

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:*

CONSULTANT (Group/ Company)

PREPARATION OF A REGIONAL ACTION PLAN FOR SUSTAINABLE PALM OIL (RAD KSB) IN SOUTH TAPANULI REGENCY AND A ROADMAP FOR SUSTAINABLE COMMODITIES IN SOUTH TAPANULI REGENCY

Request for Proposals

Title: Technical Advisor for FoKSBI South Tapanuli

RFP No: 026/IX/08/2026

Date of Issuance: 14 September 2026

1. Background

Konservasi Indonesia (KI) is a national foundation established to support sustainable development and biodiversity conservation across Indonesia.

The Sustainable Palm Oil Forum of Indonesia (FoKSBI) South Tapanuli is the first multi-stakeholder sustainable palm oil forum established at the district level in Indonesia. The forum serves as a platform for coordination, communication, and collaboration among government agencies, private sector actors, civil society organizations, academia, and development partners to advance sustainable palm oil governance in South Tapanuli Regency.

South Tapanuli has successfully developed and implemented the Regional Action Plan for Sustainable Palm Oil (RAD-KSB), which has become an important policy instrument for improving productivity, governance, environmental protection, and community welfare. With the issuance of the new National Action Plan for Sustainable Palm Oil (RAN-KSB) 2025-2029 and the need to strengthen local institutional arrangements, South Tapanuli intends to develop a new RAD-KSB 2026-2030 while expanding its sustainable development approach to other strategic commodities. Therefore, KI seeks a qualified consulting firm, institution, or consortium to provide technical advisory services for the preparation of:

1. South Tapanuli RAD-KSB 2026-2030;
2. Sustainable Commodities Roadmap 2026-2030;
3. Draft Regent Regulation (Peraturan Bupati) supporting RAD-KSB implementation; and
4. Recommendations for integration into local development planning instruments.

2. Project Overview

The selected consultants will support FoKSBI South Tapanuli, the Regional Action Plan Implementation Team (TPD RAD-KSB), and local government stakeholders through technical facilitation, policy analysis, stakeholder engagement, data collection, and document preparation.

The assignment focuses on strengthening sustainable commodity governance by integrating economic development, environmental protection, social inclusion, and sustainable management of critical ecosystems, including peatlands and other priority conservation areas

3. Terms of Reference, Deliverables and Deliverables Schedule (See Attachment 2 for details TOR - Bahasa version)

Deliverable	Due Date
Inception Report including methodology, workplan, capacity development needs assessment, data requirements, and coordination mechanism	30 Oktober 2026
Draft Sustainable Commodities Roadmap and Action Plan for South Tapanuli 2026-2030	13 November 2026
Final RAD-KSB South Tapanuli 2026-2030	05 December 2026
Draft Regent Regulation (Perbup) on RAD-KSB 2026-2030 and Policy Integration Recommendations	15 January 2027

4. Submission Details

- a. Deadline. Proposals must be received no later than **30 September 2026 (17:00 WIB, GMT+7)**. 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

Eligible bidders may be consulting firms, institutions, organizations, or a team consisting of 3-5 consultants.

The proposed Team Leader must demonstrate:

- Bachelor's or higher degrees in Plantation Management, Natural Resource Management, Environmental Studies, Conservation, Public Policy, or related disciplines.
- Proven experience supporting local governments in sustainable palm oil or sustainable commodity development.
- Demonstrated experience facilitating multi-stakeholder consultation processes.
- Strong experience in preparing public policy documents, regional action plans, road maps, regulations, or government planning documents.
- Excellent analytical, facilitation, and communication skills.
- Fluency in Bahasa Indonesia and working proficiency in English.
- Ability to deliver high-quality outputs within tight deadlines.

The consulting team should demonstrate expertise in:

- Sustainable palm oil governance;
- Regional development planning;
- Environmental and social safeguards;
- Stakeholder engagement and facilitation;
- Policy analysis and regulatory drafting.

6. Proposal Documents to Include

- a. Signed cover page on bidder's letterhead with the bidder's contact information.
- b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
- c. Technical Proposal.
 - i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
 - ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).
 - iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference (see Attachment 2). (Add specific requirements needed in the Technical Proposal here. Include page limit if appropriate)
- d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 3 - example).

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:

Technical proposals will be evaluated prior to financial evaluation. Only proposals meeting the minimum technical threshold may proceed to financial evaluation.

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?	20%/ Max points
Does the bidder's past performance demonstrate recent proven experience doing similar work?	15%/ Max points
Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	15%/ Max points
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20%/ Max points

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

RFP Issued	14 September 2026
Clarifications submitted to KI	18 September 2026
Clarifications provided to known bidders	23-24 September 2026
Complete proposals due to KI	30 September 2026
Final selection	13 October 2026

- 9. Resulting Award** KI anticipates entering into an agreement with the selected bidder by **26 October 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. **026/IX/08/2026**

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 fulfilled.

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 fulfilled.
- 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". [Include additional sanctions lists of the country of a public donor, if required by the donor.]

Name: _____

Signature: _____

Title: _____

Date: _____

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

KERANGKA ACUAN KERJA (KAK) / Term of reference (ToR)

**PENYUSUNAN RENCANA AKSI DAERAH KELAPA SAWIT BERKELANJUTAN
KABUPATEN TAPANULI SELATAN DAN PETA JALAN KOMODITI BERKELANJUTAN
KABUPATEN TAPANULI SELATAN**

Posisi	<i>Technical Advisor for FoKSBI Tapanuli Selatan</i>
Durasi Kontrak	26 Oktober to 12 February 2027
Lokasi	Hybrid

LATAR BELAKANG

Forum Koordinasi Sawit Berkelanjutan Indonesia (FoKSBI) Kabupaten Tapanuli Selatan merupakan forum multipihak generasi pertama di tingkat kabupaten di Indonesia yang dibentuk untuk mendorong tata kelola kelapa sawit yang berkelanjutan. Sejak pembentukannya, FoKSBI Tapanuli Selatan telah memainkan peran strategis sebagai wadah koordinasi, komunikasi, dan kolaborasi berbagai pemangku kepentingan, termasuk pemerintah daerah, pelaku usaha, masyarakat sipil, akademisi, dan organisasi pembangunan yang memiliki kepentingan terhadap sektor kelapa sawit di Kabupaten Tapanuli Selatan.

Melalui proses kolaboratif yang difasilitasi oleh FoKSBI, Kabupaten Tapanuli Selatan berhasil menyusun dan mengimplementasikan Rencana Aksi Daerah Kelapa Sawit Berkelanjutan (RAD-KSB) sebagai instrumen kebijakan yang menjadi acuan bagi para pemangku kepentingan dalam mewujudkan pengelolaan dan produksi kelapa sawit yang produktif, inklusif, bertanggung jawab, serta sejalan dengan prinsip-prinsip keberlanjutan. Dokumen tersebut tidak hanya menjadi panduan pengembangan sektor kelapa sawit, tetapi juga menjadi instrumen penting dalam mendorong peningkatan kesejahteraan petani, penguatan tata kelola, perlindungan lingkungan, serta pelestarian keanekaragaman hayati di Kabupaten Tapanuli Selatan.

Memasuki periode baru pembangunan kelapa sawit berkelanjutan, Pemerintah Indonesia telah melakukan revisi terhadap Rencana Aksi Nasional Kelapa Sawit Berkelanjutan (RAN-KSB) Tahun 2025-2029 yang menjadi acuan bagi pemerintah daerah dalam menyusun kebijakan dan program pembangunan sektor kelapa sawit. Di sisi lain, masa berlaku Surat Keputusan Tim Pelaksana Daerah (TPD) RAD-KSB Kabupaten Tapanuli Selatan akan berakhir pada Desember 2025 sehingga diperlukan penguatan kelembagaan serta penyesuaian arah kebijakan daerah agar tetap selaras dengan kebijakan nasional dan kebutuhan pembangunan daerah.

Selain mendukung keberlanjutan implementasi RAD-KSB, pengalaman dan capaian FoKSBI serta TPD RAD-KSB Kabupaten Tapanuli Selatan juga membuka peluang untuk memperluas pendekatan keberlanjutan ke sektor-sektor komoditas strategis lainnya. Pendekatan ini diharapkan mampu mengintegrasikan peningkatan produktivitas dan daya saing komoditas dengan penguatan tata kelola lingkungan, termasuk upaya perlindungan dan pengelolaan berkelanjutan ekosistem gambut serta ekosistem penting lainnya. Oleh karena itu, diperlukan penyusunan peta jalan dan kerangka pengelolaan komoditas berkelanjutan yang

dapat menjadi dasar pembentukan Forum Koordinasi Komoditas Berkelanjutan Kabupaten Tapanuli Selatan sebagai platform multipihak untuk mendorong transformasi pembangunan ekonomi daerah yang lebih inklusif, berdaya saing, dan berkelanjutan.

Dalam konteks tersebut, Konservasi Indonesia akan mendukung proses penyusunan RAD-KSB Kabupaten Tapanuli Selatan Tahun 2026-2030 beserta penyusunan Peta Jalan Pengelolaan Komoditas Berkelanjutan Kabupaten Tapanuli Selatan. Kedua dokumen tersebut diharapkan dapat menjadi landasan bagi penguatan kebijakan, koordinasi lintas sektor, integrasi ke dalam dokumen perencanaan pembangunan daerah, serta percepatan pencapaian Tujuan Pembangunan Berkelanjutan (TPB/SDGs) di Kabupaten Tapanuli Selatan. Dukungan ini sekaligus menjadi langkah strategis untuk memastikan keberlanjutan tata kelola komoditi berkelanjutan Tapanuli Selatan yang mampu menyeimbangkan pertumbuhan ekonomi, kesejahteraan masyarakat, dan perlindungan lingkungan secara berkelanjutan

TUJUAN

1. Memperkuat FoKSBI Tapanuli Selatan secara organisasi, utamanya keberlanjutan program Komoditi Berkelanjutan di Kabupaten Tapanuli Selatan dengan meningkatkan partisipasi para anggota secara aktif dan berkesinambungan.
2. Merumuskan Rencana Aksi dan menyusun Peta Jalan Komoditas Berkelanjutan Kabupaten Tapanuli Selatan yang mengintegrasikan aspek ekonomi, sosial, tata kelola, serta perlindungan lingkungan dan ekosistem penting
3. Memperkuat TPD RAD KSB Kabupaten Tapanuli Selatan secara organisasi, utamanya keberlanjutan program Kelapa Sawit Berkelanjutan di Kabupaten Tapanuli Selatan dengan meningkatkan partisipasi para anggota secara aktif dan berkesinambungan.
4. Menyusun RAD KSB Kabupaten Tapanuli Selatan 2026 - 2030 berdasarkan kebijakan RAN KSB Nasional terbaru
5. Menyusun draft Peraturan Bupati RAD KSB Tapanuli Selatan 2026-2030 dan Rekomendasi Integrasi Kebijakan RAD KSB Kabupaten Tapanuli Selatan 2026-2030 dan Integrasi Rencana Aksi dan Peta Jalan Komoditi Berkelanjutan Kabupaten Tapanuli Selatan kedalam instrumen perencanaan daerah Kabupaten Tapanuli Selatan
6. Mendukung penguatan tata kelola lingkungan melalui integrasi upaya perlindungan dan pengelolaan berkelanjutan ekosistem gambut serta ekosistem penting lainnya dalam RAD KSB dan Peta Jalan Komoditas Berkelanjutan Kabupaten Tapanuli Selatan

KELUARAN

1. Peta Jalan Komoditas Berkelanjutan Kabupaten Tapanuli Selatan 2026-2030 yang memuat strategi pengembangan komoditas berkelanjutan, tata kelola lingkungan, dan perlindungan ekosistem penting;
2. Dokumen RAD KSB Tapanuli Selatan 2026 - 2030;
3. Draft Peraturan Bupati RAD KSB Tapanuli Selatan 2026 – 2030

4. Rekomendasi Integrasi Kebijakan RAD KSB Tapanuli Selatan 2026-2030 dan Integrasi Rencana Aksi dan Peta Jalan Komoditi Berkelanjutan kedalam instrumen perencanaan daerah Kabupaten Tapanuli Selatan.

TUGAS DAN CAPAIAN

No	Capaian	Periode	Presentasi nilai kontrak (%)
1.	Output: – Proposal, dan – Catatan diskusi internal Tugas: Menyusun proposal teknis final yang memuat pendekatan, metodologi, rencana kerja, kebutuhan pengembangan kapasitas, kebutuhan data, serta mekanisme koordinasi dengan FoKSBI dan TPD RAD KSB.	30 Oktober 2026	10%

2.	Output: – Rencana Aksi dan Peta Jalan Komoditi keberkelanjutan FoKSBI Tapanuli Selatan 2026-2030 – Catatan diskusi internal dan dokumentasi Tugas: – Mengumpulkan dan menganalisis data terkait komoditas prioritas Kabupaten Tapanuli Selatan. – Mengidentifikasi potensi, tantangan, peluang, serta rekomendasi pengembangan komoditas berkelanjutan. – Mengidentifikasi isu tata kelola, aspek sosial, dan lingkungan termasuk perlindungan dan pengelolaan berkelanjutan ekosistem gambut sebagai bagian dari pembangunan komoditas berkelanjutan. – Menyusun Draft Rencana Aksi dan Peta Jalan Komoditas Berkelanjutan Kabupaten Tapanuli Selatan 2026-2030.	13 November 2026	20%
3	Output: – Dokumen Final RAD KSB Kabupaten Tapanuli selatan 2025-2029 – Catatan diskusi internal Tugas: – Memfasilitasi penyusunan RAD KSB Kabupaten Tapanuli Selatan 2026-2030 secara partisipatif berdasarkan RAN KSB terbaru. – Memastikan sinkronisasi dengan RPJMD, Renstra OPD, dan Peta Jalan Komoditas Berkelanjutan Kabupaten Tapanuli Selatan	5 Desember 2026	40%

	Output : – Peraturan Bupati tentang RAD KSB Tapanuli Selatan 2025-2029; – Rekomendasi Integrasi Kebijakan RAD KSB Tapanuli Selatan 2026-2030 dan Integrasi Rencana Aksi dan Peta Jalan Komoditi Berkelanjutan Kabupaten Tapanuli Selatan 2026-2030 kedalam instrumen perencanaan daerah Kabupaten Tapanuli Selatan – Catatan diskusi internal Tugas: Memfasilitasi TPD RAD KSB Tapanuli Selatan menyusun PERBUB RAD KSB Kabupaten Tapanuli Selatan 2026-2030 dan Integrasi Kebijakan RAD KSB Kabupaten Tapanuli Selatan 2026-2030 dan Integrasi Rencana Aksi dan Peta Jalan Komoditi Berkelanjutan Kabupaten Tapanuli Selatan kedalam instrumen perencanaan daerah Kabupaten Tapanuli Selatan serta menyusun rekomendasi penguatan kelembagaan FoKSBI dan TPD RAD KSB untuk mendukung implementasi periode 2026-2030.	15 January 2027	30%
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DURASI MASA KERJA KONSULTAN

13 Oktober 2026– 12 Februari 2027

PERSYARATAN KUALIFIKASI KONSULTAN

1. Konsultan dapat berupa institusi, lembaga, atau tim yang terdiri dari 3-5 konsultan individu dengan satu konsultan utama dan anggota. Konsultan akan bertanggung jawab atas pekerjaan yang telah disepakati.
2. Ketua tim harus memiliki relasi dan pengalaman yang luas dalam bekerja dengan bersama pemerintah daerah dalam bidang Pembangunan kelapa sawit yang berkelanjutan, khususnya pengalaman menyelenggarakan pertemuan kolaborasi dan koordinasi dengan audiens yang berbeda-beda, dengan kualifikasi yang dibutuhkan sebagai berikut:
 - o Latar belakang pendidikan di Perkebunan, konservasi dan bidang lain yang sesuai.
 - o Keterampilan bahasa: kefasihan dalam menulis dan berbicara dalam bahasa Inggris dan bahasa Indonesia adalah wajib.

- o Memiliki *track record* pengalaman yang baik dalam memfasilitasi penyusunan dokumen kebijakan publik/dokumen kebijakan pemerintah dengan metodologi yang jelas dan kuat. Pengalaman yang terbukti dalam melibatkan, bekerja, dan memfasilitasi beragam pemangku kepentingan dari kelompok multi-sektoral di tingkat nasional dan atau lokal.
- o Keahlian analisa dan komunikasi yang sangat baik.
- o Dapat menunjukkan kemampuan untuk memberikan hasil yang berkualitas dalam tenggat waktu yang ketat dan berpengalaman bekerja di lingkungan multi-budaya adalah aset.
- o Tim konsultan diutamakan berasal dari institusi akademik/perguruan tinggi, lembaga kajian, atau konsorsium yang wajib melibatkan mencakup kombinasi keahlian dari unsur akademisi sebagai anggota inti tim, dengan dukungan dan praktisi yang memiliki pengalaman lapangan keahlian relevan dalam tata kelola kelapa sawit berkelanjutan, perencanaan pembangunan daerah, kebijakan publik, pengelolaan lingkungan, dan/atau pengembangan komoditas berkelanjutan, serta fasilitasi proses multipihak, dan penyusunan RAD KSB di tingkat daerah.
- o Memiliki pengalaman yang terbukti dalam penyusunan, pendampingan, fasilitasi, dan/atau evaluasi Rencana Aksi Daerah Kelapa Sawit Berkelanjutan (RAD KSB), termasuk proses kajian, konsultasi publik, fasilitasi penyusunan rencana aksi, sinkronisasi pengalaman bekerja dengan RAN KSB dan dokumen perencanaan daerah, serta pendampingan pemerintah daerah, forum multipihak, dan/atau Tim Pelaksana Daerah RAD KSB tim pelaksana daerah.

KRITERIA EVALUASI

Dalam melakukan evaluasi proposal, Konservasi Indonesia akan menerapkan prinsip *best value for money* dengan mempertimbangkan kualitas usulan teknis, pengalaman dan kualifikasi tim konsultan, serta kewajaran biaya yang diajukan.

Penilaian proposal akan dilakukan berdasarkan tiga komponen utama. Komponen pertama adalah **Usulan Teknis (50%)**, yang mencakup kualitas metodologi dan pendekatan yang diusulkan, pemahaman terhadap ruang lingkup pekerjaan, alat dan metode yang digunakan, rencana kerja, serta kesesuaian jadwal pelaksanaan untuk mencapai keluaran yang diharapkan.

Komponen kedua adalah **Portofolio dan Kualifikasi Tim Konsultan (25%)**, yang menilai pengalaman organisasi maupun personel kunci dalam melaksanakan pekerjaan serupa, pengalaman memfasilitasi proses multipihak, penyusunan dokumen kebijakan publik atau perencanaan pembangunan daerah, serta keahlian teknis yang relevan dengan pengelolaan komoditas berkelanjutan dan tata kelola kelapa sawit berkelanjutan.

Komponen ketiga adalah **Proposal Keuangan (25%)**, yang akan dievaluasi berdasarkan kewajaran dan realisme anggaran yang diusulkan, kesesuaiannya dengan ruang lingkup pekerjaan, efisiensi penggunaan sumber daya, serta kemampuan proposal untuk memberikan nilai terbaik bagi Konservasi Indonesia.

Hanya proposal yang memenuhi persyaratan administrasi dan teknis yang akan dipertimbangkan dalam proses evaluasi akhir. Keputusan akhir akan didasarkan pada hasil penilaian terhadap seluruh kriteria yang telah ditetapkan dalam RFP ini.

KETENTUAN PEMBAYARAN

Pembayaran akan dilakukan berdasarkan pencapaian keluaran (deliverables) yang telah disetujui oleh Konservasi Indonesia sesuai jadwal dan persentase sebagai berikut:

1. 10 % Setelah kontrak ditandatangani dan pengajuan proposal akhir dengan rencana kerja dan jadwal yang terperinci. Laporan Kebutuhan Data dan peningkatan kapasitas;
2. 20 % Dokumen Rencana Strategis dan Rencana Aksi Komoditi Berkelanjutan FoKSBI Tapanuli Selatan 2026-2030;
3. 40 % Dokumen RAD KSB Tapanuli Selatan 2026-2030;
4. 30% Draft Peraturan Bupati RAD KSB Tapanuli Selatan 2026-2030 dan Rekomendasi Integrasi Kebijakan RAD KSB Tapanuli Selatan 2026-2030 dan Integrasi Rencana Strategis dan Rencana Aksi Daerah Komoditi Berkelanjutan kedalam instrumen perencanaan daerah Kabupaten Tapanuli Selatan.

PETUNJUK PENGIRIMAN DAN FORMAT PROPOSAL

1. Proposal harus diserahkan dalam bahasa Inggris atau bahasa Indonesia
2. Semua proposal harus menyertakan:
 - o Profil dan status lembaga.
 - o Referensi yang relevan untuk membuktikan kualifikasi teknis dan pengalaman internasional.
 - o CV personel kunci yang akan memberikan layanan konsultasi yang dijelaskan dalam kerangka acuan ini.
 - o Anggaran terperinci.
 - o Rencana kerja merinci metode dan pendekatan yang akan digunakan untuk melaksanakan setiap tugas, sarana pengumpulan/analisis, dan jadwal kegiatan yang akan dilaksanakan.
3. Proposal harus sudah diserahkan paling lambat tanggal 30 September 2026 pukul 17.00 WIB.
4. Proposal harus dikirim secara online via email ke procurementKI@konservasi-id.org;

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				