EXHIBIT A-1
TERM OF REFENCE
KERANGKA ACUAN KERJA

Facilitator for the Field Visit and Data Validation of Nature-based Solutions (NbS) in the Implementation of the ASEAN NbS Tool in Teluk Pambang Village, Bengkalis Regency, 16–19 Nov 2026

A. Project Background

Nature-based Solutions (NbS) represent a strategic approach to addressing climate change, biodiversity loss, disaster risks, and the social and economic vulnerabilities of communities. This approach emphasizes the protection, sustainable management, and restoration of natural ecosystems to strengthen environmental resilience while improving community well-being.

To support the implementation of evidence-based, equitable, and replicable NbS, the ASEAN NbS Tool Project is being implemented with support from the ASEAN-UK Green Transition Fund (GTF). The project is led by World Resources Institute Indonesia (WRI Indonesia), in collaboration with SCeNe Coalition, the Asian Disaster Preparedness Center (ADPC), the Geospatial Informatics Group Natural Assets Laboratory (SIG-NAL), and Nanyang Technological University (NTU), Singapore. The project aims to develop a decision-support tool to assess the suitability of NbS interventions based on ecological, social, and economic conditions, as well as community needs.

Yayasan Konservasi Alam Nusantara (YKAN) is a relevant stakeholder in supporting conservation efforts and the sustainable management of natural resources. In this context, the field visit and data validation activities in Teluk Pambang Village, Bantan Subdistrict, Bengkalis Regency, Riau Province, are expected to provide contextual information on mangrove ecosystems, blue carbon potential, restoration opportunities, and the relationship between coastal ecosystems and community livelihoods.

To ensure that the activities are carried out effectively and in accordance with the established objectives, Facilitator is required in Bengkalis Regency. The PIC will be responsible for coordinating preparations, logistical requirements, stakeholder communications, and technical and operational support throughout the activities. Therefore, these Terms of Reference (ToR) are required to serve as a guideline for the PIC's duties, scope of work, deliverables, and responsibilities in supporting the successful implementation of the activities.

Fasilitator Kunjungan Lapangan dan Validasi Data Solusi Berbasis Alam (Nature-based Solutions) dalam Pengoperasian ASEAN NbS Tool di Desa Teluk Pambang, Kabupaten Bengkalis, 16-19 Nov 2026

A. Latar Belakang Proyek

Solusi Berbasis Alam (Nature-based Solutions/NbS) merupakan pendekatan strategis untuk menghadapi perubahan iklim, kehilangan keanekaragaman hayati, risiko bencana, serta kerentanan sosial dan ekonomi masyarakat. Pendekatan ini mengedepankan perlindungan, pengelolaan berkelanjutan, dan pemulihan ekosistem alam guna memperkuat ketahanan lingkungan sekaligus meningkatkan kesejahteraan masyarakat.

Dalam mendukung penerapan NbS yang berbasis bukti, berkeadilan, dan dapat direplikasi, dilaksanakan Proyek ASEAN NbS Tool dengan dukungan ASEAN-UK Green Transition Fund (GTF). Proyek ini dipimpin oleh World Resources Institute Indonesia (WRI Indonesia) bersama SCeNe Coalition, Asian Disaster Preparedness Center (ADPC), Geospatial Informatics Group Natural Assets Laboratory (SIG-NAL), dan Nanyang Technological University (NTU) Singapura. Proyek ini bertujuan mengembangkan perangkat pendukung pengambilan keputusan untuk menilai kelayakan penerapan NbS berdasarkan kondisi ekologis, sosial, ekonomi, dan kebutuhan masyarakat.

Yayasan Konservasi Alam Nusantara (YKAN) merupakan salah satu pihak yang relevan dalam mendukung upaya konservasi dan pengelolaan sumber daya alam secara berkelanjutan. Dalam konteks kegiatan ini, kunjungan lapangan dan validasi data di Desa Teluk Pambang, Kecamatan Bantan, Kabupaten Bengkalis, Provinsi Riau, diharapkan dapat memberikan informasi kontekstual mengenai ekosistem mangrove, potensi karbon biru (blue carbon), peluang restorasi, serta keterkaitan ekosistem pesisir dengan mata pencaharian masyarakat.

Untuk memastikan kegiatan berjalan secara efektif dan sesuai dengan tujuan yang ditetapkan, diperlukan Fasilitator di Kabupaten Bengkalis. PIC bertugas mengoordinasikan persiapan, kebutuhan logistik, komunikasi dengan pemangku kepentingan, serta dukungan teknis dan operasional selama kegiatan berlangsung. Dengan demikian, diperlukan Kerangka Acuan Kerja (KAK) sebagai pedoman pelaksanaan tugas, ruang lingkup pekerjaan, keluaran, dan tanggung jawab PIC dalam mendukung keberhasilan kegiatan.

B. Objective/Scope of Work

Objectives/Purposes of the Assignment:

YKAN is seeking a qualified Individual Consultant to serve as the Facilitator for the Field Visit and Data Validation of Nature-based Solutions (NbS) in the Implementation of the ASEAN NbS Tool in Teluk Pambang Village, Bengkalis Regency, from November 16 to 19, 2026.

The Consultant is expected to provide services in:

1. Ensure that all administrative, logistical, transportation, accommodation, catering, and activity equipment requirements are available and adequately prepared.
2. Coordinate communication and engagement with local government authorities, village government, communities, and relevant stakeholders.
3. Ensure site readiness and the smooth mobility of the team throughout the field activities.
4. Support surveyors in collecting spatial information and data, as well as validating field data in accordance with the schedule and instructions from the project implementation team.
5. Identify and facilitate the resolution of technical and operational challenges encountered during the activities.
6. Prepare documentation and reports on the implementation of the Facilitator's duties as a basis for evaluation and accountability to YKAN or the assigning party

Scope of work:

The scope is organized into the following tasks:
1. Activity Planning and Preparation, including the development of operational plans and identification of activity requirements in Bengkalis Regency
2. Coordination and Communication, including coordination with YKAN, the ASEAN NbS Tool implementation team, local government authorities, village government, communities, and relevant stakeholders.
3. Logistics and Accommodation Management, including arrangements for transportation, accommodation, catering, equipment, and supporting facilities
4. Field Activity Support, including facilitation of field visits, stakeholder meetings, information gathering, and data validation for the ASEAN NbS Tool
5. Activity Monitoring, including monitoring the activity schedule, identifying challenges, and coordinating solutions to issues encountered in the field
6. Spatial Analysis and Ground Check, including spatial data and map analysis, identification of land cover conditions and mangrove ecosystems, as well as the

B. Tujuan/Ruang Lingkup

Tujuan dari Penugasan:

YKAN sedang mencari Konsultan Perorangan yang memenuhi syarat sebagai Fasilitator Kunjungan Lapangan dan Validasi Data Solusi Berbasis Alam (Nature-based Solutions) dalam Pengoperasian ASEAN NbS Tool di Desa Teluk Pambang, Kabupaten Bengkalis tanggal 16 s/d 19 November 2026

Konsultan tersebut diharapkan dapat memberikan layanan dalam:
1. Memastikan seluruh kebutuhan administrasi, logistik, transportasi, akomodasi, konsumsi, dan perlengkapan kegiatan tersedia sesuai kebutuhan.
2. Mengoordinasikan komunikasi dan keterlibatan pemerintah daerah, pemerintah desa, masyarakat, serta pemangku kepentingan terkait.
3. Memastikan kesiapan lokasi dan kelancaran mobilitas tim selama kegiatan lapangan.
4. Mendukung pelaksanaan surveyor dalam pengumpulan informasi dan data spasial serta validasi data lapangan sesuai agenda serta arahan tim pelaksana proyek.
5. Mengidentifikasi dan memfasilitasi penyelesaian kendala teknis maupun operasional selama kegiatan
6. Menyusun dokumentasi dan laporan pelaksanaan tugas Fasilitator sebagai bahan evaluasi dan pertanggungjawaban kepada YKAN atau pihak pemberi tugas.

Ruang Lingkup Pekerjaan

Ruang lingkup ini disusun menjadi tugas-tugas berikut:
1. Perencanaan dan Persiapan Kegiatan, meliputi penyusunan rencana operasional dan identifikasi kebutuhan kegiatan di Kabupaten Bengkalis
2. Koordinasi dan Komunikasi, meliputi koordinasi dengan YKAN, tim pelaksana ASEAN NbS Tool, pemerintah daerah, pemerintah desa, masyarakat, dan pihak terkait
3. Pengelolaan Logistik dan Akomodasi, meliputi pengaturan transportasi, penginapan, konsumsi, perlengkapan, dan fasilitas pendukung kegiatan
4. Dukungan Pelaksanaan Kegiatan Lapangan, meliputi fasilitasi kunjungan lapangan, pertemuan pemangku kepentingan, serta pengumpulan informasi dan validasi data ASEAN NbS Tool
5. Pemantauan Pelaksanaan Kegiatan, meliputi pemantauan jadwal, identifikasi kendala, dan koordinasi penyelesaian permasalahan di lapangan
6. Analisis Spasial dan Pemeriksaan Lapangan, meliputi analisis data spasial dan peta wilayah, identifikasi kondisi tutupan lahan dan ekosistem mangrove, serta

inspection and verification of spatial data against actual field conditions to support data validation and the operation of the ASEAN NbS Tool

7. Documentation and Reporting, including the compilation of activity documentation, preparation of activity reports, and organization of administrative documents and expenditure supporting evidence in accordance with applicable requirements
8. Facilitation of Free, Prior and Informed Consent (FPIC), including support for facilitating the Free, Prior and Informed Consent process with communities and relevant stakeholders, providing information on the objectives, scope, and process of the activities, and documenting consultations, consent, and community input in accordance with FPIC principles

9. Preparation of Meeting Minutes and Discussion Notes, including recording the results of discussions, coordination meetings, stakeholder meetings, and community consultations, as well as summarizing key discussion points, inputs, agreements, and other important matters to support data validation and the operation of the ASEAN NbS Tool.

C. Deliverables and Payment Schedule

Deliverables and Timeframe:

This project work is anticipated to be implemented in 2 months timeframe between 10th of November 2026 until the 30th of December 2026.

The expected output of this project is **Work Plan Report and Final Report**, period from the starting date to the end of the period, includes:

1. Activity Administration and Coordination Documents, including Activity Notification/Permission Letters to the Teluk Pambang Village Government, Bantan Subdistrict, Bengkalis Regency, and the Teluk Pambang Village Forest Management Institution (LPHD), as well as the List of Participants, Coordination Contacts, and Relevant Stakeholders.
2. Activity Planning and Operational Readiness Documents, including the Activity Rundown or Agenda, Hotel Room List and Accommodation Arrangements, List of Operational and Logistical Requirements, and Operational Readiness Checklist to support the smooth implementation of the field visit and data validation activities.
3. Activity Implementation and Operational Accountability Documents, including Attendance Lists and Activity Documentation, as well as the Activity Operational and Budget Realization Report as evidence of implementation and resource utilization throughout the activity.
4. Meeting Minutes and Meeting Notes Document, including minutes of coordination meetings,

pemeriksaan dan verifikasi kesesuaian data spasial dengan kondisi aktual di lapangan sebagai bahan pendukung validasi data dan pengoperasian ASEAN NbS Tool

7. Dokumentasi dan Pelaporan, meliputi pengumpulan dokumentasi, penyusunan laporan kegiatan, serta penyiapan dokumen administrasi dan bukti pengeluaran sesuai ketentuan

8. Fasilitasi Free, Prior and Informed Consent (FPIC), meliputi dukungan fasilitasi proses Persetujuan Atas Dasar Informasi di Awal Tanpa Paksaan (PADIATAPA) kepada masyarakat dan pemangku kepentingan terkait, penyampaian informasi mengenai tujuan, ruang lingkup, dan proses kegiatan, serta pendokumentasian proses konsultasi, persetujuan, dan masukan masyarakat sesuai prinsip FPIC.
9. Penyusunan Notulensi dan Catatan Pertemuan, meliputi pencatatan hasil diskusi, rapat koordinasi, pertemuan pemangku kepentingan, dan kegiatan konsultasi masyarakat, termasuk rangkuman pokok pembahasan, masukan, kesepakatan, serta hal-hal penting yang menjadi bahan pendukung validasi data dan pengoperasian ASEAN NbS Tool.

C. Hasil yang Diberikan dan Jadwal Pembayaran

Hasil yang Diberikan dan Jangka Waktu:

Pekerjaan proyek ini diperkirakan akan dilaksanakan dalam jangka waktu 2 bulan antara tanggal 10 November 2026 hingga tanggal 30 Desember 2026.

Keluaran yang diharapkan dari proyek ini adalah **Laporan Rencana Kerja dan Laporan Akhir**, periode dari tanggal mulai sampai dengan akhir periode kegiatan, termasuk:

1. Dokumen Administrasi dan Koordinasi Kegiatan, meliputi Surat Pemberitahuan/Izin Kegiatan kepada Pemerintah Desa Teluk Pambang, Kecamatan Bantan, Kabupaten Bengkalis, dan LPHD Teluk Pambang, serta Daftar Peserta, Kontak Koordinasi, dan Para Pihak Terkait.

2. Dokumen Perencanaan dan Kesiapan Operasional Kegiatan, meliputi Rundown atau Agenda Kegiatan, Daftar Kamar Hotel dan Pembagian Akomodasi, Daftar Kebutuhan Operasional dan Logistik, serta Checklist Kesiapan Operasional untuk mendukung kelancaran pelaksanaan kunjungan lapangan dan validasi data.
3. Dokumen Pelaksanaan dan Pertanggungjawaban Operasional Kegiatan, meliputi Daftar Hadir dan Dokumentasi Kegiatan serta Laporan Realisasi Operasional dan Anggaran Kegiatan sebagai bukti pelaksanaan dan penggunaan sumber daya selama kegiatan berlangsung.
4. Dokumen Notulensi dan Catatan Pertemuan, meliputi notulensi rapat koordinasi, diskusi, pertemuan

discussions, stakeholder meetings, and community consultations, covering key discussion points, participant inputs, discussion outcomes, agreements, and important notes relevant to supporting data validation and the operation of the ASEAN NbS Tool.

5. Final Activity Report, containing a summary of the implementation of facilitation activities for the field visit and data validation of Nature-based Solutions (NbS) in the operation of the ASEAN NbS Tool in Teluk Pambang Village, Bengkalis Regency, including coordination outcomes, implementation documentation, challenges encountered, and a summary of work completed in accordance with the assigned scope of work.

All documents must be in Bahasa Indonesia, in accordance with YKAN's formatting requirements. All documents should be submitted in soft copy.

Payment Schedule:

The following milestones schedule is set out for payments under the fixed-price contract and the Consultant should adhere to these milestones in their proposal:

- Submission of Work Plan Report, 70%
- Submission of acceptable Final Report, the balance of 30%

These can be summarized in the **Exhibit A-2 Deliverables and Timeline**.

Deliverables completed as per schedule will be approved by **Aji Anggoro, Blue Carbon Program Manager.**

D. Expertise Information

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

- Good coordination, communication, and activity organization skills.
- Understanding of the social and geographical conditions, as well as the relevant stakeholders in Bengkalis Regency, particularly the coastal areas of Bantan Subdistrict.
- Ability to manage activity logistics, transportation, accommodation, catering, and administrative requirements.
- Ability to work independently and collaboratively as part of a team, and to resolve operational challenges in the field.
- Ability to prepare systematic activity documentation and reports.

pemangku kepentingan, dan konsultasi masyarakat, yang memuat pokok pembahasan, masukan peserta, hasil diskusi, kesepakatan, serta catatan penting yang relevan untuk mendukung validasi data dan pengoperasian ASEAN NbS Tool.

5. Laporan Akhir Kegiatan, yang memuat ringkasan pelaksanaan kegiatan fasilitasi kunjungan lapangan dan validasi data Solusi Berbasis Alam (Nature-based Solutions/NbS) dalam pengoperasian ASEAN NbS Tool di Desa Teluk Pambang, Kabupaten Bengkalis, termasuk hasil koordinasi, dokumentasi pelaksanaan, kendala yang dihadapi, serta rangkuman hasil pekerjaan sesuai ruang lingkup penugasan.

Seluruh dokumen harus dalam Bahasa Indonesia, sesuai dengan persyaratan format YKAN. Seluruh dokumen harus diserahkan dalam bentuk soft copy.

Jadwal pembayaran:

Jadwal pencapaian berikut ditetapkan untuk pembayaran berdasarkan kontrak harga tetap dan Konsultan harus mematuhi pencapaian ini dalam proposalnya:

- Penyerahan Laporan Rencana Kerja, 70%
- Penyerahan Laporan Akhir yang telah diterima, saldo sebesar 30%

Hal ini dapat diringkas dalam **Lampiran A-2 Hasil yang Diberikan dan Tata Waktu**

Hasil kerja yang diselesaikan sesuai jadwal akan disetujui oleh **Aji Anggoro, Blue Carbon Program Manager.**

D. Informasi Keahlian

YKAN akan membuat sebuah kontrak untuk layanan pekerjaan yang diatur dalam Kerangka Acuan ini. Kompetensi dan pengalaman yang dibutuhkan Konsultan harus mencakup antara lain:

- Memiliki kemampuan Koordinasi, Komunikasi, dan Pengorganisasian kegiatan yang baik
- Memahami kondisi Sosial, Geografis, dan pemangku kepentingan di Kabupaten Bengkalis, khususnya wilayah pesisir Kecamatan Bantan
- Mampu mengelola kebutuhan Logistik, Transportasi, Akomodasi, Konsumsi, dan Administrasi kegiatan
- Mampu bekerja secara mandiri maupun bersama tim serta menyelesaikan kendala operasional di lapangan
- Memiliki kemampuan menyusun dokumentasi dan laporan kegiatan secara sistematis

- Commitment to professionalism, punctuality, activity safety, and transparent and accountable budget management.

- Memiliki komitmen terhadap profesionalisme, ketepatan waktu, keselamatan kegiatan, serta penggunaan anggaran secara transparan dan akuntabel

E. 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. Technical and Financial proposal for consultancy,

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

Interest candidates should send the above information directly in the link: https://www.ykan.or.id/id/pengadaan-barang-dan-jasa/

Any queries regarding this tender are to be referred to:

E-mail: syidik.fahmi@ykan.or.id
Subject: Facilitator for the Field Visit and Data Validation of Nature-based Solutions (NbS)

All application submitted by YKAN website, no later than **November 8, 2026, 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.

E. Informasi Administratif

Agar dapat dipertimbangkan untuk posisi tersebut, kandidat haruslah warga negara Indonesia dan harus memenuhi kualifikasi minimum yang tercantum di atas. Pertimbangan dan pemilihan didasarkan pada evaluasi panel terhadap factor kriteria evaluasi di bawah ini. Harap dicatat bahwa hanya pelamar terpilih yang akan dihubungi. YKAN tidak membayar biaya apa pun yang terkait dengan wawancara kecuali biaya tersebut telah disetujui terlebih dahulu. Pemeriksaaan referensi akan dilakukan terhadap kandidat yanh dipilih untuk wawancara. Referensi pelamar harus dapat memerikan informasi substantif tentang kinerja dan kemampuannya di masa lalu.

Berdasarkan aturan di YKAN, pemeriksaan referensi dan wawancara dapat dilakukan sebagai bagian dari proses evaluasi

Pelamar harus menyertakan dokumen-dokumen di bawah ini didalam lamarannya:

1. Cover Letter yang menunjukkan kualifikasi kandidat memenuhi persyaratan kerja
2. Curriculum Vitae yang sekurang-kurangnya menggambarkan pendidikan, pengalaman terkini dan pencapaian akhir.
3. Proposal Teknis dan Keuangan untuk jasa konsultasi,

Semua persyaratan di atas harus disertakan agar dianggap lengkap.

Kandidat yang memenuhi syarat dapat mengirimkan lamaran di atas langsung melalui tautan ini:
https://www.ykan.or.id/id/pengadaan-barang-dan-jasa/

Segala pertanyaan mengenai tender ini dapat diajukan melalui:
Email: syidik.fahmi@ykan.or.id
Judul Email: Facilitator for the Field Visit and Data Validation of Nature-based Solutions (NbS)

Semua lamaran diajukan melalui website YKAN, paling lambat **8 November 2026 pukul 17.00 WIB**. Permohonan yang diajukan setelah batas waktu tidak akan diterima. Surat Lamaran dan CV harus dikirim dalam Bahasa Inggris. Konsorsium, atau Firma tidak boleh dilibatkan untuk penugasan konsultan perorangan.

Pajak yang Berlaku:

Konsultan bertanggung jawab untuk membayar seluruh Pajak Penghasilan, Pajak Pertambahan Nilai (PPn) jika

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. A tax resident without a NPWP is subject to a higher tax rate of 20% from normal tax rates.

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%. A tax resident without a NPWP is subject to a higher tax rate of 100% from normal tax rate.

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%

berlaku atau pajak lainnya sebagaimana berlaku sesuai peraturan Indonesia saat ini.

Rincian Pajak/PPn yang berlaku adalah sebagai berikut:

1. Pemotongan pajak berdasarkan Pasal 21. Berdasarkan PMK168/2023, tarif pajak penghasilan bagi kontraktor independent adalah sebesar 50% dari penghasilan bruto. Wajib pajak yang tidak memiliki NPWP dikenakan tarif pajak yang lebih tinggi yaitu 20% dari tarif normal.
2. Pemotongan pajak berdasarkan Pasal 23. Jenis pendapatan tertentu yang dibayarkan kepada wajib pajak dikenakan pemotongan pajak dengan tarif 2% atau 15%. Wajib pajak yang tidak memiliki NPWP dikenakan tarif pajak yang lebih tinggi sebesar 100% dari tarif pajak normal.
3. Pemotongan pajak berdasarkan Pasal 26. Penghasilan yang diterima oleh wajib pajak luar negeri dikenakan tarif pemotongan pajak final sebesar 20%. Tarif pajak dapat diturunkan berdasarkan perjanjuan perpajakan yang berlaku apabila Wajib Pajak luar negeri merupakan penduduk negara mitra perjanjian pajak, dengan memenuhi persayaratan tertentu.
4. Pemotongan pajak final berdasarkan Pasal 4(2)
5. Luar Negeri. Wajib Pajak membayar PPn dengan tarif 11%.

EXHIBIT A-2
DELIVERABLES AND TIMELINE
HASIL YANG DIBERIKAN DAN TATA WAKTU

No. ***No.***	**Deliverables** ***Hasil yang Diberikan***	**Payment /** ***Pembayaran***	**Submission Date** ***Tgl. Penyerahan***	**Penalty /** ***Penalti***
1	**Deliverable 1:** Submission Work Plan Report *Penyerahan Laporan Rencana Kerja*	(70%)	12-Nov-26	NA
2	**Deliverable 2:** Submission Final Report *Penyerahan Laporan Akhir* *1.* Notice/Permit for Activities to the Teluk Pambang Village Government, Bantan Subdistrict, Bengkalis Regency / *Surat Pemberitahuan/Izin Kegiatan kepada Pemerintah Desa Teluk Pambang Kec. Bantan Kab. Bengkalis* *2.* Notice/Permit for Activities to the Teluk Pambang Local Forest Management Board (LPHD) / *Surat Pemberitahuan/Izin Kegiatan kepada LPHD Teluk Pambang* *3.* List of Participants, Coordination Contacts, and Relevant Parties / *Daftar Peserta, Kontak Koordinasi, dan Para Pihak Terkait* *4.* Event Schedule or Agenda / *Rundown atau Agenda Kegiatan* *5.* List of Hotel Rooms and Accommodation Assignments / *Daftar Kamar Hotel dan Pembagian Akomodasi* *6.* List of Operational and Logistical Needs / *Daftar Kebutuhan Operasional dan Logistik* *7.* Operational Readiness Checklist / *Checklist Kesiapan Operasional* *8.* Attendance List and Activity Documentation / *Daftar Hadir dan Dokumentasi Kegiatan* *9.* Report on Operational Implementation and Activity Budget / *Laporan Realisasi Operasional dan Anggaran Kegiatan* *10.* Final Activity Report / *Laporan Akhir Kegiatan*	(30%)	15-Dec-26	IDR100,000 per day