



Call for Proposals from NGO/CSOs

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 project, **Human Trafficking and terrorism: Countering vulnerability to human trafficking in violent extremism in Southeast Asia**.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

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

1. Collecting and gathering data examining the potential vulnerability to human trafficking through terrorism in Indonesia, and providing inputs to the analysis as required;
2. In line with the outcomes of the study, facilitating a forum with ASEAN country representatives on addressing human trafficking and terrorism;
3. In line with the outcomes of the study, developing awareness raising materials with civil society on risks associated with TIP and extremism;
4. In line with the outcomes of the study, conducting a workshop with relevant national stakeholders to identify and investigate potential trafficking cases related to terrorist groups.

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/CSO is eligible to be considered by UNDP will be based on the NGO/CSO Request for Information (RFI) template.

Request for Information template – **Annex 2**

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

- Experience in the area of violent extremism and human trafficking;
- Experience in conducting research and policy advocacy;
- Experience in working with governments in Indonesia and the broader ASEAN region;
- 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/CSO's response to the Terms of Reference by identifying the specific components proposed, how the outputs/deliverables 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 plan.

Management Structure and Resource (Key Personnel) – This section should include a 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:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	NGO Eligibility and Qualifications	35%	350
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
3.	Management Structure and Key Personnel	35%	350
	Total		1,000

Detailed sub-criteria are provided in Annex 1

Budget size and duration

Proposal amounts should be a maximum of **USD. 67,500** for all activities as stated in the ToR. The total amount quoted shall be all-inclusive and include all costs required to produce the deliverables identified in the TOR, including professional service fee, and any other applicable costs to be incurred by the contractor in completing the assignment. The contract price will be a fixed, output-based price regardless of any extension of the herein specified duration. It is suggested that the budget should follow approximate calculation:

Output	Budget (USD)
Component 1 (Data collection/gathering on human trafficking and violent extremism in Southeast Asia)	24,000
Component 2 (ASEAN forum on human trafficking and terrorism)	27,000
Component 3 (Capacity building of national stakeholders on human trafficking related to terrorism (workshop and awareness raising materials))	16,500
Total	67,500

The management cost should not exceed 20% of the total budget proposed. 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 [6] months from September 2018 to February 2019.

Payment will be made upon the satisfactory delivery of outputs, as certified by Syamsul Tarigan, UNDP Indonesia, in consultation with UNDP BRH.

VI. SELECTION PROCESS:

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 the 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 7-9th Floor
Jl. MH Thamrin Kav. 3
Jakarta 10250, Indonesia
- **Number of copies: 1**

or email to bids.id@undp.org with subject **Human Trafficking and terrorism: Countering vulnerability to human trafficking in violent extremism in Southeast Asia.**

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)
- 4) 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 **[17 September 2018]** at **[17:00 WIB]**.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail Mr. Dani, PVE Project Coordinator [\[dani@undp.org\]](mailto:dani@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.

6 September 2018: Call for Proposal opens, and relevant documents are posted online.

17 September 2018: Deadline for organizations to submit proposals under this Call.

18 September to 19 September 2018 Assessment and selection processes will take place.

20 September 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 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:

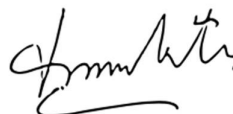
* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

* 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

NGO/CSO Support for Project Implementation in Indonesia

Project: **Human Trafficking and terrorism: Countering vulnerability to human trafficking in violent extremism in Southeast Asia**

A. Background Information

Links between human trafficking and terrorism are not new, however the changing nature of violent extremism are exacerbating forms of trafficking. These trends are a global threat to peace and security, with extremists using trafficking as part of an ideology as well as for the recruitment and financing of activities. The establishment and activities of groups such as ISIS, Al-Qaeda, Boko Haram and Al-Shabaab in the Middle East and Africa are having implications well beyond those regions, and have resulted in a range of trafficking patterns as part of their ideology. Beyond the enslavement of populations that come under the control of terrorist groups such as Islamic State in Iraq and Syria (ISIS, or IS), human trafficking is used as a tool in the 'recruitment and retention of male foreign fighters and provides a reward mechanism for successful combatants'¹.

The situation in Southeast Asia, with a prevalence of trafficking in persons and an increasing presence of extremist groups, needs to be proactively and preemptively addressed. The threat of violent extremism spreading in Indonesia, Malaysia, the Philippines, Bangladesh and Myanmar, has been a growing concern in the region due to signals from terrorist groups in the region and those such as IS and Al-Qaeda internationally. The efforts to combat ISIS in Syria and Iraq has resulted in different strategies adopted by ISIS to recruit members and launch attacks elsewhere, with Southeast Asia becoming a focus of target for expansion².

The expansion of ISIS ideology is starting to take a root in Southeast Asia, and this may increase as foreign fighters return from the Middle East to Indonesia and Malaysia. Recent propaganda (August 2017) from ISIS called on foreign fighters to support the Maute group in the Philippines, and the links between this and other groups in the region makes this an urgent threat to stability and peace in the Southeast Asia. While the Maute group may no longer be a destination for fighters, motivations may remain to join another group in the region, while several Islamist groups have also called for an offensive Myanmar, including those from Indonesia³.

ISIS ideology is closely linked to human trafficking, going beyond using it for funding and recruitment purposes. In Marawi, there are indications that hostages were forced to fight and were also guarded by child soldiers, also a form of trafficking. It is therefore urgent to better understand what populations may be vulnerable to human trafficking as a result of this expansion and how this can be immediately addressed.

Under this backdrop, the project aims to (1) Develop an in-depth understanding of vulnerability to human trafficking related to terrorism in Southeast Asia; and (2) Build capacities to respond to human trafficking related to terrorism, at policy and operational levels. The proposed objective(s) will be achieved by the following outputs through these activities and actions:

1. Increased evidence base on the threats of violent extremism and terrorism-related human trafficking in the region, the types of trafficking and perpetrators involved.
 - 1.1. Research on vulnerability to human trafficking through terrorism in Southeast Asia, focused on two target countries: Philippines and Indonesia.
 - 1.2. Development of typology of trafficking related to terrorism to demonstrate and understand the linkages, by extremist group and type of trafficking.

¹ Binetti, A. (2015) 'A New Frontier: Human Trafficking and ISIS's Recruitment of Women from the West', Information2Action, Georgetown Institute for Women, Peace and Security

² 'Militant Islamists Shift Focus to Southeast Asia', Financial Times 18 June 2017, <https://www.ft.com/content/b830552a-5176-11e7-bfb8-997009366969> <http://thediplomat.com/2017/07/southeast-asia-braces-for-the-post-islamic-state-era/>

³ <https://www.rsis.edu.sg/rsis-publication/icpvtr/co17163-the-inevitable-jihad-in-myanmar/#.WmBSNY9OIRk>

- 1.3. Identify vulnerabilities to trafficking by terrorist group in the target countries.
2. Policy advocacy based on the research to inform policy dialogue with the two governments engaged, as well as in Southeast Asia, to proactively address risks of extremism-related human trafficking.
 - 2.1. Develop policy guide on addressing human trafficking and terrorism in Southeast Asia.
 - 2.2. Facilitate a forum with ASEAN country representatives on addressing human trafficking and terrorism.
 - 2.3. Provide specific policy advice to affected (and potentially affected) governments on addressing human trafficking related to terrorism.
3. Capacities of national authorities and civil society built to gather and share information and intelligence on trafficking related to terrorism, and inform prevention interventions at local, national and regional levels.
 - 3.1. Develop awareness raising materials with civil society on risks associated with trafficking and terrorism.
 - 3.2. Conduct workshops with relevant authorities to identify and investigate trafficking cases related to terrorist groups.

B. Scope of Work and Expected Results

The above components will be implemented through a mix of interventions by different stakeholders, both regionally and nationally. In Indonesia, the NGO/CSO will focus its efforts on the following activities:

1. Collecting and gathering data examining the potential vulnerability to human trafficking through terrorism in Indonesia, and providing inputs to the analysis as required;
2. Facilitating a forum with ASEAN country representatives on addressing human trafficking and terrorism;
3. In line with the outcomes of the study, developing awareness raising materials with civil society on risks associated with TIP and extremism;
4. In line with the outcomes of the study, conducting a workshop with relevant national stakeholders to identify and investigate potential trafficking cases related to terrorist groups.

In this regard, the expected results are as follows:

Deliverables	Deadline
1. Conduct data collection/gathering and provide research report	November 2018
2. Facilitate a forum with ASEAN country representatives	January 2019
3. Develop awareness raising materials	January 2019
4. Conduct national workshop	February 2019

C. Research

The NGO/CSO will conduct in-country interviewing and data gathering, in support of a big data and weak-signal analysis examining the nexus between violent extremism and human trafficking in Indonesia. With support from UNDP Indonesia and BRH, the scope of the work is:

- Develop a research plan for interviewing and data gathering, including stakeholders for primary data collection and sources for secondary data;
- Conduct key informant interviews and/or focus group discussions with both governmental and non-governmental experts on violent extremism and/or human trafficking;
- Gather relevant secondary data, both traditional and non-traditional, with a focus on sources not currently accessible online;
- Compile an organized set of key informant interview and/or focus groups discussion write-ups including separate, overall analytical notes.

The final product of the research will include:

- 1) Research plan as agreed with UNDP;
- 2) Organized set of write-ups for key informant interviews and/or focus groups discussions, with separate, overall analytical notes;

- 3) A package of secondary data including a directory of source.

The researcher(s) is/are expected to have the following qualifications:

- Education: Master's Degree or higher in conflict or security studies, political science, migration or related fields
- Experience:
 - At least 10 years of experience working in research on violent extremism, conflict or security, ideally with some knowledge of human trafficking and related issues;
 - Proven knowledge of the political, economic, social conditions in Southeast Asia;
 - Excellent relationships with governmental and non-governmental counterparts;
 - Outstanding report and interview writing skills;
 - Knowledge of quantitative and qualitative research methods an asset
- Language: Fluency in written and spoken English

D. Institutional Arrangement

The selected NGO/CSO will work closely with focal points from UNDP Bangkok Regional Hub, UNDP Indonesia Country Office, and government stakeholders. In addition, the selected NGO/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 NGO/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 NGO/CSO to ensure transparency and accountability of the micro-capital grant to be presented to the NGO/CSO. DGPRU expects the NGO/CSO to be responsive to UNDP requests that are aligned with the overall objectives of the project. Lastly, the NGO/CSO is expected to present reports, results, findings to various audiences as required/requested.

E. Duration of Assignment

The selected organization will undertake this assignment for 6 months, from September 2018 to February 2019.

F. Location of Assignment

The selected organization will work in Jakarta and other areas, ensuring effective coordination and facilitation of activities. The organization will be responsible to remain in regular communications with focal points from UNDP Bangkok Regional Hub, UNDP Indonesia Country Office, and government stakeholders.

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: Human trafficking and violent extremism in Indonesia.

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 an organigram. 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"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • Monitoring and Evaluation • Asset and Inventory Management • Other <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"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	