

# REQUEST FOR PROPOSALS

Title of Consulting Services:  
*Promotion of West Java Waste to Energy PPP  
Project (Phase 2)*

Date: *August 11, 2023*

Japan International Cooperation Agency  
Indonesia Office

## **Section 1. Letter of Invitation**

### **Subject: Request for Proposal**

To the authorized representatives of the Consultants

The Japan International Cooperation Agency (JICA) Indonesia Office now invites proposals to provide the following consulting services: Promotion of West Java Waste to Energy PPP Project (Phase 2). More details of the services are provided in the Terms of Reference.

The RFP includes the following documents

- Section 1 - Letter of Invitation (LOI)
- Section 2 - Summary Sheet of the Instruction to Consultants
- Section 3 - Instruction to Consultants (ITC)
- Section 4 - Technical Proposal Forms
- Section 5 - Financial Proposal Forms
- Section 6 - Terms of Reference (TOR)
- Section 7 - Standard Form of Contract (Time-Based)

## Section 2. Summary Sheet of the Instruction to Consultants

<b>1. Name of the assignment</b>	Promotion of West Java Waste to Energy PPP Project (Phase 2)
<b>2. Method of selection</b>	QCBS (Quality and Cost Based Selection)
<b>3. JICA's officer in charge</b>	Mr. Yohei Yagyu, Ms. Farah Aidiah JICA Indonesia Office Address: Sentral Senayan II, 14th Floor, Jl. Asia Afrika No. 8, 10270 Jakarta Telephone: 021-5795-2112 (Ext. 350) Facsimile: 021-5795-2116 E-mail: <a href="mailto:Yagyu.Yohei@jica.go.jp">Yagyu.Yohei@jica.go.jp</a> , <a href="mailto:farah-aidiah@jica.go.jp">farah-aidiah@jica.go.jp</a>
<b>4. Pre-proposal conference</b>	A pre-proposal conference will be held: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>5. Type of contract</b>	Time-based
<b>6. Proposal submission deadline</b>	Date: 1 September 2023 Time: 16:00 local time
<b>7. Proposal submission address</b>	The same as the above <b>3. JICA's officer in charge</b>
<b>8. Number of Proposals</b>	(1) Technical Proposal: one (1) original and two (2) copies; (2) Financial Proposal: one (1) original.
<b>9. Clarifications Deadline</b>	Clarifications may be requested by 21 August 2023, 16:00 local time.
<b>10. Evaluation criteria, sub-criteria, and point system of Technical Proposal</b>	Criteria, sub-criteria, and point system for the evaluation are: I. Consultant's general experience and competence in the field covered by the TOR: 10 II. Adequacy of the proposed approach, methodology and work plan in responding to the TOR: 30 III. Experience and records of the staff members to be assigned to the work: 60 a) Position 1: Team Leader: 30 b) Position 2: Financial Expert: 15 c) Position 3: Commercial Expert: 15 Total Points for Three Criteria: 100
<b>11. Minimum score of Technical Proposal</b>	The minimum technical score (St) required to pass is: 70 Points

<b>12. Evaluation criteria, sub-criteria, and point system of Financial Proposal</b>	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:  <math>Sf = 100 \times Fm / F</math>, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p>
<b>13. Combined Score of Evaluation</b>	<p>The weights given to the Technical (T) and Financial (F) Proposals are T =80% and F =20%</p>
<b>14. Expected date for the negotiations</b>	<p>8 September 2023</p>
<b>15. Expected date for the commencement of the Services</b>	<p>1 October 2023</p>

## Section 3. Instructions to Consultants

### A. General Provisions

- 1. Introduction**
- 1.1 Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the “Proposal”). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.
- 1.2 JICA will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified in Section.2 **Summary Sheet**.

### B. Preparation of Proposals

- 2. General Considerations** In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the “RFP”) in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 3. Cost of Preparation of Proposal** The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiations, and JICA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
- 4. Language** The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and JICA, shall be written in English.
- 5. Documents Comprising the Proposal** The Proposal shall comprise the documents and forms listed below;
- 1st Inner Envelope with the Technical Proposal:**
- (1) TECH-1
  - (2) TECH-2
  - (3) TECH-3
  - (4) TECH-4
  - (5) TECH-5
  - (6) TECH-6
- 2nd Inner Envelope with the Financial Proposal:**
- (1) FIN-1
  - (2) FIN-2
  - (3) FIN-3

- 6. Only One Proposal** The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal.
- 7. Proposal Validity** Proposal must remain valid for thirty (30) calendar days after the Proposal submission deadline.
- 8. Clarification and Amendment of RFP** The Consultant may request a clarification of any part of the RFP by the date indicated in the **Summary Sheet**. Any request for clarification must be sent in writing, or by standard electronic means, which includes facsimile and email transmissions, to JICA's address indicated in the **Summary Sheet**. JICA will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should JICA deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below;
- (1) At any time before the proposal submission deadline, JICA may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.
  - (2) If the amendment is substantial, JICA may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.
- 9. Technical Proposal Format and Content**
- 9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.
  - 9.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms**.
- 10. Financial Proposal**
- 10.1 The Financial Proposal shall be prepared using the provided in **Section 5. Financial Proposal Forms**. It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses, (c) tax estimates indicated in the Financial Proposal Forms.
  - 10.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.
  - 10.3 The Consultant shall express the price for its Services in **Indonesian Rupiah (IDR)**.

## C. Submission, Opening and Evaluation

## **11. Submission, Sealing, and Marking of Proposals**

- 11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 6 (Documents Comprising Proposal). The submission can be done by hand or by post.
- 11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.
- 11.3 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. Copies of the Proposal shall be prepared in the number indicated in the **Summary Sheet**.  
All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 11.4 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”.
- 11.5 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**”
- 11.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “**DO NOT OPEN BEFORE 1 SEPTEMBER 2023, 16:00 local time**”.
- 11.7 If the envelopes and packages with the Proposal are not sealed and marked as required, JICA will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 11.8 The Proposal must be sent to the address and received by JICA no later than the deadline indicated in the **Summary Sheet**, or any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened.

## **12. Confidentiality**

From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process.

## **13. Proposals Evaluation**

- 13.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

- 13.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
- 14. Evaluation of Technical Proposals**
- 14.1 JICA shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described in the **Summary Sheet**.
- 14.2 Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Summary Sheet**.
- 15. Correction of Errors**
- Activities and items described in the Technical Proposal, but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
- a. Time-Based Contracts**
- 15.1 If a Time-based Contract form is included in the RFP, JICA will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and JICA shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
- b. Lump-Sum Contracts**
- 15.2 If a Lump-sum Contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made.
- 16. Taxes**
- The JICA's evaluation of the Consultant's Financial Proposal shall include taxes and duties in Indonesia.
- 17. Combined Quality and Cost Evaluation**
- 17.1 The total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions stated below.
- [Financial Score]**
- The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.
- The formula for determining the financial scores (Sf) of all
- (In case of Quality- and Cost-Based Selection (QCBS))



other Proposals is calculated as following:

$S_f = 100 \times F_m / F$ , in which “ $S_f$ ” is the financial score, “ $F_m$ ” is the lowest price, and “ $F$ ” the price of the proposal under consideration.

**[Combined Score]**

The weights given to the Technical (T) and Financial (F) Proposals are specified in the Data Sheet.

Proposals are ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 100(%)) as following:  $S = S_t \times T\% + S_f \times F\%$

- 17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

## **D. Negotiations and Award**

### **18. Negotiations**

The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant’s representative(s).

**[Technical negotiations]**

- 18.1 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, JICA’s inputs, the Conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.

**[Financial negotiations]**

- 18.2 The total price stated in the Financial Proposal for a Lump-sum Contract shall not be negotiated.
- 18.3 In the case of a Time-based Contract, unit rates negotiations shall not take place, except when the offered remuneration rates and/or unit rates for reimbursable expenses are much higher than the typically charged rates by consultants in similar contracts. In such case, JICA may ask for clarifications and, if the fees are very high, ask to change the rates.

### **19. Conclusion of Negotiations**

- 19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by JICA and the Consultant’s authorized representative.
- 19.2 If the negotiations fail, JICA shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract.

**20. Award of  
Contract**

- 20.1 After completing the negotiations JICA shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants.
- 20.2 The Consultant is expected to commence the assignment on the date specified in the **Summary Sheet**.

## Section 4. Technical Proposal Forms

*{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}*

### Checklist of Required Forms

Form	Description	Page Limit
TECH-1	Technical Proposal Submission Form	2
TECH-2	Consultant's Organization and Experience A. Consultant's Organization B. Consultant's Experience	5
TECH-3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	10
TECH-4	Work Schedule	2
TECH-5	Expert Schedule	1
TECH-6	Curriculum Vitae (CV) for Experts※	3 each

※Who will be assigned to the work position listed in Section 3, 14.Evaluation of Technical Proposals 14.1.

## Form TECH-1

### TECHNICAL PROPOSAL SUBMISSION FORM

*{Location, Date}*

To: Chief Representative  
Japan International Agency (JICA) Indonesia Office

Dear Sir,

We, the undersigned, offer to provide the consulting services for *[insert: title of assignment]* in accordance with your Request for Proposals dated *[insert: date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

*{If the Consultant is a joint venture, insert the following: We are submitting our Proposal as a joint venture with: [Insert a list with full name and the legal address of each member, and indicate the lead member]. We have attached a copy [insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"] signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture. }*

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature *{In full and initials}*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

*{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}*

## Form TECH-2

### CONSULTANT’S ORGANIZATION AND EXPERIENCE

*{Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.}*

#### A - Consultant’s Organization

*{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.}*

#### B - Consultant’s Experience

*{1. List only previous similar assignments successfully completed in the last five(5) years.}*  
*{2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA.}*

Duration	Assignment name & brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in Currency of IDR or US\$ equivalent) / Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009– Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of .....; }	{e.g., Ministry of ....., country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	{e.g., US\$0.2 mil/US\$0.2 mil}	{e.g., sole Consultant}

## Form TECH-3


### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

*{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}*

*{Suggested structure of your Technical Proposal}*

- a) **Technical Approach, Methodology, and Organization of the Consultant's team.**  
*{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TOR in here.}*
- b) **Work Plan and Staffing.**  
*{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}*
- c) **Comments (on the TOR and on counterpart staff and facilities)**  
*{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}*

### Form TECH-4: WORK SCHEDULE

N°	Activity	Months											
		1	2	3	4	5	6	7	8	9	.....	n	
	<i>{e.g., Submission of Inception Report}</i>	{▲}											
	<i>{e.g., Field Survey}</i>		{  }										
	<i>{e.g., Submission of Final Report}</i>											{▲}	

- 1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as JICA's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2. Duration of activities shall be indicated in a form of a bar chart.
- 3. Include a legend, if necessary, to help read the chart.

### Form TECH-5: EXPERT SCHEDULE

N°	Name of Expert / Position	Input of the Personnel												Total person-month input
		1	2	3	4	5	6	7	8	9	10	11	12	
<b>EXPERT(S)</b>														
1														
2														
3														
4														
n														
													Sub-Total	
<b>Other Personnel</b>														
1														
2														
n														
													Sub-Total	

- {1. For experts the input should be indicated individually; for other personnel it should be indicated individually, or, if appropriate, by category (e.g. economists, financial analysts, etc.).*
- 2. Months are counted from the start of the assignment. One (1) month equals twenty two (22) working days. National holidays and holidays are locally recognized days.*
- Full time input*
- Part time input}*



## FORM TECH-6

### CURRICULUM VITAE (CV) FOR EXPERTS

<b>Position Title</b>	<i>{e.g., TEAM LEADER}</i>
<b>Name of Expert:</b>	<i>{Insert full name}</i>
<b>Date of Birth:</b>	<i>{Insert day/month/year}</i>
<b>Country of Residence / Citizenship</b>	<i>{Insert name of country}</i>

**Education:** *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

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**Employment record relevant to the assignment:**

*{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
<i>{e.g., May 2005-present}</i>	<i>{e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister}</i>		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):**

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**Adequacy for the Assignment:**

<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
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**Expert’s contact information (e-mail, phone) :**

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

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Name of Expert	Signature	Date{ <i>day/month/year</i> }
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Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date{ <i>day/month/year</i> }
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*{This CV can be signed by an authorized representative of the Consultant provided that if the Consultant’s proposal is ranked first, a copy of the CV signed by the Expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations. }*

## **Section 5. Financial Proposal Forms**

*{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}*

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

**FIN-1 Financial Proposal Submission Form**

**FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Tax Estimates**

## FORM FIN-1

### FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: Chief Representative  
JICA Indonesia Office

Dear Sir,

We, the undersigned, offer to provide the consulting services for *{insert: title of assignment}* in accordance with your Request for Proposal dated *{insert: date}* and our Technical Proposal.

Our attached Financial Proposal is for the amount of **IDR** *{Insert amount(s) in words and figures}*, including of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature *{In full and initials}*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

## FORM FIN-2

### BREAKDOWN OF REMUNERATION, REIMBURSABLE EXPENSES AND TAX ESTIMATES

*{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}*

**TOTAL COSTS OF (1), (2) AND (3) : *{insert: total estimate cost in IDR (Indonesian Rupiah)}***

<b>(1) Remuneration</b>						
<b>1) Personnel Cost</b>						
No.	Name	<i>Employment Status with Firm (full-time, or other)</i>	<i>Position Assigned</i>	<i>Person-month Remuneration Rate</i>	<i>Months</i>	<i>Cost</i>
	<b>Experts</b>					
1						
2						
3						
	<b>Other Personnel</b>					
1						
2						
<b>Sub-Total 1)</b>						
<b>2) Management Cost</b>						
<i>{ex. 10% of Sub-total of Personnel cost }</i>						<b>Sub-Total 2)</b>
<b>Total of (1)</b>						

<b>(2) Reimbursable Items</b>					
	<i>Type of Reimbursable expenses</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Cost</i>
1	<i>{e.g., Per diem allowances}</i>	<i>{Day}</i>			
2	<i>{e.g., Airfare}</i>	<i>{Trip}</i>			
3	<i>{e.g., rent-a-car}</i>	<i>{Day}</i>			
4	<i>{e.g., support staff/secretary}</i>				
5	<i>{e.g., seminars/workshops}</i>				
6					

7					
8					
<b>Total of (2)</b>					

<b>Total Costs of (1)+(2)</b>					
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<b>(3) Tax Estimates</b>			
1	VAT(Value-Added Tax)	10% of Total Costs of (1)+(2)	
<b>Total of (3)</b>			

## Section 6. Terms of Reference (TOR)

### 1. Background

- In Indonesia there is a huge financing gap in infrastructure sector. In accordance with the national mid-term development plan (RPJMN) 2020-2024, infrastructure development is prioritized development field to accelerate economic growth. To achieve the GDP growth target in the 2020-2024 RPJMN, CAPEX for the infrastructure development will reach IDR 6,445 trillion, while the government's budget will cover IDR 2,385 trillion. Given this financing gap, innovative efforts are needed to encourage the participation of the community and business entities through Public Private Partnership (PPP) scheme.
- Although PPP is importance tool to develop infrastructure in Indonesia, capacity of government to formulate bankability projects is limited.
- JICA has conducted the transaction advisory services to West Java Province named “Promotion of West Java Waste to Energy PPP Project” since 2019. In this assistance, JICA has supported West Java Province to develop Legok Nangka Waste to Energy Project (“Project”) to make it first bankable PPP Waste to Energy Project in Indonesia. Scope of work of JICA in the existing consultant contact covers the transaction advisory services by winning bidder selection. However, JICA will extend our support by financial closure of the project in the next new consultant contract.

### 2. Objective(s) of the Assignment

To develop model case of bankable Waste to Energy PPP project through transaction advisory services by financial close in the Project.

### 3. Scope of Services, Tasks (Components) and Expected Deliverables

The activities by financial closure of the Project are including but not limited to the followings:

<b>TOR1</b>	<b>Support on Institutional Set Up and Capacity Building to GCA (Oct 2023 – Feb 2024)</b>
1-1	Coordination with GCA to set up dedicated PPP project management unit (with dedicated staff)
1-2	Induction, training and OJT for the dedicated staff
1-3	Development of future organization plan for dedicated unit to further evolve as full PPP project management unit
<b>TOR2</b>	<b>Support in Solving Remaining Bankability Issues (Oct 2023 – Aug 2024)</b>
2-1	Coordination with Off-taker (e.g. PPA terms)
2-2	Coordination with Guarantee entity (e.g. Guarantee Agreement terms)
2-3	Coordination with Government of Indonesia (e.g. regulations)
2-4	Facilitation for GCA about waste volume and quality
2-5	Facilitation for GCA about financing enhancement
2-6	Coordination on international agencies support
<b>TOR3</b>	<b>Support in Fulfilling GCA’s Condition Precedents to Reach Effective Date/Financial Close (Oct 2023 – March 2025)</b>
3-1	Facilitation of land acquisition
3-2	Facilitation on Asset Handling (e.g. site handover to IBE)
3-3	Facilitation for Project Agreements
3-4	Facilitation for Legal Documents and Approval (e.g. Legal Opinion)
<b>TOR4</b>	<b>Support on starting the Preparation for Groundbreaking and Construction (Oct 2023 – March 2025)</b>

4-1	Facilitation for Environmental and Social settlement
4-2	Facilitation to Progress on water supply
<b>TOR5</b>	<b>Support on capacity building</b>
5-1	Developing recommendation report for both JICA and Government of Indonesia
5-2	Holding seminar of PPP WtE for Government of Indonesia

#### 4. Team Composition & Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the Experts)

##### (1) Team Leader

- Ability as a leader
- Experience in broad range of analysis of PPP infrastructure projects, including Waste-to-Energy project and PPA scheme.
- Experience of studies and advisories with JICA and other donors, international organizations.
- Minimum 20 years' experience in management and operational consulting with more than 10 projects as project manager/ team leader.
- Academic Background in Finance, Economics, Engineering, or other related fields
- Fluent in English

##### (2) Financial Expert

- Experience in financial analysis of PPP infrastructure projects, including Waste-to-Energy project and PPA scheme.
- Experience as a consultant / expert
- Experience of studies and advisories with JICA and other donors, international organizations
- Academic Background in Finance, Economics or other related fields
- Fluent in English

##### (3) Commercial Expert

- Experience in commercial analysis of PPP infrastructure projects, including Waste-to-Energy project and PPA scheme.
- Experience as a consultant / expert
- Experience of studies and advisories with JICA and other donors, international organizations
- Academic Background in Commerce, Economics or other related fields
- Fluent in English

It is welcomed to add other experts and consultants to achieve aforementioned objectives and scope of works.

#### 5. Reporting Requirements and Time Schedule for Deliverables

Expected survey schedule is up until the end of March 2025.

	Language	Hardcopy	CD	Date of Submission
Interim Report 1	English	3	3	6 months after signing date of contract
Interim Report 2	English	3	3	12 months after signing date of contract
Draft Final Report	English	3	3	17 months after signing date of contract



Final Report	English	3	3	18 months after signing date of contract
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## 6. JICA's Input

Professional and support counterpart personnel to be assigned by JICA to the Consultant's team:

Mr. Nozomu Ono, Senior Representative, JICA Indonesia Office

Mr. Yohei Yagyu, Representative, JICA Indonesia Office

Ms. Farah Aidiah, Consultant for PPP project, JICA Indonesia Office

## 7. Others

- The team is required to maintain a close coordination with JICA Indonesia Office, West Java Province, relevant government entities through daily communication and discussion.
- Technical advisory team and legal advisory team are appointed under separate process. However, it will be clear that both these advisory teams will need to follow the instructions from the leadership team. Nevertheless, close coordination between the advisory teams will be essential.
- It is expected that advisory team consists of international experts especially for Team Leader, Financial Expert and Commercial Expert. Local experts will be expected for other consultant position other than those.

(END)