



Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia.

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

*As we are constantly expanding, we are currently looking **Consultant (firm/individual)** to fill the following Terms below:*

Request for Proposals

Title: Development of Management Information System (MIS) for TFCCA Grant Program

RFP No: 014/VI/04/2026

Date of Issuance: 04 June 2026

1. Background

Konservasi Indonesia (KI) is a national non-profit organization dedicated to advancing the protection of Indonesia's natural ecosystems while improving the well-being of people who depend on them. KI implements programs focused on conservation, sustainable livelihoods, climate resilience, and strengthened governance.

The Tropical Forest and Coral Reef Conservation Act (TFCCA) Program is a debt-for-nature initiative between the Governments of Indonesia and the United States. TFCCA supports coral reef conservation and sustainable coastal livelihoods through competitive grant mechanisms distributed to local and national partner organizations across multiple geographic regions in Indonesia. As the scale, geographic reach, and accountability requirements of the TFCCA grant program increase, KI seeks to enhance its digital systems to support end-to-end grant management, monitoring, evaluation, learning (MEL), and financial oversight.

2. Project Overview

KI invites qualified software development firms to submit proposals for the design, development, deployment, and post-implementation support of a web-based Management Information System (MIS) for the TFCCA Program.

The MIS will function as the primary platform for:

- Grant application and selection
- Grant agreement and implementation management
- Technical, indicator-based, and financial monitoring
- Role-based data review and approvals
- Data aggregation, learning, and decision-making via dashboards

The system must be scalable, user-friendly, secure, audit-ready, and aligned with donor compliance standards.

3. Terms of Reference, Deliverables and Deliverables Schedule [\(See Attachment 2 for ToR in Bahasa version\)](#)

3.1 Scope of Work

The selected vendor shall be fully responsible for **end-to-end delivery**, including:

- User needs assessment and business process analysis
- Functional, technical, and system architecture design
- Development of the MIS and interactive dashboards
- System testing and User Acceptance Testing (UAT)
- Deployment and go-live
- User and administrator training
- Complete documentation and source code handover
- Post-deployment warranty and technical support

3.2 Functional Requirements

The MIS shall include, at minimum, the following modules:

- **Grant Selection Module**
Online application forms, eligibility screening, reviewer scoring, approval workflow, proposal document management, and selection reporting.
- **Grant & Agreement Management Module**
Grantee profiles, grant metadata, indicators, milestones, agreement amendments, compliance checklists, and safeguards documentation.
- **Technical Monitoring Module**
Quarterly qualitative reporting, success stories, environmental and social safeguards, and TFCCA staff site-visit monitoring forms.
- **Indicator (MEL) Monitoring Module**
Reporting of 12 TFCCA indicators, disaggregation, means of verification, validation workflows, and aggregation across geographic levels.
- **Financial Monitoring Module**
Grant value tracking, disbursements, balances, utilization percentages, FAA and cost-reimbursement differentiation, and aggregated summaries.
- **Dashboard & Data Visualization Module**
Interactive dashboards showing verified data, geographic coverage maps, progress vs targets, monitoring findings, and financial summaries.
- **Document Management System**
Structured document repository, version control, and access controls.
- **User & Access Management**
Role-based access for TFCCA staff, committees, reviewers, grantees, and applicants.

3.3 Technical Requirements (Minimum)

The system must meet the following minimum technical standards:

- Web-based application accessible via browser
- Relational database
- Modular and scalable architecture
- Non-proprietary source code
- Export capabilities (Excel and PDF)
- API-ready for future integration
- Role-based access control, encryption, and audit logs



3.4 Deliverables & Schedule

Deliverables	Deliverables Due Date
Kickoff Document <ul style="list-style-type: none"> - Project Timeline - Inception report (user need assessment) - System Architecture - Technical Stack - RACI Matrix (roles and responsibilities) - Team Structure - Project Governance/System Management Issues 	2 weeks after contract
UI/UX Design/User Interface <ul style="list-style-type: none"> - UI Screen Design, including the edge cases - Screen Flow (Clickable Prototype) 	1 month after the submission of kickoff document
Functional Specification Document (FSD) Technical Specification Document (TSD) Test case scenario: dashboard, solicitation, and monitoring phases	2 weeks after the submission of UI/UX design
Developed MIS (Fully functional MIS and dashboard)	2 months after the submission of FSD, TSD, and test case scenarios
User and Administrator Manuals	In parallel with MIS development
System Integration Testing Report	2 weeks after MIS Development
User Acceptance Test (Conducted and documented) with administrator and selected grantees	2 weeks after the development of UAT
Documentation & Source Code (Transfer of source code ownership to Program TFCCA)	After UAT sign off
Training sessions for Program TFCCA staff and partner organizations (Conducted and documented)	October
System Maintenance and Support Plan Document <ul style="list-style-type: none"> - System Availability Report - Incident Report - Maintenance Log - Performance Monitoring - Backup & Recovery 	Monthly report

4. Submission Details

- a. Deadline. Proposals must be received no later than **19 June 2026, 17:00 WIB**. Late submissions will not be accepted. Proposals must be submitted via email to procurementKI@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 procurementKI@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

- Proven experience developing web-based MIS or grant management systems
- Demonstrated experience in data dashboards and reporting systems
- Availability of a multidisciplinary team (system analyst, developers, QA)
- Experience with MEL systems is an advantage

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/portfolio or 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. System architecture and data security approach. Work plan and timeline. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference.
- d. Financial Proposal. Offerors shall use the cost proposal template ([Attachment 3 – sample](#)).

- 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)
Understanding of TOR & Technical Approach, including Methodology & Work Plan, Relevant Experience & Qualifications, and Team Expertise	60%/ Max points



Cost Proposal	40%/ Max points
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8. Proposal Timeline

RFP Issued	04 June 2026
Clarifications submitted to KI	9-10 June 2026
Clarifications provided to known bidders	12 June 2026
Complete proposals due to KI	19 June 2026
Final selection	23-26 June 2026

9. **Resulting Award** KI anticipates entering into an agreement with the selected bidder by **1 July 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. 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 (Bahasa Version)

Attachment 3: Cost Proposal Template (sample)

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

RFP No. 014/VI/04/2026

UEI Number (if applicable):

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: _____

Kerangka Acuan Kerja Pengembangan *Management Information System* Program TFCCA

A. Latar Belakang dan Konteks

Tentang Program TFCCA

Program TFCCA merupakan pengalihan utang pertama yang mencakup konservasi ekosistem terumbu karang antara Pemerintah Amerika Serikat dan Indonesia. Conservation International/ Konservasi Indonesia dan The Nature Conservancy/Yayasan Konservasi Alam Nusantara merupakan mitra program TFCCA, masing-masing menyumbang tambahan US\$3 juta dan US\$1,5 juta.

Program TFCCA bekerja untuk melestarikan kawasan konservasi, meningkatkan pengelolaan sumber daya alam, dan mendukung pengembangan mata pencaharian berkelanjutan bagi masyarakat yang bergantung pada ekosistem terumbu karang.

Pada saat ini, program TFCCA mengelola skema hibah yang diberikan kepada organisasi mitra baik pada tingkat lokal/site-specific, maupun tingkat nasional. Khusus tingkat lokal, program TFCCA mengelola 58 organisasi penerima hibah, yang tersebar di berbagai lokasi geografis di Bentang Laut Sunda Kecil, Bentang Laut Banda, dan Bentang Laut Kepala Burung. Sedangkan 2 (dua) hibah nasional bertujuan untuk memberikan penguatan kapasitas kepada organisasi penerima hibah, dan membangun sistem pemantauan dampak program TFCCA serta pengambilan data dasar tahun pertama program TFCCA.

Untuk memastikan efektivitas, akuntabilitas, transparansi, serta pembelajaran implementasi program hibah TFCCA di setiap siklusnya, Management Information System (MIS) yang berfungsi sebagai tulang punggung pengelolaan program hibah secara *end-to-end* dan kolaboratif.

Tantangan Saat Ini

Program TFCCA menghadapi beberapa tantangan utama dalam pelaksanaannya, seperti tingginya jumlah proposal yang masuk pada tahap seleksi (lebih dari 300 proposal dalam siklus pertama). Tanpa sistem yang terintegrasi dan proses penyaringan yang otomatis, tahap ini secara alamiah menimbulkan beban administratif yang tinggi. Beberapa proses pengelolaan hibah yang bisa ditingkatkan antara lain, tapi tidak terbatas pada:

Tahapan Seleksi Proposal

- Proses penyampaian proposal oleh organisasi-organisasi pengusul dilakukan hanya melalui email dan membutuhkan waktu untuk mendata seluruh proposal yang masuk dan melakukan analisis awal terhadap sebaran topik/tujuan strategis, lokasi geografis, kategori hibah dan organisasi penerima hibah
- Proses skrining awal proposal-proposal yang masuk masih dilakukan secara manual dan membutuhkan waktu yang relatif lama
- Proses penilaian proposal oleh tim penilai independen dan persetujuan oleh Oversight Committee masih dilakukan secara manual

- Proses penajaman proposal membutuhkan waktu yang relatif lama dan proses dan hasil belum terdokumentasikan secara baik
- Monitoring dokumen-dokumen pendukung sebagai persyaratan wajib administrasi masih dilakukan secara manual

Tahapan Monitoring Pelaksanaan Hibah

- Proses monitoring terhadap sekitar 60 organisasi mitra memerlukan sistem yang mampu menyajikan informasi secara *real-time*, yang saat ini masih terbatas melalui mekanisme manual
- Ada dua jenis hibah yang dikelola oleh Administrator: (1) Fixed Amount Award – pembayaran berbasis milestones (<1,5 m) dan (2) Cost reimbursement – pembayaran berdasarkan kegiatan yang telah dilaksanakan dan berikut laporan keuangan dan bukti-bukti pengeluaran
- Lokasi penerima hibah yang tersebar di 3 bentang laut dan 12 provinsi, memerlukan strategi monitoring yang mampu mencakup seluruh penerima hibah
- Pelaporan teknis dan keuangan/pembayaran akan dilaksanakan setiap triwulan dalam masa kurang lebih 18 bulan pelaksanaan hibah

Kondisi-kondisi berikut mencerminkan meningkatnya skala, kompleksitas, dan tuntutan akuntabilitas dan efisiensi program TFCCA. Oleh karena itu, pengembangan MIS yang terintegrasi dan berkelanjutan menjadi kebutuhan strategis untuk mendukung efektifitas pengelolaan program hibah ke depan.

B. Tujuan Pengembangan MIS

Tujuan Umum

Mengembangkan sebuah MIS dan dashboard terintegrasi dan kolaboratif untuk mendukung pengelolaan program TFCCA secara efektif, efisien, transparan, akuntabel, dan berbasis data.

Tujuan Khusus

MIS yang dikembangkan diharapkan dapat:

1. Mendukung proses seleksi organisasi mitra/grantee secara lebih sistematis dan efisien
2. Memfasilitasi implementasi dan monitoring hibah secara *real-time*, yang meliputi: pelaporan tingkat grantee, bentang laut, dan pelaporan tingkat program/nasional
3. Mendukung pelaporan teknis dan keuangan secara otomatis, yang meliputi: pelaporan tingkat grantee dan pelaporan tingkat program/nasional
4. Mengintegrasikan kerangka *Monitoring, Evaluation, and Learning* (MEL) termasuk indikator pencapaian, target, disagregasi data, dan sumber verifikasi datanya di tingkat kabupaten/kota, provinsi, bentang laut, dan nasional
5. Menyediakan *interactive dashboard* sebagai alat bantu pengambilan keputusan dan mendukung proses evaluasi dan pembelajaran program
6. Menjamin penyimpanan data program yang aman, terstruktur, dan siap untuk diaudit

C. Ruang Lingkup Pekerjaan

Vendor terpilih akan bertanggung jawab atas seluruh rangkaian kegiatan pengembangan MIS, yang meliputi:

- Analisis kebutuhan pengguna dan proses bisnis yang sesuai (*needs assessment*)



- Perancangan sistem, termasuk desain fungsional dan teknis
- Pengembangan sistem MIS dan *interactive dashboard*
- Pengujian sistem dan *quality assurance*
- Implementasi, *deployment*, dan pelatihan pengguna
- Penyusunan dokumentasi sistem (*source code* dan dokumentasinya, *technical architecture*, *technical specification*, *technical stack*) dan proses serah terima
- Dukungan teknis paska *deployment*

D. Kebutuhan Fungsional

Secara minimal, MIS harus memenuhi beberapa kebutuhan fungsional sebagai berikut:

1. Modul Seleksi Hibah

Minimal, sistem tersebut harus memiliki fungsi sebagai berikut:

- Panduan Proposal Hibah
- Formulir aplikasi hibah daring (diakses calon organisasi mitra)
- Basis data calon organisasi mitra
- Penyaringan kelayakan (*eligibility screening*) berdasarkan kelengkapan dokumen
- Sistem penilaian (*scoring*) dan pemeringkatan multi-kriteria
- Alur review proposal (teknis, MEL, manajemen, anggaran)
- Pengelolaan dokumen proposal
- Pencatatan persetujuan dan keputusan seleksi
- Penyusunan dan pengunduhan laporan hasil seleksi

2. Modul Manajemen Hibah dan Perjanjian Hibah

- Profil lengkap organisasi mitra penerima hibah
- Metadata perjanjian hibah
- Informasi durasi hibah, nilai hibah, pencapaian indikator, kegiatan, dan *milestone*
- Dokumentasi kegiatan yang menarik, termasuk *success story*/cerita pembelajaran
- Informasi safeguard/perlindungan lingkungan dan sosial
- Pelacakan perubahan/addendum perjanjian
- Daftar pemeriksaan kepatuhan (*compliance checklist*), misal: hasil *site visit monitoring* yang dilakukan program TFCCA

3. Modul Pelaporan/Monitoring Teknis

- Pelaporan data kualitatif periodik berbasis triwulan (misal: *success story*/cerita pembelajaran, implementasi perlindungan lingkungan dan sosial, isu manajemen)
- Formulir *site visit monitoring* daring (diakses staf TFCCA)
 - Tanggal dan lokasi kunjungan
 - Nama staf TFCCA
 - Organisasi mitra dan kegiatan yang dipantau
 - Checklist verifikasi lapangan (data keuangan, data MEL, data manajemen)

- Pencatatan temuan dan rekomendasi tindak lanjut

4. Modul Pelaporan/Monitoring Indikator

- Pelaporan induk level data untuk 12 indikator TFCCA, serta definisi lengkapnya
- Pelaporan periodik berbasis triwulanan (tingkat grantee dan program TFCCA)
- Pelaporan disagregasinya (misal: gender, kategori usia, provinsi/kabupaten/kota, numerator/denominator untuk indikator presentase, jenis regulasi/dokumen yang dihasilkan grantee, dll)
- Pelaporan bukti/*means of verification* per kegiatan dan per *milestone* sesuai dengan yang tercantum di perjanjian hibah
- Alur validasi dan verifikasi data
- Agregasi hasil dan capaian per grantee, kabupaten/kota, provinsi, bentang laut, dan nasional
- Catatan pembelajaran

5. Modul Pelaporan/Monitoring Keuangan

Sistem tidak dimaksudkan sebagai sistem akuntansi, namun harus mendukung monitoring keuangan program hibah, baik di tingkat organisasi mitra maupun di tingkat program, termasuk:

- Total anggaran hibah / total nilai hibah sesuai perjanjian
- Total pembayaran kumulatif dari triwulan sebelumnya / total dana yang telah dibayarkan TFCCA hingga periode tersebut
- Saldo hibah / sisa dana hibah yang belum dibayarkan / belum digunakan
- % Pemanfaatan hibah
- Disagregasi informasi keuangan untuk grantee tipe *Fixed Amount Award* (FAA/kategori hibah kecil - menengah) dan *Cost Reimbursement* (kategori hibah besar)
- Agregasi nominal / ringkasan informasi keuangan per grantee, kabupaten/kota, provinsi, bentang laut, dan nasional
 - Untuk FAA, ringkasan pencapaian berdasarkan masing-masing milestone (serta nominal terkait) yang telah ditetapkan di perjanjian hibah
 - Untuk cost reimbursement, total biaya aktual berdasarkan kegiatan yang sudah dilaksanakan

6. Modul Dashboard dan Visualisasi Data

Sistem harus menyediakan dashboard interaktif map and information/data (graph, reports) yang ditujukan untuk:

- Tim Administrator TFCCA (akses ke semua fungsi di dashboard)
- *Advisory and Oversight Committee* (hanya akses *high level data* yang sudah diverifikasi tim Administrator TFCCA)
- Potential Grantees (proposal submission)
- Grantees (quarterly reports submissions, indicator progress, and budget plan and expenditures)

Contoh informasi yang ditampilkan:

- Jumlah organisasi penerima hibah aktif



- Cakupan geografis program (peta)
- Kemajuan kegiatan dibandingkan target
- Capaian outcome
- Hasil site visit monitoring

7. Sistem Manajemen Dokumen

- Repositori dokumen terstruktur, berdasarkan kegiatan dan milestone per grantee, dan per periodik waktu (misal: per triwulan)
- Pengelolaan versi dokumen
- Pengaturan hak akses terhadap setiap dokumen

8. Manajemen Pengguna dan Hak Akses

Sistem harus mendukung pengaturan akses berbasis peran (*role-based access*), termasuk namun tidak terbatas pada:

- Tim Administrator TFCCA yang meliputi:
 - Direktur Program TFCCA
 - Senior Conservation Manager Program TFCCA
 - Finance Manager Program TFCCA
 - MEL Manager Program TFCCA
 - Finance and Reporting Coordinator Program TFCCA
 - Grant and Contract Officer Program TFCCA
 - Program Administration Program TFCCA
- *Oversight Committee*
- *Advisory Committee*
- Staf Konservasi Indonesia
- Organisasi mitra
- *Proposal reviewer panel*

E. Kebutuhan Non-Fungsional

Secara minimal, MIS harus memenuhi beberapa kebutuhan non-fungsional sebagai berikut:

1. Kemudahan penggunaan

- *User-friendly*
- Kurva pembelajaran rendah
- Dapat digunakan pada koneksi internet yang terbatas

2. Keamanan Sistem

- *Role-based access*
- Enkripsi data
- Pencatatan aktivitas pengguna (*user audit log*)
- Kepatuhan terhadap prinsip perlindungan data

3. Skalabilitas

- Mampu mengakomodasi 1000 organisasi mitra untuk tahap seleksi dan 100 organisasi mitra untuk tahap selanjutnya, berikut dengan perbedaan pengguna dari masing-masing organisasi (misal: staf MEL, staf keuangan, manajer/direktur organisasi tersebut)
- Desain modular untuk pengembangan lanjutan

4. Interoperabilitas

- Kemampuan ekspor data ke Excel dan PDF
- Dapat difungsikan melalui web-browser maupun *smartphone*

F. Deliverables

Vendor terpilih wajib menghasilkan *deliverables* minimal sebagai berikut:

1. Dokumen kick-off (inception report)
2. Dokumen desain fungsional dan teknis
3. Sistem MIS dan dashboard yang berfungsi penuh
4. Buku panduan pengguna dan administrator
5. Sesi pelatihan bagi staf TFCCA dan organisasi mitra
6. Penyerahan kepemilikan source code kepada TFCCA
7. Rencana pemeliharaan dan dukungan sistem

G. Jadwal

Vendor terpilih wajib menyampaikan jadwal detail terhadap beberapa tahapan kegiatan minimal yang mencakup:

- Analisis kebutuhan
- Pengembangan prototipe
- Uji penerimaan pengguna (*user acceptance test*)
- Implementasi dan *deployment/go-live*
- Masa garansi dan dukungan teknis paska *deployment*

H. Kualifikasi Vendor

Vendor terpilih diharapkan memiliki:

- Pengalaman mengembangkan MIS untuk kebutuhan yang serupa
- Pengalaman dalam pengembangan sistem berbasis MEL merupakan nilai tambah
- Pengalaman mengembangkan dashboard dan analitik data
- Tim multidisiplin yang mencakup pengembang sistem dan analisis bisnis

I. Kriteria Evaluasi

Proposal vendor akan dievaluasi berdasarkan:

- Pemahaman terhadap Kerangka Acuan Kerja



- Pendekatan teknis dan metodologi, termasuk dukungan teknis paska *deployment* (*warranty*, *maintenance*, termasuk *service level agreement (SLA) matrix*)
- Pengalaman relevan
- Rencana waktu pelaksanaan
- Biaya

J. Anggaran dan Skema Pembayaran

Pembayaran akan dilakukan berdasarkan capaian tahapan (*milestone-based*), yang terkait langsung dengan penyerahan *deliverables* yang disepakati.

K. Hak Kekayaan Intelektual dan Kepemilikan Data

Seluruh data dan *source code* merupakan milik program TFCCA. Vendor tidak diperkenankan menggunakan data program TFCCA tanpa izin tertulis.

Lampiran 1 Business Requirement Brief

A. Tujuan Dokumen

Dokumen ini disusun untuk:

1. Menerjemahkan Kerangka Acuan Kerja Pengembangan MIS dan dashboard program TFCCA ke dalam kebutuhan bisnis dan operasional sistem
2. Memberikan pemahaman yang jelas kepada vendor mengenai proses bisnis utama, alur kerja, dan aturan bisnis program TFCCA
3. Menjadi acuan dalam perancangan desain fungsional dan teknis MIS agar sistem yang dikembangkan dapat mendukung pengelolaan hibah secara *end-to-end*, berbasis MEL, dan mendukung akuntabilitas dan efisiensi operasional

Dokumen ini melengkapi, bukan menggantikan kerangka acuan kerja.

B. Ruang Lingkup Sistem MIS TFCCA

MIS yang dikembangkan ditujukan untuk mencakup seluruh siklus pengelolaan hibah, yaitu:

1. Seleksi calon organisasi mitra
2. Pemilihan dan pengelolaan organisasi mitra penerima hibah
3. Monitoring implementasi kegiatan
4. Monitoring 12 indikator program TFCCA dan disagregasi datanya
5. Monitoring keuangan
6. Analisa informasi melalui interactive dashboard untuk pembelajaran program

C. Pengguna MIS

Pengguna	Peran Utama dan Hak Akses
Direktur Program TFCCA	<p>Tahap Seleksi: Melihat proposal yang masuk</p> <p>Tahap Implementasi: <i>Final approver</i> untuk seluruh data</p> <p>Interactive Dashboard: Akses penuh</p>
Senior Conservation Manager, Finance Manager, dan MEL Manager	<p>Tahap Seleksi: Melihat proposal yang masuk</p> <p>Tahap Implementasi: <i>Reviewer</i> dan <i>approver</i> sebelum Direktur Program TFCCA</p> <p>Interactive Dashboard: Akses penuh</p> <p>Fitur Tambahan: <i>Akses ke user management system</i></p>
Finance & Reporting Coordinator	<p>Tahap Seleksi: Melihat proposal yang masuk</p> <p>Tahap Implementasi: Rekonsiliasi data keuangan dan pelaporan</p> <p>Interactive Dashboard: Akses penuh</p>
Grant and Contract Officer	<p>Tahap Seleksi: Melihat proposal yang masuk</p> <p>Tahap Implementasi: <i>First reviewer</i> sebelum manager</p> <p>Interactive Dashboard: Akses penuh</p> <p>Fitur Tambahan: <i>Akses ke user management system</i></p>



Pengguna	Peran Utama dan Hak Akses
Program Administration	Tahap Seleksi: Melihat proposal yang masuk Tahap Implementasi: Mendukung administrasi semua proses Interactive Dashboard: Akses penuh Fitur Tambahan: Akses ke <i>user management system</i>
Proposal Reviewer	Tahap Seleksi: Melihat dan menilai proposal yang masuk setelah sistem menyaring kelayakan berdasarkan kelengkapan dokumen
Organisasi Mitra – Manajer/Direktur	Tahap Implementasi: <i>Approver</i> sebelum data dapat direview oleh tim Administrator TFCCA
Organisasi Mitra – staf MEL/ staf keuangan	Tahap Implementasi: Melaporkan informasi teknis dan keuangan untuk dapat diapprove oleh <i>approver</i> dari organisasi
Calon Organisasi Mitra	Tahap Seleksi: Mengajukan dan mengunggah proposal melalui sistem untuk proses penilaian lebih lanjut
Advisory Committee, Oversight Committee, dan Staf Konservasi Indonesia	Interactive Dashboard: Akses terbatas untuk melihat data dan visualisasinya

D. Kebutuhan Proses Bisnis Utama

1. Proses Seleksi Hibah

Tujuan bisnis: menyederhanakan dan mengoptimalkan proses seleksi organisasi mitra dalam menghadapi volume proposal yang tinggi.

Alur bisnis utama:

- Calon organisasi mitra mengisi formulir aplikasi hibah secara daring
- Sistem menyimpan seluruh proposal dalam basis data terpusat
- Sistem melakukan penyaringan awal berdasarkan kelengkapan dokumen
- Proposal yang lolos masuk ke proses penilaian
- Proposal reviewer melakukan penilaian multi-kriteria
- TFCCA menetapkan keputusan seleksi
- Sistem menghasilkan laporan hasil seleksi

Aturan bisnis utama:

- Proposal yang tidak lengkap tidak dapat masuk tahap penilaian
- Seluruh proses seleksi harus terekam dalam sistem
- Keputusan seleksi bersifat final setelah disetujui sistem

2. Manajemen Hibah

Tujuan bisnis: mengelola siklus hidup hibah dengan dokumentasi sistem yang baik.

Kebutuhan utama:

- Sistem menyimpan profil lengkap setiap organisasi mitra dan kegiatannya
- Sistem mencatat metadata perjanjian hibah
- Sistem mencatat durasi, nilai hibah, indikator, milestone, dan lain-lain
- Sistem mendukung dokumentasi kegiatan lainnya seperti pencatatan *success story*, perlindungan lingkungan dan sosial, dan hasil *site visit monitoring*
- Sistem mencatat perubahan atau addendum perjanjian

3. Monitoring Teknis (Implementasi Kegiatan (Data Kualitatif) dan Site Visit Monitoring)

Tujuan bisnis: memastikan kualitas implementasi kegiatan hibah melalui verifikasi lapangan.

Monitoring implementasi oleh organisasi mitra:

- Organisasi mitra melaporkan progres kegiatan secara berkala, termasuk *success story* / cerita pembelajaran, implementasi perlindungan lingkungan dan sosial
- Laporan dikaitkan dengan lokasi, waktu, dan kegiatan
- Bukti pendukung diunggah ke sistem
- Sistem mendukung lapisan proses *approval* di tingkat organisasi mitra dan di tingkat program TFCCA

Site visit monitoring oleh staf TFCCA:

- Staf TFCCA mengisi formulir site visit monitoring langsung di sistem
- Data yang dicatat meliputi informasi kunjungan, checklist verifikasi lapangan (keuangan, MEL, dan manajemen), ringkasan temuan dan rekomendasi tindak lanjut
- Data site visit tidak dapat diedit oleh organisasi mitra
- Data menjadi bagian dari rekam jejak kinerja organisasi mitra

4. Monitoring Indikator (Data Kuantitatif)

Tujuan bisnis: menyediakan pelaporan indikator yang terstandar, terverifikasi, dan dapat diagregasi.

Kebutuhan utama:

- Pelaporan data induk (12 indikator TFCCA) dan data disagregasinya
- Pelaporan indikator secara triwulanan
- Unggah bukti/means of verification per kegiatan dan per milestone
- Proses validasi dan verifikasi data
- Agregasi hasil dan capaian per grantee, kabupaten/kota, provinsi, bentang laut, dan nasional
- Pencatatan catatan pembelajaran
- Sistem mendukung lapisan proses *approval* di tingkat organisasi mitra dan di tingkat program TFCCA
- Catatan pembelajaran

5. Monitoring Keuangan Hibah

Tujuan bisnis: memantau kondisi keuangan hibah tanpa menggantikan sistem akuntansi

Kebutuhan utama:

- Pencatatan total nilai hibah sesuai perjanjian
- Pelacakan total pembayaran kumulatif



- Informasi saldo hibah
- Persentase pemanfaatan hibah
- Agregasi nominal / ringkasan informasi keuangan per grantee, kabupaten/kota, provinsi, bentang laut, dan nasional; dan per tipe grantee (FAA atau *cost reimbursement*)

6. Dashboard

Tujuan bisnis: mendukung pengambilan keputusan berbasis data.

Minimal kebutuhan utama:

- Jumlah organisasi mitra yang aktif
- Peta cakupan geografis
- Progres kegiatan vs target – termasuk data disagregasinya
- Capaian outcome program per Strategic Objectives
- Kesimpulan informasi keuangan tingkat *grantee* dan tingkat program TFCCA

Aturan bisnis:

- Dashboard hanya menampilkan data yang telah divalidasi/approved di tahapan sebelumnya

E. Proses Approval Dalam Sistem

Alur bisnis untuk approval di tingkat organisasi mitra untuk pelaporan teknis dan keuangan:



Aturan bisnis dalam proses approval:

- Tim Administrator TFCCA mereview laporan teknis (kualitatif dan kuantitatif (termasuk disagregasinya)) dan laporan keuangan

- Laporan teknis mencakup pelaporan kegiatan yang mengacu pada setiap milestone atau capaian kegiatan sebagaimana ditetapkan dalam perjanjian hibah
- Setiap milestone atau capaian kegiatan dikaitkan dengan nominal pembayaran tertentu sesuai dengan ketentuan dalam perjanjian hibah
- Setelah memperoleh persetujuan akhir dari Direktur Program TFCCA, sistem akan secara otomatis menghasilkan ringkasan data yang mencakup informasi mengenai milestone, nilai nominal terkait, serta daftar organisasi mitra yang memenuhi syarat untuk dilakukan pembayaran

F. Prinsip Desain Sistem

MIS TFCCA harus dikembangkan berdasarkan prinsip berikut:

- End to end: mencakup seluruh siklus hibah
- MEL driven: indikator dan bukti verifikasi datanya
- User-centered: mudah digunakan oleh berbagai tipe pengguna
- Audit-ready: seluruh proses terdokumentasi dengan baik
- Scalable: mendukung hingga 1000 proposal seleksi dan 100 organisasi mitra

Lampiran 2 Ringkasan Utama Mekanisme Disbursement TFCCA

TFCCA akan menyalurkan dana hibah kepada grantee dengan ketentuan sebagai berikut:

1. Prasyarat Utama

- Grant Agreement telah ditandatangani oleh kedua belah pihak.

2. Mekanisme Berdasarkan Jenis Hibah

- Fixed Amount Award (FAA):
 - Pembayaran berbasis pencapaian milestone (bukan biaya aktual).
 - Memerlukan:
 - Invoice & permintaan pembayaran
 - Milestone Verification Form yang telah disetujui
 - Bukti capaian (laporan, foto, daftar hadir, kontrak, dll.)
- Cost Reimbursement Grant:
 - Pembayaran dilakukan setelah:
 - Laporan naratif dan keuangan disetujui
 - Pembayaran dapat ditahan jika:
 - Laporan tidak disampaikan
 - Temuan monitoring tidak ditindaklanjuti

3. Skema Pemberian Advance (Jika Diperlukan)

- Diberikan jika grantee tidak memiliki kapasitas pendanaan awal
- Maksimal sebesar kebutuhan satu kuartal (berdasarkan perjanjian hibah)
- Syarat:
 - Bukti kebutuhan finansial
 - Penyaluran berbasis rencana kerja & anggaran
 - Risiko dikelola melalui:
 - Evaluasi kinerja dan kepatuhan
 - Penahanan atau penarikan dana jika ada ketidaksesuaian

4. Proses Review & Approval

- MEL Manager mengkonsolidasikan laporan teknis
- Bersama Grant & Finance Manager memverifikasi laporan teknis dan keuangan
- Pembayaran tahap berikutnya hanya dilakukan setelah laporan dinyatakan final/approved



**KONSERVASI
INDONESIA**

Lampiran 3 [Template Pelaporan Triwulanan](#) - *internal KI access*

Lampiran 4 [Call for Proposals Siklus Hibah Pertama](#)

Lampiran 5 [Daftar 58 Organisasi Mitra di Siklus Hibah Pertama Program TFCCA](#)

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 [IDR](#).

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				