposed to high climate risk. A one-meter rise in sea level could inundate up to 405,000 hectares of land and affect an estimated 39 percent of economic activity in coastal regions.

At the same time, global shrimp aquaculture has expanded rapidly, with production increasing by more than 1,000 percent over the past three decades to reach an estimated 6.5 million metric tons in 2018. This growth has often come at the expense of coastal ecosystems, contributing to the loss of more than 50 percent of global mangrove forests. Mangroves function as critical natural infrastructure, reducing coastal erosion, dissipating wave energy, moderating storm surges, and supporting biodiversity, thereby playing a central role in coastal climate resilience.

In Indonesia, coastal development strategies increasingly emphasize local economic development (LED) approaches that build on natural resources, human capital, and local institutions. Banyuwangi Regency exemplifies this approach, with fisheries, and shrimp aquaculture in particular serving as a cornerstone of its local economic development strategy. However, despite the sector's economic importance, limited attention has been paid to the gender dynamics shaping shrimp aquaculture and its contribution to household livelihoods and local development outcomes.

Existing studies highlight the significant role of coastal women in enhancing value creation within fisheries-based livelihoods, particularly through their engagement in processing, marketing, and household resource management, contributions that directly influence productivity and sustainability in coastal economies.

Within the LEAPS Consortium, previous research led by WRI has generated baseline evidence on gender equality, disability, and social inclusion (GEDSI), as well as greenhouse gas (GHG) emissions in shrimp

aquaculture practices in Wringin Putih Village. This work provides an important analytical foundation for learning and comparison under LEAPS/AQUADAPT outputs and work plan activities.

Building on this foundation, Konservasi Indonesia (KI) will conduct a study focused on mapping women's roles within shrimp aquaculture systems in Banyuwangi Regency. The study examines how women contribute across production, value chain, and household-level economic activities in a context where shrimp farming is a key driver of local economic development.

The purpose of this study is to generate applied, context-specific evidence on women's roles in shrimp aquaculture and the broader supply chain, to inform more inclusive, effective, and sustainable design and implementation of Climate Smart Shrimp Aquaculture (CSSA) interventions.

About CSSA
Climate Smart Shrimp Aquaculture (CSSA) is an integrated approach that links sustainable shrimp production with mangrove restoration. The model incentivizes farmers to intensify shrimp production on a portion of their ponds while restoring mangroves on the remaining areas, creating environmental and economic benefits simultaneously.

Through this approach, shrimp farmers, local communities, and other stakeholders collaborate to improve productivity and profitability while strengthening coastal ecosystem functions. Konservasi Indonesia (KI) and its partners are preparing to pilot CSSA in Indonesia, where long-standing aquaculture mismanagement has contributed to coastal degradation and increased vulnerability to climate impacts such as flooding, storm surge, and sea-level rise.

Grounded in a green–gray climate adaptation framework, CSSA combines ecosystem-based solutions, such as mangrove conservation and restoration, with conventional engineering and improved farm management. By engaging communities, supply-chain actors, governments, and investors, CSSA aims to restore coastal ecosystems, enhance livelihoods, reduce marine pollution, and scale climate-resilient, inclusive shrimp aquaculture models.

About LEAPS
LEAPS is a climate-smart aquaculture initiative implemented in Java under the AQUADAPT programme by a consortium comprising Konservasi Indonesia, WRI Indonesia, and Universitas Padjadjaran, with funding from Global Affairs Canada and the International Development Research Centre (IDRC). The initiative aims to strengthen the resilience of coastal communities by promoting sustainable and inclusive shrimp aquaculture practices that align economic development with ecosystem restoration.

2. Objectives

The objective of this study is to assess and document women's roles within shrimp aquaculture systems. The study aims to generate applied, context-specific evidence on women's roles in shrimp aquaculture and the broader supply chain to inform more inclusive, effective, and sustainable design and implementation of Climate Smart Shrimp Aquaculture (CSSA) interventions.

Main Research Question

What roles do women play across shrimp aquaculture systems and the broader value chain in Banyuwangi Regency, and how do these roles shape livelihood and household outcomes?

Sub-Research Questions

1) What roles do women perform across shrimp aquaculture systems in Banyuwangi, including labor division, workload, and involvement in production, post-harvest, and value chain activities, as well as their access to and control over resources and planning processes?
2) What opportunities, constraints, and enabling factors shape women's engagement in shrimp aquaculture, including socio-economic, institutional, and cultural influences within households, producer groups, and the supply chain?
3) How do women's roles in shrimp aquaculture influence household well-being and livelihood outcomes, including economic security, workload distribution, and household resilience?

3. Methods

The study should adopt a mixed-methods approach, combining quantitative and qualitative data collection to map women's roles across shrimp aquaculture systems and the broader value chain in Banyuwangi Regency. This approach is designed to generate applied, context-specific evidence that can directly inform the design and implementation of inclusive Climate Smart Shrimp Aquaculture (CSSA) interventions.

Data should be collected in selected major shrimp-producing sub-districts and villages in Banyuwangi Regency. Respondents will include shrimp farm owners, permanent workers, and seasonal workers. A stratified sampling approach (or other methods that follow golden rule in sampling selection proposed by consultant) will be applied to ensure representation across different shrimp production systems (traditional, semi-intensive, and intensive).

Quantitative Data Collection

Quantitative data should be used to identify gender-differentiated patterns in women's roles, workloads, and decision-making across shrimp aquaculture systems, examine socio-economic factors shaping these roles, and analyses relationships between women's roles in aquaculture and household well-being outcomes.

Structured questionnaires should be administered to capture information at least on: women's roles across shrimp aquaculture production stages (preparation, grow-out/maintenance, harvest, and post-harvest), including labor division and workload; women's involvement in planning, resource use, and operational decision-making; opportunities, constraints, and willingness to engage in shrimp aquaculture activities; key socio-demographic and farm-related characteristics; and household-level livelihood and well-being indicators, such as income, food security, access to education and health services, and time allocation.

Data should be collected by trained enumerators who will receive instruction on data collection instruments, ethical research practices, and gender sensitivity. Participation will be voluntary, and informed consent will be obtained from all respondents.

Qualitative Data Collection

Qualitative methods should complement the survey through:

- Focus Group Discussions (FGDs) with women and men involved in shrimp aquaculture to explore norms, perceptions, and constraints shaping women's roles; and
- Key Informant Interviews (KIIs) with relevant stakeholders, including farmer group leaders, community representatives, and local institutions.

These methods should be able to provide contextual insights into socio-cultural, institutional, and economic factors influencing women's engagement across the shrimp aquaculture value chain.

4. Data Analysis

Quantitative analysis should include statistical analysis to provide description and examine patterns in roles, workload, decision making, opportunities. Comparative analysis across production stages and production systems; relationships between socio-economic factors and women's roles; and to assess associations between women's roles in shrimp aquaculture and household livelihood and well-being outcomes.

Appropriate diagnostic tests should be applied to ensure model validity, and results will be disaggregated by gender and production system where relevant.

Qualitative Analysis

Qualitative data from FGDs and KIIs should be analyzed thematically to identify recurring patterns, norms, constraints, and enabling factors. Findings will be used to contextualize and interpret quantitative results and to identify actionable entry points for project interventions.

5. Validation and Use of Findings

Preliminary findings should be discussed through a validation workshop with KI and relevant stakeholders to ensure accuracy and relevance. The final analysis should be translated into practical insights and recommendations to support gender-responsive CSSA implementation and scaling under the LEAPS and AQUADAPT frameworks.

6. Budget and Timeline

Scope of Work	Deliverable	Timeline	Payment
Inception and preparation phase • Signing of contract and review of relevant project documents • Submission and approval of a detailed inception report, including workplan, methodology, and timeline • Design of data collection instruments (questionnaires and	An inception report, that includes the study methodology, research plan, and quantitative and qualitative data collection instruments	10 April 2026	20%

qualitative tools), aligned with the study objectives • Finalization of fieldwork plan and timeline for data collection and analysis			
Data collection preparation and implementation • Enumerator training on data collection tools, including gender sensitivity and ethical considerations • Collection and review of secondary data relevant to shrimp aquaculture, women's roles, and the supply chain • Field data collection (quantitative and qualitative), including FGDs and key informant interviews	Report on Data Collection Progress	20 May 2026	40%
Analysis and draft reporting • Analysis of findings on women's roles across shrimp aquaculture systems and the value chain • Preparation and submission of a draft report • Facilitation of a validation FGD with KI to discuss preliminary findings and interpretations	1st Draft Report Validation Workshop Report	20 June 2026	30%
Final reporting • Revision of the report based on feedback from KI and stakeholders • Submission and acceptance of the final report	Final Report	30 July 2026	10%

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 KI 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 Offer or 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**
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
Total Cost of Financial Proposal				