**Please read the instructions below carefully**

INSTRUCTIONS

1. You may not in any other way than as instructed below add information to this document, or otherwise alter or modify this document.
2. Fill only out the fields indicated in blue.
3. Please note that this is an administrative form. All information referred to in this declaration by you must be found in the technical proposal submitted as part of your tender.

The **Team leader Expert** nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.I.** | Advanced university degree (Master’s degree or equivalent) in economics, supply chain management, natural resources management, environmental policy, or a relevant directly related discipline. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.II.** | At least five years’ experience leading and/or coordinating projects in Indonesia on sustainable commodity production, forest and land use governance or similar areas. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.III.** | Involvement in supporting at least 2 multi-stakeholder processes balancing the interests of international, national and local stakeholders representing civil society, private sector and government in Indonesia. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IV.** | Understanding, speaking and writing English and Indonesian language as demanded with respect to all tasks covered by the Terms of Reference. |
| ***Description of fulfilment of this criteria*** |  |

The **Supply-chain traceability** expert nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.V.** | University degree in supply-chain management, natural resource management, forestry, agriculture, economics, or a relevant, directly related discipline. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VI.** | At least five years’ experience in supply-chain traceability, including at least two years’ experience related to the palm oil supply chain. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.VII.** | Understanding, speaking and writing English and Indonesian language as demanded with respect to all tasks covered by the Terms of Reference. |
| ***Description of fulfilment of this criteria*** |  |

The **Legal expert** nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.VIII.** | University degree in public law, environmental policy, or a relevant, directly related discipline. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IX.** | At least five years’ experience in public law in Indonesia, including experience in the agriculture and/or environment sector. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.X.** | Understanding, speaking and writing English and Indonesian language as demanded with respect to all tasks covered by the Terms of Reference. |
| ***Description of fulfilment of this criteria*** |  |

The **Senior Web Developer** nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.XI.** | Master’s degree in software engineering or equivalent. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XII.** | At least five years of experience in web development including database development and management, and data analytics. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XIII.** | At least five years ‘experience working with SQL relational database systems. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XIV.** | Understanding, speaking and writing English and Indonesian language as demanded with respect to all tasks covered by the Terms of Reference. |
| ***Description of fulfilment of this criteria*** |  |

The nominated **Data processing/GIS expert** must meet the following criteria:

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| --- | --- |
| **Minimum criteria M.XV.** | Bachelors’ degree in spatial analysis, data processing or discipline involving significant data processing applied to forest and land use planning and management. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XVI.** | Five years’ experience in conducting data processing and spatial analysis including GIS work in the context of forestry and/or land use in Indonesia. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XVII.** | Understanding, speaking and writing English and Indonesian language as demanded with respect to all tasks covered by the Terms of Reference. |
| ***Description of fulfilment of this criteria*** |  |

The **User Experience/User Interface (UX/UI) designer** nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.XVIII.** | Bachelors’ degree in visual design, communications, computer science, or related field. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XIX.** | At least three years’ experience in the IT industry or with a design agency. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XX.** | Understanding, speaking and writing English and Indonesian language as demanded with respect to all tasks covered by the Terms of Reference. |
| ***Description of fulfilment of this criteria*** |  |

The **Business Intelligence/Analytic Report Developer** nominated must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.XXI.** | Bachelor’s degrees (or higher) in software engineering or equivalent. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XXII.** | At least three years’ experience in Business Intelligence project development including working on public data and/or with public sector databases. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.XXIII.** | At least three years’ experience working with complex SQL relational databases and/or Data mart, and/or Data Warehouse. |
| ***Description of fulfilment of this criteria*** |  |

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**Signature**

Representative authorized to sign on behalf of the Tenderer/Consortium leader, as stated in the identification form