Terms of Reference

Title	: CPO Mill Design Consultant
Client	: Koperasi Sawit Mandiri Jaya (KSMJ)
Country	: Indonesia
Activity no. (PALMSTEP Logframe)	: Activity 2.2.1
Location	: Pangkalan Bun & online
Period	: 1 May – 31 July 2026
PIC	: Tatag Adi Sasono

Background & Context

Koperasi Sawit Mandiri Jaya (KSMJ), as a secondary cooperative, is being supported through the PALMSTEP project to strengthen its business performance and long-term role in inclusive and sustainable palm oil value chains. As part of this strategic direction, KSMJ is preparing for the future development of its own Crude Palm Oil (CPO) mill as a major investment to increase value capture, improve market positioning, and create stronger economic returns and services for its member cooperatives and smallholder farmers.

To support this plan, KSMJ requires a professional and site-based design for a 30 TPH CPO mill that reflects the actual field condition, operational needs, land characteristics, access, workflow requirements, and future development direction of the cooperative. The design will serve as a practical technical reference for KSMJ in planning the mill development process, communicating with stakeholders, and preparing for the next stages of investment, engineering, and implementation.

This assignment will therefore focus specifically on the development of a site based conceptual design and visual layout for the planned 30 TPH CPO mill. The assignment will be conducted by an external consultant, in coordination with Agriterra and KSMJ, with expertise in CPO mill planning, layout design, and palm oil processing systems.

Main objectives

To develop a site based conceptual design for a 30 TPH CPO mill for KSMJ based on actual field conditions and the cooperative's operational context, which can serve as a practical guideline for future mill development.

Specific objectives

- Conduct a review of the proposed mill site and relevant existing site information.
- Assess key physical and operational considerations affecting the mill design, including land condition, site access, circulation, utility needs, and space requirements.
- Develop a conceptual process flow for the 30 TPH CPO mill in line with standard palm oil processing requirements.
- Prepare a site based visual layout showing the main mill buildings, production flow, storage areas, utility areas, internal roads, and supporting infrastructure.

- Ensure the design reflects operational efficiency, practical constructability, worker movement, material flow, and future expansion considerations where relevant.
- Present and validate the draft design with Agriterra and KSMJ, and revise it based on feedback.
- Produce a final design package and explanatory report that can be used by KSMJ as a reference for future technical planning and stakeholder engagement.

Expected results

- A clear and site based conceptual design for a 30 TPH CPO mill for KSMJ.
- A visual layout of the proposed mill and supporting infrastructure based on actual field conditions.
- A process flow and design narrative explaining the logic and assumptions behind the proposed layout.
- A practical reference document that KSMJ can use for further planning, communication, and preparation for mill development.

Deliverable and timeline

Deliverable	Date
Proposal review and consultant selection finalization	7-26 April 2026
Interview and selection process	27 April – 8 May 2026
Kick-off meeting	18 May 2026
Inception note and detailed work plan	18-20 May 2026
Field visit, site observation, and stakeholder consultation	20-31 May 2026
Draft conceptual process flow, site layout, and visual design for 30 TPH CPO mill	1-30 June 2026
Internal refinement of draft design package	1-9 July 2026
Presentation and validation workshop with Agriterra and KSMJ	13-17 July 2026
Submission of final design package and final report	31 July 2026

Duration and location

- Duration: 1 May – 31 July 2026
- Field visits: Required.
- Mode: Remote coordination.

Reporting and governance

The consultant will report to:

- Assigned Agriterra Cooperative Advisor Focal Person (Tatag Adi Sasono, sasono@agriterra.org)

All outputs require written approval by Agriterra before payment milestones.

Qualifications and Experience

Education & Technical Skills

- Minimum bachelor's degree in engineering, agribusiness, agriculture, environmental management, industrial engineering, business management, or other relevant fields.
- Strong technical knowledge of CPO mill operations, processing systems, and mill infrastructure planning.
- Ability to develop a site based conceptual visual design for a 30 TPH CPO mill based on actual field conditions.
- Proficiency in relevant technical design software and presentation tools.

Professional Expertise

- Minimum 7 years of professional experience in the palm oil sector, agribusiness development, or related fields.
- Demonstrated experience in CPO mill operations, mill planning, mill management, or palm oil processing systems.
- Proven experience in preparing conceptual layouts, infrastructure design references, or visual plans for industrial or agro processing facilities.
- Proven experience in developing or reviewing mill layouts, conceptual infrastructure plans, or site based visual designs for palm oil processing facilities.
- Experience in working with cooperatives, farmer organizations, or rural agribusiness institutions is preferred.
- Experience working in Indonesia's palm oil landscape, especially with smallholders and cooperatives, will be highly desirable.

Competencies

- Ability to assess complex institutional, business, and operational issues in a practical manner.
- Strong report writing and presentation skills in both technical and practical formats.
- Fluency in English and Bahasa (local language will be adding value).

Payment Schedule [total budget: EUR 4,500 or IDR 90,000,000 lump sum]

- Advance payment before the project started - 25%.
- Mid-term payment after assessment methodology and instruments finalized – 25%
- Approval of Final Report & Validation - 50%.

Payments will be made upon receipt of invoices.

Application Process

Interested Individual Consultants or Firms should submit the following documents in PDF to (sasono@agriterra.org) and cc to (indonesia@agriterra.org) by (26 April 2026):

- Cover Letter expressing interest and availability.
- Curriculum Vitae (or firm profile) highlighting relevant experience.
- Technical Proposal (max. 8 pages) outlining:

  - Understanding of the assignment.
  - Proposed methodology and work plan.
  - Team composition (if firm) and division of tasks.
- Financial Proposal detailing daily rates, total cost estimate, and any anticipated expenses.
- Examples of previous similar assignments (if available).

Agriterra, for cooperatives

We are a purpose-driven organisation, aimed at strengthening farmer cooperatives in 13 countries in Africa and Asia. Agriterra's wheel of impact depicts how strong farmer cooperatives contribute to societal development and the relevance to many of the Sustainable Development Goals of the United Nations. Positively impacting farmer cooperatives is at the heart of our identity and is reflected in our legal entity as a Dutch non-profit foundation.

Agriterra provides high quality and hands-on advice, training and exchange services to farmer cooperatives with maximum impact to support dynamic, economic and sustainably strong and productive rural areas. We draw on a century of cooperative knowledge in the Netherlands shared through our extensive network in the Dutch agri-food sector. These Agripool experts from farmer organisations across the world work with Cooperative advisors from our country offices, supported by staff teams in the Netherlands.

In 2022 Agriterra worked together with 579 farmer organisations, trained 8,989 people and 3,808,366 farmers were reached.

Annex 1. Info sheet Palmstep

- **Project Short Title:** PALMSTEP (Palm Oil Sustainability & Traceability Enhancement Programme)
- **Location:** Kotawaringin Barat district, Central Kalimantan, Indonesia
- **Context:**
    - PALMSTEP will be implemented to ensure that the palm oil value chain in Kotawaringin Barat District, Central Kalimantan, Indonesia is sustainable and traceable.
    - The project aims to improve the environmental, social, and economic sustainability and the traceability of palm oil production which plays a significant role in Indonesia's economy. This is crucial to ensure that it will not contribute to deforestation, is produced in a responsible manner, and provides a stable livelihood to smallholder farmers.
    - The project also aims to strengthen a recently established secondary palm oil cooperative in Kotawaringin Barat District, named Koperasi Karya Sawit Mandiri Jaya (KSMJ) to adopt environmental, social, and economic sustainability practices in their business strategy and operations as well as improve its position in the value chain through market linkages and policy influencing.
- **Focus of the action:** The project focus in supporting smallholder palm oil farmers and their cooperatives in Central Kalimantan to comply to sustainable standards and support the district government to align their policy and operations to the palm oil sustainability and traceability standards.
- **Expected Results:**
    - Empowering Smallholder Farmers
    - Strengthening Cooperative Governance and Market Access
    - Enhancing Policy and Institutional Capacity
- **The Objective:** Palm oil smallholder farmers in Kotawaringin Barat district, Central Kalimantan, play a key role in building a sustainable and traceable palm oil value chain. Through a cooperative business model, they can continuously invest in sustainability initiatives. **Specific Objectives:**
    - Smallholder farmers in Kotawaringin Barat district adhere to sustainability and traceability practices in line with ISPO and RSPO standards.
    - The secondary palm oil cooperative, KSMJ, has integrated these principles into its business operations, strengthening its position within the value chain.
    - Additionally, district-level policies in Kotawaringin Barat align with sustainability and traceability standards, further supporting the region's commitment to responsible palm oil production.

  Target Groups: Secondary cooperative KSMJ, 1.400 smallholder farmers that are not yet certified, 3 palm oil primary cooperatives, 2.000 smallholder farmers in Kotawaringin Barat District that have been certified, District government
- **Beneficiaries:** Small holder farmers, cooperatives, Local Government, Government of Indonesia
- **How does your project relate to EU priorities, European Green Deal, and tackling climate change?** The project aligns with the objectives of the EU Green Deal, particularly by focusing on Sustainable Food and Preserving Biodiversity by increasing the productivity of smallholder farmers through sustainable farming practices via Good Agricultural Practices (GAP) training and protect biodiversity through High Conservation Values (HCV) and High Carbon Stock (HCS) training
- **Duration:** (Start and End Date) 01/03/2025 – 28/02/2029
- **Total Budget:** EUR 1,500,000 (Contribution : EU 80 % EUR 1,200,000 and DGIS 20% EUR 300,000)
- **Contact Detail of Project Manager and implementing partners**

  Wenty Octisdah (octisdah@agriterra.org)

- **Lead Partner:** Stichting Agriterra
- **Partners:** Yayasan Fortasbi Indonesia