

**PENGUMUMAN POKJA ULP PENGADAAN KONSULTAN BADAN USAHA
PEKERJAAN KONSULTAN PENDAMPING KNOWLEDGE MANAGEMENT
INFORMATION SYSTEM (KMIS)
DIPA PUSAT DATA DAN INFORMASI, TAHUN ANGGARAN 2018,
SUMBER DANA HIBAH LUAR NEGERI
KEGIATAN PROJECT II FOREST INVESTMENT PROGRAM**

INFORMASI UMUM	
Nama Paket Pekerjaan	PEKERJAAN KONSULTAN PENDAMPING KNOWLEDGE MANAGEMENT INFORMATION SYSTEM (KMIS)
Jenis Penyedia yang Dibutuhkan	BADAN USAHA BERBENTUK PERUSAHAAN
Bidang Usaha	1. Jasa Konsultan Perangkat Lunak, dan/atau 2. Jasa Konsultan Aplikasi, dan/atau 3. Jasa Konsultan yang sejenis sesuai dengan Peraturan Perundang-undangan yang berlaku
Durasi Pekerjaan	Tahun 2019 s/d 2021 (Tiga Tahun)
Pembayaran	Sesuai dengan Termin pada Kontrak dan Hasil Pekerjaan
Alokasi Anggaran	Setiap Tahun: 2019; 2020; dan 2021
Sumber Dana	Hibah Luar Negeri (World Bank), melalui DIPA Pusdatin
Waktu Pemasukan Dokumen Kualifikasi	31 Agustus s/d 14 September 2018 Diubah Menjadi 31 Agustus s/d 17 September 2018
Unit Kerja	Pusat Data dan Informasi
Pokja ULP	Pokja Pengadaan Konsultan Badan Usaha Pendamping KMIS
Alamat	- Biro Umum, Manggala Wanabakti Building Block I 3th Floor, Jl. Jenderal Gatot Subroto, Senayan, Jakarta 10270. - Pusdatin, Gd. Manggala Wanabakti Block I Lantai 2, Jl. Jendral Gatot Subroto, Senayan, Jakarta 10270
Informasi Selengkapnya dan Download Dokumen	1. lpse.menlhk.go.id 2. www.menlhk.go.id

Jakarta, 13 September 2018

An. Pokja Pengadaan Konsultan Badan Usaha Pendamping KMIS,

TTD

Ayep Tahyudin, S.P
NIP. 19720608 199803 1 004

Country : Indonesia

Project Id : P144269

Project Name: Promoting Sustainable Community-Based Natural Resource Management and Institutional Development Project [Indonesia Forest Investment Program (FIP) project 2]

Grant Info:

General Information	
Notice Type	Request for Expression of Interest (REOI)
Borrower Bid Reference	C3.CF5A
Bid Description	Consultancy Service for Knowledge Management Information Service
Language of Notice	English
Deadline for Expression of Interest	Jum'at, 14 September 2018, Pukul: 15.00 WIB
	Changed Into: 17 September 2018, Pukul 15.00 WIB
Local Time	Jakarta Time / Western Indonesian Time
Selected category codes for product to be procured	Project Management Consultant
Contact Information on Advertisement	
Organization / Department	Pusat Data dan Informasi, Ministry of Environment and Forestry
Name	Pokja Pengadaan Konsultan Badan Usaha dalam rangka KMIS
Title	Head of Pokja Pengadaan
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The Republic of Indonesia
Forest Investment Program (FIP)
Promoting Sustainable Community-Based Natural Resource Management and Institutional Development Project

Project ID: No. 144269 / Project Grant No. TFOA2858 & TFOA2104

Support Consultancy for Knowledge Service

C3.CF

REQUEST FOR EXPRESSION OF INTEREST (REOI)

I. BACKGROUND

Promoting Sustainable Community-Based Natural Resource Management and Institutional Development Project funded by the IBRD Grant TFOA2014 and TFOA2858, consists of 4 main components:

Component 1: Strengthening Regulations, Policy, and Institutional Capacity for Decentralized Forest Management. This component is designed to harmonize the regulations relating to the operation of the Forest Management Unit (FMU) is known as Kesatuan Pengelolaan Hutan (KPH), thus providing solutions to some fundamental issue such as the roles and responsibilities of each stakeholders, accountability, institutional capacity building, addressing conflict issues, redistribution benefits, etc.

Component 2: The Knowledge Platform Development. This component is designed to support the needs of increasing capacities in the implementation support of knowledge and information exchange of decentralized forest management best practices.

Component 3: Improvement of Forest Management Practices in 10 KPHs. This component is designed to support 10 KPHs in facing the challenges of forest management operations. Activities will focus on providing technical and investment assistance to ensure sustainable forest management, involving local stakeholders, and generating benefits, including conflict mediation.

Component 4: Project Management, Monitoring and Reporting, and Project Coordination. This component is designed to facilitate the operationalization of the FIP Project II, to support project management, oversight, and implementation of project monitoring and reporting.

The Knowledge Platform Development

The Knowledge Platform is designed to provide data support for planning and implementing of sustainable forest resources management, including carbon and other related parameters for monitoring and evaluation, and to optimize public services through digital portals.

The Knowledge Platform Development consists of the KPH Knowledge Management and Information System (KMIS) Development and Capacity Building and Knowledge Exchange. Development the KPH KMIS focuses on developing information systems to strengthen KPH-based forest management and knowledge management, especially on capacity building of its. KPH KMIS activities include data collection, analysis, visualization, storage, and dissemination of data and information, and developing useful knowledge products related to forest management in KPH. The developed portal should be integrated with the existing data base management system in the Ministry of Environmental and Forestry (MoEF), and facilitate for easy access to all levels of forest management: national, sub-national, and site/KPH levels. KPH KMIS Portal is designed into several sub-portals that will accommodate several

topics related to forest management, such as KPH Data and Information Center, Knowledge Management Center, KPH Forest Management Experience Center, Promotion Center, Marketing Center, Investment Opportunities Center, etc. KPH KMIS is also prepared as a source of data and information on forest management activities for KPH to manage a planning, organizing, actuating, and controlling. The types of data and information managed have a digital format, which is obtained through the directly data collection or from the process of digitization derived from non-digital format. In a simple way, the KPH KMIS is built in 3 main aspects, namely knowledge and information capturing, knowledge and information assets development, and knowledge and information sharing both online, including web base and mobile base, or offline in softcopy and hardcopy formats.

II. OBJECTIVE OF THE ASSIGNMENT

The MoEF will utilize firm consultant to provide a Knowledge Application Center that can support data, information, and knowledge of forest management and integrating all results of FIP Project II activities in digital format so could be disseminated to stakeholders both online and offline in softcopy and hardcopy. The assignment is to assist the Implementing Agency responsible for sub-component 2.1. (Pusat Data dan Informasi/Pusdatin) to implement the component in a manner that achieves the objectives of the component and the project (as noted in the indicators and targets specified in the results framework).

III. IMPLEMENTATION OF KPH KMIS DEVELOPMENT

Implementation of KPH KMIS Development consists of several items as follows:

1. Scope of Work

Scope of work the KPH KMIS are:

- a. Prepare the Master Plan for KPH KMIS Development which will be implemented until Year 2021, with several targets to be achieved in each of the current year. The outline matters of KPH KMIS Development Master Plan have to consist, but are not limited to:
 - 1) Inventory of Forest Resource Information System have been developed by the MOEF, to be identified how to the uniqueness and main theme issued to be strengthened for integration with Forestry Information System in accordance to Minister of Forestry Regulation No. P.02/Menhut-II/2010 concern of Forestry Information System.
 - 2) Basic Concepts and Methodologies to be developed to build the KPH KMIS, including details of the hardware, software, and human resource development.
 - 3) Arranging the Timeline for Implementation of KPH KMIS Development up to Year 2021, including the preparation of exit strategy in the effort of transfer of the system had been developed to the MoEF and KPH.
- b. Develop Database Integration at MoEF Website. The integration is arranged to link all data and information to be used as a main material input for KPH KMIS. This integration is prepared for implementation of One Data Policy. Data Base integration including data reformatting to accelerate the query and searching data process.
- c. Establish, develop, and operate a FIP Project II Website. The website is designed to provide for the Projects profiles and activities information in Component 1, Component 2, Component 3, and Component 4, or other activities related to the Project, including information on the Project's security mechanism (social safeguard, environment safeguard, and grievance redress mechanism),

communication scheme development, and become an interactive media between Project and Audiences. Sources of data and information prepared by IA, KPH, PMU, SU, Consultants, or other Technical Units related to KPH development. The structures of compiled Website at least involve, but are not limited to:

- 1) Integrated to FIP Project II Monitoring and Evaluation Application, KPH KMIS Knowledge Center Application, and connected to the MoEF and the World Bank Website.
 - 2) It can publish numerical data formats, graphical info, images, audio, and video.
 - 3) Consist of elements:
 - Content Management System (CMS)
 - Search Engine Optimization (SEO): search engine results pages (SERPs)
 - Keyword & Key Phrase Research: Title tags, Relevant Meta Description Tags, Keywords, and Phrases
 - Headers
 - Image Name & Alt Tags
 - Links: Connecting each Pages Internal
 - Social Media: Content Sharing, Discussion Forum, Guestbook
 - HTTPS (secure connection)
 - 4) Available for facilities:
 - Analytics
 - Site
 - Traffic
 - Referrals
 - Bounce Rate and Exit Rate
 - 5) Available in two languages option, Bahasa Indonesia and English.
 - 6) Ensuring the Source Program becomes the Copyright of the MoEF.
 - 7) Ready for backups of apps and databases, recallable/restorable, and work properly.
 - 8) Available for Final Source Program in hardcopy and softcopy
 - 9) A certainty for the application is installed on the Server provided by the MoEF, using the Public IP and Domain Name which become a part of the MoEF.
 - 10) Available for Operational and Maintenance Guidelines, including entry data and update data process mechanism, in Bahasa Indonesia and English.
- d. Establish, develop, and upload data input of FIP Project II Monitoring and Evaluation Application. The application should be operated both intranet-based and internet-based, provide an overview the results of all stages project activities have been executed, base line information, types of activities, progress of activities, supervision, performance assessment, and related matters for monitoring and evaluation process. Sources of data and information prepared by IA, KPH, PMU, SU, Consultants, or other Technical Units related to KPH development. Structures of Monitoring and Evaluation Application involve, but are not limited to:
- 1) Module development:
 - Baseline module,

- Type of activities module,
 - Implementation activities module,
 - Activities progress module,
 - Indicator and performance appraisal module
 - Monitoring module
 - Follow-up recommendation module
 - Improvement based on evaluation results module
- 2) Consists of some technical elements menu for Monitoring and Evaluation aspects, include:
- Data entry
 - Data validation
 - Project Result data and information
 - Project Progress activities
 - Data Visualization, in a graphic format, maps, box-plots, scatter diagnostics, etc.
 - Resume Report
- 3) Availability of Operation Guidelines and maintenance of arranged application, include backup and update data in softcopy and hardcopy are embedded to the application.
- 4) Provide training for staffs/technicians/operators who will handle the application.
- e. Establish, operate, and develop a Web-based Knowledge Center Application. This application is integrated to the existing related themes of forest information sub-systems had been installed on the MoEF before and be designed as the parent application of the FIP Project II. Sources of data and information prepared by IA, KPH, PMU, SU, Consultants, or other Technical Units related to KPH development. The mechanism of verification and determination of Knowledge Product access criteria is conducted through discussions with the authorized institution. The structures of the Knowledge Center Applications have at least the following facilities, but are not limited to:
- 1) Connected to the website of the MoEF and the World Bank
 - 2) Integrated to other applications developed by the FIP Project II, including the Management Information System (MIS) of the FIP Project II.
 - 3) Available for a hierarchical security system according to the level of authority.
 - 4) Available for Knowledge Management sub-portal at least about:
 - KPH Data and Information Center
 - Knowledge Center
 - KPH Forest Management Experience Center
 - Promotion Center
 - Marketing Center
 - Investment Opportunity Center
 - 5) Advanced to be developed as a Mobile-based application
- f. Provide capacity building (including training) and advice to the EA, IAs, KPH, and other relevant technical units within MoEF in implementing Organizational Knowledge Sharing (OKS) program to systematically capture and document operational experiences into knowledge assets and products that can be shared, exchanged and transferred using the Web-based and Mobile-based Knowledge Center Application.

- g. Coordinate with and consult to the Executing Agency (EA), all Implementing Agencies (IAs), and the KPHs selected through the Project Management Unit (PMU), in related to develop the substance to be managed in the overall application.
- h. Conducting the implementation process of activities in the KPH KMIS development on the aspects of knowledge and information capturing (linkage, inventory, and digitalization), knowledge and information assets development (clustering, compiling, and analyzing), and knowledge and information sharing (themes formatting, packaging, and sharing).
- i. Together with the Implementing Agencies Centre for Human Resources Education and Training (Pusdklat SDM LHK) of the MoEF to design the method of capacity building of human resources in order to replicate and up-scaling some knowledge assets documentation, including developing KPH Knowledge Center.
- j. Ensure all the results of the FIP Project II activities are feasible, accommodated into the KPH KMIS as knowledge assets and conduct further processes for knowledge exchange.
- k. Conducting the technical assistances to the MoEF and KPH human resources for the technology and knowledge transfer.

IV. STAKEHOLDERS

In carrying out the assignment, the Consultant will work closely with staff of the Center for Data and Information (Pusat Data dan Informasi/Pusdatin) of Secretariat General of the MoEF, the Individual Consultant Technical Expert for KMIS, selected KPHs, Project Management Unit (PMU), Sub-National Supporting Unit (SU), and other Implementing Agencies (IAs) of FIP Project II. In addition, the Consultant will ensure the operation of the system, maintenance, monitor, provide guidelines, mentorship and capacity building to relevant staffs of the MoEF and KPHs to operate the KPH KMIS, and should work properly if the system handling over is taken at the end of the Project.

V. TIME FRAME AND LOCATION

The duration of work execution is 46 (forty six) calendar months, held in Fiscal Year 2018-2021. The service activities development of the KPH KMIS is implemented in Indonesia. Location at Jakarta (Manggala Wanabakti Building) and it is possible to carry out coordination and technical assistance to the region.

VI. QUALIFICATION REQUIREMENT

The Consultant shall offer a team of qualified experts to meet the requirements, who shall work in the collaboration with the Client, KPHs, and relevant stakeholders to deliver the services. The Consultant must provide sufficient number of resources to effectively deliver the services within the required timeframe. All these criteria shall be used in the technical evaluation. It is expected that the experts are proven by experience with similar projects and be fluent in English (mandatory), both written and verbal communication.

To carry out the work as described above, the required personnel and competencies are as follows:

- a. Personnel
 - 1) Team Leader, 1 person
 - 2) Web Designer, 1 person
 - 3) Network and Security System Expert, 1 person

- 4) Knowledge Management Expert, 1 person
- 5) Computer Programming Expert, 1 person
- 6) Graphic Design Expert, 1 person

b. Key Experts

These experts should be a main role in fulfillment of activities and coordinate within their team to fulfill the services. These experts will be assessed to determine the acceptable qualification and experience based on the following requirements.

1) Team Leader

The Team Leader assigned to this job has the responsibility to coordinate all the experts involved, consult to the PMU, control the implementation of the team's work, and also serve as mentor to the respective knowledge focal points in the MoEF technical units. The qualifications are:

- Minimum experience on information technology at least for 10 years,
- Minimum requirement as Post-Graduate Degree in a relevant field, Master Degree in the field of Project Management or Systems Analyst is an advantage.
- Experience in leading the establishment team of information systems development,
- Ability to understand the preparation of development schedule related to the system capacity,
- Experience in leading the team work in terms of timeliness of work, and in establishing OKS processes in organization with similar task and challenges as the MoEF with its KPHs.
- Ability to organize and review the integrated system.
- Ability to analyze and evaluate an application to process data and information, ensure the result deserve to publish.
- Ability to develop a particular integrated application, compiling to the network-based computer and running on multi-connectivity.
- Good knowledge to design an application as a sub-system of publishing information technology mechanisms as required.

2) Web Designer

The Web Designer is responsible for website development, management, maintenance, and the process of uploading material for web-based applications. The qualification requirement as follows:

- Minimum experience in the field of web design at least for 4 years,
- Minimum requirement as Post-Graduate Degree in a relevant field.
- Ability to design the concept of layout (wire-framing),
- Ability to compile web-based applications, at least HTML and CSS,
- Ability to modify, rearrange, and convert HTMS or CSS web applications,
- Ability to create additional effects related to the needs of the application,
- Ability to evaluate and codify program sources in HTML and CSS web applications.
- Experience in using of Java-script, XML, or Graphics Software are an advantage.

3) Network and Security System Expert

Network and Security Systems expert is responsible for the smoothness of network connectivity and the security of network infrastructure from technical problems and hacking programs. The qualification requirement as follows:

- Experience in operations and security for local-base area network (LAN) and wide-based area network (WAN) at least for 4 years,
- Minimum requirement as Post-Graduate Degree in a relevant field.
- Ability to manage internet services, wireless networks, administrators and network integrators, computer integrators, VoIP integrators, Web administrators, and reset network connections,
- Ability to install some basic operating system,
- Ability to design a network security system,
- Ability to administer servers in the network,
- Ability to design Web Data Base for server content,

4) Knowledge Management Expert

The Knowledge Management Expert is responsible to provide capacity building (including training) and advice to the EA, IAs, KPH, and other relevant technical units within MoEF in implementing OKS program to systematically capture and document operational experiences into knowledge assets and products that can be shared, exchanged, and transferred using the Knowledge Center Application. The qualification requirement as follows:

- Experience on the job of knowledge management activities at least for 4 years,
- Minimum requirement as Post-Graduate Degree in a relevant field,
- Ability in data base management, forest resources data base management is an advantage,
- Ability in knowledge exchange mechanism procedures, related to the collecting, capturing, verifying, clustering, compiling, and managing data and information to product the knowledge assets,
- Ability to provide building capacity procedures related to Human Resources improvement.

5) Computer Programming Expert

Computer Programming Expert is responsible for the inventory of existing applications, including data and information flows to be developed and grouped according to the information needs on the KPH KMIS, build KPH KMIS portal applications and its development, and other activities related to the automation of FIP Project II activities. The qualification requirement as follows:

- Experience on the job of programming activities at least for 4 years,
- Minimum requirement as Post-Graduate Degree in a relevant field.
- Ability in programming computer, at least Visual Basic or equivalent,
- Ability in Open Source-based Web programming, mainly PHP and Java,
- Ability to install Open Source-based Server, mainly Centos and Ubuntu,
- Ability to build Server Virtualization, Hosting Server, or Web Server,
- Ability to build a mobile application, at least for Android-based,

6) Graphic Design Expert

The Graphic Designer is responsible for activities related to the preparation of graphic design in the form of audios, graphs, pictures, animations, and videos, which is related to the Development of KPH KMIS. The qualification requirement as follows:

- Experience on the job of graphic design activities at least for 3 years,
- Minimum requirement as Post-Graduate Degree in a relevant field.
- Experience in designing graphics as an application input materials, including designing the format, size, and streaming of graphics or animations,
- Ability to design leaflets, brochures, booklets, etc. in digital format,
- Ability to visualize an illustration scenario into visual form through image, audio, or video,
- Ability to compile an interesting graphic document,

MoEF now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria are having experience(s) in the following areas:

- a. forestry (management; policy includes that of environmental legislations, regulations and safeguard frameworks; institutions; capacity building; and decentralization),
- b. community based development
- c. strong donor project management record includes: administrative and managerial skills,
- d. strengthening institutions, networks, communications and partnerships
- e. project monitoring and evaluation
- f. Familiar with APBN administration.

Consultants will be selected in accordance with the procedures set out in the World Bank's "Guidelines: Selection and Employment of Consultants by World Bank Borrowers" of January 2011, revised July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture to enhance their qualifications.

A Consultant will be selected in accordance with the Quality and Cost Based Selection method set out in the Consultant Guidelines, which will be determined later in the Request for Proposals (RFP).

Further information can be obtained at the address below during office hours (09.00 to 15.00 hours).

Expressions of interest should be received by MOEF no later than **17 September, 2018**, 15.00 WIB, at Jakarta Time.

All consultants will be informed of the outcome of their expression of interest upon completion of the short-listing process.

Consultants shall either upload their expressions of interest into [mailto: lumbalumba13@gmail.com](mailto:lumbalumba13@gmail.com), Subject= Request for Expression of Interest Pengadaan Konsultan Pendamping KMIS, or submit a hardcopy to the following address: Pokja Pengadaan Konsultan Badan Usaha dalam rangka KMIS, Cq. Mr. Ayep Tahyudin and Mr. Sabarudin Harahap), Biro Umum, Manggala Wanabakti Building Block I 3th Floor, Jl. Jenderal Gatot Subroto, Senayan Jakarta 10270.