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**EUROPEAN FOREST INSTITUTE**

**TENDER SPECIFICATIONS**

**PROCUREMENT REFERENCE NUMBER (15-15.2-2021 REDD)**

**Enhancing district-level public-private partnerships in Indonesia**

**to support legal and sustainable supply chains of**

**forest-risk commodities**

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## 1. TERMS OF REFERENCE

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### 1.1. Background

The EU REDD Facility, hosted by the European Forest Institute (EFI), was established in 2010. The Facility's overarching goal is to support partner countries in reducing greenhouse gas emissions from deforestation and forest degradation through improved land-use governance. To support partner countries as they operationalise their Nationally Determined Contributions (NDC) under the Paris Agreement on climate change, the Facility works towards three objectives:

1. Supporting the clarification and implementation of legal frameworks addressing land allocation, land use and forest conversion;
2. Enabling sustainable land-use investment and management;
3. Informing deforestation-free production and trade.

In collaboration with the European Union (EU), the Facility provides support in various forms including expertise, technical assistance, facilitation of stakeholder dialogue, and knowledge sharing at national and international levels. The goals of engagement are:

- To deliver targeted support for national and subnational processes to address challenges land-use governance challenges;
- To enhance knowledge to inform policy development at national, EU and international level.

The EU REDD Facility's work in Indonesia supports land and forest governance reform, including through trade-related initiatives focussing on legal and sustainable timber and palm oil production. Current and past work in Indonesia includes:

- a) supporting a multi-stakeholder Advisory Committee in developing and implementing a framework and indicators for jurisdictional sustainability monitoring under the Terpercaya initiative<sup>1</sup>,
- b) a partnership with Trase<sup>2</sup> to elucidate palm oil supply chains between importing countries and districts in Indonesia,
- c) assessing the Indonesian legal framework for forest conversion and the extent of non-compliance in several districts to support forest-related NDC targets<sup>3</sup>,
- d) assessing how customary forests could potentially be included in the SVLK under the Indonesia-EU VPA<sup>4</sup>, and
- e) developing a monitoring system to define, measure, and encourage sustainable development in West Papua via a multi-stakeholder process<sup>5</sup>.

### 1.2. Introduction

Indonesia's carbon-rich forests contain some of the world's most diverse ecosystems and provide livelihoods for a third of its population. The deforestation is partly driven by the expansion of several agricultural (e.g. palm oil, cocoa, coffee, and rubber) and forest (primarily timber) commodities<sup>6,7,8</sup>. As an example, approximately 7.0 million hectares of existing oil palm plantations in Indonesia were established on land that was deforested sometime between 2001 and 2015<sup>9</sup>.

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<sup>1</sup> <https://www.euredd.efi.int/publications/demonstrating-and-promoting-district-level-sustainable-commodity-production>

<sup>2</sup> <https://trase.earth/>

<sup>3</sup> <https://www.euredd.efi.int/publications/legal-frameworks-contribution-to-forest-related-climate-change-targets>

<sup>4</sup> <https://www.euredd.efi.int/publications/integrating-customary-forests-in-indonesia-s-legality-assurance-system>

<sup>5</sup> <https://www.euredd.efi.int/publications/opportunities-for-improving-land-tenure-and-land-use-rights-in-indonesia>

<sup>6</sup> Austin et al. 2019. "What causes deforestation in Indonesia?" *Environ. Res. Lett.* 14 024007

<sup>7</sup> Ministry of Environment and Forestry. 2020. "The State of Indonesia's Forests 2020".

<sup>8</sup> <https://research.wri.org/gfr/forest-extent-indicators/deforestation-agriculture>

<sup>9</sup> Ibid

Stakeholders along the supply chains of those ‘forest-risk’ commodities have employed various measures to help improve the legality and sustainability of the supply chains. In addition to many efforts from the private sector, the EU, as an importer of these commodities, is working in partnership with producer countries to reduce pressures on forests, while also working to reduce the footprint of EU consumption on forests and encourage the consumption of products from deforestation-free supply chains in the EU. On 17 November 2021, the European Commission released a proposal for a regulation that would guarantee that the products that EU citizens buy, use, and consume on the EU market do not contribute to global deforestation and forest degradation.<sup>10</sup>

On the producer side, the Indonesian Government is also committed to tackling climate change and environmental degradation, while ensuring that commodity production is equitable and helps reduce poverty. As part of its Long-Term Strategy for Low Carbon and Climate Resilience (LTS-LCCR) 2050, Indonesia has also committed to achieve net-sink in the Forestry and Other Land-Use (FOLU) sector by 2030.<sup>11</sup> To achieve these goals, regulations and policies on land allocation, commodity plantations, peatland protection, indigenous rights and other areas have been established. These include, for example, the permanent primary forest and peatland moratorium policy, the moratorium policy banning new expansion of oil palm plantations, and the policy on the Indonesian Sustainable Palm Oil (ISPO) certification scheme. However, ever-changing regulations, overlaps in ministerial and national/subnational responsibilities, and problems with decentralisation and quality of governance, make enforcement often challenging.

Official data show that Indonesia’s gross deforestation (excluding change to planted forests) decreased from 0.49 million ha in 2017–2018 to 0.47 million ha in 2018–2019 and further to 0.12 million ha in 2019–2020<sup>12,13</sup>. An independent forest monitoring initiative also observes that the rate of primary forest loss in Indonesia has been declining from 2016 to 2019<sup>14</sup>. Such a reduction needs to be maintained for Indonesia to meet its climate target. Under the Paris Agreement on climate change, Indonesia aims to limit annual deforestation to 0.325 hectares between 2020 and 2030.

Indonesia’s Nationally-Determined Contribution (NDC)<sup>15</sup> on climate change states that “a landscape-scale and ecosystem management approach, emphasizing the role of subnational jurisdictions, is seen as critical to ensure greater and more enduring benefits from these initiatives (to reduce emissions in land-use sector)”. In a vast, decentralised state such as Indonesia, the subnational governments, e.g. the district-level governments, can play a key role in a comprehensive jurisdictional approach to forest and land use that will help reduce deforestation and improve the sustainability of commodity production.

Such a jurisdictional approach provides the opportunity to work with local-level stakeholders, including district governments that have the authority and legitimacy to issue certain regulations and implement policies for sustainability that cover the entire land area under their control. These district governments also have some authority to monitor and enforce relevant laws and regulations and can make the link to national level policy making.

However, addressing barriers to legal and sustainable commodity production is complex and often requires not only strengthening the enabling environment at the jurisdictional level where commodities are produced, but also changing incentive structures and improving transparency along the supply chains. This means that the jurisdictional approach requires the involvement of other actors. The private sector, civil society, and vulnerable actors such as micro, small, and medium sized enterprises and indigenous communities all have important roles in making this approach work. Their involvement would help reduce the risk of displacement of deforestation pressures across supply chains and jurisdictions.

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<sup>10</sup> [https://ec.europa.eu/environment/publications/proposal-regulation-deforestation-free-products\\_en](https://ec.europa.eu/environment/publications/proposal-regulation-deforestation-free-products_en)

<sup>11</sup> [https://www.menlhk.go.id/site/single\\_post/4335/rencana-operasional-indonesia-folu-net-sink-2030](https://www.menlhk.go.id/site/single_post/4335/rencana-operasional-indonesia-folu-net-sink-2030)

<sup>12</sup> [http://ppid.menlhk.go.id/siaran\\_pers/browse/2434](http://ppid.menlhk.go.id/siaran_pers/browse/2434)

<sup>13</sup> <http://ppid.menlhk.go.id/berita/siaran-pers/5848/laju-deforestasi-indonesia-turun-7503>

<sup>14</sup> <https://www.wri.org/blog/2020/06/global-tree-cover-loss-data-2019>

<sup>15</sup> Republic of Indonesia. 2016. “First Nationally Determined Contribution Republic of Indonesia”.

The partnership between the public and private sector is therefore a key feature of the jurisdictional approach to help reduce deforestation from the production and trade of forest-risk commodities. The EU REDD Facility seeks to support district governments in Indonesia in playing an active role in facilitating and unlocking private sector investments, through the facilitation of public-private partnerships (PPP) with major forest risk commodities buyers, traders and producers at jurisdictional level.

The Facility has already engaged in PPPs in some of its partner countries, like Côte d'Ivoire and Cameroon, and has also advanced the monitoring of jurisdictional sustainability in Indonesia through the Terpercaya initiative (i.e. an application of nesting a district-level jurisdictional approach within a national process). These experiences highlight the importance of forming a balanced partnership between the stakeholders, facilitated by a trusted third-party entity and based on a common, quantified, and monitored goal contributing to reduced imported deforestation to the EU. A successful PPP should also be in line with national and subnational strategies and plans and underpinned by sound economic rationales that have clear, sustainable, socially responsible, long-term benefits for smallholder producers, local communities, and their livelihoods.

Building on lessons from those experiences as well as the Facility's past works in Indonesia to clarify and strengthen legal frameworks in forest and land-use governance and to enable sustainable land management and investments that benefit smallholders and indigenous communities, the Facility seeks to design and implement a district-level PPP in one Indonesian district. The PPP shall benefit from the Facility's various approaches and tools to improve sustainability and legality that have been tested in different countries and projects.

To bring the initiative into action, EFI will select a contractor to undertake an assignment by completing a set of tasks and deliver several outputs.

### **1.3. Objective**

The objectives of this assignment are to:

- Contribute to the design and implementation of a jurisdictional PPP to improve sustainability and legality of land-use and related commodity production in one Indonesian district in South Sumatra Province, including by integrating the Facility's participatory approaches and tools; and
- Improve supply chain transparency to promote sustainable production and trade of commodities in one Indonesian district.

### **1.4. Scope and tasks**

The assignments will comprise the following tasks:

1. Contribute to the design and implementation of a jurisdictional PPP to improve sustainability and legality of land-use and related commodity production in the selected district in South Sumatra, including by integrating the Facility's participatory approaches and tools
  - a. Conduct mapping of stakeholders that could potentially be involved in the PPP and assess the responsibilities and roles of each actor along the supply chains of forest-risk commodities. A series of focus groups discussions and interviews shall be held to support the stakeholder mapping.
  - b. Produce a district-level stakeholder map.
  - c. Review and identify gaps in existing approaches, interventions, and activities that have been developed to help advance legal and sustainable commodity production and trade in the district.
  - d. Develop a brief detailing the results of gaps analysis.
  - e. In cooperation with the district government, establish a multi-stakeholder platform (or utilise an existing avenue) as a primary vehicle for to implementation of the jurisdictional PPP. The district government shall act as chair (or co-chair) of the platform. The platform meets regularly and advises and monitors the progress of forest and land use governance and jurisdictional sustainability over time.

- f. Based on the stakeholder mapping, gaps analysis, and discussions among members of the multi-stakeholder platform, develop consensual objectives and roadmap, including common, measurable goals for the district in the area of legal and sustainable supply chains of forest-risk commodities as well as an action plan specifying timeline and the task of each stakeholder.
  - g. Support drafting of district-level regulations to support the PPP.
  - h. Develop a working paper and a brief detailing the development of the multi-stakeholder platform and the objectives and action plan of the PPP.
  - i. Develop a monitoring framework and tool for the multistakeholder platform by contextualising Terpercaya and other legality related indicators developed by the EU REDD Facility and partners (e.g. forest conversion legality and forest governance indicators) into the framework.
  - j. Collect initial data to populate the aforementioned monitoring tool to provide the baseline for long-term monitoring.
  - k. Develop a working paper and a brief on the development of the PPP monitoring framework and tool.
  - l. Facilitate training and workshops on legal and sustainable forest and land use to staff members of relevant district offices and forest management units as well as relevant district-level law enforcement officials based on the guidelines and the standard operating procedures previously developed by the EU REDD Facility and partners.<sup>16</sup>
  - m. Train local facilitators and other relevant stakeholders with the Land-use Planner<sup>17</sup> tool and providing backstopping/technical support to users to promote inclusive land-use planning at the district or village level. This targeted support should be, to the extent possible, an input into formal land-use planning processes.
  - n. Develop training and workshop materials on legal and sustainable forest and land use, including on the Land-use Planner tool.
  - o. Develop reports on the training sessions and workshops conducted.
  - p. Develop a brief detailing best practices and lessons learned from the developed PPP, including activities conducted by the service provider to support the PPP.
  - q. Develop relevant communications materials (e.g. videos, social media packages) to promote the PPP.
2. Improve supply chain transparency to promote sustainable production and trade of commodities in one district
- a. Assess challenges for local enterprises, including micro, small, and medium sized enterprises, involved in the production and trade of forest-risk commodities in complying with sustainability principles and practices and in accessing sustainable supply chains, as a basis for policy and regulatory development.
  - b. Develop a brief detailing assessment of the challenges faced by local enterprises and relevant recommendations to the PPP multistakeholder platform to address such challenges.
  - c. Encourage district-level producers to transition towards legality and sustainability and gain market recognition for this through a collective effort towards more supply chain transparency at district level. This effort shall enable the identification and promotion of legal and sustainable production and clearly identify areas of risk. Visibility for this work at national and international levels would be promoted through national and international transparency platforms and initiatives, including Terpercaya, KAMI and Trase. Such initiatives could help advance the PPP dialogue at district level. Simultaneously, the constructive involvement of the district in such initiatives, for example by providing relevant data, would enhance the initiatives' value added further.
  - d. Support drafting of district-level regulations to help improve supply chain transparency.

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<sup>16</sup> see several reports and working papers published as part of the Terpercaya initiative, <https://www.euredd.efi.int/publications/demonstrating-and-promoting-district-level-sustainable-commodity-production>

<sup>17</sup> <https://landuseplanner.org/>

- e. Develop an info sheet, a prospectus, and other communications materials to promote district-level progress in sustainable production and trade of commodities via improvement in supply-chain transparency.
- f. Facilitate the organisation of (or participation by PPP stakeholders in) at least 1 national event and 1 international event to promote district-level progress in sustainable production and trade of commodities.

### **1.5. Methodology**

The contractor will implement the service in one selected district in South Sumatra. The contractor will identify a district and will justify the reason for this preselection in its offer. The contractor may consider the following criteria for district selection:

- Deforestation hotspot status,
- Contribution of production of forest-risk commodities to the district's gross regional product,
- EU's market share for forest-risk commodities produced in the district,
- Prevalence of forest and land-use governance issues,
- Presence of supportive leader(s) in the government,
- Presence of other supportive partners, and
- Preferably where the Tenderer has prior/existing engagement.

General methods to be employed in for the implementation of the overall service could include:

- Utilisation of EFI's tools and approaches, such as the Land-Use Planner and the Transparency Pathway<sup>18</sup> as appropriate
- Desk studies and field visits to collect relevant information and data on the PPP monitoring framework and the supply-chains of forest-risk commodities originating from the district(s), including on challenges to comply with sustainability principles;
- A series of focus groups discussions and interviews to support stakeholder mapping and gaps analyses;
- Organisation of and participation in relevant meetings and workshops at appropriate points in time during performance of the task to seek stakeholder inputs and collaboratively develop and advance the PPP as well as supply chain transparency;
- Comparative, SWOT (strengths, weaknesses, opportunities, and threats), legal, political, and socio-economic analyses to highlight gaps of existing approaches, interventions, and activities in the district(s);
- Organisation of workshops and trainings to support the PPP and supply chain transparency;
- Production of a variety of knowledge and communication products and conduct events to promote district-level PPP and supply chain transparency.

### **1.6. Timing and deliverables**

The tasks are to be performed over a period of up to 12 months, commencing in the first quarter of 2022.

At the beginning of the assignment and following inception meeting with EFI, the contractor will submit a refined methodology and a work plan, with a description of activities allowing reaching objectives, and the related number of days to be worked as well as the planned use of "work plan budget" for the first quarter of contract implementation. EFI will approve the work plan prior to any work being commenced.

During the implementation of the assignment, the contractor will deliver the following outputs:

- Monthly updates on work progress (via emails and conference calls);
- Quarterly Progress Report (per tasks) as required by the workplan with proposed use of resources of "work plan budget" for the following quarter and as annexes the Terms of References of meetings, consultations, workshops, trainings, promotional events organised to support the work during the quarter as well as minutes of key meetings and workshops being organised and/or attended;

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18 <https://transparencypathway.org/>

- Outline, interim, and final drafts of knowledge and communications products, which include:
  - A. A district-level stakeholder map.
  - B. A brief on the results of gaps analysis
  - C. A working paper and a brief on the development of the multi-stakeholder platform and the objectives and action plan of the PPP.
  - D. A monitoring framework and tool for the multistakeholder platform
  - E. A working paper and a brief on the development of the PPP monitoring framework and tool.
  - F. Training and workshop materials on legal and sustainable forest and land use, including on the Land-use Planner tool.
  - G. Reports on the training sessions and workshops conducted.
  - H. A brief detailing best practices and lessons learned from the developed PPP, including activities conducted by the service provider to support the PPP.
  - I. At least three sets of PPP communications materials (e.g. videos, social media packages).
  - J. A brief on assessment of the challenges faced by local enterprises and relevant recommendations
  - K. An info sheet, a prospectus, and other communications materials to promote district-level progress in supply-chain transparency.

The contractor will deliver the outputs and carry out the associated activities according to the following timetable:

Output	Content	1	2	3	4	5	6	7	8	9	10	11	12
Inception report	Revised methodology and initial work plan Including planned use of “work plan budget” for first quarter	x											
Monthly updates on work progress	Updates are given via emails and conference calls	x	x	x	x	x	x	x	x	x	x	X	x
Quarterly report	Progress towards implementation, planned used of “work plan budget” for the following quarter			x			x			x			x
Outline (O), interim (I), and final (F) drafts of knowledge and communications products	A. A district-level stakeholder map.	O	I	F									
	B. A brief on the results of gap analysis	O	I	F									
	C. A working paper and a brief on the development of the multi-stakeholder platform and the objectives and action plan of the PPP.		O		I		F						
	D. A monitoring framework and tool for the multistakeholder platform				O		I		F				
	E. A working paper and a brief on the development of the PPP monitoring framework and tool.				O			I		F			

	F. Training and workshop materials on legal and sustainable forest and land use, including on the Land-use Planner tool.			O		I	F						
	G. Reports on the training sessions and workshops conducted.						O		I			F	
	H. A brief detailing best practices and lessons learned from the developed PPP, including activities conducted by the service provider to support the PPP.								O			I	F
	I. At least three sets of PPP communications materials (e.g. videos, social media packages)						O		I			F	
	J. A brief on assessment of the challenges faced by local enterprises and relevant recommendations	O	I	F									
	K. An info sheet, a prospectus, and other communications materials to promote district-level progress in supply-chain transparency.						O		I			F	

The following characteristics must be followed unless otherwise indicated for all reports and products developed under this assignment:

- Language and readability
  - All deliverables are to be produced in English unless otherwise agreed.
  - Proficient professional English must be used in the production of the deliverables.
  - Readability should be at the quality standard required for public dissemination. The following guidelines on readability and plain language must be followed:
    - [Basic readability guidelines](#) (also available in French and Spanish).
    - [Editorial guidelines](#) (including Plain language guidelines and checklist of common mistakes).
  - In case of more specific style-related questions, the consultant can also refer to the [EU Interinstitutional style guide](#) (also available in French and Spanish).
- Document formatting and structure
  - All deliverables are to be produced in MS Word.
  - All deliverables must follow, when possible, the format, structure and hierarchy characteristics specified in the Word document characteristics provided, or use the Word template provided (recommended).
- Graphics and images



- Graphics and images (including photos) must be inserted in the MS Word document in their correct placement and also be delivered separately in a dedicated folder. Graphics and images will be duly identified and delivered in high resolution. For images, use .jpg. For graphics, use .jpg or .pdf and, when possible, share its editable format.
- Text in graphics must follow type and size of typography detailed in the [Word document characteristics](#).
- When preparing graphs, charts and maps, attention should be paid to the colours and patterns selected so that they can be read in non-colour printouts.
- All tables, maps and graphs must include titles.
- Where maps are included in reports, care should be taken to show internationally accepted borders between countries.
- Sources and references for information, data and statistics used should be properly cited.
- Titles of tables, maps and graphs should be included in the MS Word document, not in the graphic itself.
- Any data tables will be provided in Excel format to provide a clear understanding of the analyses done, and with all pictures, charts, etc. from the report and annexes also provided separately in their original file format.

### **1.7. Resources**

The contractor will mobilize two experts for a maximum of 120 working days for each expert:

- Sustainable Commodity Expert
- Stakeholder Engagement Expert

One of the above experts shall act as Team Leader with an additional maximum time of 30 working days for the Team Leader position (total maximum 150 working days for this expert).

The contractor will have available a “work plan budget” for a maximum of 50,000 Euro to cover costs related, inter alia, to:

- Organisation and participation costs (for a maximum total of 1,000 participants) to at least 12 district-level one-day meetings, 12 smaller one-day workshops/training sessions, 1 one-day national event, and participation cost for supporting 2 district officials to 1 international event
- Participation of resource persons for facilitating some of the workshops/meetings
- Production of communications materials
- Flights to South Sumatra (roundtrip)
- Additional travel/field data collection costs
- Accommodation/perdiems for experts missions

This provision is already integrated as part of the total financial proposal. Use of the work plan budget needs a prior approval from EFI and is estimated in the quarterly work plans of the contractor.

## 2. TENDER DOCUMENTATION

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### 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 Experts to carry out the tasks in the Terms of Reference:

- **Sustainable Commodity Expert**
- **Stakeholder Engagement Expert**

**One of the abovementioned Experts shall be designated as Team Leader.**

The Technical Proposal shall include CV's of the nominated Experts.

The Tenderer shall be able to certify the information contained in the CV's for the nominated Experts 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 Experts** showcasing understanding of:

- The requirements for designing and implementing a jurisdictional PPP to improve sustainability and legality of land-use and related commodity production at the district-level in Indonesia
- The requirements for improved transparency of the supply-chain of forest-risk commodities at the district-level in Indonesia

**3) A presentation** of no more than six pages on the methodology for the assignment – building upon the Terms of Reference and the experience of the Experts – addressing the following elements under separate headings:

- Proposal and rationale for the selection of one district in South Sumatra (see 1.5 Methodology)
- Approach to contribute to the design and implementation of a jurisdictional PPP to improve sustainability and legality of land-use and related commodity production, integrating the Facility's approaches and tools
- Approach to improve supply chain transparency to promote sustainable production and trade of commodities in the district
- Proposed timing and sequence of activities and deliverables, indicating the approximate allocation of time per nominated Expert for each activity timeline

### **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

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#### 3.1. Minimum Criteria

The Sustainable Commodity Expert nominated must meet the following criteria:

N°	Criteria description
M.I.	Advanced university degree (Master's degree or equivalent) in environmental economics, agriculture, or a relevant, directly related discipline.
M.II.	Three (3) years' working experience conducting research or projects related to agricultural sustainability, sustainable forestry, international trade, agricultural supply chains, and smallholder farming issues in Indonesia.
M.III.	Understanding, speaking, and writing English and Bahasa Indonesia as demanded with respect to all tasks covered by the Terms of Reference in this Procurement Document.

The Stakeholder Engagement Expert nominated must meet the following criteria:

N°	Criteria description
M.IV.	University degree (Bachelor's degree or equivalent) in environmental studies or a relevant discipline.
M.V.	Three (3) years' working experience with stakeholder mapping and management, preferably in a multi-stakeholder setting and on sustainability issues in Indonesia.
M.VI.	Understanding, speaking, and writing English and Bahasa Indonesia as demanded with respect to all tasks covered by the Terms of Reference in this Procurement Document.

The Expert designated as Team Leader must meet the following criterion:

N°	Criteria description
M.VII.	Three (3) years' working experience leading and coordinating projects in Indonesia in the context of land use and/or forestry and/or climate change.

**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:

<b>A. Technical component (maximum 75 points)</b>		
<b>N°</b>	<b>Award criteria</b>	<b>Max points</b>
<b>A.I.</b>	<b>Understanding of:</b>	<b>25</b>
i.	The requirements for designing and implementing a jurisdictional PPP to improve sustainability and legality of land-use and related commodity production at the district-level in Indonesia	15
ii.	The requirements for improved transparency of the supply-chain of forest-risk commodities at the district-level in Indonesia	10
<b>A.II.</b>	<b>Proposed methodology for the implementation of the tasks</b>	<b>50</b>
i.	Proposal and rationale for the selection of one district in South Sumatra	15
ii.	Approach to contribute to the design and implementation of a jurisdictional PPP to improve sustainability and legality of land-use and related commodity production, integrating the Facility's approaches and tools	20
iii.	Approach to improve supply chain transparency to promote sustainable production and trade of commodities in the district	10
iv.	Proposed timing and sequence of activities and deliverables, indicating the approximate allocation of time per nominated Expert for each activity timeline	5

The Technical component (TC) is calculated according to the following formula:

<b>TC = A.I. + A.II.</b>
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**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 80,000 (including work plan budget) will not be considered further.**

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

$$F = (F_{min} / F_o) \times 25$$

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**

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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	Nomination of Experts form
Annex 5	Minimum criteria declaration
Annex 6	Consortium agreement
Annex 7	Financial Proposal form
Annex 8	Model contract