



## Call for Proposals from NGOs

### I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations

This Call for Proposals (CFP) is specifically related to the UNDP **Papua Platform for the Acceleration of Sustainable Development in Papua and West Papua.**

### II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to support the ongoing work of UNDP, the NGO will focus its efforts on several activities:

1. Providing technical support to a Senior Expert by linking environmental theories and best practices to the local context in identifying effective capacity building initiatives, including the establishment of the INH;
2. Providing technical assistance and work closely with a Senior Expert to develop a model for a Papuan Conservation and Sustainable Development Programme;
3. Providing logistical support to a Senior Expert aligned with the objective above;
4. Liaising with government and non-government stakeholders in assessing policies and programmes that would shape the establishing of INH;
5. Organizing and convening meetings, expert consultations, focus group discussions, workshops, etc. for developing capacity building programmes and establishing INH;
6. Producing a report outlining findings and recommendations, as aligned with the objective of this assignment; and
7. Delivering a presentation of the findings and recommendations, in preliminary draft form, at the ICBE 2018 in Manokwari in October 2018.

Detailed objective and related outputs and deliverables are provided in the Terms of Reference – **Annex 1**

### III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether a NGO is eligible to be considered by UNDP will be based on the NGO Request for Information (RFI) template.

Request for Information template – **Annex 2**

It is expected that the NGO will meet the following qualifications:

- Experience in the area of community development with a focus on environmental issues;
- Experience in providing policy and strategy advisory services to public and private sectors;
- Experience working with governments on provincial or local levels on environmental related issues;
- Understanding key national and local policies and programmes relating to biodiversity conservation and management of protected areas would be an advantage;
- Excellent written and verbal communication skills in English and Indonesian.

#### IV. PROPOSAL

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO's response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

Management Structure and Resource (Key Personnel) – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

#### V. EVALUATION CRITERIA & METHODOLOGY

**Proposals will be evaluated based on the following criteria:**

- 1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.
- 2) High impact interventions directly targeting and responding to the needs established in the ToR.
- 3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.
- 4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	NGO Eligibility and qualifications	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
Total			1,000

Detailed sub-criteria are provided in Annex 1

#### **Budget size and duration**

Proposals amounts should range from a minimum of USD [25,000] for direct interventions in a single community/ activity or geographical area to a maximum of USD. [40,000] for direct interventions in multiple communities/ activities or geographical area within the same country as stated in the ToR.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, project duration will not exceed [7] months from July 2018 to

January 2019.

## **VI. SELECTION PROCESS:**

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Micro-grant Agreement signature

## **VII. SUBMISSION PROCESS**

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals in one envelope to:

- **Democratic Governance and Poverty Reduction Unit  
United Nations Development Programme  
Menara Thamrin 7-9<sup>th</sup> Floor  
Jl. MH Thamrin Kav. 3  
Jakarta 10250, Indonesia**
  
- **Number of copies: 1**

or email to [bids.id@undp.org](mailto:bids.id@undp.org) with subject **Papua Platform for the Acceleration of Sustainable Development in Papua and West Papua.**

The following documents must be submitted in order for the submission to be considered:

- 1) Proposal Template
- 2) Project Synopsis
- 3) Documentation requested in the Request for Information (RFI)
- 5) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted after the closing date.

### Submission Deadline

Proposals, with supporting documents, should be submitted by **[29 June 2018]** at **[17:00 WIB]**.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail Mr. Maurice Shawndefar, Urban Development Specialist [[maurice.shawndefar@undp.org](mailto:maurice.shawndefar@undp.org)]

*Note: UNDP reserves the right not to fund any proposals arising from this Call for Proposals*

### **Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals.

*18 June 2018:* Call for Proposal opens, and relevant documents are posted online.

*29 June 2018:* Deadline for organizations to submit proposals under this Call.

*2 July to 5 July 2018* Assessment and selection processes will take place.

*6 July 2018:* Selected applicants will be notified.

## **IMPORTANT ADDITIONAL INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See

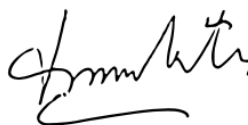
[http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- \* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- \* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- \* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

Sincerely yours,



Siprianus Bate Soro  
Head of DGPRU

## Terms of Reference

CSO Support for Project Implementation at Local Level

Project: Papua Platform for the Acceleration of Sustainable Development in Papua and West Papua

### A. Background Information

Like many other resource-rich provinces in Indonesia, Papua and West Papua have experienced economic growth which has also resulted in growing inequalities and environmental degradation. Resource-rich regions most often struggle to harness the full potential of the economic boom to effectively manage sustainable development. This is due to several factors some of which include high poverty rates, increasing inequality gaps, and low tax revenue/GDP ratios.

Therefore, while the extractive economy may progress at a fast pace, its impact on the environment remains grave and limited on the economy. It is therefore essential for the management of natural resources and biodiversity to be governed by a bold vision and strong leadership, evidence-based policymaking, and institutions capable of managing the long-term development that is aligned with international commitments.

Between Papua and West Papua provinces, there are more than 60.6 million hectares of forest area split evenly between the two. These Provinces contain globally significant reserves of biodiversity and support unique traditional cultures. Their forests, rivers, and coastal marine ecosystems are globally recognized as some of the most biodiverse climates on the planet. However, the provinces are rapidly expanding palm oil plantations to increase economic activity and standards of living on the island.

However, the spread of palm oil plantations can be devastating to the biodiversity of the region. Studies on the impact of plantations have indicated that between 80 to 100 percent of mammals, reptiles, and bird species are lost when plantations are established in primary tropical forests. In addition, given that fire is often used as a management tool on plantations, these fires can spread to the surrounding habitats and endanger more species. Beyond these direct impacts, palm oil production also generates further pollution on land and in the sea that have long-lasting implications.<sup>1</sup>

Economically, the impact of the spread of palm oil plantations can threaten the income of local communities who depend on forest ecosystem services. It's estimated that nearly 49 million Indonesians depend on the forest for their livelihoods. This can be in the form of fishing or dependence on the surrounding rivers for irrigation of agricultural crops, plantations, and livestock. Therefore, deforestation and forest degradation greatly threaten these dependencies on surrounding forests.

In addition to forest-dependent communities, deforestation and forest degradation also negatively impact the private sector. This correlation is most apparent in the number of businesses engaged in the forestry sector, both in upstream activities such as harvested wood products or downstream industries such as wood processing for engineered wood products. In Papua and West Papua, despite the local economies having great dependence on timber, fishery, and minerals, the share of the population active in these sectors are among the poorest when compared to other Indonesians working in the same industries.<sup>2</sup>

Consequently, although intense economic activities may be beneficial to some locals, they exacerbate conditions for others and hamper climate change mitigation action. Therefore, it is essential for the

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<sup>1</sup> Scott Frazier, Friends of the Earth (2004).

<sup>2</sup> ICJ "Indonesia Papua: A local Perspective on the Conflict" Asia Briefing N°66. July 2007.

provincial governments to raise awareness on this growing threat and build a concerted effort to ensure sustainable measures in pursuing economic development while conserving forested areas.

Against this backdrop, UNDP is working with national and international partners to shape creative and innovative solutions through the International Conference on Biodiversity, Ecotourism, and Creative Economy (ICBE 2018) in Manokwari, West Papua in October 2018. ICBE will work to garner international and national support and exchange best practices that can be a promising proposition to Papua's and West Papua's biodiversity management agenda.

In supporting environmental protection and economic development efforts in Papua and West Papua, UNDP has worked together with GOI to establish the Papua Platform that can facilitate coordination and communications among development partners and programmes in Papua and West Papua. The primary objective of the Papua Platform is to ensure a single and aligned sustainable development strategy across ministries and agencies that can accurately advocate the needs of Papua and West Papua in a coordinated fashion from the national to the local level. This platform has prioritized a few strategic development areas including environment and climate action to ensure local policies and programmes work to conserve the biodiversity of the two provinces.

The provincial governments have already set forth bold visions. In Papua, the government has introduced the Papua 2100 Agenda, where they have identified ambitious targets to be met by the year 2100. In West Papua, the government introduced the 'Conservation Province' policy, which is an opportunity to set a sustainable development pathway that aims to seize opportunities and mitigate risks in building a province that looks to conserve and protect the region's biodiversity. However, in order to ensure the success of the provincial governments, the international community must also support both provinces by complementing ongoing efforts to develop green and sustainable economies.

UNDP in Indonesia, with support from the United Kingdom Climate Change Unit (UKCCU), is working with government and non-government partners to strengthen existing measures and find new solutions for sustainable development in Papua and West Papua. This CSO support would focus on one aspect of the overall outcome of this project. The objective of this assignment is to find suitable models to strengthen the capacity and skill of the future generation of Papuan and West Papuan conservation and development leaders, providing quality learning opportunities to address the provinces' most compelling development issues. Training and leadership development will focus on applied skill building and finding direct and enduring solutions to regional development challenges, and to identify appropriate, sustained institutional arrangements to support this work. This assignment will also include discussions related to plans to develop a Papuan/West Papuan Museum or Institute of Natural History (INH).

In meeting this objective, UNDP is searching for a qualified CSO who has the local expertise and has the commitment to conduct suitable consultations with a wide array of Papuan organizations and leaders, in order to identify effective solutions in both provinces. In doing so, the CSO will work closely with a UKCCU International Senior Expert, to develop a model for a Papuan Conservation and Sustainable Development Programme. The CSO will work in partnership with the Senior Expert for a duration of 7 months. This support includes dedicated technical assistance throughout his missions to Papua and West Papua and supporting the provinces to:

- Define and narrow the specific scope of the programme;
- Identify the certificates and degrees to be granted;
- Identify best practices and lessons learned from across Indonesia that can be integrated into the programme design;
- Synchronize results with high school and university educational curricula; and
- Identify the target group for the programme.

## B. Scope of Work and Expected Results

To support the ongoing work of UNDP, the CSO will focus its efforts on several activities:

1. Providing technical support to a Senior Expert by linking environmental theories and best practices to the local context in identifying effective capacity building initiatives, including the establishment of the INH;
2. Providing technical assistance and work closely with a Senior Expert to develop a model for a Papuan Conservation and Sustainable Development Programme;
3. Providing logistical support to a Senior Expert aligned with the objective above;
4. Liaising with government and non-government stakeholders in assessing policies and programmes that would shape the establishing of INH;
5. Organizing and convening meetings, expert consultations, focus group discussions, workshops, etc. for developing capacity building programmes and establishing INH;
6. Producing a report outlining findings and recommendations, as aligned with the objective of this assignment;
7. Delivering a presentation of the findings and recommendations, in preliminary draft form, at the ICBE 2018 in Manokwari in October 2018.

In this regard, the expected results are as follows:

<b>Deliverables</b>	<b>Deadline</b>
1. Conduct initial meetings and focus group discussions in Papua, West Papua, and Jakarta. Produce initial draft of a scoping report, containing preliminary design ideas (goals, potential institutional structure, leadership, content, anticipated outcomes, proposed next steps, etc.) for developing capacity building initiatives and establishing INH, and circulate the draft report to selected partners for review and comment.	August 2018
2. Revised draft of scoping activity report, incorporating feedback from reviewers, with more tangible programme design plans for developing capacity building initiatives and establishing INH;	September 2018
3. Presentation of first full draft of the scoping activity report, containing findings and proposed design of INH at ICBE 2018;	September 2018 (fourth week)
4. Produce final report of findings and recommendations, incorporating feedback received during ICBE and related consultations. The report will cover all aspects of future programme development in Papua and West Papua including: <ol style="list-style-type: none"> <li>a. institutional vision and mission statements;</li> <li>b. institutional structure</li> <li>c. required leadership and management style and characteristics;</li> <li>d. content of INH including an outline of capacity development programmes and target groups;</li> <li>e. anticipated outcomes;</li> <li>f. proposed next steps;</li> <li>g. estimated budget; and</li> <li>h. sources of funding.</li> </ol>	October 2018 (fourth week)
5. Post-ICBE meeting with Papua and West Papua governments on the results and recommendations of ICBE 2018 for developing capacity building initiatives and establishing INH; and	December 2018
6. Follow-up meetings with key partners and leaders to initiate implementation of recommendations.	January 2019

## C. Institutional Arrangement

The selected CSO will work closely with focal points from UNDP, UKCCU, Bappenas, and Papua and West Papua Provinces. In addition, the selected CSO is responsible for the submission of the expected deliverables according to the above proposed timeline. Each deliverable must receive a technical clearance from UNDP

in Indonesia, the Team Leader of the Democratic Governance and Poverty Reduction Unit (DGPRU) that is based in Jakarta.

The CSO is further expected to remain in close communications with DGPRU Project Coordinator for this project in providing regular updates through verbal or written communication. DGPRU will work with the CSO to ensure transparency and accountability of the micro-capital grant to be presented to the CSO. DGPRU expects the CSO to be responsive to UNDP requests that are aligned with the overall objectives of the project. Lastly, the CSO is expected to present reports, results, findings to various audiences as required/requested.

#### **D. Duration of Assignment**

The selected organization will undertake this assignment for 7 months, from July 2018 to January 2019.

#### **E. Location of Assignment**

The selected organization will work at the local level in both Papua and West Papua in ensuring effective coordination and facilitation of activities. The organization will be responsible to remain in regular communications with focal points from UNDP, UKCCU, as well as Papua and West Papua Provinces.

#### **F. Qualifications**

It is expected that the CSO will meet the following qualifications:

- Experience in the area of community development with a focus on environmental issues;
- Experience in providing policy and strategy advisory services to public and private sectors;
- Experience working with governments on provincial or local levels on environmental related issues;
- Understanding key national and local policies and programmes relating to biodiversity conservation and management of protected areas would be an advantage;
- Excellent written and verbal communication skills in English and Indonesian.



## Request for Information (RFI) From CSO/NGO

### 1. Objective

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: The Acceleration of Sustainable Development in Papua and West Papua.

### 2. Information Requested

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in this country.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO's alignment with UNDP requirements.

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

### Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	1. Who are the CSO/NGO's key donors? 2. How much percentage share was contributed by each donor during the last 2 years? 3. How many projects has each donor funded since the CSO/NGO's inception? 4. How much cumulative financial contribution was provided for each project by each donor? 5. How is the CSO/NGO's management cost funded?	
2. Audit	1. Did the CSO/NGO have an audit within the last two years? 2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
3. Leadership and Governance Capacities	1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme. 2. Does the CSO/NGO have a formal oversight mechanism in place?	

	<p>3. Does the CSO/NGO have formally established internal procedures in the area of:</p> <ul style="list-style-type: none"> <li>• Project Planning and Budgeting</li> <li>• Financial Management and Internal Control Framework</li> <li>• Procurement</li> <li>• Human Resources</li> <li>• Reporting</li> <li>• Monitoring and Evaluation</li> <li>• Asset and Inventory Management</li> <li>• Other</li> </ul> <p>4. What is the CSO/NGO's mechanism for handling legal affairs?</p> <p>5. Ability to work (prepare proposals) and report in English</p>	
4. Personnel Capacities	<p>1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.</p> <p>2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.</p>	
5. Infrastructure and Equipment Capacities	<p>1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)</p> <p>2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?</p>	
6. Quality Assurance	<p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> <li>• Delivery compared to original planning</li> <li>• Expenditure compared to budget</li> <li>• Timeliness of implementation</li> <li>• Timeliness and quality of reports</li> <li>• Quality of Results</li> </ul>	