

## **Request for Proposal**

### **Local Consultant for Sustainable Emission Reduction Initiative (SERI) Cirebon**

#### **A. Background**

Greenhouse gas emissions are produced by various human activities over a certain period. Greenhouse gases retain heat from the sun that will eventually cause the earth's temperature to rise. Currently, IESR, through various research and activities, continues to strive with the campaign for awareness of carbon emissions and its efforts to reduce carbon emissions through energy transitions and offset projects.

Sustainable Emission Reduction Initiative or Solusi Emisi Rendah Indonesia (SERI) is a project that enables individuals, communities, and corporations to participate in realizing commitment to reduce and or offset carbon emissions. SERI takes several forms of carbon offset projects i.e. energy-based and reforestation-based projects. Energy-based projects involve procuring clean energy-based technology such as Solar or Hydro Power Plants. On the other hand, reforestation-based projects can be carried out by planting or maintaining trees and their ecosystem.

To ensure the sustainability of such projects, SERI also aims to enable continuous substantial involvement from the project beneficiaries, i.e. local community, by embedding community economic development and environmental improvement which will provide layered benefits and motivate said community.

Therefore, there is a need to effectively manage said project including monitoring the implementation, engaging the local community, reporting, and so on. IESR seeks a passionate and skilled individual to fill said roles as a Local Consultant for the Sustainable Emission Reduction Initiative or *Solusi Emisi Rendah Indonesia* (SERI) in Cirebon.

#### **B. Objectives**

The consultant will be responsible for the successful planning, execution, monitoring, and evaluation of the SERI project in their assigned location, focusing on community empowerment, renewable energy development, and ecotourism initiatives.

#### **C. Deliverables**

The consultant will be tasked with achieving the following deliverables, with supervision from the Energy System Transformation Program in IESR:

- A. Social Mapping:
  1. Collect comprehensive data to inform activity planning and analysis.
  2. Gather information on: Resident demographics (domicile and non-domicile), Occupations, Gender, Age, Income, Local roles/figures, Village map, land use patterns, and other relevant data
- B. Technical Planning for Bridge Construction:

1. Prepare the community for bridge construction.
  2. Coordinate with policymakers.
  3. Develop timelines and human resource plans.
  4. Monitor and evaluate progress.
- C. Ecotourism Planning:
1. Develop a Business Model Canvas (BMC) for ecotourism
  2. Provide detailed elaboration of the BMC and its requirements.
  3. Develop a capacity-building plan.
  4. Seek partnerships and donor support.
- D. Sector Analysis and Impact Assessment:
1. Detail sector development, timelines, and expected impacts.
  2. Analyze current potential.
  3. Analyze the sector to be developed.
  4. Assess the impact of planned activities (economic, social, environmental, including carbon emissions).
- E. Stakeholder Coordination:
1. Discuss plans and needs for implementation.
  2. Map key figures.
  3. Define the roles of key figures in ecotourism development.
  4. Structure ecotourism development.
  5. Conducted technical discussions and briefings on ecotourism development.
- F. Ecotourism Execution and Mentoring:
1. Conduct ecotourism training and trials.
  2. Train ecotourism managers and operators.
  3. Prepare equipment, logistics, transportation, and other supporting facilities.
  4. Conduct ecotourism trials.
- G. Program Evaluation:
1. Compile ecotourism results.
  2. Analyze the impact of ecotourism.
  3. Evaluate and plan for the future.

#### **D. Proposal Guideline & Submission**

The potential service provider has to submit a proposal package, which consists of a technical proposal (background, task to be conducted, methodology, schedule), a cost proposal (proposed manpower total rate and other cost), and relevant resume(s) & portfolio if any. All bidders are also required to submit administrative bidding documents which can be downloaded through this link ([s.id/documentsrfpcommsiesr](https://s.id/documentsrfpcommsiesr))

The submitted proposals must be signed by said individual or an official agent or representative of the submitting organizations. Please itemize all costs and include a description of associated

services. Contract terms and conditions will be negotiated upon selecting the winning bidder for this RFP.

If the organization submitting a proposal must outsource or contract any work to meet the requirements, this must be clearly stated in the proposal. Additionally, costs included in proposals must consist of any outsourced or contracted work. Any outsourcing or contracting organization must be named and described in the proposal.

Proposals will be accepted until **23:59 PM**. Indonesian Western Standard Time (WIB, GMT+07) on **Sunday, 9 March 2025**. Any submissions received after this date and time will be regarded as inadmissible.

Kindly address the Program Manager Energy Transformation IESR, Deon Arinaldo, at [deon@iesr.or.id](mailto:deon@iesr.or.id), the Clean Energy Hub Coordinator, Irwan Sarifudin at [irwan@iesr.or.id](mailto:irwan@iesr.or.id) and Program Officer, M. Falah at [falah@iesr.or.id](mailto:falah@iesr.or.id) for inquiries and submissions. Please put “**RFP Response - Local Consultant SERI Cirebon**” in the subject line.

#### **E. Budget**

IESR intends to make one award for the execution of this project. The final award amount will be contingent on the submission of a detailed and reasonable proposal to be approved by IESR. Expected award to range from IDR 25 to IDR 40 million.

All proposals must include proposed costs (in Indonesian Rupiah/IDR) to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC). Any research activity, survey, data subscription, software/licensing, and or other recurring add-on services’ costs should be stated clearly and should be included in the said proposed budget & budget range. Said additional cost might get excluded and exceed the award range only if there is clear & reasonable justification.

IESR intends to pay the selected contractor on a fixed-fee, milestone-based payment schedule. Shall applicants prefer an alternate payment timeline, the applicants should propose a fixed fee and separate the total hours and amounts associated with the planning, collecting, processing, and performing analysis of said data the sum of which would be the total Maximum Payable Amount (MPA) for the contract.

#### **F. Timeline for Deliverables & Remuneration**

<b>Deliverables</b>	<b>Schedule</b>	<b>Payment</b>
Workplan presentation	12 March 2025	
Conduct social mapping (A)	March 2025	
Social mapping report presentation (A)	26 March 2025	

Stakeholder coordination report (up to E2)	26 March 2025	
Revitalizing Micro-hydropower progress (up to B1)	26 March 2025	
Ecotourism plan presentation (up to C2)	26 March 2025	<b>35%</b>
Stakeholder coordination report (up to E5)	25 June 2025	
Revitalizing Micro-hydropower progress (up to B4)	25 June 2025	
Sector Analysis and Impact Assessment (D)	25 June 2025	
Ecotourism report presentation (up to C4 & all F)	25 June 2025	<b>30%</b>
Stakeholder coordination report ( E)	12 September 2025	
Revitalizing Micro-hydropower progress (B)	12 September 2025	
Sector Analysis and Impact Assessment (D)	12 September 2025	
Ecotourism report presentation (C & F)	12 September 2025	
Program Evaluation Report (G)	12 September 2025	<b>35%</b>
Biweekly all progress report		

### **G. Qualification**

- Bachelor's degree in a relevant field (e.g., Environmental Science, Social Sciences, Engineering, other related study).
- Demonstrated experience in community development and/or project management.
- Strong understanding of sustainable development principles and practices.
- Experience in data collection and analysis.
- Excellent communication, interpersonal, and coordination skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite.

### **H. Proposal Evaluation & Other**

The service provider will be selected based on full and open competition. The proposal will be evaluated based on:

- Qualification (Education & Experience) 20 %
- Work Ethic 20 %
- Methodology & Technical Skill 45 %
- Start date & Overall rate 15%

IESR may, at its discretion and without explanation to the prospective Vendors, at any time choose to discontinue or extend this RFP without obligation to such prospective Vendors.

Awarding of the contract resulting from this RFP will be dependent upon the suitability of proposals received and the funds available. The RFP process is open to all individuals and or vendors including those who have previously worked with IESR.