



*Empowered lives.
Resilient nations.*

REQUEST FOR PROPOSAL

ENHANCING THE CAPACITY OF CORRECTIONAL CHAPLAINS AND INMATE GUARDIANS (re-advertisement)

RFP No.: RFP/UNDP/UNODC/010/2019

Project: UNODC

Country: Indonesia

Issued on: 10 July 2019

Contents

SECTION 1. LETTER OF INVITATION.....	4
SECTION 2. INSTRUCTION TO BIDDERS	7
A. GENERAL PROVISIONS.....	7
1. Introduction.....	7
2. Fraud & Corruption, Gifts and Hospitality	7
3. Eligibility	7
4. Conflict of Interests	8
B. PREPARATION OF PROPOSALS.....	8
5. General Considerations	8
6. Cost of Preparation of Proposal.....	8
7. Language	8
8. Documents Comprising the Proposal	8
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9
10. Technical Proposal Format and Content	9
11. Financial Proposals	9
12. Proposal Security	9
13. Currencies.....	10
14. Joint Venture, Consortium or Association.....	10
15. Only One Proposal.....	11
16. Proposal Validity Period	11
17. Extension of Proposal Validity Period.....	11
18. Clarification of Proposal	11
19. Amendment of Proposals	11
20. Alternative Proposals	12
21. Pre-Bid Conference.....	12
C. SUBMISSION AND OPENING OF PROPOSALS.....	12
22. Submission	12
23. Deadline for Submission of Proposals and Late Proposals	13
24. Withdrawal, Substitution, and Modification of Proposals.....	13
25. Proposal Opening	14
D. EVALUATION OF PROPOSALS.....	14
26. Confidentiality	14
27. Evaluation of Proposals	14
28. Preliminary Examination	14
29. Evaluation of Eligibility and Qualification	14
30. Evaluation of Technical and Financial Proposals	15
31. Due Diligence.....	16
32. Clarification of Proposals.....	16
33. Responsiveness of Proposal	16
34. Nonconformities, Reparable Errors and Omissions.....	16
E. AWARD OF CONTRACT	17
35. Right to Accept, Reject, Any or All Proposals	17
36. Award Criteria	17
37. Debriefing	17
38. Right to Vary Requirements at the Time of Award.....	17
39. Contract Signature.....	17
40. Contract Type and General Terms and Conditions.....	17
41. Performance Security	17
42. Bank Guarantee for Advanced Payment	17
43. Liquidated Damages	18
44. Payment Provisions	18
45. Vendor Protest	18
46. Other Provisions	18
SECTION 3. BID DATA SHEET.....	19

SECTION 4. EVALUATION CRITERIA	22
SECTION 5. TERMS OF REFERENCE	27
SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST	40
FORM A: TECHNICAL PROPOSAL SUBMISSION FORM	40
FORM B: BIDDER INFORMATION FORM	42
FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM	42
FORM D: QUALIFICATION FORM	43
FORM E: FORMAT OF TECHNICAL PROPOSAL	46
FORM F: FINANCIAL PROPOSAL SUBMISSION FORM	49
FORM G: FINANCIAL PROPOSAL FORM	50
FORM H: FORM OF PROPOSAL SECURITY	ERROR! BOOKMARK NOT DEFINED.

Dear Sir/Madam,

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) Event ID: **4019**.

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE: The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1.**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED.**

NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking "**Accept Invitation**" but not later than **12 July 2019**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached "Instructions Manual for the Bidders". Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties

when registering your company or submitting your quotation, please send an email to rida.trisna@undp.org cc. yusef.millah@undp.org.

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notes/resources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Yours sincerely,



Martin Kurnia
Procurement Analyst
10 July 2019

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

You may utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Rida Dian Trisna
Title: Procurement Unit
Date: **July 10, 2019**

Approved by:



Name: Martin Stephanus Kurnia
Title: Procurement Analyst
Date: **July 10, 2019**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, 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:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

- i. to sign the Contract after UNDP has issued an award; or
- 12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.

13. Currencies

- 13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:
 - a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
 - b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

14. Joint Venture, Consortium or Association

- 14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
- 14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.
- 14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.
- 14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.
- 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
 - a) Those that were undertaken together by the JV, Consortium or Association; and
 - b) Those that were undertaken by the individual entities of the JV, Consortium or Association.
- 14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.

C. SUBMISSION AND OPENING OF PROPOSALS

22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
eTendering submission	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

resources to perform the contract and all existing commercial commitments,

- c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;
- d) They are able to comply fully with UNDP General Terms and Conditions of Contract;
- e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and
- f) They have a record of timely and satisfactory performance with their clients.

30. Evaluation of Technical and Financial Proposals

- 30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.
- 30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.
- 30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.
- 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 60\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 40\%})$$

31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion

of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;

b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make

Advanced Payment		no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1	If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1	Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1	UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	N/A
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.5% Max. number of days of delay 1 month, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Other: USD and IDR for Local Bidders
11	31	Deadline for submitting requests for clarifications/ questions	3 (three) days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Rida Dian Trisna/Yusef Saiful Millah Address: UNDP Indonesia, 7 th Floor, Menara Thamrin Building, Jl. M. H. Thamrin Kav. 3 Jakarta Pusat 10250 E-mail address: rida.trisna@undp.org / yusef.millah@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website http://www.id.undp.org/content/indonesia/en/home/procurement.html
14	23	Deadline for Submission	as indicated in eTendering system. Note that system time zone is in EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<u>[Insert Physical or E-mail Address]</u> https://etendering.partneragencies.org <u>Insert BU Code: IDN10 and Event ID number : 4019</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission ▪ Mandatory subject of email: <i>n/a</i>
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60% - 40% distribution for technical and financial proposals respectively The minimum technical score required to pass is 60%.
18		Expected date for commencement of Contract	<i>July 29, 2019</i>
19		Maximum expected duration of contract	243 (two hundred forty three) calendar days within 8 (eight) months

20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<p><u>NOTE: While entering the financial proposal in the eTendering system, always mention your bid price as 1. Please do not mention the value of your financial proposal in the eTendering system. It should only be mentioned in the password-protected forms on Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G). The proposals of the companies who will reveal the value of their financial proposal in the eTendering system will automatically be disqualified.</u></p>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 2 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 2 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Minimum 2 (two) years of relevant experience.	Form D: Qualification Form
	Minimum 2 (two) contracts of similar value, nature and complexity implemented over the last 10 (ten) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 250.000 for the last 2 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	400
Total		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	two (2) years of experience on: engaging with the Government of Indonesia on P/CVE issues, producing research related to terrorism and religious fundamentalism,	30
1.2	two (2) years of experience on: working with the corrections service (specifically on the management of violent extremist prisoners and the prevention of radicalization to violence)	50
1.3	two (2) years of experience on: experience working with faith professionals, experience streamlining human rights/gender topic in training curricula	70
1.4	two (2) years of experience on: experience engaging family members of violent extremist offenders	30
1.5	a minimum of 2 (two) contracts of similar value, nature and complexity implemented over the last 10 (ten) years	20
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		40
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		80
	- General Experience	30	
	- Specific Experience relevant to the assignment	40	
	- Language Qualifications	10	
3.2 b	Programme Coordinator		40
	- General Experience	10	
	- Specific Experience relevant to the assignment	20	
	- Language Qualifications	10	
3.2 c	Gender Specialist		55
	- General Experience	20	
	- Specific Experience relevant to the assignment	25	
	- Language Qualifications	10	
3.2 d	Disengagement and Conflict Resolution Specialist		55
	- General Experience	20	
	- Specific Experience relevant to the assignment	25	
	- Language Qualifications	10	
3.2 e	Senior Associate Researcher		50
	- General Experience	15	
	- Specific Experience relevant to the assignment	25	
	- Language Qualifications	10	
3.2 f	Associate Researcher		40
	- General Experience	10	

	- Specific Experience relevant to the assignment	20	
	- Language Qualifications	10	
3.2 g	Junior Associate Researcher		20
	- General Experience	5	
	- Specific Experience relevant to the assignment	5	
	- Language Qualifications	10	
3.2 h	Finance Assistant		20
	- General Experience	5	
	- Specific Experience relevant to the assignment	5	
	- Language Qualifications	10	
Total Section 3			400

Section 5. Terms of Reference

Terms of Reference (TOR)

“ENHANCING THE CAPACITY OF CORRECTIONAL CHAPLAINS AND INMATE GUARDIANS ON THE MANAGEMENT OF VIOLENT EXTREMIST OFFENDERS AND PREVENTION OF RADICALISATION TO VIOLENCE IN EIGHT CORRECTIONAL FACILITIES IN JAKARTA, WEST JAVA, EAST NUSA TENGGARA, WEST SULAWESI, AND BANTEN”

Background

The United Nations Office on Drugs and Crime (UNODC) Programme Office in Indonesia (POIDN) supports the Government of Indonesia (GoI) to implement strategies and effective interventions to enhance the justice system's responses to a myriad of challenges. Primary among these is the capacity to manage prisoners deemed to be “high risk” and who pose security threats to the prison and community. Media and other reports mention networks of violent extremist prisoners although they are declining.² Following the Islamic State's global call for jihad, evidence of allegiance ceremonies have been seen across various prisons in Indonesia. Although the number of these prisoners are small, with approximately 252 inmates spread over 28 provinces³, their presence, ideology and connection to outside violent extremist groups can be intimidating to staff and other prisoners. This situation allows for the proliferation of their influence and allows them to operate with impunity. It is not a secret that violent extremist prisoners are effectively recruiting within the prison wall, whether through a one-on-one approach or through religious sermons.⁴ Overall, the failure to curtail their ability to conduct violent extremist activities outside the prisons threatens the safety and security of facilities and presents a threat to the community. Compounding these issues is significant overcrowding across the whole corrections system, the absence of an effective classification system, and the lack of training for staff and other people who work with violent extremist prisoners.

Staff are the most important element of any prison system, especially the violent extremist prisoners (VEPs)' guardians (*pamong*), who interact with violent extremist prisoners daily and serve as point of contacts on the rehabilitation of VEPs in their respective facilities. Yet, these Pamong are not supplemented with lessons on counselling, detection of radicalization to violence amongst the general population, conflict resolution, and resiliency against radicalization to violence attempts. This situation leaves the prisons vulnerable to having staff who are radicalized to violence amongst their ranks who pose risks to the security of the facilities.

The prison staff are often times also expected to be knowledgeable on the ideology and beliefs of the violent extremist prisoners and be able to assist in the disengagement of these VEPs. However, when dealing with violent extremist prisoners who cite religion for their actions, the Directorate General of Corrections face challenges because of the current situation. Some ideological and faith-inspired violent extremists have a shallow knowledge of the religion by which they are supposedly inspired. Hence, the importance of integrating appropriate faith professionals into the disengagement process

² Support for “Islamic State” in Indonesian Prisons, Institute for Policy Analysis of Conflict, October 2015

³ Directorate General of Corrections Data on 30 April 2018

<http://smslap.ditjenpas.go.id/public/krl/current/monthly/year/2018/month/4>

⁴ Indonesia's Overcrowded Prisons Are a Breeding Ground for Islamic Extremism, Time, February 2016
<http://time.com/4208984/indonesia-extremism-deradicalization-prisons/>

to engage in extensive dialogue with violent extremist prisoners and potentially raise doubts about their views on the acceptability of the use of violence. The existence of faith professionals also provides a counternarrative for the general inmate population to the religious sermons or teachings of the violent extremist prisoners.

However, not every faith professional will be well suited for a therapeutic function. Faith professionals who are incredibly knowledgeable and experience in their work may find it difficult to operate in the prison environment, as the rehabilitation of violent extremists and the prevention of violent extremism requires a different set of skills and aptitudes. Careful attention should also be given to the selection and training of faith professionals who will be leading the interventions.

Now, the Directorate General of Corrections does not have a clear set of qualification nor a clear selection process for selecting faith professionals who come to the prisons whether to deliver sermon or to provide religious teachings. This is shown by the example of an ex-inmate who has been serving an Islamic cleric to provide religious teachings and serve as Imam for Friday Prayers at a facility.⁵ The cleric admits that he does not possess the academic qualification nor the experience to serve in the position. He served as an Imam during his time as an inmate at one prison facility and they kept on inviting him to return after his release. DGC also does not possess any curriculum that could be used for training clerics in approaching violent extremist prisoners and providing counter narratives. As a result, the faith professionals who come to the prisons tend to use a hard approach in providing counter narrative, which are not embraced the violent extremist prisoners and cause them to refuse to meet with the faith professionals or even involve themselves in prison religious activities.

In addition to requiring assistance in building the capacity of Pamong, the Directorate General of Corrections admit that they require assistance in developing a set of curricula, qualification, and selection process of these faith professionals. As such, to assist DGC with implementation of the project, a service provider will be contracted to provide technical assistance with key aspects of the three components. This service would focus on: 1) Development of a standard operating procedures for the recruitment of and engagement with faith professionals who will work in the correctional settings, and the integration of faith professionals as members of intervention teams; 2) Development and piloting of counter narrative and management of VEP curricula for faith professionals and Pamong; and 3) Development and plotting of training curriculum for external faith professionals to ensure smooth reintegration and continued counter-narrative for ex-VEPs.

Context for this Assignment

The Assignment occurs in the context of a three-year Criminal Justice programme to enhance criminal justice responses to countering terrorism, focusing on the enhancement knowledge and professional skills of prison officers and other staff who work with VEPs and the enhancement of prisoners vocational, rehabilitation and reintegration programmes with attention to preventing radicalisation of prisoners in detention facilities outside of Nusakambangan. Considering its breadth of focus, the Assignment can be carried out by a Consortium or a single organization as Service Provider. In both cases the Assignment will be managed by a single leading organization in charge of coordinating the overall activities of other parties involved. With this arrangement it is expected that the Service Provider can develop the work plan, liaise with relevant stakeholders, produce financial report on implemented activities, develop gap analysis report, produce standard operating procedures, and deliver training activities in order to achieve the outcome of enhancing rehabilitation and reintegration programme for violent extremist prisoners and prevent radicalisation to violence in corrections facilities.

⁵ Jawa Pos, 8 June 2017, accessed on 20 May 2018 <https://www.pressreader.com/indonesia/jawa-pos/20170608/282647507491355>

Deliverables of this Assignment correspond to the second set of milestones to be achieved in a period of 8 months from August 2019 to March 2020. Mid-point progress will be jointly reviewed by the GoI and UNODC possibly in December 2019 of the project during the biannual Programme Governance Committee Meeting where adjustments then made to the project work plan based on actual progress and evolution of local and national circumstances.

Expected Objective for the activities:

To strengthen the capacity of the prison system to manage violent extremist prisoners and to address and prevent radicalization to violence in correctional settings through the use of faith professionals.

Expected Activities to Contribute to the Output:

The project is expected to produce deliverables to complete the following Activity Results and advance the following immediate output:

Immediate Output 2.3: Offenders vocational, rehabilitation and reintegration programmes enhanced with attention to radicalisation of prisoners;

Activity Result 1 Strengthening the the capacity of specialist staff to further the rehabilitation and reintegration of offenders (AR 1)

- a) **Activity Result 1.1:** Enhancing the quality of staff and the practitioners through the development of standard operating procedures for the recruitment and selection of Pamong and faith professionals, to include standard qualification of the candidates.
(AR1.1 Capacity for recruitment)
- b) **Activity Result 1.2:** Enhancing the disengagement and prevention of radicalization to violence through the use of dialogues, sermons and religious studies by reviewing and strengthening existing modules on counternarrative and management of violent extremist prisoners.
(AR1.2 Capacity for management and prevention of radicalization)
- c) **Activity Result 1.3:** Enhancing the in-prison rehabilitation effort by developing a training curricula for post-released reintegration programme.
(AR 1.3 Development of reintegration and post-release counter narrative training curriculum)

Scope of Services and Expected Deliverables

The Service Provider will assist the Directorate General of Corrections, its facilities in Jakarta, West Java, East Nusa Tenggara, West Sulawesi, and Banten⁶ and the local provincial offices of the Ministry of Religious Affairs to achieve the Project goals. In all activities, the Service Provider will need to support UNODC in outlining the foundation for achieving sustainability of project outputs. The services cover the following:

- Provide support for development and implementation of faith professionals recruitment strategy, as well as improving the quality of faith professionals being recruited.
- Develop resiliency of Pamong and enhance the capacity of existing Pamong to fulfill their job in accordance to the existing guideline.
- Enhance the integration of external faith professionals as members of the intervention teams.
- Develop corrections specific training materials on the disengagement of violent extremist offenders and the prevention of radicalization to violence, to include improvement of knowledge

⁶ Pilot facilities subject to change

and skills of external partners to manage specific threats to the corrections facilities, including detection of radicalization amongst general populations.

- Support the corrections facilities to engage with communities through the faith professionals to improve and facilitate the reintegration process, including to develop guidelines on community engagement.
- Strengthen the existing disengagement/deradicalization activities conducted by BNPT through the streamlining of BNPT modules in Friday sermons.

The Service Provider will be responsible for the implementation of activities by delivering corresponding deliverables through provision of technical and capacity building support to UNODC. While the above-mentioned activities are listed in preferred sequence from start to finish, some of these activities will likely overlap during implementation. In addition, a different sequence may be proposed by the Service Provider to better meet specific local circumstances, subject to final approval by UNODC/Gol.

Scope of Proposal Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration. In the computation of contract price, the Service Provider shall include all professional fees and fringe benefits, travel, living allowances, indirect/institutional support costs, etc.

Key outputs or milestone activities for which payments will be made and the corresponding percentage of the contract price that will be paid per milestone/output, including all the conditions/documentations required prior to the release of any tranches of payment are provided below.

Deliverable table 2019 – 2020

<u>Activity Result</u>	<u>Deliverables/Outputs</u>	<u>Estimate Target Completion Date</u>	<u>Estimate Review Schedule</u>	<u>Remarks</u>
	1. Inception report.	9 August 2019	6 August 2019	The inception report is a means of ensuring mutual understanding of the consultant's plan of action and timeline for conducting the evaluation. It also provides additional guarantee of adherence to, and interpretation of the TOR. The inception report should describe the conceptual framework planned for undertaking the evaluation. The consultant should adequately describe the way that the chosen data collection methods, data sources, sampling and indicators will support the evaluation questions. The inception report should include the data collection worksheet.
AR1.1 Capacity for Recruitment	2. Gap analysis report on existing policies and regulations for recruitment of faith professionals and the standard qualification used to select faith professionals who works with prison and probation/parole services (BAPAS)	6 September 2019	21 August 2019	Field work, for data collection by 3 personnels in the 8 pilot facilities in the following provinces: Jakarta, West Java, East Nusa Tenggara, West Sulawesi, and Banten ⁷ (4D 3N), working in close consultation with directorate general of corrections and the ministry of religious affairs. The result should also address priority needs for development and identify targeted strategy for recruitment and selection of faith professionals. Arrangement for travel to pilot areas will be arranged by service provider at their cost, with cost to be indicated in the financial proposal. Review and endorse Workshops are facilitated by service provider in the form of two (2) times one day workshop at a

⁷ Pilot facilities are subject to change

					four-star hotel in Jakarta with meeting package for 20 persons, with cost to be indicated in the financial proposal.
	3. Operational guidelines for recruitment of faith professionals, including development of standard competency for the job, performance monitoring and evaluation criteria for review by prison officials, and HR development and incentives for innovative ideas	4 October 2019	20 September 2019		Desk job, in line with existing regulations in ministry of law and human rights and ministry of religious affairs, aimed as a module for standard recruitment, to be endorsed by DGC. Review and endorse Workshops are facilitated by service provider in the form of two (2) times, full-day workshop at a four-star hotel in Jakarta with meeting package for 20 persons, with cost to be indicated in the financial proposal.
	4. Selection and recruitment of faith professionals in the pilot facilities, utilizing the newly developed operational guidelines	22 November 2019	10 November 2019		Field work, supporting the four (4) pilot facilities to conduct the recruitment based on the newly developed competency/qualification and operational guidelines (3D 2N). Activity should be conducted to include staff from the provincial office of the ministry of religious affairs and staff from DGC Headquarter, with a total of 4 person traveling to each pilot facilities, with cost to be indicated in the financial proposal.
AR1.2 Capacity for management and prevention of radicalization to violence	5. Gap analysis report on: 1) the use of faith professionals to support the disengagement of violent extremist offenders during the rehabilitation and reintegration phase, and 2) the prevention of radicalization to violence of general population	6 September 2019	21 August 2019		Desk job, result on prison-based disengagement program that utilizes the use of external faith professionals that is in-line with BNPT and DGC's overall program for management of violent extremist prisoners and prevention of radicalization to violence Review and endorse Workshops are facilitated by service provider and will be combined with the workshop for AR 1.1 Activity 1.

	6. Development of training curricula on the disengagement of violent extremist prisoners and the prevention of radicalization to violence of general population by faith professional	1 November 2019	18 October 2019	<p>Desk job. Curricula should take into account existing training curricula from BNPT, ministry of religious affairs, directorate general of corrections, or non-governmental entities.</p> <p>Review and endorse Workshops are facilitated by service provider in the form of two (2) times two (2) days workshop at a four-star hotel in Jakarta that invites 8 participants from provincial areas with meeting package for 20 participants, with cost to be indicated in the financial proposal.</p>
	7. Training on disengagement of violent extremist prisoners and the prevention of radicalization to violence.	14 February 2020	1 February 2020	<p>A series of training (3 times training) will be conducted at a four-star hotel in Jakarta, with a meeting package for 20 people and 16 participants are coming from provincial area. Training should be conducted to include staff from the provincial office of the ministry of religious affairs as observers.</p>
	8. Monitoring and Evaluation of the training impact	27 March 2020	14 March 2020	<p>Field work, consists of four visits to each pilot areas (3D 2N) by 4 person to review the impact of the training on faith-based rehabilitation activities in prison. The team should include staff from DGC headquarter and the staff from the provincial office of the Ministry of Religious Affairs.</p> <p>Result presentation workshop will be facilitated by service provider at a four-star hotel in Jakarta in the form of a half-day meeting package for 40 people, with cost to be indicated in the financial proposal.</p>
AR1.3 Development of reintegration and post-release counter	9. Gap analysis report on the use of faith professionals to support the reintegration process and the continued counter-narrative during post-release	6 September 2019	21 August 2019	<p>Desk job, result on prison-based disengagement program that utilizes the use of external faith professionals that is in-line with BNPT and DGC's overall programme for management of violent extremist prisoners and prevention of radicalization to violence</p>

narrative training curriculum					Review and endorse workshop is facilitated by service provider at a four-star hotel in Jakarta in the form of two (2) times, one day meeting with a meeting package for 20 participants, with cost to be indicated in the financial proposal.
	10. Development of training curricula on reintegration and post-release support for ex-violent extremist prisoners by faith professionals	1 November 2019	18 October 2019		Desk job. Curricula should take into account existing training curricula from BNPT, ministry of religious affairs, directorate general of corrections, or non-governmental entities. Review and endorse Workshops are facilitated by service provider in the form of two (2) times, one (1) day meeting package for 20 participants in Jakarta, with cost to be indicated in the financial proposal.
	11. Training on reintegration support and post release counter narrative by faith professionals.	14 February 2020	1 February 2020		A five-day training will be conducted in Jakarta, with a meeting package for 20 people. Out of 20, 16 participants are coming from provincial area, with cost to be indicated in the financial proposal. Training should be conducted to include staff from the provincial office of the ministry of religious affairs and staff from the parole/probation office (PK BAPAS).
	12. Monitoring and Evaluation of the training impact	27 March 2020	14 March 2020		Field work, one visit (3D 2N) to eight (8) pilot facilities by four people including staff from DGC headquarter, with travel arranged ad made by the service provide. Cost to be indicated in the financial proposal. Review and endorse workshop are facilitated by service provider and can be combined with the presentation of result for AR1.2.

Table of Payment

<u>Activity Result</u>	<u>Deliverables/Outputs</u>	<u>Estimate Target Completion Date</u>	<u>Estimate Review Schedule</u>	<u>Estimate Payment Schedule</u>
	1. Inception Report	9 August 2019	6 August 2019	10% by 12 August 2019
AR 1.1	2. Gap analysis report on existing policies and regulations for recruitment of faith professionals and the standard qualification used to select faith professionals who works with prison and probation/parole services (BAPAS)	6 September 2019	21 August 2019	20% by 15 October 2019
AR 1.2	3. Gap analysis report on: 1) the use of faith professionals to support the disengagement of violent extremist offenders during the rehabilitation and reintegration phase, and 2) the prevention of radicalization to violence of general population	6 September 2019	21 August 2019	
AR1.3	4. Gap analysis report on the use of faith professionals to support the reintegration process and the continued counter-narrative during post-release	6 September 2019	21 August 2019	
AR1.2	5. Operational guidelines for recruitment of faith professionals, including development of standard competency for the job, performance monitoring and evaluation criteria for review by prison officials, and HR development and incentives for innovative ideas	6 September 2019	20 September 2019	
AR 1.3	6. Development of training curricula on the disengagement of violent extremist prisoners and the prevention of radicalization to violence of general population by faith professional	1 November 2019	18 October 2019	20% by 29 November 2019
AR 1.3	7. Development of training curricula on reintegration and post-release support for ex-violent extremist prisoners by faith professionals	1 November 2019	18 October 2019	
	8. Selection and recruitment of faith professionals in the pilot facilities, utilizing the newly developed operational guidelines	1 November 2019	10 November 2019	
AR 1.2	9. Training on disengagement of violent extremist prisoners and the prevention of radicalization to violence.	14 February 2020	1 February 2020	20% by 28 February 2020
AR 1.3	10. Training on reintegration support and post release counter narrative by faith professionals.	14 February 2020	1 February 2020	
AR 1.2	11. Monitoring and Evaluation of the training impact	27 March 2020	14 March 2020	30% by 31 March 2020
AR 1.3	12. Monitoring and Evaluation of the training impact			

Institutional Arrangement

The Service Provider will report to the Country Manager through the Criminal Justice Programme Team. The Service Provider will work closely with the Criminal Justice Programme, International consultants, and any technical or expert groups formed under the project.

Consultations with Directorate General of Corrections, the Ministry of Religious Affairs, BNPT, and UNODC Indonesia are to be undertaken regularly. The Service Provider is expected to provide monthly progress report to National Programme Officer in the Criminal Justice Programme and a comprehensive quarterly report, to include financial report, to the Country Manager.

All deliverables must be submitted to DGC, Ministry of Religious Affairs and UNODC Indonesia as required for review and acceptance before final approval by UNODC Indonesia.

Duration of the Work

The contract duration is anticipated to be 243 calendar days within 8 (eight) months with possibility of extension.

Location of Work

As part of the proposal, prospective service providers must work in Jakarta as well as managing activities in the 8 pilot corrections facilities in Jakarta (Salemba and Cipinang), West Java (Bandung Women's Prison, Subang, Majalengka), East Nusa Tenggara (Kupang), West Sulawesi (Polewali), and Banten (Tangerang Women's Prison) for implementation, with detailed rationalizations and profiles on each location for project implementation.

Qualifications of the Successful Service Provider at Various Levels

The general criterion of the successful service provider will be at least two (2) years of experience on: engaging with the Government of Indonesia on P/CVE issues, producing research related to terrorism and religious fundamentalism, working with the corrections service (specifically on the management of violent extremist prisoners and the prevention of radicalization to violence), experience working with faith professionals, experience streamlining human rights/gender topic in training curricula, and experience engaging family members of violent extremist offenders. Also, a minimum of 2 (two) contracts of similar value, nature and complexity implemented over the last 10 (ten) years

Personnel standards of the Service Provider are as follows:

Individual requirements are as follows:

a. One (1) Team Leader/Coordinator:

- At least a Master's degree in political science, conflict studies, social psychology, theology, or any other relevant social science. A PhD is highly desired.
- Relevant training, and/or research in one of the areas related to disengagement, radicalization to violence, and/or prison rehabilitation and reintegration is a strong advantage.
- A minimum of 8 years of experience working in development programs related to countering violent extremism interventions, political transition, stabilization, conflict mitigation, governance and/or civil society.
- Proven track record of project management, including project development, implementation and backstopping, staff supervision and budget oversight
- Extensive experience working with relevant stakeholders, such as local communities, NGOs, CSOs, national and sub national levels of government
- Experience in working with international organization, donor agency, international funded projects, and/or relevant international knowledge exchange and elsewhere for project/program/work related to prison-based disengagement activities, reintegration of violent extremists, and/or capacity building of faith professionals are required.
- Demonstrated experience in managing a large, diverse, multi-cultural and multidisciplinary team.

Competencies:

- Ability to reach out to local network in the district and province, in particular islamic clerics network
- Thorough understanding of the cultural & political context and violent extremism environment in Indonesia, prior experience in Indonesia or South-East Asia required;
- Demonstrated ability to effectively manage and advance complex, politically sensitive activities.
- Understanding of the financial and logistical procedures required to manage a large activity with multiple small sub-awards.

b. One (1) Program Coordinator:

- Bachelor's degree or higher in criminal justice, criminology, law, political science, conflict studies, social psychology, theology, or any other relevant social science.
- A minimum of 4 years of experience in managing development programme based on results based management and hands-on experience in programme monitoring, evaluation, and reporting for documentation of programme results and impact.
- Experience in implementing in-prison disengagement programs and developing reintegration programmes.

Competencies:

- Expert knowledge in in-prison rehabilitation and reintegration programme, disengagement, and radicalization to violence are required.
- Strong, demonstrable skills in data organization, management, and analysis.

c. One (1) Gender Specialist:

- Master degree or higher in political science, conflict studies, social psychology, theology, or any other relevant social science;
- Experience in providing trainings, and/or doing research in one of the areas related to disengagement, radicalization to violence, women and violent extremism, and/or prison rehabilitation and reintegration is a strong advantage.
- A minimum of 6 years of experience working on project/programme related to women and violent extremism, with 2 years of the experience as a leading expert;
- Experience delivering trainings and facilitating workshops or FGDs on gender issues for international development programs;
- Experience with surveys, data management and analysis, preferred;
- Experience with project communications, including success stories and quarterly reports.

d. One (1) Disengagement and Conflict Resolution Specialists:

- Master degree or higher in conflict studies, social psychology, theology, or any other relevant social science;
- Relevant education and/or research in one of the areas related to peace study, conflict resolution, and mediation is a strong advantage.
- A minimum of 6 years of professional experiences in the field of conflict resolution training, peace building, social intervention or related area;
- Experience in developing conflict resolution and/or peace building training curricula is an asset.

e. Three (3) Associate Researcher:

- University education (at least Bachelor degree) with expertise in the area of criminal justice, criminology, law, political science, conflict studies, social psychology, theology, or any other relevant social science;
- Experience in providing trainings in one of the areas related to law enforcement, environmental laws, natural resources/nature conservation is a strong advantage;

- One with a minimum of 6 years, one with a minimum of 4 years, and one with a minimum of 3 years of professional experiences as a researcher;
- Extensive experiences in conducting research on in-prison disengagement approach, deradicalization, children and violent extremism, violent extremist prisoners, and gender-based approach to disengagement;

f. One (1) Finance Assistant:

- High school degree
- A minimum three (3) years of experience in project administration, event organization, and financial management.
- Experience with international project is an advantage.

1. Language Requirements:

While all individuals on the team may not have both English and Indonesian skills; collectively and at all times, there should be:

- Proficiency in English language, spoken and written. The consultant must have the ability to write reports, make presentations and to provide training etc. in the English language.
- Proficiency in Indonesian, spoken and written. The consultants must have the ability to write reports, make presentation and to provide training etc. in Indonesian.

2. Composition of Key Staff

A guideline proposed staffing structure for the consulting team is given in the following Table. **Bidders should specify the amount of time key staff will spend in the field during project period.** The combined team's CVs should clearly demonstrate experience in the above-mentioned disciplines. Bidders are encouraged to review and propose their own staffing schedules to match the project needs. Bid submissions must include CVs for proposed staff in the format given in Attachment II "Technical Proposal Format", Section 3: Personnel.

Suggested Staffing Structure and Inputs

Description	Quantity	Unit of Measurement	Number of Total days	Remarks
Team leader	1	person	60	Field vs. office 40-60%
Program Coordinator	1	Person	96	Field vs. Office 50-50%
Gender Specialist	1	Person	36	Field vs. Office
Disengagement and Conflict Resolution Specialist	1	Person	60	Field vs. Office 40-60%
Associate Researcher	3	person	180	Field vs. office 60-40%
Administrative and Finance Assistant (to include, procurement	1	person	84	Office 100%

Criteria for Selecting the Best Offer

The list of criteria which shall serve as basis for evaluating proposals and awarding the contract, and the respective weight of each criteria, is provided in DS No. 32 of the RFP Data Sheet.

The award will be done according to the Combined Scoring method – where the qualifications and methodology will be weighted 60%, and combined with the price offer which will be weighted at 40%.

The formula for the computation of total final rating will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x (Weight of TP, 60%)

+ (FP Rating) x (Weight of FP, 40%)

Total Combined and Final Rating of the Proposal

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	
	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	<input type="text" value="[Insert Name of Bidder]"/>	Date:	<input type="text" value="Select date"/>
-----------------	--	-------	--

RFP reference:

[Insert RFP Reference Number]

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
------------------------	-------------------------	--------------	-------------

RFP reference:

[Insert RFP Reference Number]

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner

(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)

[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture

OR

☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Form D: Qualification Form

Name of Bidder:

[Insert Name of Bidder]

Date:

RFP reference:

[Insert RFP Reference Number]

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

- ☐ Contract non-performance did not occur for the last 2 years
- ☐ Contract(s) not performed for the last 2 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:	
		Address of Client:	
		Reason(s) for non-performance:	

Litigation History (including pending litigation)

- ☐ No litigation history for the last 2 years
- ☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:	
		Address of Client:	
		Matter in dispute:	
		Party who initiated the dispute:	
		Status of dispute:	
		Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 2 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

- ☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 2 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 2 years	
	Year 1	Year 2
	<i>Information from Balance Sheet</i>	
Total Assets (TA)		
Total Liabilities (TL)		
Current Assets (CA)		
Current Liabilities (CL)		
	<i>Information from Income Statement</i>	
Total / Gross Revenue (TR)		
Profits Before Taxes (PBT)		
Net Profit		
Current Ratio		

- ☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder: [Insert Name of Bidder]

Date:

RFP reference: [Insert RFP Reference Number]

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	<input type="text" value="[Insert Name of Bidder]"/>	Date:	<input type="text" value="Select date"/>
RFP reference:	<input type="text" value="[Insert RFP Reference Number]"/>		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name:

Title:

Date:

Signature:

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			

Local transportation costs Lump Sum

Out-of-Pocket Expenses

Other Costs: (please specify)

Subtotal Other Costs:

Table 4: Breakdown of Price per Deliverable/Activity (please refer to the list of deliverable specified in the above TOR)

<u>Deliverables/Outputs</u>	<u>Estimate Target Completion Date</u>	<u>Estimate Review Schedule</u>	<u>Estimate Payment Schedule</u>	<u>Total Payment</u>
13. Inception Report	9 August 2019	6 August 2019	10% by 12 August 2019	
14. Gap analysis report on existing policies and regulations for recruitment of faith professionals and the standard qualification used to select faith professionals who works with prison and probation/parole services (BAPAS)	6 September 2019	21 August 2019	20% by 15 October 2019	
15. Gap analysis report on: 1) the use of faith professionals to support the disengagement of violent extremist offenders during the rehabilitation and reintegration phase, and 2) the prevention of radicalization to violence of general population	6 September 2019	21 August 2019		
16. Gap analysis report on the use of faith professionals to support the reintegration process and the continued counter-narrative during post-release	6 September 2019	21 August 2019		
17. Operational guidelines for recruitment of faith professionals, including development of standard competency for the job, performance monitoring and evaluation criteria for review by prison officials, and HR development and incentives for innovative ideas	6 September 2019	20 September 2019		
18. Development of training curricula on the disengagement of violent extremist prisoners and the prevention of radicalization to violence of general population by faith professional	1 November 2019	18 October 2019	20% by 29 November 2019	
19. Development of training curricula on reintegration and post-release support for ex-violent extremist prisoners by faith professionals	1 November 2019	18 October 2019		
20. Selection and recruitment of faith professionals in the pilot facilities, utilizing the newly developed operational guidelines	1 November 2019	10 November 2019		

21. Training on disengagement of violent extremist prisoners and the prevention of radicalization to violence.	14 February 2020	1 February 2020	20% by 28 February 2020	
22. Training on reintegration support and post release counter narrative by faith professionals.	14 February 2020	1 February 2020		
23. Monitoring and Evaluation of the training impact	27 March 2020	14 March 2020	30% by 31 March 2020	
24. Monitoring and Evaluation of the training impact				