



REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: April 1, 2021
	REFERENCE: RFP-UNDP-ENV-136939-019-2021 - Independent Assessor for conducting independent assessment of the GCF REDD+ Results-Based Payments project in Indonesia

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference RFP-UNDP-ENV-136939-019-2021 - **Independent Assessor for conducting independent assessment of the GCF REDD+ Results-Based Payments project in Indonesia**

A **bidder's conference** will be held on:

Date/Time : 7th April, 2021 – Starting 0930 hour (GMT+7)
Place : Zoom On Line Meeting
Meeting ID : 864 9647 6799
Password : 059819

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: IDN10 8917**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The **Technical Proposal and Financial Proposal** files **MUST BE COMPLETELY SEPARATE** and **uploaded separately in the system and clearly named** as either **“TECHNICAL PROPOSAL”** or **“FINANCIAL PROPOSAL”**, as appropriate. Each document shall include the Proposer's name and address.

The file with the **“FINANCIAL PROPOSAL”** must be **encrypted with a password** so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1. Failed to meet this requirement, proposal will be rejected**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED**. Failed to meet this requirement, proposal will be rejected

NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking **“Accept Invitation”** but not later than **7th April 2021**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to yusef.millah@undp.org and fathia.shabrina@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,

For

A handwritten signature in blue ink, appearing to read 'M. Kurnia', is written over a blue horizontal line.

Martin Stephanus Kurnia
Head of Procurement Unit
4/1/2021

Description of Requirements

Context of the Requirement	Independent Assessor for conducting independent assessment of the GCF REDD+ Results-Based Payments project in Indonesia
Implementing Partner of UNDP	Badan Pengelola Dana Lingkungan Hidup (BPDLH)
Brief Description of the Required Services ¹	<p>1.1 Review, discuss with UNDP and the development partner the propositions made related to key aspects of the PBPA, and further elaborate as required, and then validate prior to the signature of the PBPA, including:</p> <ul style="list-style-type: none"> a) The theory of change explaining how the result(s) are expected to be achieved; b) The definition of the result(s); c) Objectively verifiable indicators to measure the achievement of the result(s) as well as performance targets against these indicators that will trigger payments; d) The adequacy of risk management measures, including for compliance with social and environmental standards; and e) The payment terms linked to the validation of the result(s), which can include: <ul style="list-style-type: none"> (i) the monetary value attached to a unit of result, as captured through the performance indicators (ii) Financial incentives in case the result(s) are achieved early or are surpassed; (iii) Provisions for reduced or graded payments in case the result(s) are partially achieved or incomplete (i.e., 'near miss'); and (iv) Any other incentives and payment conditions related to the quality and sustainability of the result(s). <p>1.2 Assess, in collaboration with UNDP and the government of Indonesia, to which extent the existing M&E system(s) address(es) the information needs for efficient verification by the IA, and provide recommendation as to how it could be strengthened in a cost-effective manner, in order to keep the costs of the Independent Assessment as low as possible. Agree with the development partner on monitoring and reporting arrangements, including responsibilities of the development partner, the Independent Assessor and UNDP, requirements, format, data sources and frequency.</p> <p>1.3 Develop, in collaboration with UNDP and the development partner, a validation methodology document and the approach to providing the</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>necessary assurance (Annex A of the PBPA). This aims to certify that the result has been delivered to the agreed level of quality and sustainability, including any primary data collection, validation of existing data, and/or analysis methods on the performance of the development partner in meeting the milestones and targets set against the agreed indicators in the Results Framework. Quality will be determined by clear measures of efficient delivery of outputs, effective achievement of intended result, sustainability of result and equity through application of UNDP's social and environmental standards. This should include a random sample with statistical significance among the reported results for conducting verification;</p> <p>1.4 Adjust the various templates required for the PBPA (as listed in section 4. "Expected Deliverables");</p> <p>1.5 Present these to the project appraisal committee or project board for its review of (i) The formulation of the result, validation method and payment-linked performance indicators submitted by the independent assessor; and (ii) The draft performance-based payment agreement based on the relevant template.</p> <p>The IA should propose additional important tasks considered left out, if any.</p> <p>The Independent Assessor is expected to follow a participatory and gender-responsive approach ensuring close engagement with counterparts, in particular UNDP Country Office, the project team, UNDP Climate & Forests team and key stakeholders</p>
List and Description of Expected Outputs to be Delivered	Please refer to the TOR in Annex 3
Person to Supervise the Work/Performance of the Service Provider	Abdul Wahib Situmorang – Senior Advisor for Natural Resources Governance UNDP Indonesia
Frequency of Reporting	Please refer to the TOR in Annex 3
Progress Reporting Requirements	Please refer to the TOR in Annex 3
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	20 (twenty) man days
Target start date	As soon as possible
Latest completion date	Within 1 month
Travels Expected	N/A

Special Security Requirements	✓ Others N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	✓ Others N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for <u>Local Bidders is mandatory</u>
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	Please refer to the TOR in Annex 3
Person(s) to review/inspect/	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

approve outputs/completed services and authorize the disbursement of payment	<p>Primary: Abdul Wahib Situmorang – Senior Advisor for Natural Resources Governance UNDP Indonesia</p> <p>Technical: Bruno Hugel - Technical Specialist UNDP BRH Office</p>
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm [25%]</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [35%]</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [40%]</p> <p><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Service Providers</u>]</i></p>
Contract General Terms and Conditions ⁴	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at:</p>

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Sample Written Self Declaration of Impartiality <input checked="" type="checkbox"/> UNDP General Terms and Condition <input type="checkbox"/> Others ⁶ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Yusef Saiful millah/ Fathia Shabrina Procurement Unit Yusef.millah@undp.org/ fathia.shabrina@undp.org</p> <p>Mandatory subject of email: RFP-UNDP-ENV-136939-019-2021</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception report	20%	
2	Verification report, including the Mission(s) report(s) and Results assessment report	80%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Forester		20	1	
Social and Community Development		20	1	
Social and Safeguard		20	1	
Environmental Safeguard		20	1	
II. Out of Pocket Expenses (if any, please specify in detail)				
III. Other Related Costs (if any, please specify in detail)				

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

Terms of Reference

Independent Assessor for conducting independent assessment of the GCF REDD+ Results-Based Payments project in Indonesia

1. Context

REDD+ Results-Based Payments (RBPs) under the UNFCCC the Green Climate Fund (GCF) pilot-programme.

The government of Indonesia has requested UNDP to act as its Accredited Entity to submit a proposal to the GCF pilot-programme on REDD+ RBPs¹⁰. The proposal was submitted to the GCF in November and delivered to the GCF Board 26 in June 2020.

For GCF REDD+ RBPs proposal, the exact amount of RBPs that the country will receive is set only after review of the proposal by the GCF Secretariat and the Independent Technical Advisory Panel, based on the results of the application of a scorecard, availability of finance and approval by the GCF Board. Based on the decision taken by the GCF Secretariat and the Independent Technical Advisory Panel, Indonesia is qualified for funds of a total amount of USD 103 million.

Indonesia's RBPs proposal is structured around 3 main Outputs: (i) Output 1 focuses on the enabling environment for REDD+ implementation; (ii) Output 2 on support to the Social Forestry programme and Forest Management Units (FMUs) and related investments (forest rehabilitation, fire management, patrolling, community livelihoods); and (iii) Output 3 is related to project management.

While Outputs 1 & 3 will use a conventional financing modality, for Output 2 the Government of Indonesia and UNDP opted for the use of UNDP's "Performance-Based Payments" (PBP) financing modality (cf. below), in order to (i) Maximize country leadership by providing more flexibility to the Government of Indonesia in the way it provides the desired results; (ii) Ensure cost-efficiency by making optimal use of existing government structures, while ensuring that UNDP can fulfill its role of Accredited Entity adequately, in line with GCF and UNDP standards (incl. safeguards and gender); (iii) Enable faster disbursements from UNDP to the Indonesia than a conventional upfront payment modality would allow, without compromising the quality of implementation (incl. safeguards) and the intended use of proceeds.

An estimated 80 to 90% of the final RBPs agreed by GCF would be disbursed from UNDP to Indonesia using UNDP's Performance-based payments (PBPs) modality (USD 90 million based on the USD 100 million budget estimate, about). At the time of drafting this ToR, the geographical scope for Output 2 implementation is national scale. However, it is expected that this scope will be narrowed down in the coming months.

¹⁰ Terms of Reference of the GCF pilot-programme for REDD+ results-based payments are accessible here: https://www.greenclimate.fund/documents/20182/1203466/Terms_of_reference_for_the_pilot_programme_for_REDD_results-based_payments.pdf/e26651fc-e216-c8b0-55a1-8eea16a90f39

UNDP Performance-Based Payments (PBPs) modality¹¹

UNDP operational guidance note for PBPs mentions that “the PBP agreement describes at a minimum:

- a) the desired development result expressed in an indicator that can be measured and verified;
- b) a mechanism or method how its achievement can be verified; and
- c) a corresponding payment [...] paid after the result has been achieved”.

As defined in UNDP’s Programme and Operations Policies and Procedures (POPP):

1. “Performance-based payments (PBPs) are a type of agreement between UNDP and a [development partner] to provide funding upon the verified achievement of an agreed measurable development result. No advances are provided, rather payments are made only upon the verified achievement of agreed results. [...]”
2. [...] “For PBPs, the achievement of specific, pre-agreed results (outputs and/or activities) must be validated through performance measures and quality certified by an independent assessor [...]”
16. “The assessor provides a neutral, impartial and independent assessment of whether the agreed development result has been achieved prior to issuing the agreed payment. The selection of the assessor must be competitive and agreed between UNDP and the development partner benefitting from a performance-based payment. The process is guided by the following criteria:
 - The independent assessor must be an internationally recognized institution of repute, with no commercial relationship with any of the other parties that may impair its objectivity, impartiality or independence. This terminology of internationally recognized institution of repute includes national institutions which are or have been engaged in activities or works of international exposure; including staff(s) or personnel who have international experience.
 - The institution should have no affiliation to UNDP or the development partner. [...]”
17. “UNDP engages the independent assessor through a separate agreement once consensus has been reached on the choice of an institution. The independent assessor must acknowledge its role in the performance-based payment agreement as a non-party to the agreement.”
20. “Before a project document containing a performance-based payment can be signed, the project appraisal committee or project board must review: (i) The choice of the proposed responsible party and the independent assessor; (ii) The formulation of the result, validation method and payment-linked performance indicators submitted by the independent assessor; and (iii) The draft performance-based payment agreement based on the relevant template”.
21. “The independent assessor, prior to the signature of the performance-based payment agreement, validates key aspects, including: (a) the theory of change explaining how the result(s) are expected to be achieved; (b) the definition of the result(s); (c) objectively verifiable indicators to measure the achievement of the result(s) as well as performance targets against these indicators that will trigger payments; (d) the adequacy of risk management measures, including for compliance with social and environmental standards; and (e) the payment terms linked to the validation of the result(s), which can include: (i) Financial incentives in case the result(s) are achieved early or are surpassed; (ii) Provisions for reduced or graded payments in case the result(s) are partially achieved or incomplete (i.e., ‘near miss’); and (iii) Any other incentives and payment conditions related to the quality and sustainability of the result(s)”.

¹¹ The Full POPP for Performance-Based Payments is available publicly through the following weblink:

https://popp.undp.org/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Design_Performance-Based%20Payments.docx

The PBPA template is available through the following weblink:

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Design_Performance%20Based%20Payment%20Agreement%20_Final%20for%20Oct%20OPG.docx&action=default&DefaultItemOpen=1

22. *“The independent assessor, in consultation with UNDP and the responsible party, will develop a validation methodology attached to the performance-based payment agreement as an annex. It will help verify the achievement of milestones and targets reported by the development partner to validate that agreed levels of quantity, quality and sustainability were delivered. Result(s) validation must be based on independent data collection or validation of existing data on the specified indicators”.*

The goal of the present assignment is to undertake assurance activities (e.g., random assignment, data collection), and to verify the achievement of the results required to make performance payments. The Independent Assessor will be responsible for proposing its detailed Validation Methodology that will be agreed/adopted by the contracting organization (UNDP), and validate the terms of the Performance-Based Payment Agreement. In this context UNDP is looking for a firm¹² to act as Independent Assessor, referred to in this document as “Independent Assessor” or “IA”, for Output 2 of the project. The “development partner” is the Ministry of Finance, and more specifically the Environmental Fund Management Agency (BPD LH).

2. Objective of the assignment

The objective for this assignment is to:

Support the preparation of the Performance-Based Payment Agreement (PBPA) that will be signed between UNDP and the Development partner for Output 2 of the GCF REDD+ RBPs project (support to the Social Forestry programme and Forest Management Units (FMUs) and related investments (forest rehabilitation, fire management, patrolling, community livelihoods));

3. Detailed tasks

The objective described above requires at least the following tasks to be carried out.

1.1 Review, discuss with UNDP and the development partner the propositions made related to key aspects of the PBPA, and further elaborate as required, and then validate prior to the signature of the PBPA, including:

- a. The theory of change explaining how the result(s) are expected to be achieved;
- b. The definition of the result(s);
- c. Objectively verifiable indicators to measure the achievement of the result(s) as well as performance targets against these indicators that will trigger payments;
- d. The adequacy of risk management measures, including for compliance with social and environmental standards; and
- e. The payment terms linked to the validation of the result(s), which can include:
 - i. the monetary value attached to a unit of result, as captured through the performance indicators
 - ii. Financial incentives in case the result(s) are achieved early or are surpassed;
 - iii. Provisions for reduced or graded payments in case the result(s) are partially

¹² The firm may be constituted as a private company, a NGO, a University or other similar institutions

achieved or incomplete (i.e., ‘near miss’); and

- iv. Any other incentives and payment conditions related to the quality and sustainability of the result(s).

1.2 Assess, in collaboration with UNDP and the government of Indonesia, to which extent the existing M&E system(s) address(es) the information needs for efficient verification by the IA, and provide recommendation as to how it could be strengthened in a cost-effective manner, in order to keep the costs of the Independent Assessment as low as possible. **Agree with the development partner on monitoring and reporting arrangements**, including responsibilities of the development partner, the Independent Assessor and UNDP, requirements, format, data sources and frequency.

1.3 Develop, in collaboration with UNDP and the development partner, a validation methodology document and the approach to providing the necessary assurance (Annex A of the PBPA). This aims to certify that the result has been delivered to the agreed level of quality and sustainability, including any primary data collection, validation of existing data, and/or analysis methods on the performance of the development partner in meeting the milestones and targets set against the agreed indicators in the Results Framework. Quality will be determined by clear measures of efficient delivery of outputs, effective achievement of intended result, sustainability of result and equity through application of UNDP’s social and environmental standards. This should include a random sample with statistical significance among the reported results for conducting verification;

1.4 Adjust the various templates required for the PBPA (as listed in section 5. “Deliverables”);

1.5 Present these to the project appraisal committee or project board for its review of (i) The formulation of the result, validation method and payment-linked performance indicators submitted by the independent assessor; and (ii) The draft performance-based payment agreement based on the relevant template.

The IA should propose additional important tasks considered left out, if any.

The Independent Assessor is expected to follow a participatory and gender-responsive approach ensuring close engagement with counterparts, in particular UNDP Country Office, the project team, UNDP Climate & Forests team and key stakeholders.

4. Expected deliverables

Deliverables are expected to include at least:

1. **PBPA Annex A (Validation Methodology) of the PBPA fully developed and completed by the IA**; This must include the agreement with the development partner and UNDP on monitoring and reporting arrangements as per task 1.2, as well as Standard language on data security, data ownership and the destruction of data;
2. **PBPA Annexes adjusted by the IA following the IA validation process based on UNDP’s propositions**, including:

- Annex A-1 - Results Framework: including objectively verifiable indicators with fully populated baselines and targets, and data sources that will be used to measure the achievement of results by the development partner;
- Annex A-2 - Results/Performance Threshold Validation Format: (first column, the others being filled in each annual assessment in phase 2);
- Annex A-3 (Deliverable(s) and Performance-Based Payment Terms); Linked to the Independent Assessor's certification of results, it will detail the minimum progress performance that is needed to issue payment (as well as for any bonuses or partial payments), the trigger(s) for validation and the methodology for performance payment calculations, including risk adjustment factors, as well as details on the Early Termination Process;
- Annex D (Nature and Schedule of Assurance Activities) - *if not included in Annex A*;
- Annex F - Results Reporting Format: (first column, the others being filled by the development partner when reporting results in phase 2);
- Annex G - Request for Payment Format;
- Annex H - Reporting on Minimum Progress Thresholds: (second column, the others being filled by the development partner when reporting results in phase 2)
- Theory of Change;
- Social and Environmental Risk Screening Checklist.

Outputs/Deliverables	Percentage of fees	Tentative Timeframe
Inception report	20%	Within 7 man days of signing the contract
Verification report, including the Mission(s) report(s) and Results assessment report	80%	13 man days of the 1 st deliverable

** A minimum of three (3) and up to five (5) verification reports in total are expected during the contract period (one for each calendar year of the four-year project). The scope of work and applicable fees may vary depending on the quantity of assessment missions during the contract year. All deliverable should be written in Bahasa Indonesia and English*

5. Duration and location of the assignment

The duration of the assignment will be:

- Duration: a maximum of 20 man-days spread over a period of 1 months.
- Location: Jakarta

6. Qualifications required

Eligibility criteria for the firm

- The independent assessor must be an “institution of repute, with no commercial relationship with any of the other parties that may impair its objectivity, impartiality or independence”¹³ (UNDP POPP). This terminology of internationally recognized institution of repute includes national institutions which are or have been engaged in activities or works of international exposure; including staff(s) or personnel who have international experience.
- The institution should have no affiliation to UNDP or the development partner
- Has valid registration certificate

Expected qualifications for the firm

- Demonstrate a robust expertise and relevant experience in relation with evaluation of projects and verification of project activities for at least 7 years;
- Be able to mobilize a multidisciplinary team with relevant and proven experience:
 - In the assessment of projects results related to REDD+, forestry and agroforestry, fire management, community livelihoods and forest patrolling (at least 3 references in the past 7 years)
 - On the social forestry programme, social and environment safeguard, and forest management units in Indonesia
- Proven intimate understanding and experience of the Indonesian context and actors (past relevant experience in Indonesia is necessary).

Qualifications of key personnel

1. Forester

Educational qualification:	<ul style="list-style-type: none">• At least a MSc in forestry or natural resources management
Experience:	<ul style="list-style-type: none">• At least 11 years’ experience in forestry and/or agroforestry• At least 5 years’ experience evaluating forestry projects• Demonstrated knowledge and experience on forest management unit, social forestry, forest rehabilitation, and forest fire.
Language:	Fluent in spoken and written Bahasa Indonesia and English.

¹³ A specific question on impartiality and independence will be incorporated in the due diligence process

2. Social and Community development specialist

Education:	<ul style="list-style-type: none">• At least a MSc in social science, community development or community-based natural resources management
Experience:	<ul style="list-style-type: none">• At least 7 years' experience in community development projects in relation with sustainable development and/or community-based natural resources management• At least 5 years' experience evaluating community development projects• At least 5 years' experience working with indigenous communities (masyarakat adat) and gender on natural resource management, particularly on customary forests• Demonstrated knowledge on social and customary forest in his/her CVs.
Language:	Fluent spoken and written Bahasa Indonesia and English.

3. Social safeguards expert

Education:	<ul style="list-style-type: none">• At least a MSc in social science, community development or community-based natural resources management
Experience:	<ul style="list-style-type: none">• At least 7 years' experience on safeguards in the context of development or conservation projects• At least 5 years' experience on grievance redress mechanisms related to natural resource management• Demonstrated knowledge on social and gender safeguard particularly in the forestry sector• At least 5 years' experience evaluating community development projects
Language:	Fluent spoken and written Bahasa Indonesia and English.

4. Environmental safeguards expert

Education:	<ul style="list-style-type: none">• At least a MSc in social science, community development or community-based natural resources management
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Experience:	<ul style="list-style-type: none"> • At least 7 years' experience on safeguards in the context of development or conservation projects • Demonstrated knowledge on environmental safeguard particularly in the forestry sector • At least 5 years' experience evaluating community development projects
Language:	Fluent spoken and written Bahasa Indonesia and English.