

Call for Proposal from CSOs/NGOs

I BACKGROUND

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

This Call for Proposals (RFP) is specifically related to the UNDP **Feasibility Study of Parrot and Wildlife Conservation and Rehabilitation Project: a Preparatory Work for Sukuk as the Potential Source of Financing**

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

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

1. Conduct preliminary study
2. Analysis of existing and needs of bird and wildlife conservation and rehabilitation development
3. Develop masterplan of bird and wildlife conservation and rehabilitation
4. Formulation of feasibility study and technical proposals for bird and wildlife conservation and rehabilitation
5. Develop communication materials (fact sheet, summary reports, recommendations, and policy briefs)

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

III. ELIGIBILITY & QUALIFICATION CRITERIA

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

Request for Information template – **Annex 2**

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

- Experiences in the area of economic of environment/natural resource management/biodiversity, business and management, institutional arrangements, accountability and coordination mechanisms for environment/natural resource management/biodiversity.

- Experiences in providing policy and strategy advisory services for government institutions.
- Experiences working with the Government of Indonesia and/or at the environment/natural resources management biodiversity finance would be an advantage.
- Have knowledge on Indonesian key policies related to environment/natural resources management/biodiversity finance and management effectiveness of protected areas.

IV. PROPOSAL

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

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

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

V. EVALUATION CRITERIA & METHODOLOGY

Proposals will be evaluated based on the following criteria:

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

Summary of Technical Proposal Evaluation Forms		Score Weight	Point Obtainable
1.	Expertise of Firm / Organization	30%	30
2.	Proposed Methodology, Approach and Implementation Plan	40%	40
3.	Management Structure and Key Personnel	30%	30
TOTAL		100%	100

Detailed sub-criteria are provided in Annex 1

Budget size and duration

Proposals amounts not exceeded USD 21,000 for all activities as stated in the ToR. The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, project duration will not exceed [2] months from November to December 2019.

VI. SELECTION PROCESS

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

VII. SUBMISSION PROCESS

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

Applicants must submit their proposals in one envelope to:

Biodiversity Finance Initiative (BIOFIN) Project Environment Unit

United Nations Development Programme
Menara Thamrin 7-9th Floor
Jl. MH Thamrin Kav. 3
Jakarta 10250, Indonesia

- Number of copies: 1

or email to bids.id@undp.org with subject **BIOFIN**

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

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

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

Submission Deadline

Proposals, with supporting documents, should be submitted by (07 October 2019) at [17:00 WIB].

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail Mr Bayuni Shantiko, National Project Manager (bayuni.shantiko@undp.org)

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

Estimate Competition Timeline

Below is an estimated timeline for this Call for Proposals.

27 September 2019: Call for Proposal opens, and relevant documents are posted online.

07 October 2019: Deadline for organizations to submit proposals under this Call.

08 to 11 October 2019: Assessment and selection processes will take place.

14 October 2019: Selected applicants will be notified.

VIII. IMPORTANT ADDITIONAL INFORMATION

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

(See

http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

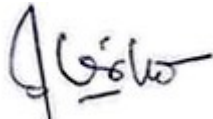
In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with

other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

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

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

Sincerely

A handwritten signature in black ink, appearing to read 'Bayuni Shantiko', with a horizontal line underneath the name.

Bayuni Shantiko
NPM BIOFIN