

REQUEST FOR QUOTATION (RFQ)

RFQ/Samdhana/001/05/2025

FILM DEVELOPMENT
ON PERMATA PROJECT IMPACTS
IN RELATION TO CLIMATE CHANGE

Lampiran 1. Undangan RFQ

Bogor, 24 April 2025

Yang terhormat Bapak/Ibu:

Samdhana Institut, dengan ini mengundang bapak/ibu untuk mengajukan Penawaran harga pada Request for Quotation (RFQ) ini untuk subjek yang dirujuk di atas.

RFQ mencakup dokumen-dokumen berikut:

- Lampiran 1 - Surat Undangan ini
- Lampiran 2 - Instruksi untuk RFQ
- Lampiran 3 - Dokumen Administratif dan Penawaran Harga
- Lampiran 4 - Terms of Reference (ToR)

RFQ terdiri dari Dokumen Administratif dan Penawaran Harga,
dikirimkan ke alamat berikut:

Samdhana Institut

Jalan Tampomas Nomor 33, Bogor

Atau by email ke hrd@samdhana.org;

cc. dina.manullang@samdhana.org and tonyhutabarat@samdhana.org

***Hal : RFQ/Samdhana/001/04/2025 for FILM DEVELOPMENT ON PERMATA
PROJECT IMPACTS IN RELATION TO CLIMATE CHANGE***

Dokumen tersebut harus sudah diterima oleh Samdhana selambat-lambatnya pada **Jumat,
2 Mei 2025 pukul 13.00 (Wib).**

Jika Anda memerlukan klarifikasi lebih lanjut, silakan berkomunikasi, mengirimkan email dengan PIC yang disebutkan dalam lampiran sebagai titik vocal point untuk pertanyaan tentang RFQ ini.

Samdhana menunggu Proposal Anda dan terima kasih sebelumnya atas partisipasinya pada RFP ini.

Hormat Kami,
Martua T Sirait

Lampiran 2 – Instruksi REQUEST FOR QUOTATION (RFQ)

A. PROSES

I. TIMELINE UNTUK TENDER PROSES

Keterangan	Timeline
Advertise RFQ (Samdhana website, IG, DevJobs, Email), 24 April sampai 2 Mei 2025	9 hari
Tanya jawab mengenai RFQ via email, 25 April – 30 April 2025, melalui email to hrd@samdhana.org .	6 hari
Deadline memasukkan proposal, 2 Mei 2025, jam 13.00 WIB	

II. BIAYA RFQ

Peserta Tender akan menanggung semua biaya yang terkait dengan persiapan dan penyerahan penawaran, dan Samdhana sama sekali tidak bertanggung jawab atau berkewajiban atas biaya-biaya yang ditimbulkan dari pengiriman atau hasil proses tender.

B. PROPOSAL MENCAKUP:

- i. Dokument administrative
- ii. Penawaran Harga

III. Jaminan Kerja:

Jaminan pekerjaan sesuai kalender, sejak kontrak Professional diberikan kepada pemenang proposal

IV. Masa Berlaku

Proposal tetap berlaku selama jangka waktu yang ditentukan, terhitung pada tanggal batas waktu penyerahan. Proposal yang valid untuk jangka waktu yang lebih pendek akan segera ditolak oleh Samdhana dan dianggap tidak responsif.

Lampiran 3 - Dokumen Administratif dan Harga Penawaran

Dokument administrative, memuat dokumen yang diperlukan sebagai berikut:

- Salinan tanda daftar perusahaan yang masih berlaku
- Track record of successful materials filmed in Indonesia and/or on similar topics would be an asset
- Deskripsi singkat tentang perusahaan yang menunjukkan pendiriannya dengan jumlah staf profesional yang dilibatkan untuk melaksanakan layanan profesional serupa dengan yang dirinci dalam ToR.

Harga Penawaran (RFQ)

- Proposal Keuangan Lump sum (dalam IDR) termasuk semua pajak yang berlaku dengan rincian biaya, termasuk operasional, fee dan biaya profesional yang diharapkan.
- Semua harga yang dimasukkan dalam financial proposal harus sudah termasuk pajak penghasilan, pajak pelayanan dan pajak lainnya yang harus dibayar sesuai peraturan dan perundang-undangan Pemerintah Indonesia dan undang-undang.
- Termin Pembayaran yang diajukan
- Time line / Jadwal pekerjaan
- Total pembayaran akan dilakukan setelah dikurangi semua pajak yang harus dibayar.

PENTING!

Tidak ada biaya lain kecuali yang disebutkan di atas yang akan diterima sebagai bagian dari harga penawaran dan dipertimbangkan untuk pembayaran setelah pekerjaan selesai. Jika konsultan yang ditugaskan untuk melakukan pekerjaan Samdhana mengidentifikasi komponen biaya penting yang belum tercakup di atas, identifikasi biaya tersebut harus disebutkan HANYA dalam waktu yang dialokasikan untuk pertanyaan, dan Samdhana akan menentukannya pada saat itu juga. Apakah biaya dapat dimasukkan atau tidak sebagai bagian dari harga penawaran

Samdhana tidak akan memperhitungkan biaya yang tidak termasuk dalam penawaran

Financial Proposal akan dianggap tetap selama keseluruhan pekerjaan kecuali disepakati lain dalam perjanjian Kontrak Professional

LIKUIDASI

Mohon diperhatikan bahwa pekerjaan setelah jadwal yang disepakati tanpa justifikasi yang diterima oleh Samdhana dapat dikenakan pemotongan invoice sebesar 0,1% per hari hingga 5% dari total nilai kontrak untuk jangka waktu limabelas (15) hari. Setelah limabelas (15) hari keterlambatan layanan tanpa pembenaran atau informasi sebelumnya, Kontrak Professional yang diterbitkan akan dianggap batal demi hukum.

TERMS OF REFERENCE

FILM DEVELOPMENT ON PERMATA PROJECT IMPACTS IN RELATION TO CLIMATE CHANGE

Background

The PERMATA Project is a five-year project dedicated to enhancing the rights and livelihoods of indigenous peoples and local communities in Indonesia. Funded by the Norwegian Agency for Development Cooperation (NORAD), the project focuses on six regencies: Malinau (Kalimantan Utara), Kapuas Hulu (Kalimantan Barat), Merauke (Papua Selatan), Jayapura (Papua), Teluk Bintuni (Papua Barat), and Tambrauw (Papua Barat Daya).

Led by the Samdhana Institute, the project works in collaboration with a consortium of organizations: Badan Registrasi Wilayah Adat (BRWA), Urban and Regional Development Institute (URDI), Kitong Bisa Foundation (KBF), Rainforest Foundation Norway (RFN), PEREMPUAN AMAN, and Kaoem Telapak. Together, they support the development of Papua and Papua Barat while aligning with Indonesia's commitment to the Paris Agreement, the Local Community & Indigenous Peoples (LCIP) initiative, and the CBD (8J) Direct Funding Mechanism. The project specifically targets indigenous peoples and local communities living in and around forest areas, alongside local governments and civil society organizations.

Focusing on improved rights and livelihoods for IPLCs living in tropical forests, PERMATA Project is crucial, and it gives significant contributions to the reduction of greenhouse gas emissions. PERMATA Project outcomes lead to the improvement of livelihoods and more secure rights over land and natural resources.

Initiated in 2020, PERMATA Project is now in its final year. Numerous activities derived from its outcomes have been done in the projects working areas, in six regencies. In this final year, PERMATA Project is working on the final report and the development of four short films about the progress of the project.

Objective of the Assignment

The objective of this assignment is to produce four (5) short films, with a duration of between 5-8 minutes. The four short films will be about the progress and/or achievement of PERMATA Project focusing on livelihoods and recognition of indigenous territories, and they should be related to the contributions to the reduction of greenhouse gas emission. The details of the films are as follows:

- One short film about livelihoods program for four clans in Teluk Bintuni Regency (clans of Yen, Yec, Masakoda, and Ogoney). This film portrays the progress of efforts made by PERMATA Project in Teluk Bintuni regency, especially in supporting Yen, Yec, Masakoda, and Ogoney clans in developing their commodities to generate income.

- One short film about livelihoods program in Kampung Wertam, Distrik Bikar, of Tambrau regency, Papua Barat. In this kampung, the community had developed a mini market. This mini market is managed by Kelompok Tani Yaf Kayam, which is a part of Kampung Wertam.
- One short film about the recognition of indigenous territory in Merauke. This will focus on *Suku Yei*.
- One short film about the recognition of indigenous territory in Kapuas Hulu, focusing on *Suku Punan*.
- One short film about Samdhana and climate change.

Locations for the videos

The locations included in these four short films will be: Tambrau Regency, Teluk Bintuni Regency, Merauke Regency, and Kapuas Hulu Regency.

Scope of Work and Technical Requirements

Samdhana welcomes creative ideas and suggestions for impactful and innovative delivery of the messages. The films should be produced in English narration, Indonesian subtitle.

The entire video production, i.e., script writing, filming, editing, voicing/ narration, etc., should be done by the contractor. The script writing will involve the management of Samdhana and PERMATA Project, who will provide input and feedback to the scripts, prior to its approval. The expected timeline is as follows:

1. The contractor shall commence the work as soon as possible, immediately upon signing the contract.
2. A detailed timeline, work plan, and budget should be submitted within 14 days.
3. Script writing, including input from the management of Samdhana and PERMATA Project shall be done approximately 1 month.
4. Filming/ footage taking will be done approximately 1 to 1.5 months.
5. Editing and postproduction will be done for approximately 1 month.
6. The rough cut in every phase of each video should be provided to Samdhana for review, comments and approval.

Contractor qualifications:

1. Minimum of five (5) years' documented work experience in the area of film/reportage/documentary writing, producing, directing and editing.
2. Access to high quality filming, light, sound and editing equipment.
3. The ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining high level of professionalism.
4. Ability to communicate and conduct interviews in Bahasa Indonesia.
5. Track record of successful materials filmed in Indonesia and/or on similar topics would be an asset.

Eligibility

For the above requirements the contractor shall provide the following:

1. The contractor shall provide links to at least 2 work samples demonstrating most relevant previous productions.
2. Provide company/organization CV.
3. Provide the key personnel CVs with detailed functional responsibilities.
4. Detailed list with technical information of the equipment intended to be used, including camera, light, sound, etc.
5. Creative direction: brief creative ideas and suggestions.
6. Detail working timeline.
7. A clear total cost for the final product with the necessary tax calculations.

Others

The representative of the contractor shall need to come to Samdhana Office in Bogor from time to time for coordination purposes.

Annex

SAMDHANA INSTITUTE

Samdhana Institute was formed in 2003, by a group of conservationists and development experts. **Samdhana's vision is a region where natural, cultural, and spiritual diversity are valued, and where communities have control over their territories and well-being.** Samdhana is working to help the communities to have their land rights for their territories and full recourse to the rule of law. This should be realized through a combination of independent leadership and organization support.

Samdhana Institute works in Indonesia, Philippines, and Mekong areas. We work with communities, and in working with communities, we always stick to our values, i.e., justice, integrity, diversity and inclusivity, and transparency and accountability.

Goals

Samdhana's goals are:

- To support IPLCs (Indigenous People and Local Communities) in defining, securing, and asserting the right to occupy and govern their own lands and to self-determination.
- To help build resilient and well-governed communities, so they are better equipped for climate adaptation; to reduce risk through integrated land and seascape management; and to support the diversification of livelihoods.
- To nurture individuals, communities, organisations and networks; to catalyse the realisation and enjoyment of IPLCS rights; and to facilitate social mobility.
- To build an innovative, caring, sustainable, and effective organization; to learn and grow, together with a collaborative social movement.

Thematic Areas of Samdhana Institute

- Conflict Resolution
- Natural Resources Governance
- Climate Change
- Social Equity
- Leadership Development

Programs

The above thematic areas are then embodied in the organization's programs and projects. The programs conducted by Samdhana are:

- Grants Program: providing financial support to partners to achieve their own aspirations, which resonate with Samdhana's vision, mission, and values.
- Capacity Development: a core activity of Samdhana, the program builds the existing capabilities of individuals and organizations and supports the creation of an enabling environment.
- Life Scape: Samdhana works on the interconnectedness of mountains and plains, river, seas, and people and places with systematic approaches that encompass the socio-political-

economic-natural-cultural drivers of local communities' development and well-being across generations, based on their perceptions and appreciations.

- Policy Support: providing support for organizations and individuals working on policy development and advocacy international, national, and local levels.

Projects

Samdhana Institute has been and is working on some projects in Indonesia, Philippines, and Mekong Area. The projects that have been conducted and/or are still on-going are:

- DGM-I (Dedicated Grant Mechanism Indonesia).
- Working with Communities in the Land of Papua to Secure Rights, Improve Livelihoods, and Conserve Forest and Biodiversity.
- Fair, Green and Global Alliance (FGG3) Program Advancing Fair and Green Trade in Value Chains, Shifting Power to People.
- Accelerating Recognition of Indigenous Peoples Rights in Tanah Papua as Key to Low-Emission Development.
- Increasing Tagbanwa Women and Youth Capacity in Traditional Foods Conservation.
- Mekong Small Grant Facility.
- Green Livelihood Alliance (GLA2) Forests for a Just Future – Northern Mindanao Landscape.
- ABCD in Food: Agrobiocultural Diversity of Indigenous Food Systems of Calamian Tagbanwa and Higaonon.
- Expanding Community Rights, Livelihoods Innovation and REDD+ in Indonesia (PERMATA).
- Indigenous Peoples Support Fund/Small Grants Program.
- Nurturing the Indigenous Peoples and Local Communities' Women Environmental Defenders (WE-Defend)

PERMATA PROJECT

In 2021, the Norwegian Agency for Development Cooperation (Norad) worked together with the Samdhana Institute to undertake an initiative which aims to contribute to the goal of Norway International Climate and Forest Initiative (NICFI) in reducing deforestation and forest degradation in Indonesia. The initiative is called PERMATA Project (Expanding Community Rights, Livelihoods Innovation and REDD+ in Indonesia).

This is a 5-year project (starting in 2021 to December 2025) that directly contributes to Indonesia's commitment in sustainable/low-carbon initiatives and is developed to support the recognition of the rights of IPLCs who live in & around forest areas so that they can obtain a sustainable livelihood. The project also aims to improve the management of land and forest in order to support improvements in deforestation and land degradation in Indonesia.

PERMATA project is implemented in six regencies. These regencies are Jayapura (Papua), Merauke (Papua Selatan), Tambrau (Papua Barat Daya), Teluk Bintuni (Papua Barat), Malinau (Kalimantan Utara), and Kapuas Hulu (Kalimantan Barat).

In terms of support to Government of Indonesia, PERMATA project contributes to RPJMN (medium term development plan) 2019-2024 regarding the Agrarian Reform and Social Forestry. Furthermore,

the project also supports the Government of Indonesia in accelerating the development in the provinces of Papua, Papua Barat, and Papua Barat Daya, and in Indonesia's committing to Paris Agreement participation of the Local Community and Indigenous Peoples (LCIP).

The project of PERMATA is managed in a consortium, with Samdhana Institute as a leader, with six consortium partners namely Yayasan Badan Registrasi Wilayah Adat (BRWA), Yayasan Urban and Regional Development Institute (URDI), Perkumpulan Kaoem Telapak, Yayasan Kitong Bisa, Perkumpulan Persekutuan Perempuan Adat Nusantara (PEREMPUAN AMAN), and Rainforest Foundation Norway (RFN).

The project is targeting four results or outcomes, namely

- a. Outcome 1: Communities in high-forest districts have more secure rights over land and natural resources.
- b. Outcome 2: Community livelihoods enhanced through improved resource governance and sustainable enterprise development.
- c. Outcome 3: Enabling policies and institutions actively promote and support rights-based community development.
- d. Outcome 4: IPLC communities have the capacity to sustain, protect and manage their forest resources as part of resilient and self-reliant livelihoods.