

Request for Proposals

Title: [Konsultasi Penulis Buku Pembelajaran Semi-Populer -" Perjalanan Hutan Adat Konda"](#)

RFP No: [023/VII/10/2026](#)

Date of Issuance: [10 July 2026](#)

1. Background

Konservasi Indonesia (KI) supports community Peoples in Konda District, South Sorong Regency, in their efforts to protect, manage, and secure recognition of their customary territories. As part of this work, KI has documented the community's journey through two digital Story Maps that showcase participatory mapping processes, customary territory governance, and progress toward the recognition of Customary Forests.

To strengthen knowledge management and promote learning beyond the project area, KI seeks to transform these Story Maps into a semi-popular learning book. This publication will serve as a platform for sharing knowledge, experiences, best practices, and lessons learned from the community mentoring process, with the aim of inspiring and informing similar initiatives elsewhere. The book is intended for a broad audience, including Indigenous communities, government institutions, civil society organizations, academics, donors, and the general public.

Beyond documenting achievements and milestones, the book will capture the stories, reflections, challenges, and insights of key stakeholders involved in the recognition and management of Customary Forests. Through an engaging storytelling approach, the publication will connect field experiences with practical lessons that can inform policy development, decision-making processes, and sustainable customary forest management practices.

To support the development of this knowledge product, KI seeks to engage a professional consultant with demonstrated experience in semi-popular writing, learning documentation, and storytelling. The consultant will be responsible for developing the book's overall concept and structure, collecting and synthesizing information from multiple sources, and producing a compelling narrative that translates technical and field-based information into content that is accessible, informative, inspiring, and relevant to diverse audiences.

2. Project Overview

- Document and articulate the journey of Indigenous communities in Konda District toward securing formal recognition of their Customary Forests, including their ongoing efforts to safeguard, govern, and sustainably manage their customary territories.

- Capture and elevate the voices, experiences, and perspectives of key stakeholders involved in the recognition and management of Customary Forests through a compelling and engaging storytelling approach.
- Identify, analyze, and synthesize key lessons learned, best practices, and knowledge generated throughout the community facilitation and capacity-strengthening process, providing insights that can inform future initiatives.
- Develop a comprehensive knowledge resource that serves as a reference for government institutions, civil society organizations, Indigenous communities, academics, donors, and the wider public on Indigenous-led approaches to Customary Forest governance, conservation, and sustainable management.

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

4. Submission Details

- a. Deadline. Proposals must be received no later than **(17 July 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

- The Consultant may consist of: (i) an individual consultant working in partnership with a writer and a publishing institution; (ii) an individual writer who will collaborate with a publishing institution; or (iii) a publishing institution that will engage and manage a qualified writer. The Consultant must demonstrate the capacity to transform diverse data sources and field-based information into a high-quality semi-popular publication that is ready for publication and distribution.
- The Consultant shall be responsible for the end-to-end development of the book, including data collection and review, content development and writing, editing, graphic design and layout, pre-publication preparation, and book printing.
- Demonstrated experience in developing and writing semi-popular non-fiction publications for diverse audiences.

- Proven track record in writing publications related to environment, conservation, Indigenous Peoples, community development, natural resource management, or other relevant social issues.
- Strong ability to conduct in-depth interviews, develop compelling storytelling-based narratives, and translate complex technical concepts into clear, engaging, and accessible content for non-specialist audiences.
- Demonstrated experience in producing learning documents, knowledge products, case studies, or similar publications that effectively capture lessons learned, best practices, and programmatic insights.
- Experience collaborating with non-governmental organizations, development programs, donor-funded projects, or Indigenous community initiatives will be considered an advantage.
- A portfolio of relevant publications or writing samples must be provided as part of the proposal submission.

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. Consultant/firm Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
 - ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).
 - iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference ([See Attachment 2 for more details information](#)).
- d. Financial Proposal. Offerors shall use the cost proposal template ([Attachment 3](#)).

- 7. Evaluation Criteria** In evaluating proposals, KI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

Evaluation Criteria	Score (out of 100)
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	30% / Max points
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30% / Max points
Does the bidder's past performance demonstrate recent proven experience doing similar work?	20% / Max points
Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	10% / Max points

Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	10% / Max points
---	------------------

8. Proposal Timeline

RFP Issued	10 July 2026
Clarifications submitted to KI	13-14 July 2026
Clarifications provided to known bidders	15 July 2026
Complete proposals due to KI	17 July 2026
Final selection	23 July 2026

- 9. Resulting Award** KI anticipates entering into an agreement with the selected bidder by (23 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 [for GCF-funded projects only, add: "and the Green Climate Fund's Policy on Prohibited Practices"]. Konservasi Indonesia's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. KI's Code of Ethics (the "Code") provides guidance to KI employees, service providers, experts, interns, and volunteers in living KI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to KI via its Ethics Hotline at www.ci.ethicspoint.com.

12. Attachments:

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
Attachment 2: Terms of Reference
Attachment 3: Cost Proposal Template

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

RFP No. 023/VII/10/2026

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: _____

Attachment 2: Terms of Reference

KERANGKA ACUAN KEGIATAN
Konsultan Penulis Buku Pembelajaran Semi-Populer
"Perjalanan Hutan Adat Konda"

1. Latar Belakang

Konservasi Indonesia (KI) mendukung upaya masyarakat adat di Distrik Konda, Kabupaten Sorong Selatan, dalam melindungi dan mengelola wilayah adat. Dalam perjalanannya, KI telah mendokumentasikan proses pendampingan masyarakat adat di Distrik Konda melalui dua StoryMaps digital yang mengangkat perjalanan pemetaan partisipatif, pengelolaan wilayah adat, serta upaya menuju pengakuan Hutan Adat.

Sebagai bagian dari upaya pengelolaan pengetahuan (*knowledge management*) dan diseminasi pembelajaran, KI berupaya memastikan bahwa pengetahuan, pengalaman, praktik baik, serta pembelajaran yang diperoleh selama proses pendampingan tidak hanya bermanfaat bagi lokasi program, tetapi juga dapat dibagikan, direplikasi, dan menginspirasi inisiatif serupa di berbagai wilayah lain. Untuk itu, KI bermaksud mengembangkan StoryMaps tersebut menjadi sebuah buku pembelajaran semi-populer yang dapat menjangkau audiens yang lebih luas, termasuk masyarakat adat, pemerintah, organisasi masyarakat sipil, akademisi, donor, dan masyarakat umum.

Buku ini diharapkan tidak hanya mendokumentasikan proses dan capaian yang telah diraih, tetapi juga menangkap cerita, refleksi, tantangan, dan pembelajaran dari para pelaku utama yang terlibat dalam perjalanan pengakuan dan pengelolaan Hutan Adat. Melalui pendekatan *storytelling* yang kuat, buku ini diharapkan menjadi produk pengetahuan yang mampu menghubungkan pengalaman lapangan dengan pembelajaran yang relevan bagi pengembangan kebijakan, pengambilan keputusan, dan praktik pengelolaan Hutan Adat yang efektif dan berkelanjutan.

Untuk mendukung penyusunan buku tersebut, seorang penulis profesional yang memiliki pengalaman dalam penulisan semi populer, dokumentasi pembelajaran, dan *storytelling* dibutuhkan. Penulis akan bertanggung jawab untuk mengembangkan konsep buku, menggali informasi dari berbagai sumber, menyusun narasi yang menarik dan mudah dipahami, serta menerjemahkan informasi teknis menjadi sebuah karya yang informatif, inspiratif, dan relevan bagi berbagai kelompok pembaca.

2. Tujuan

Pekerjaan konsultan adalah menyusun buku pembelajaran populer yang:

1. mendokumentasikan perjalanan masyarakat adat Konda dalam memperoleh pengakuan atas Hutan Adat hingga upaya dalam menjaga wilayah adatnya,

2. mengangkat kisah para pelaku utama melalui pendekatan *storytelling*,
3. merangkum praktik baik dan pembelajaran selama proses pendampingan,
4. menjadi referensi bagi pemerintah, organisasi masyarakat sipil, akademisi, donor, dan masyarakat umum mengenai pengelolaan Hutan Adat berbasis masyarakat adat.

3. Kriteria Konsultan

- Konsultan ini bisa berupa 1) konsultan yang bekerja sama dengan penulis dan institusi *publisher* **atau** 2) seorang penulis yang nantinya akan bekerja sama dengan institusi *publisher* **atau** 3) institusi *publisher* yang nantinya bekerja sama dengan penulis; yang bisa mengelola data menjadi dokumen semi-populer yang siap untuk dipublikasikan.
- Konsultan akan bertanggung jawab mulai dari pengumpulan data, penulisan, *layout*, editor hingga cetak buku.
- Penulis mampu menulis buku nonfiksi semi-populer.
- Berpengalaman menulis buku bertema lingkungan, konservasi, masyarakat adat, pembangunan, atau sosial.
- Mampu melakukan wawancara mendalam, menyusun narasi berbasis *storytelling*, dan menerjemahkan isu teknis menjadi bahasa yang mudah dipahami.
- Memiliki pengalaman menyusun *learning document* atau *knowledge product*.

4. Ruang Lingkup Pekerjaan

Konsultan akan bertanggung untuk:

- Menyusun kerangka buku (*outline* dan struktur bab).
- Melakukan riset pustaka dan wawancara lapangan (jika diperlukan).
- Menulis naskah buku yang merekam seluruh praktik baik serta pembelajaran masyarakat dalam memperoleh pengakuan hutan adat.
- Menyusun narasi yang menggabungkan data, kutipan narasumber, dan elemen *storytelling*.
- Melakukan revisi berdasarkan masukan dari tim komunikasi/editor, termasuk revisi terhadap *layout* buku.
- Menyediakan versi ringkas untuk keperluan promosi (sinopsis, *teaser*, kutipan menarik).
- Mendesain buku hingga final dan siap cetak.
- Cetak buku maksimal 100 eksemplar.

5. Keluaran yang Diharapkan

- *Outline* dan struktur buku.
- Draf awal naskah buku.
- Naskah final buku dalam format Word dan PDF.
- Sinopsis dan kutipan promosi untuk media sosial.
- Buku yang sudah terdesain rapi dan 100 eks buku fisik siap cetak.

6. Nilai Kontrak dan Metode Pembayaran

- Pembayaran dilakukan dalam empat tahap:
 - 40% setelah seluruh kegiatan fase satu selesai dan *deliverables* diterima.
 - 15% setelah seluruh kegiatan fase dua selesai dan *deliverables* diterima.
 - 15% setelah seluruh kegiatan fase tiga selesai dan *deliverables* diterima.
 - 30% setelah seluruh kegiatan fase empat selesai dan semua *deliverables* sudah diterima.

7. Kegiatan, *Deliverables*, *Timeline* dan Termin Pekerjaan

Proses konsultanan dan produksi buku akan dilakukan selama 2 bulan yaitu sejak Agustus-September 2026. Untuk lebih detail, bisa dilihat dalam tabel berikut:

Fase	Kegiatan	<i>Deliverable</i>	Waktu Pengerjaan dan <i>Deadline</i>	Pembayaran Termin (termasuk pajak)
1 – Desk Review dan Penyusunan Konsep	1. <i>Kickoff</i> meeting dengan KI. 2. Mempelajari 2 StoryMaps yang telah dipublikasikan. 3. Mempelajari laporan proyek, publikasi, foto, video, hasil pemetaan, dan dokumen pendukung. 4. Menyusun rencana wawancara. 5. Menyusun konsep dan <i>outline</i> buku serta mempresentasikannya ke KI.	a) <i>Workplan</i>. b) Konsep buku dan <i>storyline</i>. c) <i>Outline</i> buku. d) Daftar narasumber & panduan wawancara. e) Jadwal pelaksanaan wawancara.	27 Juli 2026	40%
2 – Pengumpulan data & penyusunan draf buku	1. Melakukan wawancara dengan narasumber. 2. Mengumpulkan data dan cerita pendukung. 3. Menyusun Draf 1 buku. 4. Presentasi Draf 1 kepada KI untuk memperoleh masukan.	a) Ringkasan hasil wawancara. b) Draf Buku Versi 1 (lengkap sesuai <i>outline</i>). c) Daftar kutipan (<i>quotes</i>) dan usulan foto/ilustrasi yang mendukung narasi.	16 Agustus 2026	15%

Fase	Kegiatan	Deliverable	Waktu Pengerjaan dan Deadline	Pembayaran Termin (termasuk pajak)
3 – Finalisasi Naskah	1. Revisi berdasarkan masukan KI. 2. Penyuntingan substansi dan bahasa. 3. Finalisasi naskah. 4. Koordinasi dengan desainer. 5. Desain <i>layout</i> . 6. Review <i>layout</i> oleh KI.	a) Final <i>manuscript</i> siap <i>layout</i> . b) <i>Caption</i> foto.	28 Agustus 2026	15%
4 – Desain & Cetak Buku	1. Revisi <i>layout</i> . 2. Pengecekan keterpaduan teks dan visual. 3. <i>Layout</i> final. 4. <i>Proof</i> cetak & produksi 100 eksemplar.	a) Final buku yang telah disetujui. b) Final desain yang telah disetujui. c) 100 eksemplar buku yang dicetak.	30 September 2026	30%

***catatan: pada setiap pembayaran akan dikenakan potongan pajak pph**

8. Mekanisme Pelaporan dan Koordinasi

- Konsultan akan berkoordinasi dengan tim komunikasi KI.
- Laporan perkembangan dilakukan setiap kegiatan selesai, melalui email, pertemuan daring, ataupun luring.

Lampiran. Ulasan konsep dan bab dalam buku yang dihasilkan.

Kerangka narasi di bawah bersifat indikatif. Penulis diharapkan mengembangkan struktur buku berdasarkan hasil *desk review*, wawancara, dan proses pengumpulan data. Penulis dapat mengusulkan perubahan terhadap judul bab, alur cerita, maupun pendekatan penyajian, sepanjang tetap memenuhi tujuan buku sebagai media pembelajaran semi-populer yang mendokumentasikan perjalanan masyarakat adat Konda dalam pengakuan dan pengelolaan Hutan Adat.

Pendahuluan: Mengenal Konda

- Mengenal Distrik Konda dan masyarakat adatnya.
- Pentingnya pengakuan hak masyarakat adat dalam menjaga ruang hidup dan identitas budaya.
- Tantangan menjaga hutan dan ruang hidup masyarakat.
- Perjalanan Konservasi Indonesia mendampingi masyarakat adat Konda (Proses PADIATAPA).

Bab 1: Hutan sebagai Warisan Leluhur

- Sejarah masyarakat adat Konda.

- Hubungan masyarakat dengan hutan.
- Nilai budaya dan pengetahuan lokal.
- Mengapa hutan bukan sekadar sumber daya alam.

Bab 2: Memetakan Jejak Leluhur

- Awal pemetaan partisipatif.
- Menelusuri batas wilayah adat.
- Cerita para tetua adat.
- Peran perempuan dan generasi muda.
- Tantangan di lapangan.
- Pembelajaran dari proses pemetaan partisipatif.

Bab 3: Mengakui Masyarakat Hukum Adat

- Pentingnya pengakuan masyarakat hukum adat.
- Musyawarah dan penyusunan dokumen.
- Penguatan kelembagaan adat.
- Kolaborasi dengan pemerintah daerah dan para mitra.
- Tantangan selama proses pengakuan.
- Pembelajaran dari proses tersebut.

Bab 4: Dari Pengakuan Menuju Penetapan Hutan Adat

- Perbedaan pengakuan masyarakat hukum adat dan penetapan Hutan Adat.
- Penyusunan usulan penetapan Hutan Adat.
- Proses verifikasi dan penetapan.
- Peran masyarakat, pemerintah, dan Konservasi Indonesia.
- Tantangan proses penetapan.
- Pembelajaran selama proses penetapan.

Bab 5: Hutan Adat sebagai Fondasi Masa Depan

- **Rumah Tumbuh: Menumbuhkan Pengetahuan, Menginspirasi Papua**
 - Latar belakang pembangunan Rumah Tumbuh.
 - Rumah Tumbuh sebagai pusat pembelajaran (*learning hub*) mengenai Hutan Adat.
 - Ruang berbagi pengalaman antar-masyarakat.
 - Mendorong lahirnya inisiatif pengakuan dan penetapan Hutan Adat di wilayah lain di Papua.
- **Pengembangan ekowisata berbasis masyarakat**
 - Mengapa ekowisata dipilih.
 - Potensi wisata di Konda.

- Kolaborasi masyarakat adat, pemerintah, dan NGO dalam pengembangan ekowisata.
- Peluang dan tantangan dalam pengembangan ekowisata.
- **Rumah Produksi Sagu**
 - Sagu sebagai identitas budaya masyarakat.
 - Pengembangan rumah produksi sagu.
 - Meningkatkan nilai tambah produk lokal.
 - Peluang ekonomi berbasis sumber daya lokal.
- **Menjaga Alam, Membangun Nilai**
 - Mengapa Hutan Adat Konda memiliki potensi Nature/Biodiversity Credit.
 - Peluang pembiayaan jangka panjang.
 - Pentingnya hak masyarakat adat dalam pengembangan skema tersebut.
 - Nature Credit sebagai peluang untuk menjaga hutan sekaligus meningkatkan kesejahteraan.

Bab 6: Pembelajaran dari Konda untuk Indonesia.

- Apa yang berhasil.
- Apa yang belum berhasil.
- Faktor kunci keberhasilan.
- Apa yang bisa direplikasi di daerah lain.
- Rekomendasi bagi pemerintah, NGO, dan masyarakat adat.

Epilog

Menjaga Hutan untuk Generasi Mendatang

Harapan masyarakat Konda.

Penutup

- Ringkasan pesan utama buku
- Ajakan untuk menjadikan buku ini sebagai referensi
- Ucapan terima kasih kepada para narasumber dan kontributor

Lampiran (Opsional)

- Peta lokasi cerita
- Profil narasumber utama
- Data dan infografik pendukung
- Daftar pustaka dan referensi

Attachment 3: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in [\[enter Country Currency\]](#).

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

Cost Breakdown by Deliverable

Deliverable	Price (Lump Sum, All Inclusive)
Insert deliverable 1 from Section 3 or attached TOR	
Insert deliverable 2 from Section 3 or attached TOR	
Insert deliverable 3 from Section 3 or attached TOR	
Insert deliverable 4 from Section 3 or attached TOR	
Insert deliverable 5 from Section 3 or attached TOR	

Cost Breakdown by Cost Component [\(example only\)](#)

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