



**EXHIBIT A
TERM OF REFERENCE
(English Version)**

GENERAL INFORMATION

Project	: Contractor for Gate Maintenance for SECURE - Herdin Pond
Duty Station	: Berau, Kalimantan Timur
Contract Duration	: 20-May-2025 – 19 June 2025
Total Fees	: IDR 94,430,000

A. PROJECT BACKGROUND

Project Background

Yayasan Konservasi Alam Nusantara (YKAN) is a non-profit organization established in Indonesia in 2014. YKAN's mission is to protect the lands and waters on which all life depends. To fulfil this mission, YKAN implements innovative solutions that foster harmony between nature and people. This involves implementing effective natural resource management, advocating collaborative approaches, and establishing a network of partners and stakeholders to build a sustainable Indonesia.

Berau Regency is one of the largest contributors to the production of brackish water aquaculture in East Kalimantan. It is estimated that there are 11,000 ha of brackish water aquaculture pond area in Berau Regency spread over 6 (enam) villages; Most brackish water aquaculture pond areas in Berau Regency are located in the mangrove ecosystem area. To maintain the balance of mangrove ecosystem functions and the sustainability of brackish water aquaculture production, the Nature Conservation Foundation together with other parties developed a program called Shrimp-Carbon Aquaculture (SECURE).

The SECURE Program is an effort to manage the mangrove ecosystem in a sustainable manner by maintaining the natural mangrove ecosystem and carrying out restoration in the area of brackish water aquaculture ponds. Restoration of the mangrove ecosystem in the pond area is part of an effort to increase shrimp production in a sustainable manner. Currently, there are 20(twenty) brackish water aquaculture ponds that already implementing the SECURE aquaculture model in Pegat Batumbuk, suaran and Tabalar Muara villages.

It is important to repair damaged pond doors due to the age and deterioration of the concrete walls, as well as crumbling post beams. Without these repairs, the risk of further damage will increase, threatening the safety of the structure and hampering the smooth running of the next farming cycle. By undertaking repairs now, we can ensure that the ponds continue to function optimally, supporting productivity and sustainability of aquaculture in the future.

B. OBJECTIVE/SCOPE OF WORK

Objectives/Purposes of the Assignment:

YKAN is seeking a qualified Contractor to Gate Maintenance for SECURE - Herdin Pond

The Contractor is expected to provide services in providing a sturdier and stronger pond door structure that functions optimally is to ensure that the water management system in the pond area can run safely and sustainably. The pond's robust design offers enhanced protection against water pressure, extreme weather conditions and other environmental factors, thereby minimising the risk of damage. This ensures the stability of pond operations and optimises aquaculture productivity.

Scope of work:

The scope is organized into the following tasks: inspection of structural components, cleaning of gate surfaces and surrounding areas and ensuring the gate mechanism operates smoothly and securely to prevent water leakage or operational failure.

C. DELIVERABLES AND PAYMENT SCHEDULE

Deliverables and Payment Schedule

This project work is anticipated to be implemented in 1 months timeframe between 20th May 2025 until the 19th June 2025.

The expected output of this project as whole reporting, period from the starting date to the end of the period, includes:

1. Work Plan Report
2. Final Report, with following points:
 - Introduction
 - Contents
 - Documentation
 - Closure

in which work completion section was signed by the service requestor as the deliverable of each service as detail following below:

No.	Output/Deliverables	PaymentAmount (IDR)	Submission Date	Penalty
1.	Deliverable 1: Submission Work Plan Report	50%	20-May-25	NA
2.	Deliverable 2: Submission Final Report	50%	19-Jun-25	IDR100,000 / day

Payment shall be made within one (1) month after YKAN receives the relevant invoice from Contractor.

The Individual Consultant will report to **Basir, East Kalimantan Ocean Program Coordinator** for the completion of the tasks and duties at the YKAN in which the Contractor will be retained.

D. EXPERTISE INFORMATION

Expertise Information

YKAN will enter into a contract for the delivery of the work set out in these Terms of Reference. The skills and experience required of the adviser should include inter alia:

- Local people with experience managing SECURE-Pond
- Ability to undertake construction work of an operable pond facility
- Good ability to meet deadlines and understand work timelines

E. ADMINISTRATIVE INFORMATION

Administrative Information

In order to be considered for the position, the candidate shall be an Indonesia Citizen and must meet the minimum qualification listed above. Consideration and selection will be based on a panel evaluation of the evaluation criteria factor below. Please note that only shortlisted/finalist applicants will be interviewed or contacted. YKAN does not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference check will be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

At YKAN's discretion, reference checks and interviews may be conducted as part of the evaluation process.

Applicants must also include in their application package as follows:

1. A cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements.
2. A curriculum vitae which, at a minimum, describes education, latest experience and career achievements.
3. Names, current and accurate contact numbers (email and phone) of three professional references that have knowledge of the applicant's abilities to perform the duties set forth in the solicitation.

All of the above information must be included in the application package in order for the package to be considered complete.

Interested candidates should send the above information to the attention of **Basir, East Kalimantan Ocean Program Coordinator** at the following addresses:

For electronic submission:

E-MAIL: basir@ykan.or.id

Subject: Contractor for Gate Maintenance for SECURE - Herdin Pond

All application submitted by YKAN website or e-mail, no later than **May 5, 2022, at 5:00 p.m. Western Indonesia Time (WIB)**. Application submitted after the deadline will not be considered Application. Cover Letter, and CV must be sent in English. A consortium, or a firm may not be engaged for the individual consultant assignment.

Applicable Tax:

The Contractor is responsible to pay all Income Tax, Value Added Tax (VAT) if applicable or other duties as applicable as present Indonesia Government rule.

The breakdown of applicable VAT/Tax are as follows:

1. Withholding tax under Article 21. Based on PMK168/2023, the income tax rate for independent contractors is 50% of the gross income.
2. Withholding tax under Article 23. Specific types of Income paid to tax residents are subject to withholding tax at a rate of either 2% or 15%.
3. Withholding tax under Article 26. Income received by a non-Indonesia taxpayer is subject to a rate of 20% final withholding tax. The tax rate can be reduced based on the applicable tax treaty if non-resident taxpayer is a resident of the tax treaty partner country, subject to fulfilling certain requirements.
4. Final withholding tax under Article 4(2)
5. VAT/VAT Offshore. Taxpayers pay VAT at rate of 11%