

# Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

<b>Baseline of Community Knowledge, Attitudes and Practices (KAP) Assessment on Peatland Ecosystems Protection and Management in selected PHUs in East and North Kalimantan</b>		<b>Project number/ cost centre: 22.2140.6-001.00</b>
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## 0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
DMPG	Desa Mandiri Peduli gambut meaning peat villages implement sustainability
FGD	Focus Group Discussion
GIZ	German Agency for International Cooperation
KAP	Knowledge, Attitude, and Practices
Paludiculture	Agriculture practices in peat ecosystem
PHU	Peat Hydrological Unit
ProMangrovePeat	Integrated peatland protection and management (PROPEAT phase 2)
PROPEAT	Peatland protection and management
RPPEG	Peat Ecosystem Protection and Management Plan Document

## 1. Context

### Brief information of the project

Restoration and management of peatlands (ProMangrovePeat) is a bilateral collaborative project between the Government of Indonesia and the German Federal Government through the German Federal Ministry for Economic Cooperation and Development (BMZ), and implemented by the Directorate of Peatland Protection and Management under Deputy Bidang Tata Lingkungan dan Sumber Daya Alam Berkelanjutan-the Ministry of Environment and the German Agency for International Cooperation (GIZ) and as continuing from PROPEAT Phase 1.

In Phase 1, The primary goal of ProMangrovePeat is to develop the management plan of peat ecosystems in North Kalimantan and East Kalimantan provinces (including several districts that have peat in both province), starting from inventory peat ecosystem characteristic, collect the social economic data that relevance with peat ecosystem, and integrate with current regional development plan. The management plan is called Peat Ecosystem Protection and Management Plan (Rencana Perlindungan dan Pengelolaan Ekosistem Gambut-RPPEG). Moreover, the project also conduct research and demonstrate technical practices on peat ecosystem management.

PROPEAT operates in 13 Peatland Hydrological Units (PHU) covering an area of 347,451 hectares in North Kalimantan, and 16 PHUs with a total area of 342,350 hectares in East Kalimantan. Some peatlands in North Kalimantan are situated in the Kayan-Sembakung Delta region adjacent to mangrove ecosystems. PHU areas in the provincial span the districts of Tana Tidung, Nunukan, Bulungan and Malinau. In East Kalimantan, the largest peatland areas are found mainly in the Central Mahakam region, which covers the districts of Kutai Kartanegara, East Kutai and West Kutai, with smaller peat- land areas in Berau and Paser districts. Together with its main partners and stakeholders, PROPEAT supports various activities relating to the development of baseline information; policymaking and integrated planning processes; implementing sustainable land use management; strengthening livelihood and economic development; implementing action research; and supporting the dissemination of knowledge, lessons learned and best management practices.

In the second phase, GIZ will emphasize PHU-based area management and restoration. The two selected PHUs in each province will be used as demonstration pilots to develop the best examples of peat management and protection in the two provinces. Apart from that, the second phase will also focus on mainstreaming RPPEG into regional/sector development plans as well as strengthening regional stakeholders in the protection and management peat ecosystems.

For measuring the impact of project, we need to identify a baseline data about knowledge, attitude, and practices of people on Peat Management at the pilot sites (East and North Kalimantan), particularly in the several villages in PHUs Pilot. Baseline data is also expected can be used to support the planning process of project and can be used for measuring indicator in the end of project.

### Context of the assignment

Interaction between humans and their environment will form a system of human knowledge in acting and behaving. Interaction in the peat ecosystem has also formed a community culture (thinking, behaving and acting) that is typical of the peat ecosystem. There are several issues that relevant to influence the people's culture and how interactions with nature in peat ecosystems occur:

1. Peatlands are marginal lands with limited nutrient, low productivity, and very vulnerable. The characteristics of peat land are formed from biomass and are always wet, this makes the peat easy to burn and subside when dry. Unsustainable land use activities can have a negative impact on peat ecosystems, and these impacts can be even more severe than on other ecosystems, the activities such as land burning, land drying, illegal logging, and excessive use of inorganic fertilizers. Therefore, land use activities in peat ecosystems should consider the peat characteristics, for example implementing paludiculture.
2. Peat ecosystems also provide important environmental services for livelihoods such as biodiversity, carbon storage, and hydrological regulation. These conditions can support community livelihoods, from their use to fulfil daily live, socio-cultural and economic income. Peat ecosystems provide biodiversity with high economic value such as plants producing wood and non-timber products, fish, various plants for food and medicine as well as forest bees producing honey for community food needs. Peat is also the most effective ecosystem for storing carbon, several times greater than terrestrial forests.
3. People live around peat ecosystems, they utilize peat resources for their livelihoods. Demographic developments have implications for increasing pressure on peat ecosystems, interactions between people and peat ecosystems are increasingly intense, for the fulfilment of livelihoods, development of market facilities, economic activities, or socio-cultural activities.
4. The Indonesian government determines the management of peat ecosystems based on Peat Hydrological Units (PHUs), the jurisdiction of peat ecosystems that bordered by waters, called between rivers and rivers, rivers and seas, or seas. Within a PHU there are one or more village areas. In terms of land use, there are one or more land uses, either in the form of commodities concessions, protection and or conservation areas, and community activity areas. Indonesian government promote an approach for village development within peatland, namely “Desa Mandiri Peduli Gambut-DMPG”. And required the land use concession within peatland to manage hydrology of peat through monitoring and managing groundwater levels and utilizing peatlands only in cultivated areas (peat depth less than 3 meters).

The ProMangrovePeat have selected two PHUs in each province as pilots for demonstrate peat protection and management based on PHU, namely PHU Sungai Belayan-Sungai Kelinjau (12 villages) and PHU sungai Melintang-Sungai Layah (17 villages) in East Kalimantan; PHU Sungai Mentarang–Sungai Belayu (5 villages) and PHU Sungai Sebuku–Sungai Sembakung (13 villages and 1 Kelurahan). And project intervention will be conducted in 15 villages in 4 PHUs with DMPG approach for promoting better management practices for land use concession.

#### List of study villages

No	Belayan-Kelinjau	Melintang-Layah	Mentarang–Belayu	Sebuku–Sembakung
1	Genting Tanah	Minta	Bandan Bikis	Atap
2	Tuana Tuha	Loa Deras	Bebatu	Lubakan
3	Teluk Muda	Muara Enggelam	Sengkong	Manuk Bungkul
4	Muara Siran			
5	Kupang Baru			
6	Sebelimbingan			

## Objective of the assignments

This study should measure **the knowledge, attitude, and practices** (KAP) of peat ecosystem protection and management by the community at villages in selected PHUs before the project intervention (baseline). The results of this measurement expectedly can be used for developing project activity plan as well as basis data for measuring the impact of project implementation at the selected PHU landscape.

## 2. Tasks to be performed by the contractor

In this study, consultant should formulate basic premises and definitions regarding **Knowledge, Attitudes, and Practices** that will be measured (quantitatively) in relation to peat ecosystem management and protection. In addition, qualitatively this study should also describe and explain about the social economic conditions, welfare and livelihoods of the community.

The contractor shall perform the following tasks, which include but not limited to:

### Task 1. Preparation of Study

Before the study is implemented, the consultant should prepare the formulation of issues and contexts of Knowledge, Attitude, and Practices (KAP) study on community, including investigate the condition of social economic of villager, especially related interaction between community with peat ecosystem.

The consultant should also prepare suitable technic to identify and collecting sample/respondent distribute in both provinces (East and North Kalimantan), that appropriate with the purpose of study so that study can run well and on time (effectively).

#### Main Activities:

- Describe methodology study: questioner, respondent/sample identification, etc
- provide effective technic in conducting the study
- Develop timeline of implementation study
- Present the design study (the points above) to the GIZ team

**Deliverable:** Design study, Implementation technic, and timeline are presented and agreed to the GIZ team

### Task 2. Data gathering

Data collecting (primary and secondary) is carried out in the 4 target PHUs and presented per PHUs according to the challenges condition that faced in each PHUs. And provide brief analysis of each PHUs condition. All data collected is analysed and quantified to show the scale of the conditions of the object study.

#### Main Activities:

- Engage with villages
- Train enumerators
- Conduct interview effectively and Focus Group Discussion (FGD)
- Collect and analysis data

**Deliverable:** Data and information (primary and secondary) about the Knowledge, Attitude, and Practice of community on peat ecosystem management in 4 PHUs pilots including information about the social economic condition of community are collected

### Task 3. Developing report

The data has been collected from 4 PHUs pilots is then analysed for developing the final report. The report is presented attractively with in-depth analysis, statistical descriptions and infographics.

#### Main Activities:

- Compiling data and analysis
- Writing the final report
- Present the final report to the GIZ team

**Deliverable:** the final report approved by GIZ and all Data and documentation during data collection.

The report should be provided in Bahasa Indonesia and Including summary report (executive summary) should be in English.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Coordination meeting: Preparation and discussion	a weeks after the start of the contract (submitted by team leader)	Kick off meeting held and workplan accept and approve by GIZ
Present the result of field study/ assessment (interim report): data and information about the Knowledge, Attitude, and Practice of community on peat ecosystem management in 4 PHUs pilots include the social economic condition of community.	7 weeks after the start of the contract (submitted by team leader)	Acknowledgement and input by GIZ
Final Report and Recommendation	3 weeks after delivered interim report (presented to GIZ team)	Accept and approve by GIZ

Period of assignment: from **10 July 2025** until **30 October 2025**

The consultancy work will be output-based in its monitoring and payment based on the deliverables that are produced. The consultant will be paid based on the completion of specific tasks or the achievement of certain deliberations below:

Estimated Payment	Output	Type of Deliberations	Expected Delivery Report	Progress Achievement
Interim payment 1, after approval of OUTPUT 1	1	Agreement about: <ul style="list-style-type: none"> <li>• Design study,</li> <li>• Implementation technic, and</li> <li>• Timeline (workplan)</li> </ul>	17 July'25	40%
Interim payment 2, after approval of OUTPUT 2	2	interim report on the results of collecting field and secondary data which includes: <ul style="list-style-type: none"> <li>• Social economic condition of community in every village on each PHUs pilot</li> <li>• Data and information about the Knowledge, Attitude, and Practice of community on peat ecosystem management in 4 PHUs pilots</li> <li>• Preliminary analysis about the field finding</li> </ul>	30 Sept'25	30%
Final Payment, after approval of OUTPUT 3	3	Final report documents (see the outline at annex 1)	20 Oct'25	30%

### 3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

#### Technical-methodological concept

**Strategy (1.1)** The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

### **Project management of the contractor (1.6)**

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of

### **Further requirements (1.7)**

The Contractor should consider also the incorporation of cross-cutting themes, including Gender Equality, Disability and Social Inclusion approach

## **4. Personell Concept**

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs. There are 3 (three) persons expert required, there are (1). Environmental science/peat expert/lead consultant, and (2). Statistic/social science expert (2 persons).

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

### **Team leader**

#### Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the study
- Personnel management, in particular identifying the need for short-term assignments within the available budget, especially in supporting data collection in the field (enumerator).
- Develop questioner for study with experts
- Regular reporting in accordance with deadlines and coordinate team member for consolidating report for final.



### Qualifications of the team leader

- Education/Training (2.1.1): Master's degree in forestry/ biology/ environmental science
- Language (2.1.2): Professional business language proficiency in English and bahasa Indonesia.
- General Professional experience (2.1.3): 10 years experiences in study or activities (project) in natural resources management on policy, planning and or institutional capacity building; or
- Specific Professional experience (2.1.4): 3 assignment or 5 years experiences in project (study or activity) in peat ecosystem protection and management or 2 assignment or 3 years experience in KAP study
- Leadership/management experience (2.1.5): 5 years experiences or 2 assignments on leading the project or study.
- Experience in the region (2.1.6): The consultant is expected to have 6 years of experience working in East and North Kalimantan, good understanding in the community development issues, natural resource issues, statistic, or other relevant issues.
- Development Cooperation experience (2.1.7): 2 years of experience in DC projects
- Other (2.1.8): *Not Applicable*

### **Expert 1 – Social or Statistic Science expert (East Kalimantan study coordinator), 1 person**

#### Tasks of the Expert 1

- Coordinating field study activities in East Kalimantan province
- Recruiting Enumerators and coach them
- Engagement with stakeholder in the village
- Develop questionnaire
- Data Collection, compiling and Analysis
- Conduct FGD in the villages
- Provide reports

#### Qualifications of the Expert 1

- Education/training (2.2.1): master's or bachelor's degree in social science/ statistic/ forestry/ Biology/ environmental science
- Language (2.2.2): *Not Applicable*
- General Professional experience (2.2.3): 5 years experiences in study or activities (project) in natural resources management or (2 assignment or 3 years experiences) in project (study or activity) in peat ecosystem protection and management
- Specific professional experience (2.2.4): experiences in statistical works; and (an assignment or 2 years experiences) on social economic, community development, and or statistical study
- Leadership/management experience (2.2.5): *Not applicable*
- Experience in the region (2.2.6): The consultant is expected to have 3 years of experience working in East Kalimantan, good understanding in the community development issues, natural resource issues, statistic, or other relevant issues. And very good understanding on community knowledge survey methodology and analysis.
- Development Cooperation experience (2.2.7): *Not applicable*
- Other (2.2.8): *Not applicable*

## **Expert 2 – Social or Statistic Science expert (North Kalimantan study coordinator), 1 person**

### Tasks of the Expert 2

- Coordinating field study activities in East Kalimantan province
- Recruiting Enumerators and coach them
- Engagement with stakeholder in the village
- Develop questionnaire
- Data Collection, compiling and Analysis
- Conduct FGD in the villages
- Provide reports

### Qualifications of the Expert 2

- Education (2.3.1): master's or bachelor's degree in social science/ statistic/ forestry/ Biology/ environmental science
- Language (2.3.2): *Not applicable*
- General Professional experience (2.3.3): 5 years experiences in study or activities (project) in natural resources management or (2 assignment or 3 years experiences) in project (study or activity) in peat ecosystem protection and management
- Specific professional experience (2.3.4): experiences in statistical works; and (an assignment or 2 years experiences) on social economic, community development, and or statistical study
- Leadership/management experience (2.3.5): *Not applicable*
- Experience in the region (2.3.6): The consultant is expected to have six years of experience working in East Kalimantan, good understanding in the community development issues, natural resource issues, statistic, or other relevant issues. And also, very good understanding on community knowledge survey methodology and analysis.
- Development Cooperation experience (2.3.7): *Not applicable*
- Other (2.3.8): *Not applicable*

## **5. Costing requirements**

### **Assignment of personnel and travel expenses**

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax.

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

## Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

## Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	30 days	30 days	Output based
Expert 1: Social or Statistic Science expert (East Kalimantan study coordinator)	1	30 days	30 days	Output based
Expert 2: Social or Statistic Science expert (North Kalimantan study coordinator)	1	30 days	30 days	Output based
Travel expenses	Quantity	Number per expert	Total	Comments
<b>Per-diem allowance in country of assignment</b>				
• Team Leader	22	1	22	Travel to East & North Kalimantan
• Expert 1	22	1	22	Travel to East Kalimantan
• Expert 2	22	1	22	Travel to North Kalimantan
				Lumpsum. Output based.
<b>Overnight allowance in country of assignment</b>				
• Team Leader	21	1	21	In East & North Kalimantan
• Expert 1	21	1	21	In East Kalimantan
• Expert 2	21	1	21	In North Kalimantan
				Lumpsum. Output based.

Transport	Quantity	Number of expert	Total	Comments
<b>Domestic flights</b> <ul style="list-style-type: none"> <li>• Team Leader</li> <li>• Expert 1</li> <li>• Expert 2</li> </ul>	3  2  2	1  1  1	3  2  2	3 ways (trips) travel to East & North Kalimantan 2 ways travel to East Kalimantan 2 ways travel to North Kalimantan  Lumpsum. Output based.
<b>CO<sub>2</sub> compensation for air travel</b>  <a href="#">Link to <u>working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</u></a>	7	1	7	A fixed budget of <b>IDR4.500.000,00</b> is earmarked for settling carbon offsets <b>against evidence</b> .  CO2 compensation is against the Economy airlflight.
<b>Travel expenses</b> <ul style="list-style-type: none"> <li>• Airport transport home-airport</li> <li>• Airport transport (airport Samarinda-City/hotel East Kalimantan)</li> <li>• Airport transport (airport Samarinda-City/hotel East Kalimantan)</li> <li>• Airport transport (KHG Kukar-Airport Balikpapan)</li> </ul>	2  1  2  1	3  1  1	6  1  2  1	2 ways (1 round trip) For Team Leader, Expert 1 - 2 1 way for Team Leader 2 ways (1 round trip) for Expert 1. 1 way, for Team Leader
<ul style="list-style-type: none"> <li>• Car rental in Samarinda</li> <li>• Car Rental Transport Samarinda to KHG KuKar</li> <li>• Boat &amp; Car transport during study in KHG Kukar</li> <li>• Car rental &amp; Boat transport KHG Kukar to KHG Kubar</li> <li>• Boat rental transport during in KHG Kubar</li> </ul>	2  2  2  2  3	1 unit  1 unit  2  1  1	2  2  2  2  3	1 unit car, 2 ways For Team Leader, Expert 1 1 unit car, 2 ways For Team Leader, Expert 1 2 ways, for Team Leader and Expert 1, 1 unit. 2 ways for Expert 1, 1 unit. 3 ways, for Expert 1, 1 unit
<ul style="list-style-type: none"> <li>• Car rent &amp; Boat transport Tarakan-hotel Tanjung Selor</li> </ul>	2	2	4	2 ways for Team Leader, Expert 2, 1 unit.

• Rent car Tanjung Selor- Tana Tidung	2	2	4	2 ways, for Team Leader, Expert 2, 1 unit
• Rent car Tana Tidung-sembakung Nunukan	2	1	1	2 ways for Expert 2, 1 unit
• Rent Car Sembakung-Tanjung Selor	1	1	1	1 way for Expert 2, 1 unit
• Rent car during assessment in Tana Tidung	3	1	3	3 ways for Expert 2, 1 unit
• Rent Car during assessment in Sembakung Nunukan	3	1	1	3 ways for Expert 2, 1 unit
<b>Other costs</b>	<b>Quantity</b>	<b>Unit</b>	<b>Total</b>	<b>Comments</b>
• Questionnaires	35	15	525	Questionnaire cost is a description of the costs that must be incurred to fill out the questionnaire, especially for enumerator fees and operations, 15 village consists of 35 respondents/village.
• Printing	15	1 packs	15	1 pack for each villages.
<b>Workshops</b>				
Focus Group Discussion FGD	15	1	15	FGD conduct once in every pilot village (1 time FDG in 15 villages)
Training for enumerator in East kalimantan	9	2	18	Training for 9 enumerators (no of villages) in 2 days East Kalimantan
Training enumerator in North Kalimantan	6	2	18	Training for 6 enumerators (no of villages) in 2 days North Kalimantan.
<b>Flexible Remuneration</b>	1	1	1	A budget of <b>IDR19.976.500,00</b> is foreseen for flexible remuneration. Use of the flexible remuneration item requires prior written approval from GIZ and <b>subjected to evidence.</b>

## 6. Inputs of GIZ or other actors

GIZ are expected to make the following available:

- Intense coordination with the village government to find out the level of concern of the village government (policy) towards peat ecosystems and how this influences community attitudes towards peat ecosystems

## **7. Requirements on the format of the tender**

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the TORs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

## **8. Annexes**

## **Annex.1. Outline Report**

The report of this consultancy works should be in Bahasa Indonesia, but for summary of report (executive summary) should be in English.

- I. Executive Summary in English: a brief overview of the study's objective, methodology, key findings, and recommendations. Key findings are related to status and condition (knowledge, attitudes and participation aspects) of the relevant stakeholders.
- II. Introduction.
  - a. Background
  - b. Objective
  - c. Target
- III. Study Method
  - a. Approach
  - b. Data and Information
  - c. Analysis and Formulation Method, including finding issues
- IV. Conclusion.
- V. Recommendations
- VI. Annexes:
  - a. Questioner
  - b. List of respondents
  - c. List of data used and it's source
  - d. List of references
  - e. Photos documentary during the data collection