

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** to fill the following Terms below:*

CONSULTANT (Individu / Company)

Survey of Community Knowledge, Attitude, and Practice (KAP) towards the Potential and Utilization of Watersheds (Citarum, Cisadane, Cimandiri, and Ciliwung) in West Java Province

(Code: COMMUNITY KAP-West Java)

Title: Consultant Survey of Survey of Community Knowledge, Attitude, and Practice (KAP) towards the Potential and Utilization of Watersheds (Citarum, Cisadane, Cimandiri, and Ciliwung) in West Java Province

1. Background

The principle of sustainability is a reference in managing watersheds, which have ecological, economic and socio-cultural functions of various resources in balance. In managing watersheds, it is important to design a goal that includes ensuring the sustainable use of natural resources, achieving an ecological balance of the environment as a life support system, ensuring the quantity and quality of water throughout the year, and having a function in controlling surface flow, erosion, flooding and other degradation processes.

The Citarum, Cisadane, Cimandiri and Ciliwung watersheds are part of Indonesia's priority watersheds and important assets that provide livelihoods for more than 40 million people in West Java. Located between two national parks, Gunung Gede Pangarango National Park (TNGGP) and Halimun Salak National Park (TNHS), these watersheds play an important role in maintaining the balance of water distribution from upstream to downstream.

Along with the increasing population development in the region and the massive conversion of catchment areas into open agriculture, the Citarum, Cisadane, Cimandiri and Ciliwung watersheds will certainly experience various complex pressures in the future. Excessive water utilization without being accompanied by sustainable management interventions and increased public awareness can accelerate the decline in the quantity and quality of water resources in these watersheds, which can threaten the occurrence of a clean water crisis and also environmental damage.

To support the sustainable conservation of water resources in the Citarum, Cisadane, Cimandiri and Ciliwung watersheds and to find appropriate and holistic interventions for their conservation, it is necessary to know and understand the perceptions, understanding, and behavior of the people who

live as well as the main users of water resources around the watershed area through the Knowledge, Attitude, and Practice (KAP) survey.

2. Project Overview

The objectives of this survey are:

1. Identifying the relationship between the community and the water resources in the Citarum, Cisadane, Cimandiri and Ciliwung watersheds.
2. To identify the level of understanding, attitude, and behavior of the community in utilizing water resources.
3. To collect information on good practices in the community in conserving water resources and restoration activities around the catchment area.

3. Terms of Reference, Deliverables and Deliverables Schedule

Time

About two months, May – July 2024.

Location

Citarum, Cisadane, Cimandiri and Ciliwung watersheds.

Deliverables

#	Deliverable	Acceptance Criteria	Due Date	Value
1	1. Develop a survey activity plan 2. Form a team of enumerators 3. Conduct training for enumerators 4. Conducting enumerator preparation meeting before going to the survey location	a) survey activity plan b) set formation of the enumerator team along with the division of the survey area c) conducting training for enumerators d) Survey preparation meeting <i>Documents in pdf, PPT, MS word or MS excel format according to the preference of the consultant.</i>	20 May 2024	35 %
2	Conduct surveys in 20 villages located around the Cimandiri, Cisadane, Ciliwung, and Citarum watersheds with each watershed represented by 5 selected villages.	a) A total of 1,560 questionnaires were collected and completed representing each selected village. b) Data was collected through an online form in Kobo Toolbox	18 June 2024	45 %
3	Final report	Final report, data set, maps, etc	01 July 2024	20 %



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4. Submission Details

- a. Proposal submitted due **25 April 2024** to grantcontractID@konservasi-id.org with subject: "COMMUNITY KAP-West Java". Only proposals selected will be interviewed.
- b. Proposal accepted due 25 April 2024 17.00 WIB by email. Proposal must be reference of RFP.
- c. Validity of bid. 120 days from submission
- d. Clarify and question to (grantcontractID@konservasi-id.org)
- e. Amendments.

5. Qualifications and Experiences

Prospective candidates must meet the following minimum requirements:

- A. An institution, organization, or team, consisting of:
 - Team leader (experience in KAP survey)
 - Team Members
- B. Team Leaders and experts
 - Knowledge and experience in hydrology (ground water &; surface water), silviculture (forestry)
 - Have at least a bachelor's degree in economics or social. forestry, biology, environment, or other similar fields
 - Knowledge and experience of ethical communication with local communities
 - Experienced and have skills in presenting data and analysis.
 - Strong and organized communication skills
 - Experience working in Ciliwung, Citarum, Cisadane and Cimandiri watersheds
 - Fluent in Indonesian and proficient in using English both oral and written.

6. Submission Requirements

Proposal must be submitted in English and Bahasa and must include:

- a. Proposal submitted by English and **Bahasa Indonesia**
- b. Organization/Institution Profile
- c. CV
- d. Relevant references to prove technical qualifications and experience.
- e. Detailed work plan including approach, methodology, and timeline.
- f. Detailed budget

7. Criteria Evaluation: To evaluate proposals, KI will look for the most technically strong candidates with the right budget. Proposals will be evaluated using the following criteria:

Kriteria Evaluasi	Score (dari 100)
Apakah pendekatan dan metodologi yang diusulkan sesuai dengan penugasan dan praktis dalam keadaan proyek yang berlaku? <i>Is the proposed approach and methodology appropriate to the assignment and</i>	30%



<i>practical in the prevailing project circumstances?</i>	
Apakah presentasinya jelas dan apakah urutan kegiatan dan perencanaannya logis, realistis dan menjanjikan implementasi yang efisien untuk proyek? <i>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?</i>	25%
Apakah kinerja penawar di masa lalu menunjukkan pengalaman yang terbukti baru-baru ini melakukan pekerjaan serupa? <i>Does the bidder's past performance demonstrate recent proven experience doing similar work?</i>	10%
Apakah penawar dan personel yang diusulkan memiliki keahlian teknis khusus untuk penugasan tersebut? <i>Does the bidder and the proposed personnel have the specific technical expertise for the assignment?</i>	15%
Biaya: Biaya yang diusulkan masuk akal dan realistis, mencerminkan pemahaman yang kuat tentang penugasan. <i>Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.</i>	20%

8. Proposal Timeline

Iklan dipublikasikan	18 - 25 April 2024
Klarifikasi dikirim kepada KI	25 April 2024
Klarifikasi kepada kandidat	25 April 2024
Proposals harus diterima oleh KI	25 April 2024
Wawancara (kalau perlu)	02 - 03 May 2024
Seleksi final	9 May 2024

- 8. Resulting Award** KI anticipates entering into an agreement with the selected bidder by 9 May 2024. 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.

- 9. 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.

- 10. 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. KI's reputation derives from our commitment to our values: Integrity, Respect, Courage,



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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 Email at grantcontractID@konservasi-id.org

11. Attachments:

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

Please send the required document (point 6 above) in PDF to:
grantcontractID@konservasi-id.org

Please fill the "subject" column of the e-mail with this format:
< COMMUNITY KAP-West Java > - <Individu /Name>

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

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 email at grantcontractID@konservasi-id.org .

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: 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 KI 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)
Submission of Workplan	
National communications plan	
Brand identity	
Project partner communications guidance, reporting and tracing.	
Social Media	
Website	
Content development	
Earned Media	
Reports	

Cost Breakdown by Cost Component

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				