

TERMS OF REFERENCE
OPERATIONALIZATION OF BLUEPRINT ON SUSTAINABLE LIVELIHOODS
FOR MASAKODA, YEN, YEC, AND OGONEY CLANS
IN TELUK BINTUNI REGENCY

BACKGROUND

In early 2024, PERMATA Project succeeded in facilitating communities of Masakoda, Yen, Yec, and Ogoney clans in developing blueprint on sustainable livelihoods. PERMATA Project itself is a project led by Samdhana Institute, involving other organizations, i.e., Kitong Bisa Foundation, Badan Registrasi Wilayah Adat (BRWA), Kaoem Telapak, Urban and Regional Development Institute (URDI), PEREMPUAN AMAN, and Rainforest Foundation Norway. The project focuses its works on four regencies in Papua (Teluk Bintuni, Jayapura, Merauke, and Tambrauw), and in Teluk Bintuni Regency, the project is zeroing in on the activities of sustainable livelihoods for four clans of Moskona tribes. These clans are Yen, Yec, Masakoda, and Ogoney, the ones who have received recognitions of customary areas and customary forest.

The blueprint developed by PERMATA Project is meant to help the communities in improving their economics, through a strategy which values environment and local cultures. The blueprint had received positive response from communities and local government of Teluk Bintuni Regency. Through a meeting involving communities and local government staff, it is agreed that the blueprint covers the conditions, challenges, and opportunities faced by the four clans and it can be a reference for interested parties to build livelihoods in Teluk Bintuni.

As the continuation of blueprint development, PERMATA Project had also facilitated the operationalization planning of the blueprint, for the first year (from September up to December 2024). During this planning session, which was conducted in August 2024, it was agreed that the project will conduct a series of key activities from September to December 2024.

PURPOSE AND OBJECTIVES

The purpose of the consultancy is to provide supports related to livelihoods intervention in Teluk Bintuni Regency, especially to four clans of Moskona tribe (Yen, Yec, Masakoda, and Ogoney) in order to achieve the following objectives:

- Community's capacity to manage commodities, especially the ones based on pineapple, nutmeg, and *buah merah* is increased.
- Production and marketing processes of pineapple, nutmeg, and *buah merah* are implemented through sandboxing approaches.

DETAIL ACTIVITIES

The consultant should conduct the following activities.

- I. Development of training modules on organizations and soft skills

- a. Develop guides and soft skills and institutional management training modules to strengthen intrapersonal capacity and business management capabilities among indigenous communities.
- b. The modules should focus on analytical and design thinking, higher order thinking skills, and skills on entrepreneurship.
- c. The modules should be used by field facilitators in training communities and mentoring them in developing their soft skills and managing their business.

II. A series of training activities.

- a. ToT will be given to the organisations/personnel working on the field (personnel of Panah Papua and champions from Kitong Bisa Foundation). Upon the completion of ToT it is expected that these personnel working on the field are able to conduct training for the communities.
- b. Training on soft skills will be given to young people and women of customary communities, who will be involved in sandboxing. This training is to equip young people and women with critical, analytical, and creative thinking skills, as well as managerial abilities to effectively manage derivative product-based businesses.
- c. Training on organizational development is aimed at community champions who have been identified as the main drivers and managers of Social Forestry Business Groups (KUPS). The goal is to strengthen their capacity to lead and manage businesses effectively, as well as ensure the sustainability and economic independence of the community.
- d. Technical training on product management covers effective methods of drying nutmeg, techniques on harvesting pineapple, and making pineapple syrup. This training is designed to increase the capacity of communities to produce high-quality derivative products with better selling value.

III. Setting up supporting facilities

- a. Setting up drying facilities (for nutmeg) in districts of Merdey and Masyeta. Drying facilities is meant to support the efficient and high-quality nutmeg drying process. The drying facilities, which utilizing solar energy, will reduce dependency on weather conditions during the drying process. It will also increase production capacity.
- b. Development of market hub in Bintuni. Market Hub will be established in Bintuni. This will function as a product aggregation and development center. It will collect, process, and distribute derivative products such as nutmeg, pineapple, and *buah merah*. Market Hub will be a coordination center for indigenous communities in optimizing supply chains, increasing product added value, and expanding access to wider markets.

IV. Implementation of sandboxing. This is to test the business strategy and operational models on a limited scale before it is fully implemented. Sandboxing will involved communities and through this sandboxing it is hoped that the communities obtain experience in implementing business. What communities learn from this sandboxing might be useful in further process of business development.

DELIVERABLES

The deliverables that should be met by the consultant are:

1. Training modules on organizations and soft skills.
2. Implementation of ToT on soft skills for partners.
3. Implementation of training on organization.
4. Implementation of training on soft skills and mentoring communities.
5. Implementation of technical training: nutmeg drying process and production of pineapple syrup.
6. Setting up solar dome for nutmeg drying process.
7. Setting up market hub and facilities for pineapple syrup production.
8. Sandboxing.
9. Evaluation and final report.

INDICATIVE TIMELINE AND ACTIVITIES

The works should be conducted between September – December 2024

WORKING RELATIONSHIP

Internal Samdhana:

1. PERMATA Project team
2. Capacity Development Program Team
3. Grants Program Team
4. Lifescape Program Team

External Samdhana:

Samdhana's partners/ community

PERSONNEL REQUIRED

Team Leader

- Responsible for the whole project, be it from the strategic side or the implementation.
- Lead the entire project and ensure that all operational is run as planned.
- Responsible for making strategic decisions, especially the ones related to formulation and adjustment of operational plans.
- Develop and submit progress report to Transformers Plus management and partners, and give recommendations for next strategic steps.

Sustainable Livelihoods Specialist

- Responsible for developing strategy and network related to livelihoods in the working areas.
- Provide assistance to communities in running their business, including helping them with management, administration, and micro business development.
- Ensure the active involvement of community in each step of the program: formulation of plans, implementation, and evaluation.
- Conduct evaluation and ensure that the program/activities give positive contribution to communities.

- Document the process and the results of the activities, and develop necessary report that needs for evaluation and learning.

Community Development Expert

- Responsible for mobilizing resources to support the project.
- Develop and implement training program and capacity building, focusing on management of derivative products of nutmeg, pineapple, and *buah merah*.
- Provide assistance to communities in running their business, including helping them with management, administration, and micro business development.
- Conduct evaluation and ensure that the program/activities give positive contribution to communities.
- Document the process and the results of the activities, and develop necessary report that needs for evaluation and learning.

Field Coordinator

- Responsible for coordinating day-to-day activities related to project, especially in organizing hub (supply and demand).
- Support the whole team in implementing training, providing assistance to communities related to sandboxing, setting up market hub, setting up solar dome for drying mechanism.
- Providing assistance and mentoring communities in relation with sustainable livelihoods program.
- Supervising activities conducted by communities in relation with sandboxing, setting up market hub, and solar dome for drying mechanism.

Admin Finance Officer

- Responsible for managing administration and finance for the whole project, including for market hub.
- Reviewing cash flow and income.
- Reviewing all administrative documents related to the project.
- Preparing financial and administrative reports

PERSONNEL QUALIFICATIONS

Chief Advisor

1. Bachelor degree in Social Science with additional education or certification in project management, economic development and development studies.
2. More than 15 years of experience in working on community development, project management, and/or program management.
3. Experienced in handling middle-scale or even large-scale projects, especially the ones located in remote areas and/or involving indigenous peoples/communities.
4. Have a good personal and leadership skills and strong communication competency.
5. Have deep understanding on sustainable development and participatory approaches.

Sustainable Livelihoods Specialist

1. Bachelor degree in Economics.
2. More than 15 years of experience in market research, economic development, product development, and market and business analyses, especially in the context of community economy and local products.
3. Experienced in conducting market research, including trend analysis, consumer preference, and strategic market for community products.
4. Have deep understanding and knowledge on market analysis, ability in managing projects.

Community Development Expert

1. Bachelor degree in Economics, with knowledge on economic development is preferable.
2. More than 15 years of experience in community development, program design, and project evaluation, focusing on community economic development and micro business development.
3. Experienced in managing community development di remote areas in Indonesia.
4. Experienced in monitoring and evaluating CSR programs related to economic empowerment for communities.
5. Strong knowledge in participative approaches, ability in managing project and developing micro business.

Field Coordinator

1. Bachelor degree in any subject.
2. At least 5 years of experience working on the field or with communities.
3. Independent and able to work with minimum supervision.
4. Flexible, good communicator, good listener, willing to work with communities.
5. Mastering Microsoft Office: Excel, MS Word, and Power Point.

Admin Finance Officer

1. Bachelor degree in Finance or Accounting.
2. At least 5 years of experience in finance or accounting.
3. Independent and able to work with minimum supervision.
4. Having experience working with communities.
5. Mastering Microsoft office: Excel, MS word, dan Power point;

PROPOSAL

Programmatic Proposal

The proposal submitted shall provide the following:

1. Description of methodology and/or technical approach.
2. Project implementation plan proposal, showing timeline for each activity.
3. Proposed price each personnel and deliverable.
4. CV of each personnel.
5. List of similar project carried out within the last 3 years.

Financial Proposal

Financial proposal shall be submitted in accordance with the table provided. Please find the table in the attachment.

PAYMENT

If the proposal is accepted, the payment schedule is as follows:

No	Deliverables	Condition	Payment
1	Upon contract signing.		25%
2	Training modules on organization and soft skills.	Upon approval from Samdhana	35%
3	Training of Trainers, sandboxing, and market hub set up.	Upon approval from Samdhana	30%
4	Final report.	Upon approval from Samdhana	10%

OTHERS

- Samdhana hold copyrights for all datasets, deliverables, and reports. The documents (including the information produced during data collection) may not be reproduced/ distributed or published without written permission from Samdhana.
- The consultant shall provide the quotation for the overall service fee requested in this TOR.
- The price given shall include tax application since Samdhana will deduct the amount based on Indonesia Government Tax Regulations
- The most efficient traveling arrangement and its cost will be covered by Samdhana.
- Annex: Financial Proposal
- Start date: Immediately

Quotation procedures submission

- Company/Organization Profile, details personnel CV's,
- Excel sheet: Financial Proposal and contact details for two experiences
- **Closing date is on 27 September 2024** , please indicate the position in the email subject line and type your proposal title with the following format: **[Name of your company]_[Operationalization of blue print on livelihoods in Bintuni]**
- Submission to: hrd@samdhana.org

Attachment: Financial Proposal

Detail Budget							
NO	Activities	Qty	Unit	Qty	Unit	Unit Cost	Line Total
1	Direct Cost - Personnel						
1.1	Team Leader	1	person	XXX	Mandays	XXX	XXX
1.2	Sustainable Livelihoods Specialist	1	person	XXX	Mandays	XXX	XXX
1.3	Community Development Expert	1	person	XXX	Mandays	XXX	XXX
1.4	Field Coordinator	1	person	XXX	Mandays	XXX	XXX
1.5	Admin and Finance Officer	1	person	XXX	Mandays	XXX	XXX
2	Programmatic						
2.1	Development of training modules on organizations and soft skills	2	Sets	1	time	XXX	XXX
2.2	ToT on soft skills, organization, and technical things	1	Event	2	days	XXX	XXX
2.3.A	Sandboxing for Nutmeg	1	Pax	1	cluster	XXX	XXX
2.3.B	Sandboxing for Pineapple	1	Pax	1	cluster	XXX	XXX
2.4	Set up of Market Hub and Production House	1	Pax	1	spot	XXX	XXX
					Total	XXX	XXX
	Consultant shall fill the above table.						
	The expenses of others (activities, transportation, meals, lodging, will be covered by Samdhana. The expenses are as follows:						
	(The consultant shall not fill the table below)						
NO	Activities	Qty	Unit	Qty	Unit	Unit Cost	Line Total
3	Activities						
3.1	Training on organization/management	1	event	1	days	XXX	XXX
3.2	Training on soft skills for community	1	event	2	days	XXX	XXX
3.3	Technical training of pineapple syrup production	2	events	1	day	XXX	XXX
3.4	Evaluation on activity progress	1	Pax	1	time	XXX	XXX
3.5	Setting up solar dryer dome	1	Pax	1	Spot	XXX	XXX
4	Travel, Meals, Lodging						
4.1	Airfare for Consultant	3	Persons	6	trips	XXX	XXX
4.2	Airfare for Technical Mentors	2	Persons	2	trips	XXX	XXX
4.3	Vehicle Rent	1	Unit	20	days	XXX	XXX
4.4	Lodging	5	rooms	24	nights	XXX	XXX
4.5	Meals	5	Pax	24	days	XXX	XXX
					Total	XXX	XXX