

Call for Proposal 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 (RFP) is specifically related to the UNDP **Partnership Initiative for Institutional Development of Indonesia's South-South and Triangular Cooperation.**

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to support the ongoing work of UNDP, the CSO will be responsible on the following activities:

1. Establish and maintain close work relation with local governments on both countries, Indonesia and Timor-Leste
2. Assist in organizing meetings and discussions for border authorities forum/ platform of the 2 countries
3. Provide technical training for capacity building for community members in the two bordering areas between Indonesia and Timor-Leste, namely, but not limited to, Napan Village (Bikomi Utara sub-district, East Nusa Tenggara, Indonesia) and Oesilo (c Region, Timor-Leste);
4. Channel commodity production into existing and other potential markets in and beyond border areas;
5. Provide operational and logistical support to the implementation of capacity building activities in the two bordering areas between Indonesia and Timor-Leste, namely Napan Village (Bikomi Utara sub-district, East Nusa Tenggara, Indonesia) and Oesilo (Oe-cusse Region, Timor-Leste);
6. Procurement of goods and services relevant to capacity building and commodity production;
7. Mobilize and maintain close work relation with community members in the Napan and Oesilo.

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:

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- Experience in designing, planning, and implementing capacity development activities in the context of agriculture and cattle sectors in East Nusa Tenggara;
- Experience in conducting local economic development projects in border areas between Indonesia and Timor-Leste;
- Experience working with governments on provincial or local levels on community development related issues;
- Understanding of key policies on cross-border trade between Indonesia and Timor-Leste;
- Excellent written and verbal communication skills in English and Indonesian;
- Preferably based in Kefamenanu, Timor Tengah Utara, NTT.

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
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1.	NGO Eligibility and qualifications	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	30%	400
3.	Experience on working in border area of TTU District, Indonesia and in Oe-cusse Region, Timor-Leste	20%	200
4.	Management Structure and Key Personnel	20%	200
	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 [12] months from September 2018 to September 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:

- **Partnership Initiative for Institutional Development of Indonesia's South-South and Triangular Cooperation**
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 **Partnership Initiative for Institutional Development for**

United Nations Development Programme

Indonesia's South-South and Triangular Cooperation.

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 **[14 September 2018]** at **[17:00 WIB]**.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail Ms. Mareska Mantik, National Project Manager [mareska.mantik@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.

10 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 to 21 September 2018: Assessment and selection processes will take place.

21 September 2018: Selected applicants will be notified.

VIII. 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:

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* 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,

A handwritten signature in black ink, appearing to read 'Ari Yahya Pratama', with a long horizontal line extending from the end of the signature.

Ari Yahya Pratama
Programme Manager GF and SSTC

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Annex 1

Terms of Reference

CSO Support for Project Implementation at Local Level

Project: Partnership Initiative for Institutional Development of Indonesia's South-South and Triangular Cooperation (PIID-ISSTC).

B. Background Information

Indonesia and Timor-Leste share a common border. The communities living in both the Indonesian and Timor-Leste's sides of the border are also relatively impoverished, thus increasing the conflict potential. This initiative seeks to support both the Indonesian and Timor-Leste governments in developing SSTC framework that would involve the local communities through development of their economies and promotion of economic exchanges between the communities. The higher level of economic activities and interrelationship, and improved quality of lives of the border communities, which include women and children, is expected to increase the potential for maintaining peace between the two countries.

The Peacebuilding through Local Economic Development in the Indonesia and Timor-Leste Border is an initiative of the Republic of Indonesia's Ministry of Foreign Affairs. This initiative is implemented as part of Royal Norwegian Embassy and the United Nations Development Programme's support to the Ministry of Foreign Affairs in enhancing the Ministry of Foreign Affairs' capacity in governing the country's international development cooperation, in particular its South-South Cooperation programming, through the Partnership Initiative for Institutional Development of Indonesia's South-South and Triangular Cooperation project (PIID-ISSTC). As part of the PIID-ISSTC Project, the cross-border initiative seeks to support both the Indonesian and Timor-Leste governments in developing an SSTC framework that would involve the local border communities through development of their economies and through the promotion of economic exchanges between the bordering communities.

Indonesia has nine official border outposts with Timor-Leste. The size of these outposts vary depending on how strategic the position of a particular outpost is. The nine borders are Motaain, Metamauk, Wini, Napan, Kalabahi, Builalo, Laktutus, Turiskain, and Haumeniana. The largest and most strategic border of Timor-Leste and Indonesia is Motaain. The area that this initiative focuses on, however, is the Oesilo (Oe-cusse, Timor-Leste) and Napan (Timor Tengah Utara, Indonesia) border area.

The selection of Oesilo and Napan border area is based on a number of reasons. As an enclave, Oe-cusse's location is separated from the other areas of Timor-Leste and entirely surrounded by the Indonesian territory of East Nusa Tenggara (Timor Tengah Utara, Belu and Kupang districts), and in the north by the Savu Sea. As a consequence, Oe-cusse is economically dependent on Indonesia. The delivery of basic necessities supply to the Oe-cusse region from the main area of Timor-Leste depends on the weekly shipment from Dili. Moreover, mobilization of supplies from the territory of Timor-Leste must at least pass through the territorial waters and land of Indonesia to reach Oe-cusse.

The Napan – Oesilo border area is considerably less developed compared to the other border areas such as Wini and Citrana. The communities in both Napan and Oesilo share a common ancestry, which is the Dawan tribe, and many of the community members in both areas have familial connections through

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marriages. Consequently, traditional trading and gathering are still being done by and between both communities.

In regards to local economic activities, there is currently a traditional market, which opens once a month in the Oesilo – Napan border, where people from both communities are free to trade the nine basic necessity goods (*sembilan bahan pokok* or *sembako*), fruit and vegetables, and other agricultural products. Given their shared cultural background, people from both communities also use this market day as a place for social interactions with their relatives who live in the other side of the border.

In this light and under the umbrella of the Indonesia's Ministry of Foreign Affairs South-South and Triangular Cooperation, this initiative uses the Local Economic Development approach to help build and maintain peace in the Napan – Oesilo border communities. Local economic development can be done by building the capacity of local communities to improve the productivity of the commodities from one community that are needed by the other and to create value-added products from these commodities.

Value chains analysis found that the majority of community members in Napan and Oesilo produce tamarind, candlenut, and cattle. The crops are traded between and within the respective communities, however, they often get low prices from the middlemen due to low quality of products, because the communities lack the knowledge of producing value-added products from their crops.

In coordination with the local government of East Nusa Tenggara province and Timor Tengah Utara district as well as UNDP Timor-Leste and the Authority of the Special Zone for Social Market Economy of Oe-cusse, the PIID-ISSTC project seeks to conduct a local economic development program for the Napan and Oesilo border communities, which is expected to enhance the local economy within the communities, as well as the trade between the Napan and Oesilo community, and in turn could promote peace between the neighbouring communities.

C. Scope of Work and Expected Results

Under the guidance of the Ministry of Foreign Affairs (MoFA) and the National Project Manager (NPM) of Partnership Initiative for Institutional Development of Indonesia's South-South and Triangular Cooperation project, UNDP, the CSO will support the implementation of Output 2.2 of the project, "Cross-border local economic development planned and implemented". The selected CSO will be responsible to support the ongoing work of UNDP by focusing its efforts on the following activities:

1. Establish and maintain close work relation with local governments on both countries
2. Assist in organizing meetings and discussions for border authorities forum/ platform of the 2 countries
3. Provide technical training for capacity building for community members in the two bordering areas between Indonesia and Timor-Leste, namely, but not limited to, Napan Village (Bikomi Utara sub-district, East Nusa Tenggara, Indonesia) and Oesilo (Oe-cusse Region, Timor-Leste);
4. Channel commodity production into existing and other potential markets in and beyond border areas;
5. Provide operational and logistical support to the implementation of capacity building activities in the two bordering areas between Indonesia and Timor-Leste, namely Napan Village (Bikomi Utara sub-district, East Nusa Tenggara, Indonesia) and Oesilo (Oe-cusse Region, Timor-Leste);
6. Procurement of goods and services relevant to capacity building and commodity production;
7. Mobilize and maintain close work relation with community members in the Napan and Oesilo.

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In this regard, the expected results are as follows:

No	Expected Outputs	Key Activities (including but not limited to below list)	Target of Completion
Output 2. Peace-building through Cross-Border Local Economic Development			
1.1	Established network with local governments in both countries	By considering result of already conducted need capacity assessment	October 2018
1.2	Assistance provision to border authorities forum/platform	Series of meetings and discussions involving border authorities	September 2019 (first week)
1.3	Capacity building plan for value added and local commodity production	Consultation meeting with Timor Tengah Utara and Nusa Tenggara Timor Province's relevant government agencies/ unit, ZEESM authority, and PIID-ISSTC	October 2018
1.4	Series of capacity building activities	<p>In-class and field-based training, technical guidance, simulation, secondment, knowledge exchange, field visit/study, etc., on the main topics on:</p> <ol style="list-style-type: none"> 1. Production of value-added products of tamarind, candlenut, cows, lemongrass, etc. 2. Improving cattle production through enhanced cattle feed quality 3. Basic skills on micro business management, including: offline and online marketing, bookkeeping, financial reporting 4. Good agricultural practice 	September 2019 (first week)
1.4	Relevant goods and services for capacity building activities and local commodities production are procured.	Procurement of services required for capacity building, equipment to support the production of value-added products.	August 2019
1.5	Monitoring and Evaluation Report on the capacity building activities and value-added production	Compiling result of each capacity building activity; analysis of training program achievement; evaluation on the training program	August 2019

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1.6	Lessons learned report on the process of capacity development program.	Writing of report on key lessons learned on the process of cross-border local economic development program.	September 2019
1.7	Activity and Financial report on the implementation of the local economic development program in Napan and Oesilo border area.	Compiling of supporting documents relevant to the expenses that incurred in relation to the capacity building activities and writing of financial report.	September 2019 (first week)

D. Institutional Arrangement

The selected CSO will work closely with focal points from UNDP in Indonesia and Timor-Leste. 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 National Project Manager of PIID-ISSTC project that is based in Jakarta.

The CSO is expected to maintain close communication with the focal points of the PIID-ISSTC project regarding the implementation of activities. PIID-ISSTC will work with the CSO to ensure transparency and accountability of the microgrant to be presented to the CSO. PIID-ISSTC project 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.

E. Duration of Assignment

The selected organization will undertake this assignment for 12 months, from September 2018 to September 2019.

F. Location of Assignment

The selected organization will work in both Timor Tengah Utara district, particularly Napan village and Oesilo sub-region, Oe-cusse, Timor-Leste. The CSO is expected to maintain close communication with the Community Facilitators in both Napan and Oesilo.

G. Qualifications

It is expected that the CSO meets the following qualifications:

- Experience in designing, planning, and implementing capacity development activities in the context of agriculture and cattle sectors in East Nusa Tenggara;
- Experience in conducting local economic development projects in border areas between Indonesia and Timor-Leste;

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- Experience working with governments on provincial or local levels on community development related issues;
- Understanding of key policies on cross-border trade between Indonesia and Timor-Leste;
- Excellent written and verbal communication skills in English and Indonesian;
- Preferably based in Kefamenanu, Timor Tengah Utara, NTT.

Annex 2

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: Partnership Initiative for Institutional Development for Indonesia's South-South and Triangular.

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?	

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2. Audit	<p>1. Did the CSO/NGO have an audit within the last two years?</p> <p>2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.</p>	
3. Leadership and Governance Capacities	<p>1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme.</p> <p>2. Does the CSO/NGO have a formal oversight mechanism in place?</p> <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>	

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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	
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