

Request for Proposals

Development of a REDD+ Safeguards Information System for Suriname

Project: Strengthening national capacities of Suriname for the elaboration of the national REDD+ strategy and the design of its implementation framework



Contact details: National Institute for Environment and Development in Suriname (NIMOS) REDD+ Project Management Unit, http://www.surinamredd.org/ Jaggernath Lachmonstraat #93, Paramaribo, Suriname	Date published: 2018-03-01 Deadline to apply: 2018-03-31
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Dear Sir/Madam,

REDD+ Suriname invites proposals for the consultancy **Development of a REDD+ Safeguards Information System for Suriname**. This work will be carried out in close collaboration with the Suriname REDD+ Project Management Unit and in consultation with national stakeholders.

Please be guided by the annexes when preparing your Proposal.

Proposals may be submitted on or before 31 March 2018, via e-mail to:

Ms. Silvia Karwofodi; REDD+ Administrative Assistant; office.redd@nimos.org

Please put as subject of your email '*Proposal: Development of a REDD+ Safeguards Information System for Suriname*'.

Your proposal must be written in **English** and be valid for a starting date within a period of 3 months minimum.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the e-mail address above on or before the deadline. Proposals that are received by NIMOS after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Before submitting your Proposal by e-mail, kindly ensure that it is signed and saved in pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the Request for Proposals and all other annexes providing details of NIMOS requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Please be advised that NIMOS is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Provider's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

NIMOS encourages every prospective Service Provider to prevent and avoid conflict of interest, by disclosing to NIMOS if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this Request for Proposals.

NIMOS implements a zero tolerance of fraud and other proscribed practices, and is committed to preventing identifying and addressing all such acts and practices against NIMOS, as well as third parties involved in NIMOS activities.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Mr. Cedric Nelom,

REDD+ Project Management and Supervision, NIMOS

Description of Requirements

Overall project name	Strengthening national capacities of Suriname for the elaboration of the national REDD+ strategy and the design of its implementation framework			
Client	National Institute for Environment and Development in Suriname (NIMOS)			
Partners	UNDP (delivery partner) and SBB (implementing partner)			
Required services	Development of a REDD+ Safeguards Information System for Suriname in close collaboration with the Suriname REDD+ Project Management Unit and in consultation with national stakeholders			
Description of the Required Services and Expected Outputs	Kindly refer to Annex 1 Terms of Reference (ToR)			
Person to Supervise the Work / Performance of the Service Provider	Counterpart within REDD+ Project Management Unit (PMU) of NIMOS and Mr. Cedric Nelom, Acting Director of NIMOS			
Frequency of Reporting	Daily to weekly collaborative communication			
Location of work	At contractor's location with mission(s) to Suriname National focal point in consultancy team permanently in Suriname			
Expected duration of work	From starting date to end of 2018 (about 8 months)			
Target start date	15 April 2018			
Latest completion date	31 December 2018			
Travels expected	International travel to Suriname in case of consultants abroad, and travels to communities within Suriname to be included by the contractor in the proposal			
	Destination(s)	Estimated Duration	Brief Description of Purpose of the Travel	Target Date(s)
Other Requirements	<input checked="" type="checkbox"/> Organizing of workshops and field visits must be included in the Price Proposal			

	<input checked="" type="checkbox"/> Implementation Schedule indicating breakdown and timing of activities/sub-activities <input checked="" type="checkbox"/> CV using the P11 form ¹ of individuals who will be involved in completing the services																							
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars; must be inclusive of Value Added Tax (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, NIMOS may request the Contractor 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	<p>A suggestion is included in the ToR (Annex 1). The Contractor can propose an alternative in the Financial Proposal, according to the format below.</p> <table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td rowspan="6"> Within thirty (30) days from the date of meeting the following conditions: a) NIMOS's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release				Within thirty (30) days from the date of meeting the following conditions: a) NIMOS's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.															
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Institution(s) to review/inspect/approve outputs/completed services	1. NIMOS; REDD+ technical focal point in charge of Project Management and Supervision in Suriname 2. UNDP Suriname; REDD+ delivery partner																							

¹ http://www.google.sr/url?sa=t&rct=j&q=p11%20form&source=web&cd=1&cad=rja&uact=8&sqi=2&ved=0ahUKewjStN2Q-JjOAhXGFR4KHdn9BfQQFggZMAA&url=http%3A%2F%2Fwww.undp.org%2Fcontent%2Fdam%2Ffundp%2Flibrary%2Fcorporate%2Fcareers%2FP11_Personal_history_form.doc&usg=AFQjCNFEymZOZCoUDSMZc4omGpzWlnGRNg&sig2=nCqNBdNACx2PFmk4cdptkQ&bvm=bv.128617741,d.dmo

and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 80% technical offer and 20% price weight distribution)
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (80%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (15%)</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 (10%)</p> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (20%)</p> <p><u>Financial Proposal (20%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by NIMOS.</p>
NIMOS will award the contract to	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed ToR (Annex 1)</p> <p><input checked="" type="checkbox"/> Relevant UNFCCC Decisions on Safeguards (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3)</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Mrs. Santusha Mahabier; REDD+ Technical Assistant</i></p> <p>E-mail: <i>technicalassistant.redd@nimos.org</i></p> <p>Any delay in the Technical Assistant's response shall not be used as a reason for extending the deadline for submission, unless NIMOS determines that such an extension is necessary and communicates a new deadline.</p>

ANNEX 1. TERMS OF REFERENCE

1. Context

Suriname is in the process of REDD+ readiness. Four elements need to be established in the REDD+ readiness phase before a country can be eligible to move to REDD+ implementation and obtain results-based payments: (1) A REDD+ National Strategy or Action Plan, (2) a Forest Reference (Emission) Level, (3) a National Forest Monitoring System, and (4) a Safeguards Information System. These Terms of Reference concern the development of the Safeguards Information System (SIS).

REDD+ in Suriname

Suriname is, with 93% forest cover, the most forested country in the world. While deforestation and forest degradation have been historically low in Suriname, it is a challenge to enhance the country's economic development while maintaining this unique position. To achieve the ambitious goal of remaining a High Forest cover and Low Deforestation (HFLD) country without limiting economic growth and social welfare, the National Development Plan for 2017-2021 endorses REDD+ as a tool for sustainable development. A Draft Suriname National REDD+ Strategy was developed throughout 2017 and a national validation workshop will be held around the end of April 2018 (to be confirmed). Suriname's first Forest Reference Emission Level (FREL) was formally submitted to the UNFCCC on 8 January 2018 and will undergo a technical assessment by the UNFCCC. A National Forest Monitoring System (NFMS) is up and running and constantly being improved.

Suriname is home to around 550,000 people, of which 60,000 - 70,000 are indigenous or tribal. The majority of the population lives in the coastal area, especially in the capital city Paramaribo, while the forested interior of the country is fairly inaccessible with limited infrastructure. Indigenous and tribal communities practicing traditional lifestyles are spread out across the country, many living in villages only reachable by boat or from the air. In such a context, it is challenging to engage all forest-based communities sufficiently, and it took two redrafts before Suriname's REDD+ Readiness Preparation Proposal (R-PP) was approved in 2013. That time around, Suriname had made progress in formulating its R-PP as a result of joint efforts to reach out to and involve key rights holders, in particular its indigenous and tribal communities. To ensure proper participation of all national stakeholders throughout the REDD+ readiness process, a *Stakeholder Engagement Strategy for REDD+ Readiness in Suriname* was published in 2016. In 2018, an *Indigenous and tribal peoples (ITP) engagement action plan* will be carried out.

The Draft Suriname National REDD+ Strategy includes four strategic lines, each composed of a number of Policies and Measures (PAMs). The PAMs were proposed based on a participatory process starting with a National REDD+ Workshop in May 2017, followed by bilateral and group consultations with multiple stakeholders, including ministries and government institutes, private sector, NGOs and civil society, indigenous and tribal communities, and others. Relevant studies were also carried out and used, such as the *Background study for REDD+ in Suriname: Multi-perspective analysis of drivers of deforestation, forest degradation and barriers to REDD+ activities (DDFDB+)*, a *Corruption Risk Assessment (CRA)*, a *Strategic Environmental and Social Assessment (SESA)*, and a *Review of the land tenure and natural resources legal framework*. The CRA and DDFDB+ studies were published in 2016/2017, while the SESA is awaiting validation and the Land tenure study is in the process of being finalized. The Suriname National REDD+ Strategy itself is also in draft format, subject to a last consultation round with key stakeholders and possible adjustments of the PAMs to be fully in line with national priorities.

Once the Suriname National REDD+ Strategy is validated, it should be implemented in a way that minimizes risks and maximizes benefits of REDD+ in Suriname. The SESA provides information about what different stakeholders see as the main potential risks and benefits, and based on that, an Environmental and Social Management Framework (ESMF) has been proposed. The draft report *Environmental and Social Management Framework*

(ESMF) for REDD+ implementation in the Republic of Suriname (AAE, 2017)² is subject to validation by national stakeholders in the same workshop as the Suriname National REDD+ Strategy, and governmental efforts to operationalize the ESMF will be initiated in 2018. The ESMF should ensure that REDD+ actions are implemented in a manner consistent with the seven Cancun safeguards (UNFCCC Decision 1/CP.16, Appendix I, Paragraph 2) as well as other relevant safeguards. To monitor how safeguards are addressed and respected throughout REDD+ implementation and to make information on this publicly available, a Safeguards Information System (SIS) is scheduled to be developed in 2018 in accordance with these Terms of Reference. The SESA and ESMF provide valuable information to be used as a basis when developing the SIS.

The technical coordinator of REDD+ in Suriname is the National Institute for Environment and Development in Suriname (NIMOS). NIMOS, and more specifically its REDD+ Project Management Unit (PMU), is formally responsible for developing the SIS. However, it needs to be done in close collaboration with all stakeholders including the UNDP as delivery partner, the Suriname REDD+ readiness Project Board, different ministries and government institutes, indigenous and tribal peoples' communities and representative organisations, REDD+ Assistants Collective (RAC), Major Groups Collective (NGOs, private sector, etc.). In the implementation framework, the SIS should be closely linked to existing information systems, including the National Forest Monitoring System (NFMS) for which the Coordinating Unit is based in the Foundation for Forest Management and Production Control (SBB). Other structures currently under development in the context of REDD+ readiness in Suriname include a Grievance and Redress Mechanism (in process), Free, Prior and Informed Consent (FPIC) protocols (in process), Community Based Monitoring (CBM/CMRV) as an element of the NFMS (planning stage), a Benefit Sharing Mechanism (idea stage), a REDD+ Registry (idea stage), and institutional arrangements such as a REDD+ Steering Committee. When developing the SIS, it will be important to relate to all of these upcoming structures, making sure that the development processes are coordinated and that the final structures are designed to fit well together.

UNFCCC Requirements

At the 16th Conference of the Parties (COP-16) to the UNFCCC in Cancun, 2010, a set of seven safeguards were adopted, which are to be promoted and supported when undertaking REDD+ actions. These safeguards are supposed to ensure that REDD+ actions deliver multiple benefits for people and nature, by mitigating potential risks and enhancing benefits when implementing REDD+.

The seven so-called Cancun safeguards are (A-G):

- A. That actions complement or are consistent with the objectives of national forest programmes and relevant international conventions and agreements;
- B. Transparent and effective national forest governance structures, taking into account national legislation and sovereignty;
- C. Respect for the knowledge and rights of indigenous peoples and members of local communities, by taking into account relevant international obligations, national circumstances and laws, and noting that the United Nations General Assembly has adopted the United Nations Declaration on the Rights of Indigenous Peoples;
- D. The full and effective participation of relevant stakeholders, in particular indigenous peoples and local communities;
- E. That actions are consistent with the conservation of natural forests and biological diversity, ensuring that actions are not used for the conversion of natural forests, but are instead used to incentivize the protection and conservation of natural forests and their ecosystem services, and to enhance other social and environmental benefits;
- F. Actions to address the risks of reversals;
- G. Actions to reduce displacement of emissions.

Related to these safeguards, developing countries seeking to implement national REDD+ strategies/action plans (NS/APs) under the UNFCCC should meet three fundamental safeguard-related requirements in order to be eligible for results-based finance:

² The draft SESA, ESMF and other relevant background documents are available in this Google drive folder: <https://tinyurl.com/safeguardsuriname>

1. **Operationalising safeguards:** Countries should ensure that REDD+ actions, regardless of the source and type of funding, are implemented in a manner consistent with the Cancun safeguards. The safeguards as understood in the national context need to be *addressed* by being included in policies, laws and regulations (PLRs), and *respected* through implementation of these PLRs with good result.
2. **Safeguards information system (SIS):** Countries should develop a system for providing information on how the Cancun safeguards are being addressed and respected.
3. **Summary of information:** As part of their regular reporting to the UNFCCC, countries should provide a summary of information on how all the Cancun safeguards are being addressed and respected throughout the implementation of REDD+ actions.

For easy reference, relevant UNFCCC decisions on safeguards from COP16 in Cancun (2010), COP17 in Durban (2011) and COP19 in Warsaw (2013) are available in annex 2.

Based on the UNFCCC decisions, the UN-REDD programme has developed guidance for country approaches to safeguards and has agreed on a generic framework or steps to follow for such processes, see figure 1 below. As illustrated in the figure, it is recommended that the country approach to safeguards builds extensively on existing systems integrating national policies, laws and regulations, institutions and information mechanisms already in place, rather than creating a completely new system. Multi-stakeholder engagement is crucial throughout the process of developing the SIS.

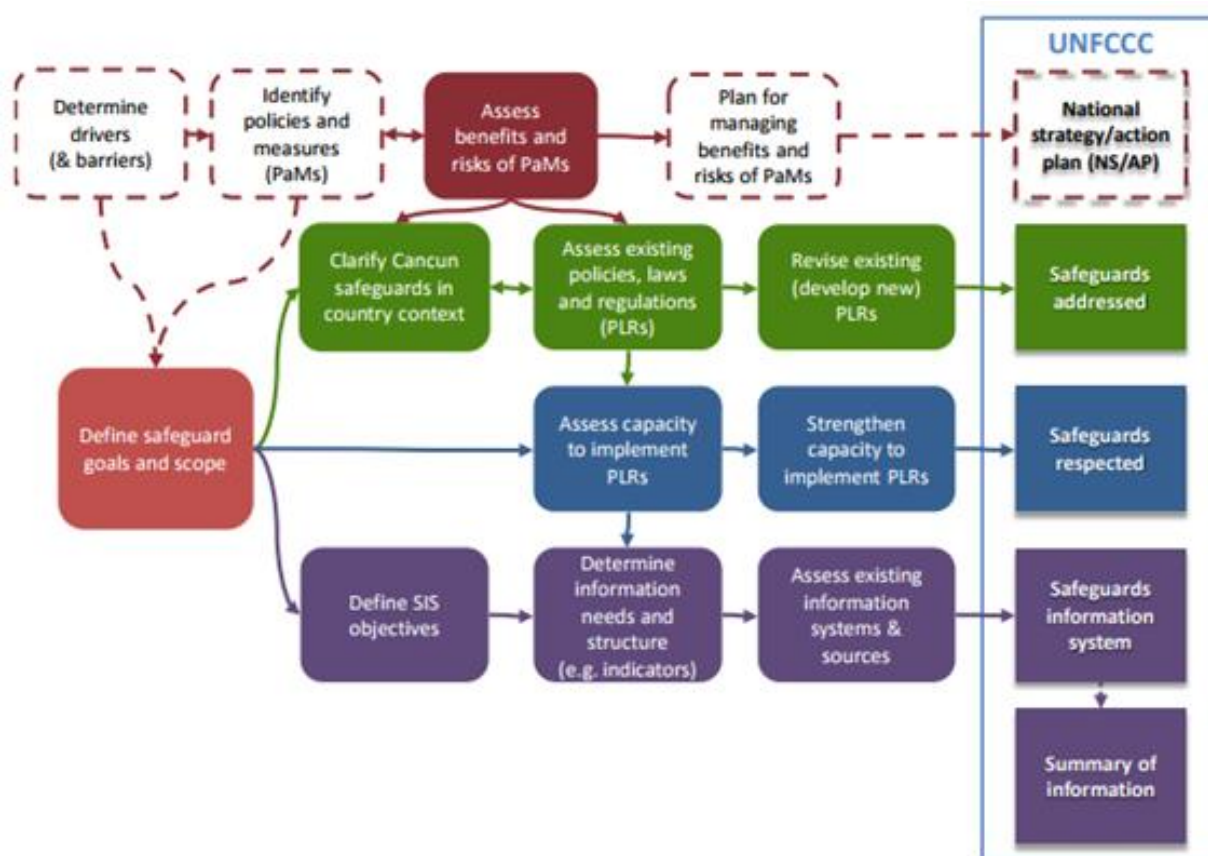


Figure 1: Generic framework for country approaches to safeguards, showing links with national strategy/action plan process (Source: UN-REDD Programme 2015)

The ways to support, promote, address and respect REDD+ safeguards vary greatly among countries and it is an ongoing learning process. To date only a few countries have submitted a first SOI³ and only Mexico has a SIS up

³ See <http://redd.unfccc.int/submissions.html?topic=9> where more submissions will be added when available.

and running⁴. Recognizing the diversity of countries and different national circumstances, flexibility is given for countries to clarify the meaning of the Cancun safeguards in their own national context. This may include to develop national criteria and/or indicators for each of the Cancun safeguards, to include additional safeguards of relevance in the national context and/or to consider safeguard requirements from REDD+ funding partners, etc.

Status and goal of the REDD+ safeguards process in Suriname

Through its process to develop a National REDD+ Vision and Strategy, Suriname has already completed some of the steps included in the UN-REDD generic framework for country approaches to safeguards (figure 1).

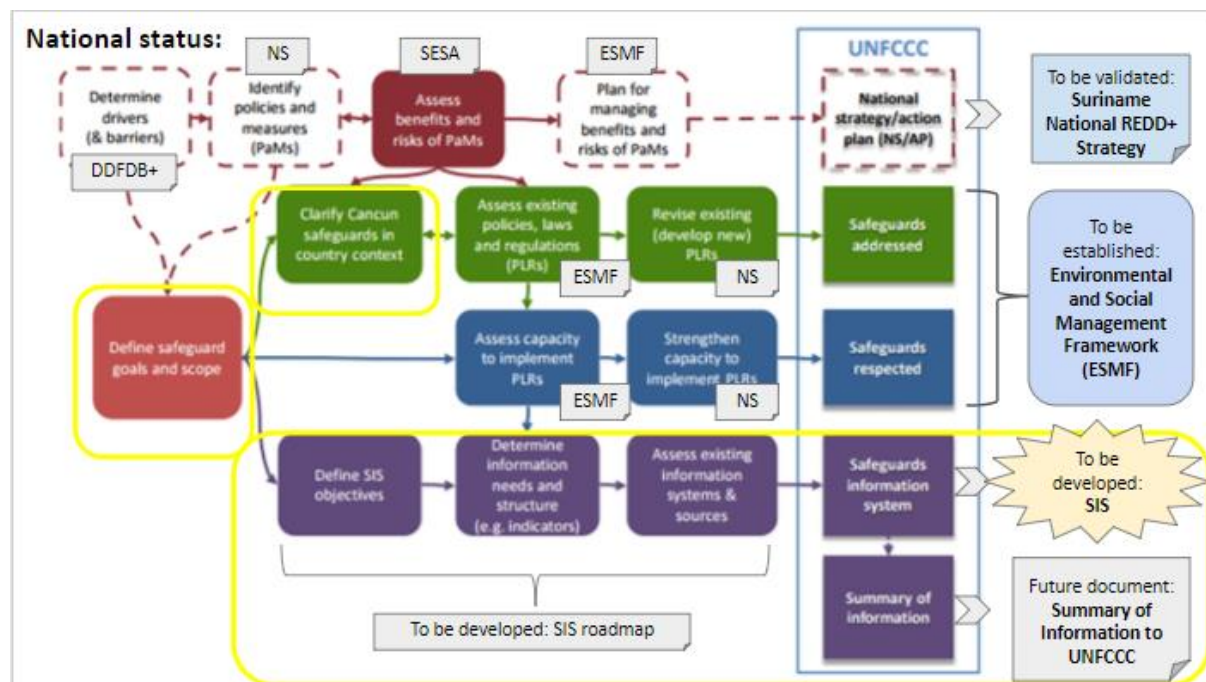


Figure 2: National status of implementation of the UN-REDD Generic framework for country approaches to safeguards, showing links with national strategy/action plan process

A preliminary assessment of benefits and risks of REDD+ related policies and measures (PAMs) was carried out in parallel with the process of developing the Suriname National REDD+ Strategy, with results available in the *Report of the Strategic Environmental and Social Assessment (SESA) accompanying the development of the REDD+ National Strategy of the Republic of Suriname* (AAE and Tropenbos, 2017) and the *Environmental and Social Management Framework (ESMF) for REDD+ implementation in the Republic of Suriname* (AAE, 2017)⁵. Existing policies, laws and regulations (PLRs) and their relevance for safeguards were also assessed in that process.

Conducting a SESA and producing an ESMF is not required by the UNFCCC as part of the REDD+ readiness process, but is included in the Forest Carbon Partnership Facility’s (FCPF) “Common Approach to Social and Environmental Safeguards”. The FCPF is the main funding partner of Suriname’s REDD+ readiness process, with US\$ 3.8 million provided for REDD+ preparations in Suriname 2014-2018. Because of the shared objectives and overlaps of the two processes, several FCPF funded REDD+ countries have decided to merge their SESA/ESMF process with the process to design a SIS. In Suriname, SESA findings and the ESMF document provide highly relevant input for the development of a country approach to safeguards and SIS. The work plan for developing a SIS for Suriname should follow a methodology designed to build further on existing results, to avoid duplication and maximize synergies between the efforts.

⁴ See article: <http://www.unredd.net/announcements-and-news/2760-mexico-launches-world-s-first-operational-redd-safeguards-information-system.html> and the link to Mexico’s SIS: <http://sis.cnf.gob.mx/>

⁵ The draft SESA, ESMF and other relevant background documents are available in this google drive folder: <https://tinyurl.com/safeguardsuriname>

The proposed Environmental and Social Management Framework (ESMF) for Suriname has the following overall objective:

To enhance success and sustainability when implementing the Suriname National REDD+ Strategy, by contributing to maximizing social and environmental REDD+ benefits, as well as avoiding, minimizing and/or managing REDD+ risks.

The proposed ESMF is composed of two main components:

1. An Action Matrix based on six priority areas generated through the Strategic Environmental and Social Assessment (SESA) carried out in 2017 as part of Suriname's REDD+ readiness process. These actions would help enhance enabling conditions for REDD+ implementation and further strengthen the Suriname National REDD+ Strategy; and
2. A framework for implementation of Policies and Measures (PAMs) included in the Suriname National REDD+ Strategy (based on preparation of sub-project proposals, screening, scoping, assessment, review and final decision, implementation and monitoring) in a way that ensures that potential REDD+ benefits and risks are considered throughout the process.

SESA findings and the ESMF can provide very useful input and can help avoid duplication of efforts in the design of the methodology for the development of Suriname's SIS. For example, the ESMF includes provisions for REDD+ implementing (sub-) projects to identify potential risks and benefits at an early stage, using the guiding questions included in the UN-REDD Programme's Benefits and Risks Tool (BeRT, UN-REDD Programme 2017). The ESMF further includes provisions for monitoring of identified potential benefits and risks, which could generate valuable input into the Safeguards Information System. The stakeholder engagement process to institutionalize the ESMF and to develop the SIS could get merged partly or completely, to be discussed with the SIS consultants in the process of preparing their inception report.

For an integrated system to be built, Suriname will consider not only the seven Cancun safeguards when creating the SIS, but also other relevant safeguards. This includes the UNDP's Social and Environmental Standards (SES), the World Bank Safeguard Policies and Procedures and FCPF Readiness Fund Common Approach, as well as safeguard policies applied by potential future REDD+ funding partners for Suriname, such as the Green Climate Fund and others.

2. Objectives and scope of work

To complete the REDD+ readiness phase, Suriname plans to develop a Safeguards Information System (SIS) in 2018. This system will provide information on how the Cancun safeguards are being addressed and respected, which will be reported regularly in a Summary of information (SOI).

The overall objective of this consultancy is:

To develop a REDD+ Safeguards Information System (SIS) for Suriname in close collaboration with the Suriname REDD+ Project Management Unit and in consultation with national stakeholders.

Countries are free to define their own SIS objectives, and the exact objectives of Suriname's SIS should be agreed through a participatory process where relevant stakeholders can have their say.

At a minimum, Suriname's SIS must respond to the following already identified objectives:

- Demonstrate that the Cancun safeguards are being addressed and respected throughout REDD+ implementation. Safeguard requirements of other agencies and funding partners with potential relevance for REDD+ implementation in Suriname will also be considered and included in the SIS.
- Generate information needed for regular preparation of a summary of information (SOI) to the UNFCCC on how the Cancun safeguards are being addressed and respected, aiming at a system from which the SOI can easily be extracted with minimum extra efforts. Possible future expansion to meet other

international reporting requirements and/or national needs (e.g. on SDGs, CBD, etc.) should be considered.

The implementation of all policies and measures (PAMs) included in the final Suriname National REDD+ Strategy (currently in draft format) need to be monitored in terms of compliance with the various safeguards. If there are national goals for additional policies, laws and regulations (PLRs) or conventions to be safeguarded, this will be identified through the consultation process and might be added at a later stage. From the start, the focus is on the PAMs included in the (draft) Suriname National REDD+ Strategy. It is important to build as much as possible on existing information systems and institutional mandates rather than creating new structures. A participatory process with sufficient involvement and commitment of all relevant stakeholders is key to success.

3. Roles and responsibilities / Organization of work

The REDD+ Project Management Unit (PMU) located in the National Institute for Environment and Development in Suriname (NIMOS) is formally responsible for the process to develop a SIS. The REDD+ PMU is composed of a REDD+ Project Coordinator, Technical Officer, Technical Assistant, Community Liaison Officer, Engagement Assistant, Logistics Officer and Administrative Assistant and is supported by the Senior Programme Advisor of NIMOS and other REDD+ partners. The team of consultants to be hired for the SIS consultancy will provide targeted support to this process. The consultancy team will bring in expertise and will commit time to focus on the tasks, supporting the REDD+ PMU in a collaborative process for getting the work done. The consultant and client will together make sure that the final output is well aligned with existing structures and processes and that it serves its purpose. A national process is needed to ensure that the mandates and responsibilities are taken up.

Expertise from many different perspectives is needed for carrying out the consultancy. Ideally, a multidisciplinary consultancy team should conduct the work together.

The consultancy team must be coordinated by individuals with the following profiles:

i.	International team leader with at least ten (10) years of experience with complex analytical tasks linked to sustainable development, including at least five (5) years of experience managing international and multidisciplinary teams to collectively deliver on such tasks, plus direct experience with establishing operational systems in developing countries working in close cooperation with local stakeholders.
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ii.	National focal point with Surinamese nationality or at least ten (10) years of residence in the country, with at least five (5) years of experience working in the environment/development/policy/land use sectors in Suriname, with proven understanding of the national context, governance and existing information systems, with a broad network of relevant national stakeholders and demonstrated skills in stakeholder engagement, to be based in Suriname throughout the consultancy.
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In addition, the experts nominated as part of the consultancy team must **collectively** meet all of the following criteria:

iii.	Demonstrated expertise in UNFCCC Cancun safeguards and development of Safeguards Information Systems. Application of social and environmental standards and impact assessments.
iv.	At least ten (10) years of work experience in climate change policy, land-use policy and REDD+.
v.	At least five (5) years of experience working with governmental actors in developing countries.

vi.	Academic degree proving competence in legal and policy analysis, environmental law and international law. At least five (5) years of work experience related to governance, policies and measures.
vii.	Educational degree or certificate relevant for computer based information systems and database management. Demonstrated experience and IT skills for building online portal.
viii.	Demonstrated experience and expertise in social and environmental data collection and analysis, including quality control and validation of data/information.
ix.	Academic degree in anthropology, social studies or similar, and/or relevant work experience with indigenous/tribal peoples or local communities in Suriname.
x.	Excellent facilitation skills, capacity-building and multi-stakeholder engagement expertise.
xi.	Documented skills in communication, design and development of promotion materials.
xii.	Full work proficiency in written and spoken English for delivery on all tasks covered by the Terms of Reference, and ability to use documents in Dutch as background information/input to the analysis. Sranan Tongo and other Surinamese languages is a plus.

4. Tasks and deliverables

The consultant will be expected to deliver five outputs:

1. SIS consultancy inception report
2. SIS communication material and support to engagement process
3. SIS roadmap
4. SIS online portal
5. SIS training and instructions manual

Output 1: SIS consultancy inception report

The purpose of the inception report is for the consultant and client to agree on paper on a detailed description of roles and responsibilities, methodology and work plan. The inception report also makes sure that there is a baseline in place to describe the situation in the country at the start of the consultancy, to clearly be able to point at improvements after completion of the work.

The inception report document should include at least the following:

- I. Baseline analysis of Suriname's current status concerning REDD+ safeguards and the upcoming needs for meeting UNFCCC decisions and donor requirements related to safeguards;
- II. Identification of information gaps for SIS development;
- III. Proposed outline for the SIS roadmap;
- IV. Initial ideas for the SIS online portal and methodology;
- V. Detailed proposed methodology to fill current information gaps, including an annotated bibliography for desk review. The possibility could be explored to use existing tools as support to SIS development, such as the Benefits and Risks Tool (BeRT) and/or the Country Approach to Safeguards Tool (CAST) developed by the UN-REDD programme;
- VI. Planning of stakeholder engagement: who to involve on what topic when, where, why, and how, and overview of communication material to be developed;
- VII. Work plan with detailed timeline and clearly identified roles and responsibilities that will be followed for completing the assignment.

To formulate the inception report, it is suggested that the consultant conducts a desk review of existing documents:

1. National documents such as the draft Suriname National REDD+ Strategy, SESA, ESMF and existing information systems (<https://tinyurl.com/SurinameSIS> + ask client for input to proposed reading list);
2. International guidelines and support on safeguards available, such as resources compiled by UN-REDD via the following links: <http://www.unredd.net/knowledge/redd-plus-technical-issues/safeguards.html> and <http://www.unredd.net/announcements-and-news/2592-safeguards-country-resource-hub.html>, and the United Nations Development Programme's Social and Environmental Standards Toolkit: https://info.undp.org/sites/bpps/SES_Toolkit/default.aspx.

Calls between the consultant and client, and eventually other stakeholders if needed, could be scheduled for deliberation of content for the inception report. For a smooth process, it is recommended for a draft inception report or sections thereof to be shared timely with the client for continuous feedback. The aim is to have an approved inception report within one month of contract signature.

Output 2: SIS communication materials and support to engagement process

When developing a SIS for Suriname, the process is equally important to the outcome. The participatory process should raise awareness and generate input from a broad range of stakeholders. Ownership must be built so that relevant stakeholders understand the SIS and see it as their own responsibility and resource. The engagement process should include awareness raising, information, consultation, and joint deliberation as relevant.

The overall responsibility for stakeholder engagement and consultation process remains with the client, but the consultant is expected to fully support this process. The client and consultant will jointly develop a planning for stakeholder engagement (see inception report) and update it as needed throughout the process. Both will have an overview of which stakeholders are informed or consulted on what topic when, where, why, and how. Whenever possible, to ensure continuity, the consultations will be carried out by consultant and client together. The consultant will develop targeted methodologies and communication material for engagement of different types of stakeholders at different points in the process, to be reviewed and adjusted by the client as needed. It should be considered that most communication will need to take place in Dutch or other local languages, so sufficient time needs to be provided for translation.

The stakeholder engagement process for SIS should be carefully coordinated with other REDD+ related engagement planned in Suriname throughout 2018. In many cases the same stakeholders will be consulted for several issues. Wherever possible and relevant, this could be merged in the same meetings to show linkages between topics and to avoid stakeholder fatigue. To start with, the launch of the participatory SIS process should preferably coincide with the national workshop to validate the Suriname National REDD+ Strategy, SESA and ESMF reports (late April 2018, exact date to be confirmed), so that the SIS work plan can be presented in the same multi-stakeholder workshop. If for some reason this is not possible, it could be necessary to organize a separate workshop to introduce the SIS process. Additionally, the PMU will consult stakeholders throughout 2018 for the operationalization of the ESMF, and this process could potentially be merged partly or completely with the SIS consultation process. Some engagement on topics relevant for SIS is also planned with indigenous and tribal communities in 2018, such as the concept of REDD+ Benefit Sharing and Free, Prior and Informed Consent (FPIC).

The plan for stakeholder engagement on SIS should be elaborated and motivated in more detail in the inception report, but some suggestions include:

- Establish a national SIS advisory group who are fully involved and can contribute to all steps of the SIS development, including representatives of REDD+ PMU, NIMOS ESA office, NFMS team, ITP representative organizations and/or others;
- Organize weekly consultation meetings, 1 safeguard per week for 7 weeks, with the SIS advisory group, KAMPOS and VIDS, MGC and stakeholders relevant for each topic;
- Identify and validate national indicators for monitoring safeguards and plan a process for relevant institutions to formally be mandated to report on relevant indicators to the SIS;

- Join consultation sessions with indigenous and tribal communities in the interior to inform them about SIS development and collect input as relevant (to be coordinated with ITP consultations planned on other topics in Suriname, so that the same trips to remote villages are combined for multiple purposes);
- Inform and/or collaborate with the REDD+ Assistants Collective (RAC) for data collection as relevant;
- Engage high-level decision makers to ensure their endorsement early on in the process;
- Present the status of the work in stakeholder sessions that may be scheduled on other topics whenever possible, to keep people informed and collect input from stakeholders as needed;
- A dedicated national workshop will be needed to launch the SIS roadmap and online portal, with broad participation of governmental and non-governmental stakeholders.

The consultant is expected to develop relevant communication material to be used in the stakeholder engagement on SIS. All communication material should be approved by REDD+ PMU before final production/printing and use. A more exact overview of needed communication material should be developed and agreed on in the inception report, but could include among others the following:

- Powerpoint presentations on SIS and on different safeguards for working group sessions and national workshops;
- Surveys and/or interview questions or focus group exercises to collect information needed from stakeholders;
- Information material suitable for awareness and consultation with forest-based indigenous and tribal communities, including visual posters printed in local languages;
- Short film to educate stakeholders on safeguards and documenting the development of SIS in Suriname;
- Written documentation of stakeholder engagement throughout the SIS development, including overview of institutions, communities and groups that have been informed/consulted, gender specific participation statistics, meeting notes, workshop reports, etc. In line with REDD+ Suriname standards but also UNFCCC COP decision, gender considerations should be respected in SIS development.

Output 3: SIS roadmap

The consultant, with relevant input generated from national stakeholders, should develop a nationally supported 'SIS roadmap: Status and plans for Suriname's safeguards information system'. This document should clarify the Cancun safeguards in the country context, identify potential indicators for monitoring the safeguards, explain how it links to REDD+ and the national framework, and present answers to the following questions:

- **SIS objectives:** *What are the different domestic and international needs to which the safeguards information system will respond?*
- **SIS information needs and structure:** *What information is needed to demonstrate that safeguards are being addressed and respected, and how will that information be organized? What indicators should be monitored over time? How will the information be quality controlled and validated?*
- **SIS functions and institutional arrangements:** *What are the functions of the SIS? Who will be responsible for performing the different functions and operating the information system? Which institutions are currently mandated to compile or monitor information relevant for the different safeguards? How can these existing responsibilities be linked, coordinated, expanded as needed and built further upon? Which new roles need to be filled?*
SIS in the broader governance system: *How will the SIS fit in national governance and in the broader implementation framework for REDD+ in Suriname? What will it take to operationalize the Environmental and Social Management Framework (ESMF) and how can its monitoring and reporting be adjusted to contribute directly to the SIS? How will the SIS support positive implementation of the Suriname National REDD+ Strategy? Will the SIS be useful beyond REDD+?*
- **SIS technological systems requirements:** *What are hard- and software requirements for information storage, management and dissemination online? How will the SIS online portal be designed?*
- **SIS establishment and operational costs:** *What are the costs for outlay and operational running of the SIS, and how will these costs be covered? How is this connected with operational costs for the ESMF and*

the rest of the REDD+ implementation framework? Assessment of what is needed for the maintenance of the SIS as part of an integrated governance system.

- **SIS capacity strengthening and sustainability:** *How will national capacity be strengthened in terms of technical, financial and human resources to maintain the SIS over time?*
- **Framework for Summary of Information (SOI):** *Suggest content and structure for the SOI that needs to be submitted periodically to the UNFCCC. Make sure that the information can be easily extracted from the SIS, to minimize the efforts of producing the SOI.*

The 'NFMS roadmap: Status and plans for Suriname's national forest monitoring system' (SBB 2017) can serve as an example for development of the SIS roadmap, while taking into account the inherent differences between the processes.

The content of the SIS roadmap must be identified in close collaboration with national stakeholders so that the SIS design, roles and responsibilities are supported and feasible to implement. While the consultant is responsible for reaching a complete SIS roadmap document, the drafting and editing could be a collaborative effort. To achieve a higher level of national engagement and responsibility, it may be advisable to give the SIS advisory group frequent updates by sharing drafts of different sections for review, or even provide constant access to the evolving draft roadmap via Google drive or similar. A completed draft should be sent for consultation to a wider group of stakeholders, where after their feedback should be transparently incorporated with a response matrix.

Output 4: SIS online portal

Current status on all the Cancun safeguards in Suriname needs to be openly accessible on a regularly updated web portal online. The SIS roadmap includes elaboration on the SIS technological systems requirements, including hard- and software requirements for information storage, management and dissemination online and ideas on how the SIS online portal will be designed.

Taking into account that when designing the SIS, existing information systems should be identified and built further upon as far as possible, it is part of the preparatory work to determine whether there is need to establish a new online portal from scratch or if existing websites could be used and built further upon. Depending on the existing status and feasible collaboration, bringing together prevailing initiatives into an integrated whole rather than creating a new separate system. A SIS section could be developed on the Suriname REDD+ website <http://www.surinameredd.org/>, and examples of some existing portals or online information projects under development are <http://www.gonini.org/portal/> (geographical data), CCD initiative in process and/or ABS <http://www.devinformo.org/surinameenvironmentinfo/libraries/aspx/Home.aspx>.

The structure of recent SIS information online in Suriname should be user friendly, both for the public that seeks to view the information and for those who will be in charge of publishing updated information on their respective responsibilities on the portal. The content should be available in English and in Dutch, with the possibility to also add Sranan Tongo. IT skilled consultant work on web development of a SIS portal online interface as well as its backend with server/storage structure. Mexico's SIS could serve as inspiration: <http://sis.cnf.gob.mx/>.

Output 5: SIS training and instructions manual

One of the core principles in Suriname's REDD+ programme is to strengthen national capacities as much as possible for sustainable structures. When consultants are hired, a training component is incorporated in the contract whenever possible to ensure that knowledge transfer takes place from external experts to build national expertise. In the context of SIS development, stakeholders are involved throughout the process in line with output 2. In addition to this, a tailor made training course will be needed in the end of the process with focus on usage, update and maintenance of the SIS portal, to ensure sustainability of the portal by strengthening the skills, ownership and in-country responsibility to keep it updated in the long-run. Focus is likely to be on IT skills, but also subjects such as how to validate information collected when monitoring safeguards and how to deal with institutional mandates should be addressed. Other SIS related topics may be included in the training as needed, based on agreement between client and consultant.

A 1-week training course for up to 30 participants from different institutions is expected. Exact objectives and target group for the training can be agreed upon in the inception report and may be adjusted later if the process would show other emerging training needs. The consultant will develop the training agenda, training manual and other relevant resources. A training report and instructions manual for the SIS should also be developed, to make sure that the knowledge stays after the training.

5. Timeline

The process to develop the SIS for Suriname will start as soon as possible in 2018 and is planned to be finalized the same year. Efforts should be made to synchronize this process with other activities in the REDD+ readiness phase, so that stakeholder engagement can be combined. The following timeline is proposed:

	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Publish TOR										
Recruitment process										
Contract signature										
1 Inception report										
2 Engagement process (*)										
3 SIS roadmap										
4 SIS online portal										
5 SIS training										
(*) Deliverable = relevant communication material + support to PMU in getting stakeholders on board										
	Publication of the Request for Proposals, dissemination nationally and internationally.									
	Applications open for 1 month, selection committee meetings, interview.									
	Contract signature with selected consultancy team.									
	Work on inception report. Content to be agreed between client and consultant.									
	Present the SIS work plan in the Suriname National REDD+ Strategy workshop (March/April, date tbc).									
	Collaborative process to develop a nationally supported SIS roadmap and SIS portal starting when inception report is approved.									
The aim is to complete all tasks by December 2018, but extension is possible if needed.										

6. Budget and payments

The overall budget available for developing the Safeguards Information System is regulated by the Annual Work Plan for the project '*Strengthening national capacities of Suriname for the elaboration of the national REDD+ strategy and the design of its implementation framework*', approved by the REDD+ Project Board in Suriname. The project is funded by the Forest Carbon Partnership Facility (FCPF) with the United Nations Development Programme (UNDP) as delivery partner in Suriname.

Applicants will be requested to submit a financial proposal, including a detailed breakdown with information on:

- Expert fees;
- Mission costs to Suriname (in case of foreign expertise);
- Expenses related to meetings and data collection;
- Any other costs related to activities which will need to be pursued to achieve the results of this contract.

Payments will be executed in tranches by UNDP, on the basis of approved deliverables. A table detailing the percentage of payment per exact deliverable and related deadlines will be agreed beforehand in the process of contract signature. NIMOS will approve the deliverables before payments can be processed.

Suggestion of payment terms (final schedule will be agreed and included in contract):

Output / deliverable		Percentage
i.	Contract signature	10%
ii.	Approved inception report	10%
iii.	Nationally supported SIS roadmap	15%
iv.	Communication material and engagement process supported	15%
v.	SIS online portal up and running, instructions manual available	20%
vi.	SIS training conducted and documentation provided	15%
vii.	SIS validation workshop conducted	5%
viii.	Final payment upon satisfactory completed assignment	10%

Relevant UNFCCC Decisions on Safeguards

Decision 1/CP.16 (Cancun, 2010)

69. *Affirms* that the implementation of the activities referred to in paragraph 70 below should be carried out in accordance with annex I to this decision, and that the safeguards referred to in paragraph 2 of annex I to this decision should be promoted and supported;

71. *Requests* developing country Parties aiming to undertake the activities referred to in paragraph 70 above, in the context of the provision of adequate and predictable support, including financial resources and technical and technological support to developing country Parties, in accordance with national circumstances and respective capabilities, to develop the following elements:

- d) A system for providing information on how the safeguards referred to in appendix I to this decision are being addressed and respected throughout the implementation of the activities referred to in paragraph 70 above, while respecting sovereignty;

72. *Also requests* developing country Parties, when developing and implementing their national strategies or action plans, to address, inter alia, the drivers of deforestation and forest degradation, land tenure issues, forest governance issues, gender considerations and the safeguards identified in paragraph 2 of appendix I to this decision, ensuring the full and effective participation of relevant stakeholders, inter alia indigenous peoples and local communities;

76. *Urges* Parties, in particular developed country Parties, to support, through multilateral and bilateral channels, the development of national strategies or action plans, policies and measures and capacity-building, followed by the implementation of national policies and measures and national strategies or action plans that could involve further capacity-building, technology development and transfer and results-based demonstration activities, including consideration of the safeguards referred to in paragraph 2 of appendix I to this decision, taking into account the relevant provisions on finance including those relating to reporting on support;

Appendix 2

2. When undertaking the activities referred to in paragraph 70 of this decision, the following safeguards should be promoted and supported:

- a) That actions complement or are consistent with the objectives of national forest programmes and relevant international conventions and agreements;
- b) Transparent and effective national forest governance structures, taking into account national legislation and sovereignty;
- c) Respect for the knowledge and rights of indigenous peoples and members of local communities, by taking into account relevant international obligations, national circumstances and laws, and noting that the United Nations General Assembly has adopted the United Nations Declaration on the Rights of Indigenous Peoples;
- d) The full and effective participation of relevant stakeholders, in particular indigenous peoples and local communities, in the actions referred to in paragraphs 70 and 72 of this decision;
- e) That actions are consistent with the conservation of natural forests and biological diversity, ensuring that the actions referred to in paragraph 70 of this decision are not used for the conversion of natural forests, but are instead used to incentivize the protection and conservation of natural forests and their ecosystem services, and to enhance other social and environmental benefits;
- f) Actions to address the risks of reversals;
- g) Actions to reduce displacement of emissions.

Decision 12/CP.17 (Durban, 2011)

Preamble: *Noting* that guidance on systems for providing information on how safeguards referred to in appendix I to decision 1/CP.16 are addressed and respected should be consistent with national sovereignty, national legislation and national circumstances,

I. Guidance on systems for providing information on how safeguards are addressed and respected

1. *Notes* that the implementation of the safeguards referred to in appendix I to decision 1/CP.16, and information on how these safeguards are being addressed and respected, should support national strategies or action plans and be included in, where appropriate, all phases of implementation referred to in decision 1/CP.16, paragraph 73, of the activities referred to in paragraph 70 of the same decision;

2. *Agrees* that systems for providing information on how the safeguards referred to in appendix I to decision 1/CP.16 are addressed and respected should, taking into account national circumstances and respective capabilities, and recognizing national sovereignty and legislation, and relevant international obligations and agreements, and respecting gender considerations:

- a) Be consistent with the guidance identified in decision 1/CP.16, appendix I, paragraph 1;
- b) Provide transparent and consistent information that is accessible by all relevant stakeholders and updated on a regular basis;
- c) Be transparent and flexible to allow for improvements over time;
- d) Provide information on how all of the safeguards referred to in appendix I to decision 1/CP.16 are being addressed and respected;
- e) Be country-driven and implemented at the national level;
- f) Build upon existing systems, as appropriate.

3. *Agrees also* that developing country Parties undertaking the activities referred to in decision 1/CP.16, paragraph 70, should provide a summary of information on how all of the safeguards referred to in decision 1/CP.16, appendix I, are being addressed and respected throughout the implementation of the activities;

4. *Decides* that the summary of information referred to in paragraph 3 above should be provided periodically and be included in national communications, consistent with relevant decisions of the Conference of the Parties on guidelines on national communications from Parties not included in Annex I to the Convention, or communication channels agreed by the Conference of the Parties;

5. *Requests* the Subsidiary Body for Scientific and Technological Advice, at its thirty-sixth session, to consider the timing of the first presentation and the frequency of subsequent presentations of the summary of information referred to in paragraph 3 above, with a view to recommending a decision on this matter for adoption by the Conference of the Parties at its eighteenth session;

6. *Also requests* the Subsidiary Body for Scientific and Technological Advice, at its thirty-sixth session, to consider the need for further guidance to ensure transparency, consistency, comprehensiveness and effectiveness when informing on how all safeguards are addressed and respected and, if appropriate, to consider additional guidance, and to report to the Conference of the Parties at its eighteenth session;

Decision 9/CP.19 (Warsaw, 2013)

4. *Agrees* that developing countries seeking to obtain and receive results-based payments in accordance with decision 2/CP.17, paragraph 64, should provide the most recent summary of information on how all of the safeguards referred to in decision 1/CP.16, appendix I, paragraph 2, have been addressed and respected before they can receive results-based payments;

11. *Decides* that the information hub will contain, as reported through the appropriate channels under the Convention:

- c) The summary of information on how all of the safeguards referred to in decision 1/CP.16, appendix I, are being addressed and respected, as referred to in decisions -/CP.199 and 12/CP.17, chapter I;

Decision 12/CP.19 (Warsaw, 2013)

The timing and the frequency of presentations of the summary of information on how all the safeguards referred to in decision 1/CP.16, appendix I, are being addressed and respected

The Conference of the Parties,

Recalling decisions 17/CP.8, 1/CP.16, 2/CP.17 and 12/CP.17,

Also recalling, in particular, decision 12/CP.17, paragraph 5,

1. *Reiterates* that according to decision 12/CP.17, paragraph 3, developing country Parties undertaking the activities referred to in decision 1/CP.16, paragraph 70, should provide a summary of information on how all of the safeguards referred to in decision 1/CP.16, appendix I, are being addressed and respected throughout the implementation of the activities;

2. *Also reiterates* that according to decision 12/CP.17, paragraph 4, the summary of information referred to in paragraph 1 above should be provided periodically and be included in national communications, or communication channels agreed by the Conference of the Parties;

3. *Agrees* that the summary of information referred to in paragraph 1 above could also be provided, on a voluntary basis, via the web platform on the UNFCCC website;

4. *Decides* that developing country Parties should start providing the summary of information referred to in paragraph 1 above in their national communication or communication channel, including via the web platform of the UNFCCC, taking into account paragraph 3 above, after the start of the implementation of activities referred to in decision 1/CP.16, paragraph 70;

5. *Also decides* that the frequency of subsequent presentations of the summary of information as referred to in paragraph 2 above should be consistent with the provisions for submissions of national communications from Parties not included in Annex I to the Convention and, on a voluntary basis, via the web platform on the UNFCCC website.

ANNEX 3. FORM FOR SUBMISSION OF PROPOSAL

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[insert: Location].

[insert: Date]

To: *[insert: Name and Address of NIMOS focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to NIMOS in conformity with the requirements defined in the RFP dated *[specify date]*.

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 NIMOS by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; and*
- b) Track Record – list of clients for similar services as those required by NIMOS, indicating description of contract scope, contract duration, contract value, contact references.*

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.

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ 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.; and*

b) *CVs using the P11 form⁸ demonstrating qualifications must be submitted.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	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				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				

⁸ http://www.google.com/search?sa=t&rct=j&q=p11%20form&source=web&cd=1&cad=rja&uact=8&sqi=2&ved=0ahUKewjStN2Q-JjOAhXGFR4KHdn9BfQQFggZMAA&url=http%3A%2F%2Fwww.undp.org%2Fcontent%2Fdam%2Ffundp%2Flibrary%2Fcorporate%2Fcareers%2FP11_Personal_history_form.doc&usg=AFQjCNFEymZOZCoUDSMZc4omGpzWlnGRNg&sig2=nCqNBdNACx2PFmk4cdptkQ&bvm=bv.128617741,d.dmo

b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]