

YAYASAN PETRONAS' COMMUNITY-BASED DISASTER RISK MANAGEMENT (CBDRM)

under Planting Tomorrow Climate Resilience Programme

Request for Proposal

July 2026

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Planting Tomorrow Climate Resilience (PTCR)

Community-Based Disaster Risk Management (CBDRM) Initiative

Request for Proposal

Yayasan PETRONAS (YP), under its Environmental Pillar, invites experienced and credible Implementation Partners(s) to submit proposals for the design and implementation of a Community-Based Disaster Risk Management (CBDRM) Initiative. The programme aims to empower communities to anticipate, prepare for, and respond to disaster risks in a sustainable and inclusive manner. YP has been actively involved in disaster response and preparedness efforts, including pre-disaster initiatives focused on strengthening community resilience against climate change impacts.

Community-Based Disaster Risk Management (CBDRM)

Background:

Disaster risks are increasingly affecting vulnerable communities due to climate change, environmental degradation, and socio-economic factors. Community-based approaches are critical, as they leverage local knowledge and participation to strengthen preparedness, response, and resilience.

This programme aims to empower communities to identify risks, develop local solutions, and build long-term resilience.

Programme Objective:

The Community-Based Disaster Risk Management (CBDRM) Initiative aims to equip vulnerable communities with the appropriate tools, knowledge, and support to become key agents of change that would achieve the following objectives:

- i. To strengthen community preparedness and adaptive capacity through training, awareness, and local preparedness with integration of appropriate tools such as early warning system (EWS), grab bags / 72-hour kits etc.
- ii. To support communities in identifying, assessing, and mapping local risks such as community-based hazard mapping and participatory risk assessments
- iii. To empower communities to lead and sustain disaster risk management efforts through the establishment of local structures, action plans, and multi-stakeholder collaboration.



The strategic priorities to achieve the programme goals and objectives

Goal	To strengthen vulnerable communities’ adaptive capacity to effectively respond to climate risks and lead local adaptation efforts	
Mission	• Empower community through participatory risk assessment and locally driven disaster planning • Strengthen community preparedness, and response capabilities through appropriate technology integration	
Strategic Priority	Effective community readiness and response to climate risks through Communication, Education, & Public Awareness (CEPA) and development of hazard maps	Community preparedness through technology integration
Long Term (>5 years)	• Resilient communities capable of independently managing disaster risks, with strong local governance, preparedness systems, and sustained adaptive capacity	
Mid Term (3-5 years)	• Communities adopt disaster risk management practices, including early warning systems, preparedness plans, and regular response actions	
Short Term (within 1-3 years)	• Increased awareness, capacity building, and establishment of community-based structures (e.g. working groups, training, hazard mapping)	
Output	• Community-based hazard maps (CBHM) developed • Training and awareness programmes conducted • Early warning systems established • Community action plans in place • Multi-stakeholder collaboration established	

Five (5) stages and key activities proposed to ensure the achievement of two (2) strategic priorities

Effective community readiness and response to climate risks through Communication, Education, & Public Awareness (CEPA) and development of hazard maps

Strategic Priorities

Community preparedness through technology integration

Disaster Risk Awareness and Knowledge

- Awareness programmes on disaster risks and management
- Knowledge sharing on natural hazards and community-level challenges related to climate impacts

Localised Planning and Risk Mapping

- Development of Community-Based Hazard Maps (CBHM)
- Formulation of localised community action plans based on identified risks and vulnerabilities

Stage 1

Stage 2

Stage 3

Stage 4

Stage 5

Baseline Study & Stakeholder Engagement

- Stakeholder & community engagement to understand local needs & risks
- Establishment of Project Working Group (community leaders, agencies, partners)

Capacity Building and Preparedness Tools

- Communication, Education and Public Awareness (CEPA) activity through Training of Trainers (ToT), Town Watching activities
- Provision of preparedness tools such as Early Warning Systems (EWS), grab bags, 72-hour emergency kits, and other relevant resources based on identified needs

Community Knowledge Sharing

- Peer-to-peer learning and knowledge sharing among communities
- Platforms for sharing best practices, lessons learnt, and local solutions

Project: Community-Based Disaster Risk Management (CBDRM)

Pillar Description	Planting Tomorrow (Environment) pillar in Yayasan PETRONAS aims to strengthen resilience of the most vulnerable communities against climate impacts
Project Description	The Community-Based Disaster Risk Management (CBDRM) seeks to empower communities to identify, reduce, and manage disaster risks, while strengthening their preparedness, response capability, and recovery capacity against climate-related impacts.
Project focus area	The CBDRM programme will focus on high-risk areas with proven exposure to multiple climate risks, namely Selangor, Kedah and the West Johor . However, applicants may submit proposals to implement the programme in the other states, provided strong justification of climate risks in the proposed area is demonstrated.
Target Group	B40 communities living in high-risk areas exposed to current or increasing climate-related hazards, including floods, landslides, tsunamis, coastal erosion, extreme heat, drought, and other climate-induced disasters.
Project main references	• <i>Garis Panduan Pelaksanaan Pengurusan Risiko Bencana Berasaskan Komuniti (CBDRM) di Malaysia, Jabatan Perdana Menteri, Agensi Pengurusan Bencana Negara (NADMA)</i> • Sendai Framework for Disaster Risk Reduction • United Nations Development Programme Climate Resilience Framework
Project Duration*	3 years
Funding Cap*	RM 800,000 per project

**Note: The proposal must be supported by a detailed plan and clear cost breakdown. The justification is also required if the total proposed cost is more than RM800k.*

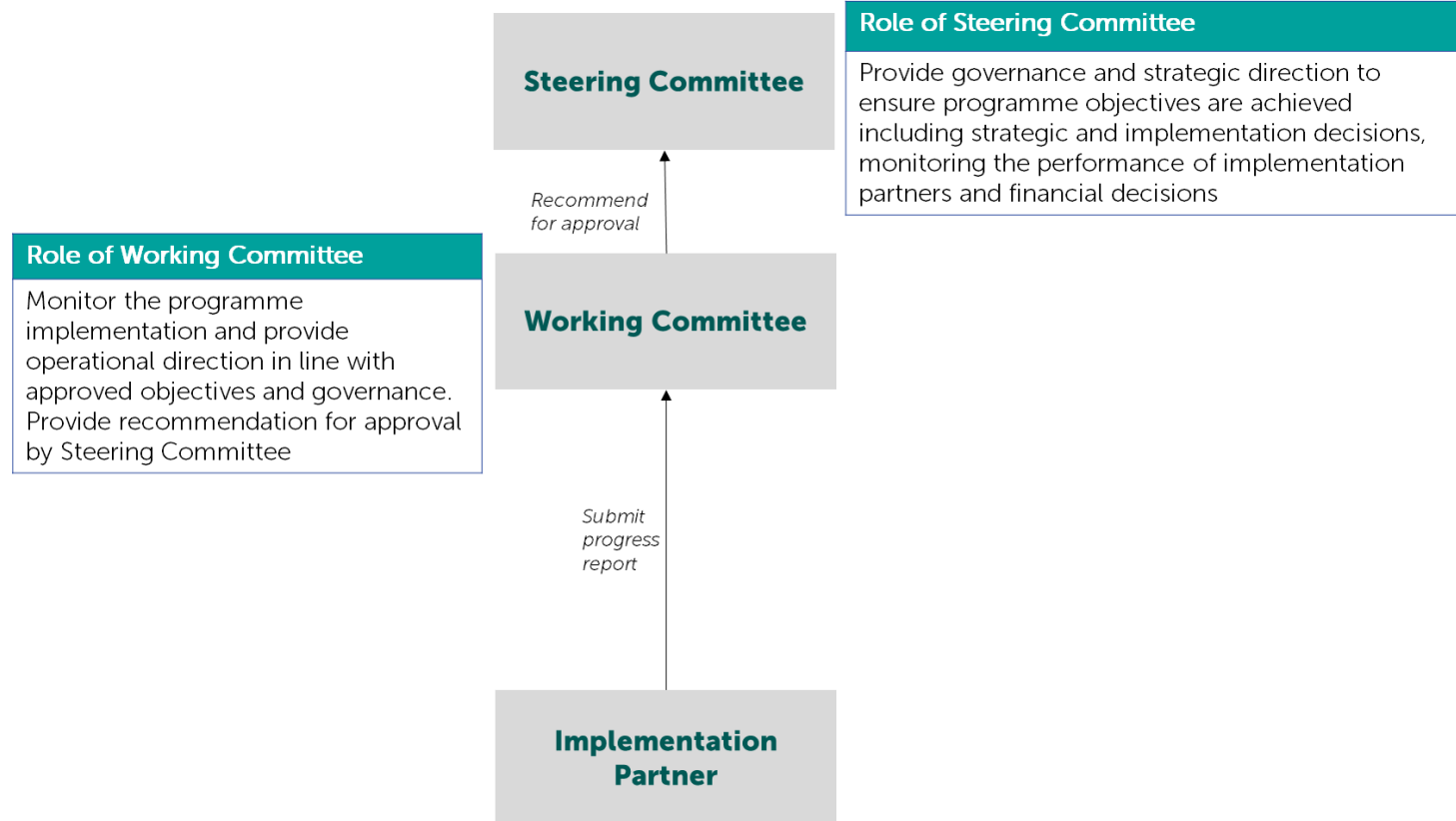
Timeline for RFP and implementation

Stages/ Quarter	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
Stage 1: Baseline Study & Stakeholder Engagement												
Stage 2: Disaster Risk Awareness and Knowledge												
Stage 3: Capacity Building and Preparedness Tools												
Stage 4: Localised Planning and Risk Mapping												
Stage 5: Community Knowledge Sharing												
Report Submission*		X		X		X		X		X		X

Note: This is a proposed timeline; however, applicants may adjust it based on your assessment
**Mandatory*

Governance

1. In ensuring the programme's success and effective operations, the programme will be governed by a governance structure comprising PETRONAS Internal Committee and led by Yayasan PETRONAS.
2. The Internal Committee oversees the overall management of the program towards institutionalising Malaysia's capability and capacity in seagrass conservation. For e.g. to advise, review progress/report, recommend milestone payment approval), ensuring the implementation partner(s) and stakeholders accomplished respective deliverables within the set timeline.



Implementation Partner's Scope of Work

Scope of works & Impact Measurement for CBDRM (1/3)

Stage	Descriptions	Impact Measurements	
Planning & Assessment	Objective: To assess local climate risks and capacities, engaging stakeholders, and establishing local governance mechanisms to drive community-led implementation and ownership Scope of works: 1. Conduct baseline assessment including key climate hazard (<i>What</i>) , vulnerability (<i>Who</i>) and capacity (<i>How</i>) assessment (HVCA) to identify high-risk communities 2. Engage local communities and relevant stakeholder to identify local risks, needs and priorities as well as obtain approval from local authorities. 3. Establish Project Working Group with local stakeholders and authorities to assist the implementation on ground and create ownership from the stakeholders through a community-centred approach.	• # of climate risks identified • # of community engaged • # of community leader identified • Establishment of Project Working Group	Yes/ No

Scope of works & Impact Measurement for CBDRM (2/3)

Stage	Descriptions	Impact Measurements	
Implementation	Objective: To empower communities with knowledge of climate and disaster risks, and to strengthen their capacity to mitigate impacts through preparedness, early action, and effective response mechanisms Scope of works: 1. Design and implement awareness programmes on disaster and climate risks. 2. Conduct capacity building and training, including Training of Trainers (ToT), simulation exercises, and emergency response training. 3. Develop Community-Based Hazard Maps (CBHM) 4. Establish and operationalise early warning systems (EWS) and response mechanisms. 5. Support preparedness tools (e.g. grab bags, 72-hour kits, evacuation plans).	• # of local participated in CEPA activities • # of identified local community members trained • % increase in awareness/knowledge scores (pre vs post training/CEPA) • # of EWS tests/drills conducted • # of local climate hazard maps produced	Yes/ No

Scope of works & Impact Measurement for CBDRM (3/3)

Stage	Descriptions	Impact Measurements	
Monitoring & Evaluation	Objective: To measure programme impact, track progress in community resilience, and capture lessons learned to improve and scale future interventions Scope of works: 1. Measure and monitor improvements on preparedness, response capacity, and intervention outcomes. 2. Conduct baseline and impact assessments to evaluate programme effectiveness. 3. Document lessons learnt and best practices for continuous improvement and replication.	• % increase in awareness/knowledge scores (pre vs post training/CEPA) • % in response lead time • Lesson learnt documented	Yes/ No
Reporting	Objective: To ensure effective programme governance and accountability through timely reporting, progress tracking, and comprehensive documentation of outcomes Scope of works: 1. Submit Inception, Interim, and Closure Reports in accordance with agreed timelines. 2. Provide progress updates, including key achievements, challenges, and mitigation actions. 3. Submit final impact report with outcomes, lessons learnt, and recommendations.	• Acceptance of reports with all deliverables completed and KPIs achieved	Yes/ No

Proposal Requirements for CBDRM Programme

Proposal Requirement

- 1. Community-centred approach:** Proposals must demonstrate a strong community-driven approach, where communities are actively involved in all stages of the project
 - Promote awareness and understanding of disaster and climate risks at community level
 - Include capacity building and skill development (including Training of Trainers (ToT), simulation exercises, and practical disaster response training).
 - Include development and implementation of community-led mitigation and preparedness plans, including Community-Based Hazard Mapping (CBHM), Emergency response plans, Integration of nature-based solutions (NbS).
- 2. Partnership and collaboration:** Proposals must demonstrate strong multi-stakeholder collaboration throughout the project lifecycle
 - Include engagement and strong collaboration with relevant stakeholders (such as NADMA/ responder agencies) during the planning, implementation and response phases. Promoting alignment with existing local and national disaster management framework.
- 3. Monitoring, Learning, and Resilience Measurement:** Proposals must include a clear framework to measure impact and track progress
 - Establish assessment to measure and monitor improvements in community resilience through the establishment of key indicators, supported by baseline and impact assessment studies.
 - Define clear indicators to track changes in preparedness level, community capacity, and response effectiveness
- 4. Sustainability and Long Term Impact:** Proposals must demonstrate how outcomes will be sustained beyond the project period
 - Promote a long-term sustainability by establishing community ownership, local structures, and a clear exit plan, while enabling continued use of early warning systems, preparedness plans, and community networks beyond the project period

Proposal Format

Proposal Format & Content

Proposal must include the following but not limited to:

1. Detailed plan to achieve the outlined scope of service including **resources, timeline and tools/systems** to be applied for sustainable operations over the contract period.
2. Proposal should include the proposed locations, strong climate issues, methodology (planning, implementation and monitoring), modules (if any) and detailed timeline.
3. Details of the Project Manager and key individuals proposed for this project, their curriculum vitae and experience relevant to the field.
4. Company **information** & supporting **documents** such as:
 - i. Certificate of registration of the company
 - ii. Brief background introduction to the organisation
 - iii. Organisation chart
 - iv. Completed KYC Checklist (as attached in **Appendix 1**)
5. Potential risk and mitigation of the programmes (refer **Table 1**) covering internal and external risks (financial, authorities, personnel, conflict of interest, security, corruption, loss or harm to project staff or materials)
6. Examples/testimonials of past experiences in similar programmes & the impact of those programmes (refer **Table 2**).
7. Proposal based on the template provided (refer **Table 3 & Table 4**) and Terms & Conditions (T&C) as attached in **Appendix 2**.

Important Notes

1. Final scope is to be agreed during kick-off meeting between Yayasan PETRONAS and the appointed Implementation Partner.

2. Kindly submit the complete proposal with title [RFP CBDRM] attention to:

Yayasan PETRONAS

ypprocurement@petronas.com.my

Yayasan PETRONAS
Level 79, Tower 2, PETRONAS
Twin Towers,
Kuala Lumpur City Centre,
50088 Kuala Lumpur. MALAYSIA

3. For any questions or feedback on this RFP, please reach out to:

- Nurul Aidah Abd Rahim: nurulaidah.abdrahim@petronas.com.my
- Mohd Arrabe' Ahmad Baei: mohd.arrabe@petronas.com.my
- Maz Zafirah Zainuddin: mazzafirah.zainuddin@petronas.com.my
- YP General Line: +(603) 2331 5000

Important Dates to Remember

Submission deadline for proposal is on 9 August 2026.
Briefing Sessions: Available on request

Project Application Process Flow

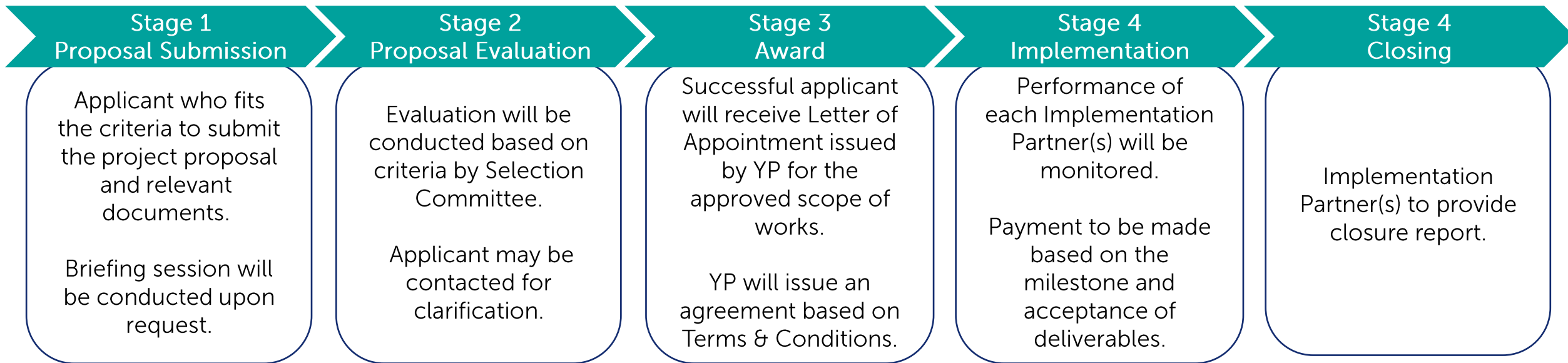


Table 1 - Template for Potential Risk & Mitigation Plan

No	Activity*	Risks	Impact (People/ Environment, Asset, Reputation)	Probability	Risk Rating (Very High/ High / Medium /Low)	Control Measures (Mitigation)
1	(Example) Conduct implementation programme	Enactment of Movement Control Order/Conditional Movement Control Order due to high number of cases in selected location.	This may prevent gathering of people even for the purpose of training and may result in delay of output completion.	High	High	Propose to conduct online workshop sessions
2	(Example) Selection of local communities	Local communities withdraw from the tree planting				
3						
4						
5						

Note:
* the example of potential risks, please add more potential risks relevant to the programme.

Table 2 - Template for Past Programme

PROJECT	
Name of project/ programme/ initiative/ activity/ effort	
Start Date & Duration of Project	a) When did the programme commenced? b) When is the end-date / targeted end-date of the programme?
Project Description	a) What issues or problem does the programme seek to address? b) How widespread is the concern? (e.g. number of people affected / targeted and their location) c) Who were the main stakeholders involved d) Is the programme part of a national agenda? If yes, state the agenda.
Actual Project Cost (RM)	
Funder of the Project	
Location(s) where it was carried out	
Project Result / Impact / Effectiveness Evaluation Methods	a) Who is responsible for the evaluation of the programme (internal/external)? (e.g. appointed universities / colleges / consultants) b) What is the frequency of the programme evaluation? (e.g. pre and post programme / monthly / annually) c) What measurement tool were used in the evaluation? (e.g. survey form / testimonials / interviews / PR value) d) Provide quantitative results. (e.g. 80% of beneficiaries have improved income) e) Provide testimonials (if any) with proof (e.g. from beneficiaries or client in video clips or writings.
Challenges and lessons learnt (regulatory/from community etc)	a) Were there significant challenges during planning and implementation and how the team overcome it? (e.g: limited manpower / weather condition)
Reference in website/ hardcopy report/portfolio	

THE SCOPE OF WORK, KEY PERFORMANCE INDICATOR AND DISBURSEMENT SCHEDULE (Refer to Table 3 & Table 4)

1. [Insert Introduction: E.g., XXX was appointed as Implementation Partner for YP's xxx Programme and is required to manage the overall planning, execution and monitoring of the PROGRAMME throughout the duration of the AGREEMENT PERIOD and if required, post AGREEMENT PERIOD.]
2. [Insert objectives of the PROGRAMME]:
 - i. xx
 - ii. xx
 - iii. xx
3. [Insert the Target Groups and/or Preferred Beneficiaries]
 - i. xx
 - ii. xx
 - iii. xx
4. [Insert the location/site]

Table 3 – Proposed Milestone Payment and Deliverables Guide

1. For the purpose of this AGREEMENT, IMPLEMENTATION PARTNER shall perform the following scope of work and receive the following disbursements:

No.	Milestone & Activities	Deliverables	%	Total Amount (RM)
1.	Upon signing of agreement		20	[Insert amount]
2.	Upon approval of Progress Report No. 1 including (but not limited to):		[Insert %]	[Insert amount]
2a.	[Insert details] E.g., Planning: Conduct site assessment and engagement with relevant local communities	Insert details] E.g.,: 1. Submission of Progress No.1. 2. Necessary written approval and/or permits obtained. 3. Finalisation of 5-year timeline. 4. xxx community members identified and engaged. 5. Planting site selected. 6. Site visits conducted to monitor the progress at site. 7. Etc.	[Insert %]	[Insert amount]
2b.	E.g.,Obtain written approval and/or permit from the relevant local authorities		[Insert %]	[Insert amount]
3.	Upon approval of Progress Report No.2 including (but not limited to):		[Insert %]	[Insert amount]
3a.	[Insert details]	1. Insert details]	[Insert %]	[Insert amount]
3b.	[Insert details]		[Insert %]	[Insert amount]
4.	Upon approval of Progress Report No.3 including (but not limited to):		[Insert %]	[Insert amount]
4a.	[Insert details]	1. [Insert details]	[Insert %]	[Insert amount]
4b.	[Insert details]		[Insert %]	[Insert amount]
5.	Upon approval of the Final Report in and achievement of KPI including (but not limited to):		10	[Insert amount]
5a.	Monitoring and impact assessment	1. Submission of Final Report. 2. Completed monitoring and impact assessment. 3. Submission of relevant documentation on achieved KPIs		[Insert amount]
5b.	Achievement of KPI as listed under paragraph 3 below Final 10% shall be disbursed upon confirmation of the achievement of these KPI.			
			TOTAL	[Insert amount]

Table 4 - Template for Commercial Proposal

The example of timeline template is provided below. For ease of ongoing drafting, it is requested that this timeline be shared in an editable format, preferably as an Excel file.

No.	Milestone & Activities	Deliverables	Months				
			1	2	3	4	5
1.	Upon signing of agreement						
2.	Upon approval of Progress Report No. 1 including (but not limited to):						
2a.	[Insert details] E.g., Planning: Conduct site assessment and engagement with relevant local communities	[Insert details] E.g.,: 1. Submission of Progress No.1. 2. Necessary written approval and/or permits obtained. 3. Finalisation of 5-year timeline. 4. xxx community members identified and engaged. 5. Planting site selected. 6. Site visits conducted to monitor the progress at site. 7. Etc.					
2b.	E.g.,Obtain written approval and/or permit from the relevant local authorities						
3.	Upon approval of Progress Report No.2 including (but not limited to):						
3a.	[Insert details]	Insert details]					
3b.	[Insert details]						
4.	Upon approval of Progress Report No.3 including (but not limited to):						
4a.	[Insert details]	[Insert details]					
4b.	[Insert details]						
5.	Upon approval of the Final Report in and achievement of KPI including (but not limited to):						
5a.	Monitoring and impact assessment	1. Submission of Final Report. 2. Completed monitoring and impact assessment. 3. Submission of relevant documentation on achieved KPIs					

List of Key Performance Indicators to be achieved by the end of the project:

Category	No.	Indicator	Target
Output	1.	[Insert indicator] E.g., Number of seedlings grown in nurseries	[Insert target]
	2.	[Insert indicator] E.g., Number of trees planted	[Insert target]
	3.	[Insert indicator] E.g., Number of community members and volunteers involved in planting trees	[Insert target]
	4.	[Insert indicator] E.g., Number of community members trained in Environmental Conservation/educated by Communication, Education and Public Awareness (CEPA) Programmes	[Insert target]
	6.	[Insert indicator] Number of sites established to support ongoing Science programmes, facilitating long-term environmental stewardship in the community	[Insert target]
Short to Medium term Outcome	1.	[Insert indicator] E.g., Percentage of trees survival rate	xx%
	2.	[Insert indicator] E.g., Number of community members trained in silviculture practices	≥ xx pax

Key Impact Indicator (KII) – Non-Contractual Indicator for YP's Post-PROGRAMME Impact Assessment:

No.	Indicator	Target
1.	E.g., Improvement to ecosystem services (e.g. soil health compared to baseline).	No specific performance targets are assigned to this indicator, as it falls outside the IMPLEMENTATION PARTNERS's contractual period. However, the IMPLEMENTATION PARTNERS shall, upon written notice by Yayasan, provide any requested information related to this indicator, including after the expiry of the AGREEMENT period.
2.	E.g., Presence of wildlife indicators (e.g. increase in species sightings compared to baseline).	

ATTACHMENT 2: COST BREAKDOWN AND THE DISBURSEMENT PROCESS

Cost Breakdown for the PROGRAMME (this shall be for reference purposes only).

No.	Components	Cost (RM)
1	[Insert details]	[Insert amount]
2	[Insert details]	[Insert amount]
	[Insert details]	[Insert amount]
3	[Insert details]	[Insert amount]
4	[Insert details]	[Insert amount]
5	[Insert details]	[Insert amount]
TOTAL		[Insert amount]

Thank you for your passion!

