



*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 (Group/Company)** to fill the following Terms below:*

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## **CONSULTANT (Group/ Company)**

### **Analysis of landscape finance flows for commodities in North Sumatra, Indonesia**

**Code: FF-F4RL**

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#### **Request for Proposals**

**Title: Analysis of landscape finance flows for commodities in North Sumatra, Indonesia**

**RFP No: 022/VII/10/2026**

**Date of Issuance: 28 July 2026 (extended until 6 August 2026)**

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#### **A. Background**

North Sumatra is rich in biodiversity and forests that sustain millions of people and provide habitat for endangered species like the Tapanuli orangutan. The landscapes of North Sumatra also support the production of globally traded goods such as palm oil, coffee, cocoa and rubber. It is critical that government, companies and communities work together to protect and restore natural areas while also helping farmers improve their agricultural practices, boost yields, adapt to climate change and access markets.

Konservasi Indonesia's landscape strategy focuses on protecting and restoring high-value forests to improve ecological function and resilience, while also supporting farmers to adopt sustainable and regenerative management practices that increase productivity, enhance resilience, and improve farmer and community livelihoods. We work collaboratively with local government, supply chain actors, producers and communities to support the transition from "expand-and-extract" economic and land-use models to a high-value, climate-resilient economy. By integrating forest protection with advanced agroforestry and yield intensification, we aim to provide a scalable implementation framework that aligns with and advances Indonesia's FOLU Net Sink 2030 goals, provincial sustainability mandates, corporate supply chain commitments, and international ESG investment standards.

#### **B. Project Overview**

Finance for Resilient Landscapes ("F4RL") is a collaboration led by Proforest, Conservation International (CI) and The Nature Conservancy (TNC), with philanthropic support from HSBC. The program is a global effort to accelerate financial flows to support resilient nature-positive commodity production landscapes. The F4RL program is delivered at the landscape level through pilots in mature agricultural production landscapes where jurisdictional or landscape approaches are already established.

The Tapanuli Landscape of North Sumatra (encompassing Tapanuli Selatan, Tapanuli Tengah, Tapanuli Utara and Mandailing Natal) has been identified as a priority landscape, where Conservation International and Konservasi Indonesia will be developing and piloting landscape financing models that support nature positive transitions in palm oil and potentially other agriculture sectors. Building on the strong foundation established through the ongoing Tapanuli Landscape Initiative—where companies have already made significant investments—the program aims to connect these efforts with the global financial sector to drive progress that is both scalable and sustainable over time.

Within Tapanuli, F4RL will identify key financing needs and match them with appropriate financial mechanisms, enabling companies and local actors to access the capital required to implement and scale landscape transitions that deliver both production and conservation outcomes. This landscape finance approach seeks to move beyond fragmented, project-based funding toward an integrated, long-term financing model—one that addresses the underlying drivers of degradation while creating sustainable funding streams for both people and nature.

To define these mechanisms, the program will begin with a detailed landscape assessment, including analyses of: 1) priority value chains and economic sectors; 2) the policy and enabling environment; 3) existing and potential financing instruments; and 3) the conservation, community, and economic objectives they aim to support. These analyses will inform specific policy, finance, and market mechanisms needed to scale the following key landscape transitions:

## **1. Protection and Management of High Conservation Value Ecosystems**

- a) Forest Protection: Secure native forests beyond legally designated protected areas through support for community land tenure and land-use zoning that improve forest protection.
- b) Improved Protected Area Management: Improve management of native forests that are already protected through active management and monitoring and community engagement.
- c) Targeted Restoration of Degraded Ecosystems: Assisted Natural Regeneration (ANR) of degraded ecosystems in protected areas of high ecological importance, (e.g. improved enforcement of protected zones to help natural regrowth of vegetation or rewetting of degraded protected peatlands).

## **2. Diversification of Agricultural Systems to Increase Tree Species and Carbon Stocks**

- a) Enrichment Planting: Enrichment of high tree cover monocultures by integrating native species into industrial estates (rubber, acacia, eucalyptus) to meet international sustainability certifications and enhance ecological resilience.
- b) Increased Tree Cover in Agricultural Lands: Increasing tree cover and value to medium and low tree cover systems including through planting high-value fruit and timber trees, grafting, better varieties, and pruning. This increases biomass while providing farmers with secondary revenue streams, reducing the economic pressure to encroach on protected forests.

## **3. Sustainable Intensification of Agricultural Systems to Increase Productivity and Yields**

- a) Farm Renovation: Replanting aged palm plantation areas (e.g. >20 years) to increase yield and improve pest/disease resistance

- b) Improved Agricultural Practices: Improved management and productivity of existing oil palm plantations with support for farmers to implement Good Agriculture Practices (GAP) including regenerative agriculture and actions to increase ground cover that support biodiversity and reduce fertilizer inputs.

## **C. Terms of Reference, Deliverables and Deliverables Schedule**

### **1. Timeline**

It is estimated that the Consultation will have a period from **14 August to 30 October 2026** for a series of activities to conduct: Analysis of landscape finance flows for commodities in North Sumatra, Indonesia (see Attachment 2 – Terms of Reference).

### **2. Location**

This assignment will be conducted at both national and subnational levels. At the national level, activities will primarily take place in Jakarta and surrounding areas. At the subnational level, the work will focus on provincial and district levels, mainly in Medan (the capital of North Sumatra Province) and across the Tapanuli landscape, including Tapanuli Selatan, Tapanuli Utara, Tapanuli Tengah, and Mandailing Natal.

### **3. Deliverables**

The consultant will produce the following deliverables:

- a) Inception Report
- b) Rapid analyses draft report
- c) Rapid analyses final report
- d) Detailed analyses draft report
- e) Detailed analyses final report

For further details and the schedule for each deliverable, please see Attachment 2 – Terms of Reference.

### **4. Technical Direction**

Consultants will receive technical directions from experts at CI and KI to ensure all tasks, results, and quality run on time. We expect the consultants to maintain an open and transparent line of communication to share updates on progress and challenges.

## **D. Submission Details**

1. **Proposal Submission Deadline.** Proposals must be received no later than **6 August 2026 (23:59 WIB, GMT+7) - extended**. Late submissions will not be accepted. Proposals must be submitted via email to [procurementKI@konservasi-id.org](mailto:procurementKI@konservasi-id.org); All proposals are to be submitted following the guidelines listed in this RFP.
2. **Validity of Bid.** 120 days from the submission deadline.
3. **Clarifications.** Questions may be submitted to [procurementKI@konservasi-id.org](mailto: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.

4. **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.

## **E. Minimum Requirements**

### **1. Essential Qualifications (Group or Company-Level Requirements)**

The consulting group or company must demonstrate:

- Proven experience in financial flow analysis in Indonesia
- Proven experience delivering high-quality studies, assessments and/or data for the corporate and finance sectors.
- Proven experience in agriculture in Indonesia, including regenerative or sustainable agriculture systems and practices.
- Proven experience working with farmers, companies, financial sector, and District government actors
- Understanding of finance issues that enable or inhibit regenerative agricultural production
- Capacity to produce bilingual (English and Bahasa Indonesia) analytical reports, policy briefs, and presentations.
- Experience managing multidisciplinary teams across policy, finance, law, and conservation.

### **2. Key Personnel Requirements**

#### Finance & Investment Expertise:

- At least one key personnel should have a minimum of 10 years of demonstrated professional knowledge and experience in capital flow quantification in the agriculture, forestry, and/or land use sectors in Indonesia and familiarity with existing domestic and international public and private financing markets and programs.
- At least one key personnel should have a minimum of 10 years of demonstrated professional knowledge and experience in the design, structuring, and/or underwriting of either debt, equity, or blended finance transactions in the agriculture, forestry, or land use sectors and shall demonstrate relevant knowledge and expertise in domestic and international financing markets, programs and regulations associated with such financing activities in Indonesia.

#### Agricultural Sector

- At least one key personnel should have a minimum of 8 years of experience in conducting financial quantitative analysis of agricultural market systems, including core value chain (e.g. farm-level production, trading, processing, etc.) and supporting functions (e.g. finance, agri-inputs, logistics, etc.)
- At least one key personnel should have 5 years of professional experience in oil palm and other agricultural production systems in Indonesia, preferably in Sumatra.
- Demonstrated skill and experience engaging actors along the entire palm oil supply chain
- Proven experience in sustainable and regenerative agricultural production systems

#### Desirable Qualifications:

- Proposed key personnel preferably hold degrees in finance, economics, or related fields.
- Strong knowledge of agricultural production, conservation and landscape finance initiatives in Indonesia in general and in North Sumatra in particular
- Experience working with international conservation organizations, development partners, or multilateral agencies.
- Familiarity with the jurisdictional landscape approaches
- Working knowledge of payments for ecosystem services (PES), nature-based carbon markets, and the relevant policy, regulatory, and market frameworks governing their implementation in Indonesia.
- Working knowledge of corporate sustainability disclosure and target-setting frameworks, including the Task Force on Climate-related Financial Disclosures (TCFD), Task Force on Nature-related Financial Disclosures (TNFD), Science Based Targets initiative, and emerging insetting standards and protocols relevant to corporate climate and nature strategies.

#### F. Proposal Documents to Include

1. Signed cover page on bidder's letterhead with the bidder's contact information.
2. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment)
3. Technical Proposal.
  - a) Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
  - b) Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in Section E (Minimum Requirements).
  - c) 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 – Terms of Reference](#)).
4. Financial Proposal. Offerors shall use the cost proposal template ([Attachment 3 – Cost Proposal Template](#)).

#### G. 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:

| Component        | Criteria                                                                                                                                 | % of score |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Proposal quality | How well does the proposal respond to objectives laid out in this ToR and illustrate service provider ability to communicate clearly     | 25%        |
| Methodology      | Quality of the proposed approach to mapping current and necessary finance flows and evaluating opportunities                             | 25%        |
| Process          | Quality of the proposed process, including consultation with KI, clarity on any KI resources required, approach to engaging supply chain | 25%        |

|              |                                                                                                                                  |     |
|--------------|----------------------------------------------------------------------------------------------------------------------------------|-----|
|              | actors and finance actors, and approach to identifying critical questions for detailed analysis                                  |     |
| Track record | The extent to which the service provider presents the required level of expertise and knowledge at team member and company level | 25% |

## H. Proposal Timeline

|                                          |                  |
|------------------------------------------|------------------|
| RFP Issued                               | 10 July, 2026    |
| RFP re-issued (extended)                 | 28 July, 2026    |
| Clarifications submitted to KI           | 30-31 July, 2026 |
| Clarifications provided to known bidders | 3 August, 2026   |
| Complete proposals due to KI             | 6 August, 2026   |
| Final selection                          | 17 August 2026   |

## I. Resulting Award

KI anticipates entering into an agreement with the selected bidder by **24 August 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.

## J. 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.

## K. 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. Conservation 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](http://www.ci.ethicspoint.com).

## L. Attachments:

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility  
Attachment 2: Terms of Reference

Attachment 3: Cost Proposal Template

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

**RFP No. 013/IV/22/2026**

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](http://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.

**1. With respect to KI's Code of Ethics, we certify:**

- 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.

**2. With respect to social and environmental standards, we certify:**

- 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.
- 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.

**3. With respect to our eligibility and professional conduct, we certify:**

- 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

- 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.
- We are/were not involved in writing or recommending the terms of reference for this solicitation document.
- We have not engaged in any collusion or price fixing with other offerors.
- 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.
- 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.
- 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.
- 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).
- 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**

**Terms of Reference**

Analysis of financing flows for commodities in North Sumatra, Indonesia

|                  |                                                                                                                                                                                                                                                                                                     |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Time             | : 14 August to 30 October, 2026                                                                                                                                                                                                                                                                     |
| Working Location | : The assignment will be conducted at the national level (Jakarta and surrounding areas) and the sub-national level, including Medan (the capital of North Sumatera Province) and Tapanuli Landscapes (Tapanuli Selatan, Tapanuli Tengah, Tapanuli Utara, and Mandailing Natal)                     |
| Counterparts     | : Regenerative Landscapes and Agriculture Manager (Anwar Ario Kertopati)<br>Senior Director, Sustainable Oil Palm (Melissa Thomas)<br>Vice President, Nature Finance (Janice-Renee Yoshioka)<br>Senior Economist (Aaron Bruner)<br>Nature Finance Manager /Sustainable Finance Manager (Zul Fadhli) |

**A. CONSULTANCY OBJECTIVES**

This Request for Proposals (RFP) is for the procurement of qualified consultancy services to prepare an assessment of financial flows across the value chains of priority commodities—palm oil, coffee, cocoa, and rubber—in the Tapanuli Landscape. This work will be used to inform the design of landscape transitions and the development of landscape financing mechanisms.

Products are to be provided in two stages, focusing on all commodities in the first stage and only on palm oil in the second stage as follows:

1. Rapid analysis of finance flows for palm oil, coffee, cocoa and rubber sectors based on existing compiled or readily accessible information
2. Detailed analysis of finance flows for the palm oil sector, based on primary research with market actors and other sources

**B. METHODOLOGY AND SCOPE OF WORK**

1. **Rapid Analysis:** The first set of analyses should capture the state of knowledge available through a review of existing published reports and accessible data. It is understood that not all requested data will be available at a high level of confidence for each commodity. Gaps should be clearly identified and in the case of palm oil should be filled during the second stage detailed analysis. For each of the four specified commodity sectors and considering each major value chain segment (at minimum, plantation/smallholder farm, aggregator, processing facility – segments to be agreed upon with KI prior to analysis), assess how financing flows across the value chain, including:

- (a) Visual map of finance flows between each value chain segment and a written summary of:
  - i. Value chain segments involved as source and recipient (e.g., supplier-offtaker, local bank-mill);
  - ii. Type of financing (e.g., transaction/purchase, loan, grant)
  - iii. Structure of financing arrangements (e.g., purchase contract, purchased when delivered to processing facility, loan against upcoming harvest with terms x,y,z)

- iv. Use of finance (e.g., purchase, capital investments, on-farm maintenance)
    - (b) Summary assessment of key sources of finance and their respective roles (e.g., local banks, international banks, middlemen, off-takers, etc.)
    - (c) Quantification, if possible, of the volume of financing flowing through each value chain segment
    - (d) Summary of how capital investments in e.g., equipment, infrastructure, replanting, on-farm renovation are typically financed
    - (e) Assessment and, if possible, quantification of finance for practices and technologies aimed to increase environmental sustainability or to meet environmental supply chain and legal compliance requirements
    - (f) Assessment of barriers to finance (e.g., quantity, quality, history of reliability, state of financial institutions, time to cash positive, informality, preferences)
- 2. Detailed Analysis:** The second set of analyses apply only to oil palm and should make use of primary information from stakeholder interviews, spatial analysis, and other appropriate means to add specificity and fill gaps in the *Rapid Analysis*. The analysis should include:
- (a) Supply Chain Finance Flows: Additional primary data to fill any gaps in the *Rapid Analysis* of supply chain finance flows for oil palm conducted previously
  - (b) Technology and Practice Assessment. Assessment of on-farm technologies and practices currently utilized to improve yields on existing lands, prevent land use change, reduce chemical use, and enable emissions reductions and removals (Scope 3, insetting). Practices to be considered include (see below for more detail):
    - i. peat best management practices;
    - ii. regenerative and sustainable agricultural practices, including practices intended to promote improved water management and soil health, integrated pest management, reduce or replace synthetic fertilizer utilization,
    - iii. improved harvesting techniques;
    - iv. precision agriculture solutions
  - (c) Finance Gap/Barriers Assessment: Assessment and quantification of the finance gap and the barriers and opportunities to accessing and/or scaling finance for the technologies and practices identified above, reoriented toward financing needs rather than adoption levels or implementation costs. For each practice, assess and quantify, at minimum:
    - i. the specific practice and its financing requirement;
    - ii. current uptake and level of acceptance, and the key factors driving adoption decisions;
    - iii. current sources of finance and their opportunities/limitations;
    - iv. barriers to scaled-up finance; and
    - v. opportunities for scaled-up finance.

This assessment should be applied across the following three categories of technologies and practices. The list may be modified — practices removed or added — if needed, with approval from Konservasi Indonesia. The categories reflect the primary purpose of each practice, though it is understood several serve multiple purposes:

1. *Deforestation & Conversion-Free Compliance* to meet supply chain and legal requirements (EUDR, NDPE, FOLU Net Sink 2030). Practices to be considered include: (i) certification; (ii) traceability and monitoring programs; (iii) land use change analysis (LUCA); (iv) land tenure; (v) deforestation monitoring and response systems; and (vi) patrolling (e.g., fire-free village programs).
2. *Forest & Peatland Restoration* to address legal requirements (e.g., riparian buffers, slope restrictions), voluntary standard compliance (RSPO Remediation and Compensation Procedure), and to capture value from emissions removals (Scope 3, inseting, REDD+ from peat). Practices to be considered include: (i) peat rewetting; (ii) forest restoration; (iii) patrolling (fire-free village programs); and (iv) conversion of illegal oil palm to agroforestry via social forestry.
3. *Processing Emissions* to support emissions reductions and improved efficiency at mills (Scope 3, inseting). Practices to be considered include: (i) Palm Oil Mill Effluent (POME) management; (ii) carbon capture; (iii) biogas digesters; and (iv) efficiency upgrades.

#### C. DELIVERABLES AND TIMELINE

| No | Deliverable                    | Detail                                                                                                                                                                                                                | Deadline          |
|----|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1  | Inception report               | Final detailed plan and timeline for the work                                                                                                                                                                         | 20 August 2026    |
| 2  | Rapid analyses draft report    | Draft rapid analysis report on finance flows for palm oil, coffee, cocoa and rubber sectors based on existing compiled or readily accessible information, plus excel data                                             | 10 September 2026 |
| 3  | Rapid analyses final report    | Final rapid analysis report in Bahasa Indonesia and English, in Word and PowerPoint presentation format. Well-organized raw data in excel or similar (In English only). Includes presentation to Konservasi Indonesia | 18 September 2026 |
| 4  | Detailed analyses draft report | Draft detailed analysis report on finance flows for the palm oil sector, based on primary research with market actors and other sources                                                                               | 16 October 2026   |
| 5  | Detailed analyses final report | Final report in Bahasa Indonesia and English, both in Word and PowerPoint presentation format. Well-organized raw data in excel or similar (in English only). Includes presentation to Konservasi Indonesia           | 27 October 2026   |

#### D. PAYMENT SCHEDULE

The service contract will run from 14 August to 30 October 2026. Payments will be milestone-based following a 30% – 40% – 30% scheme, based on the submission and acceptance of the following outputs:

- a. Inception report: 30%
- b. Rapid analyses final approved report: 40%
- c. Detailed analysis final approved report: 30%

## **E. PROPOSAL REQUIREMENTS**

The requirements are as follows:

- a. Written proposal in English length not to exceed 8 pages, not including consultant CVs, illustrations of relevant prior work, budget, and other annexes
- b. Content to include:
  - Clear and specific approach to addressing the requirements of this ToR, organized according to the content detailed in the scope of work
  - Description of the company's or organization's qualifications, including CVs of not more than 4 principal team members
  - In Annex or separate attachment, illustration of not more than 3 relevant prior works, and not more than 3 client references
  - Budget, broken down according to team member rate and number of days, travel, or other cost requirement.

### 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

| <b>Deliverable</b>      | <b>Price (Lump Sum, All Inclusive)</b> |
|-------------------------|----------------------------------------|
| Inception report        |                                        |
| Phase 1 progress report |                                        |
| Phase 2 progress report |                                        |
| Phase 3 draft Guideline |                                        |
| Final Guideline         |                                        |

#### Cost Breakdown by Cost Component (example only)

| <b>Description</b>                      | <b>Unit of measure (day, month etc)</b> | <b>Total period of engagement</b> | <b>Unit cost/rate</b> | <b>Total Cost for the Period</b> |
|-----------------------------------------|-----------------------------------------|-----------------------------------|-----------------------|----------------------------------|
| Consultant 1                            |                                         |                                   |                       |                                  |
| Consultant 2                            |                                         |                                   |                       |                                  |
| Sub-total Personnel                     |                                         |                                   |                       |                                  |
|                                         |                                         |                                   |                       |                                  |
| Travel Costs (if applicable)            |                                         |                                   |                       |                                  |
|                                         |                                         |                                   |                       |                                  |
| Other related Costs (please specify)    |                                         |                                   |                       |                                  |
|                                         |                                         |                                   |                       |                                  |
| <b>Total Cost of Financial Proposal</b> |                                         |                                   |                       |                                  |