
EUROPEAN FOREST INSTITUTE

TENDER SPECIFICATIONS

PROCUREMENT REFERENCE NUMBER (12-15.2-2021 FLEGT ASIA)

National FLEGT Expert in Indonesia

1. TERMS OF REFERENCE

1.1. Introduction

The European Forest Institute (EFI) is an international organisation with Headquarters in Joensuu, Finland. EFI has several offices across Europe, and one in Kuala Lumpur, Malaysia.

EFI hosts the EU-funded support programmes Regional-ASEAN Forest Governance Support Programme (EU FLEGT Asia) which supports the Government of Indonesia (GoI) and the EU, represented by EU Delegation to Indonesia and the Directorate-General for Environment (DG ENV) of the European Commission, in the effective implementation of the Forest Law Enforcement, Governance and Trade (FLEGT) Voluntary Partnership Agreement (VPA) between the EU and Indonesia.

This assignment supports the licensing phase of the FLEGT VPA in Indonesia. It focuses on key priorities as outlined in the Joint EU-IND Action Plan 2022, the implementation of which is coordinated by FLEGT Asia. With the introduction of the proposal for an European Union (EU) Regulation on deforestation that acknowledges VPAs as part of the due diligence process, the support work by the National FLEGT expert on the VPA in IDN focuses on providing technical support to ensure the functioning and credibility of the VPA and its underlying systems, and to engage and contribute to the dynamic field of regulatory changes and legality/sustainability system improvements that are expected to feature prominently in 2022 in Indonesia.

1.2. Objectives and output of the assignment

The objective of the assignment is to support the effective implementation of the VPA, including participation and contribution to activities on timber supply control, licensing, import control, verification functions, annual assessments, impact monitoring, and other tasks as needed. Another important area of work is meetings facilitation and stakeholder engagement – particularly in the context of regulatory changes, Ministry of Environment and Forestry (MoEF) IT systems development, and stakeholder consultation. The main stakeholders are MoEF, other ministries such as the Ministry of Trade (MoT), the Ministry of Industry (Mol), Coordinating Ministry for Economic Affairs, Ministry of Finance (Customs), as well as the EU Delegation to Indonesia, the European Commission (EC) headquarters (DG ENV), EU Member States, and private sector associations, civil society, as well as the Association of Southeast Asian Nations (ASEAN) Secretariat.

1.3. Scope and tasks

Scope

Indonesia ratified the VPA in April 2014 and started the implementation immediately thereafter. On 15 November 2016, Indonesia became the first VPA country in the world to initiate FLEGT licensing. Since then, until December 2021, a range of joint assessments, periodic evaluations, thematic support programs, and joint activities have been carried out in a programmatic manner. Up to three JEMs and one JIC have been held annually. A Joint mini-action plan has been implemented in 2017-2018 to assist LIU with addressing FLEGT licensing issues. Three periodic evaluations have been implemented. Several thematic studies have been jointly implemented on topics such as supply chain control, licensing, timber import, and communications. Extensive support has been provided for regulatory changes process, which resulted in major progress and achievements. PP23/2020, P8/2021, P9/2021, SVLK = legality and sustainability, and ongoing work on a new SVLK regulation, etc. All these changes and developments have been regularly communicated the EU Delegation in Jakarta and DG ENV. At the JEM 1/2021 meeting on 5 November 2021, it was agreed that a new Joint IDN-EU 2022 action plan would be developed and endorsed at JIC-8 on 17 December 2021.

In this context, EFI is seeking support from a Contractor to provide continued technical support both to the EU and the GoI as well as to the multi-stakeholder process established under the VPA. In particular, the Contractor will support the development of technical solutions, formulation and assessment of regulatory changes, and facilitation of stakeholder engagement.

Tasks

The Contractor will implement the following activities:

- 1) Guidance and support for key actions in the IDN-EU AP 2022 – especially in the following thematic areas:
 - Supply chain control
 - Licensing
 - Law enforcement, addressing non-compliance
 - Regulatory changes – SVLK legality and sustainability; addressing deforestation
- 2) Provide inputs to the design, preparation, and launch of the 4th Periodic Evaluation;
- 3) Provide inputs to the design and preparation of the next round of impact monitoring;
- 4) Support the implementation of the “IDN-EU Joint Action Plan 2022” via field checks, thematic studies, or recruitment and supervision of consultants;
- 5) Provide guidance and support to stakeholder meetings and deliberations around SVLK;
- 6) Facilitate and provide oversight for technical meetings at MoEF, thematic meetings, JEMs, JIC, and other events as needed;
- 7) Provide support to the JIC Sec.

1.4. Deliverables & reporting

The contract will be implemented until 30 June 2023. The contractor will structure the service into four reporting periods covering the entire implementation of the contract. For each reporting period, the contractor will develop a workplan which will be discussed and agreed with EFI beforehand. At the end of reporting period, the contractor will produce progress report. The report will detail the tasks, deliverables, and the number of workdays spent on specific tasks. At the end of each reporting period, the contractor will also submit an invoice for the work completed.

1.5. Timing and resource

The tasks are to be performed during a maximum of 216 working days with an estimated start in early 2022.

The contractor will have available a “work plan budget” of Eur 20,000 to cover costs related to domestic travel in Indonesia and costs relating to field surveys and subnational consultations relating to activities under the work plans. Detailed use of the work plan budget need prior approval from EFI.

2. TENDER DOCUMENTATION

2.1. Administrative Documentation

The tender shall include the following documentation, properly filled out and signed:

- Cover letter (Annex 1)
- Identification form (Annex 2) including supporting documentation
- Bank identification form (Annex 2a)
- Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
- Nominations form (Annex 4)
- Minimum criteria declaration (Annex 5)

The consortium agreement (Annex 6) shall be included, properly filled out and signed, if the tender is submitted jointly by a consortium of economic operators. The consortium agreement (Annex 6) shall not be included if the tender is submitted by a single Tenderer proposing subcontracting of tasks.

2.2. Technical Proposal

In order to evaluate the tender against the minimum criteria and the award criteria A.I. – A.II in section 3.1. and 3.2., the Tenderer shall submit a technical proposal consisting only of the following elements:

1) A nomination of the following one Expert to carry out the tasks in the Terms of Reference:

- **National FLEGT Expert**

The Technical Proposal shall include CV of the nominated Expert.

The Tenderer shall be able to certify the information contained in the CV for the nominated Expert at EFI's request.

The CV shall have all the information as in the EuroPass CV

<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

The Tenderer can use the EuroPass CV template or its own CV template.

2) A description of no more than three pages, **making reference to the Terms of Reference and the previous experience of the Expert** showcasing understanding of the aims and the context of the tasks and **addressing the following topics:**

- The VPA process in Indonesia in particular in relation to regulatory changes and legality/sustainability system improvements
- National FLEGT expert's activities and roles

3) A presentation of no more than three pages on the Tenderer's methodology for the assignment – building upon the Terms of Reference and the experience of the Expert – addressing the following elements under separate headings:

- Approach to support effective implementation of the Indonesian VPA, including participation and contribution to activities among others on timber supply control,

licensing, import control, verification functions, annual assessments and impact monitoring

- Approach to support stakeholders' engagement particularly for regulatory changes, MoEF IT systems development, and stakeholder consultation

2.3. Financial Proposal

The Tenderer shall submit a financial proposal, which shall be completed by using the form in annex 7 and by following the instructions therein.

The full general conditions applicable to the payment of fees and per diem as well as the reimbursement of costs can be found in annex 8 (model contract).

3. EVALUATION OF TENDERS AND AWARD OF THE CONTRACT

3.1. Minimum Criteria

The Expert nominated must meet the following criteria:

N°	Criteria description
M.I.	Advanced university degree (Master's degree or equivalent) in natural resources management or in forestry or in land-use or environmental policy, or a relevant directly related discipline.
M.II.	At least 15 years of experience in forestry sector in Indonesia with extensive knowledge of VPA process in Indonesia.
M.III.	At least 5 years of experience in supporting and/or facilitating national and/or bilateral dialogues contributing to country reform process in forest and/or land use and/or natural resources management.
M.IV.	Extensive networks with key stakeholders in the forestry sector in Indonesia.
M.V.	Understanding, speaking and writing English and Bahasa Indonesia as demanded with respect to all tasks covered by the Terms of Reference.

Tenders not fulfilling the minimum criteria will be rejected.

3.2. Award Criteria

Tenders which fulfil the minimum criteria will be evaluated using the following award criteria:

A. Technical component (maximum 75 points)		
N°	Award criteria	Max points
A.I.	Understanding of:	30
i.	The VPA process in Indonesia in particular in relation to regulatory changes and legality/sustainability system improvements	15
ii.	National FLEGT expert's activities and responsibilities	15
A.II.	Proposed methodology for the implementation of the tasks	45
i.	Approach to support effective implementation of the Indonesian VPA, including participation and contribution to activities among others on timber supply control, licensing, import control, verification functions, annual assessments and impact monitoring	25

ii.	Approach to support stakeholders' engagement particularly for regulatory changes, MoEF IT systems development, and stakeholder consultation	20
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The Technical component (TC) is calculated according to the following formula:

$$TC = A.I. + A.II.$$

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

B. Financial component (maximum 25 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 95,000 (including work plan budget) will not be considered further.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (Fmin / Fo) \times 25$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and

Fo is the total sum in the financial proposal being considered.

C. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

ANNEXES

Annex 1	Cover letter
Annex 2	Identification form
Annex 2a	Bank identification form
Annex 3	Declaration on exclusion criteria and absence conflict of interest
Annex 4	Nominations form
Annex 5	Minimum criteria declaration
Annex 6	Consortium agreement
Annex 7	Financial Proposal form
Annex 8	Model contract