



## Call for Proposals from NGO/CSOs

### I. BACKGROUND

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

This Call for Proposals (CFP) is specifically related to the UNDP project, **Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity (PROTECT)**.

### II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to support the ongoing PVE work of UNDP, through a series of online and offline initiatives. The aim of these initiatives is both to disseminate/promote actions for positive narratives on peace, tolerance and respect for diversity at community level to tackle Violent Extremism and to strengthen their capacities of communities in the dissemination of such among youth. In this regard, the selected NGOs/ CSOs will focus its efforts on undertaking several activities:

1. Conduct a series of video screening in promoting tolerance and diversity, in at least one (1) city in Sumatera, Java, Sulawesi and Maluku.
2. Deliver a series of activities as tools to promote tolerance and respect for diversity, in at least one (1) city in Sumatera, Java, Sulawesi, and Maluku

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

### III. ELIGIBILITY & QUALIFICATION CRITERIA

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

Request for Information template – **Annex 2**

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

- Experience in the area of prevention of violent extremism (PVE) and youth movement;
- Experience in the use of social media and communication tools for the promotion of online content, web platforms, websites and videos.
- Experience in the area of promotion of peace, tolerance and respect for diversity through communication tools;
- Experience in conducting workshops, training sessions, seminars for stakeholders and youth at community level;
- Experience in working with governments in Indonesia and the broader ASEAN region;
- Excellent written and verbal communication skills in English and Indonesian.

### IV. PROPOSAL

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

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

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

## V. EVALUATION CRITERIA & METHODOLOGY

Proposals will be evaluated based on the following criteria:

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

Detailed sub-criteria are provided in Annex 1

### Budget size and duration: Section To be completed -

Proposal amounts should be a maximum of **USD 25,000** for all activities as stated in the ToR. The total amount quoted shall be all-inclusive and include all costs required to produce the deliverables identified in the TOR, including professional service fee, and any other applicable costs to be incurred by the contractor in completing the assignment. The contract price will be a fixed, output-based price regardless of any extension of the herein specified duration. It is suggested that the budget should follow approximate calculation:

Output	Budget (USD)
1. Conduct a series of movie screening on video or movie in promoting tolerance and diversity in at least 1 city in Sumatera, Java, Sulawesi, and Maluku	12,500
2. Deliver a series of activities as tools to promote tolerance and respect for diversity, in at least 1 city in Sumatera, Java, Sulawesi, and Maluku	12,500
Total	25,000

The management cost should not exceed 20% of the total budget proposed. The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, project duration will not exceed two [2] months from November 2019 to December 2019.

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

## 1. SELECTION PROCESS:

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

## 2. SUBMISSION PROCESS

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

Applicants must submit their proposals in one envelope to:

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

or email to [bids.id@undp.org](mailto:bids.id@undp.org) with subject **Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity (PROTECT)**.

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 (date) at (time).

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail Mr. Iwan Misthohizzaman, National Project Manager [[misthohizzaman@undp.org](mailto:misthohizzaman@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.

### **Estimate Competition Timeline (TBD)**

Below is an estimated timeline for this Call for Proposals.

8 November 2019	:	Call for Proposal opens, and relevant documents are posted online.
13 November 2019	:	Deadline for organizations to submit proposals under this Call.
14-19 November 2019	:	Assessment and selection processes will take place.
22 November 2019	:	Selected applicant will be notified.

## **IMPORTANT ADDITIONAL INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

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

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

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

Sincerely yours,



Siprianus Bate Soro  
Head of DGPRU

## **Annex 1**

### **Terms of Reference**

NGO/CSO Support for Project Implementation in Indonesia

Project: **Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity (PROTECT).**

### **Background Information**

South-East Asia has a long history of violent extremism, much of it based on a complex and often localized interaction between socio-economic and political contexts. However, from the Bali Bombings in 2002 to the Marawi siege that ended on the 23rd October 2017 killing over 1000 people and displacing 1.1 million, the growth of transnational terrorism has brought new violent extremism strategies, methods and risks to the region. In particular, it has opened local conflicts up to transnational forces, dynamics and increased the risks and destabilizing potential of localized extremist groups.

Indonesia, as the largest Muslim Population in the world, is not an exception. Since the early 2000s Indonesia has experienced the threat of terrorism and violent extremism. In January 2016 a major terrorist attack in the main street of Jakarta for which ISIS claimed responsibility killed four people and injured 23 others. Since then, there has been a continuous surge of terrorist attacks across Indonesia. In May 2018, Indonesia saw a series of suicide bomb in Surabaya and surrounding cities, killing 28 people and injuring 57 others.

In such a context of a growing threat of violent extremism in Indonesia and in South East Asia more broadly, UNDP has been implementing PVE project, called CONVEY (Countering Violent Extremism for Youth Project) since March 2017 in partnership with UIN-PPIM. To complement the ongoing project, UNDP has started to implement a project called "Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity" or the PROTECT project. This project is a part of the regional PVE project and will be implemented in Indonesia with EU funding, channeling through UNDP Bangkok regional Hub. It will in particular build on the extensive experience of CONVEY Project.

The project's overarching goal is to contribute to reduce the vulnerability of Indonesia to violent extremism, reduce the danger of radicalization and increase the resilience of local communities and societies as a whole towards terrorist threats. The proposed objective(s) will be achieved by the following outputs through these activities and actions in Indonesia:

**Output 1:** Regional network of practitioners that conducts research, holds forums and develops policy recommendations for preventing violent extremism in Asia established

1. Commission research on gaps in knowledge on preventing violent extremism in South East Asia

**Output 2:** National Policies and programmes on violent extremism developed and implemented within a human rights and gender equality framework

- 2.1. A series of policy engagement measures that will ensure the National Action Plan (NAP) to be incorporated into the government's annual workplan and budget.
- 2.2. Series of Event to Accelerate the Issuance of National Action Plan on Prevention of Violent Extremism.

**Output 3:** Strengthened capacities of communities to promote peace, tolerance and respect for diversity

- 3.1. Create online and offline content of alternative narratives on prevention of violent extremism.
- 3.2. Conduct the workshop on "How to identify and response hate speech" and "How to create peaceful message on social media".
- 3.3. Arrange and conduct YouthCamp on PROTECTing Diversity.
- 3.4. Deliver the series of Festiversity (Festival of Diversity).

Regarding the component of offline and online activities for output 3, the UNDP will work closely with the selected CSOs in the following activities:

1. Conduct a series of video screening in promoting tolerance and diversity, in at least one (1) city in Sumatera, Java, Sulawesi and Maluku.
2. Deliver a series of activities as tools to promote tolerance and respect for diversity, in at least one (1) city in Sumatera, Java, Sulawesi, and Maluku

At the heart of the efforts to prevent violent extremism, one of objectives of the initiatives at PROTECT project is to promote the empowerment of youth to address the grievances and potential risks of radicalization. This sets the space for innovative programs of engagement and up-to-date activities that take into account the interests of young people. In this regard, spaces such as YouTube, Facebook, can offer powerful narratives to promote messages of peace and respect for diversity and information to not only counter extremist content, but to create new ideas and solutions to the various challenges confronting societies today. Technology companies such as Facebook, Instagram and YouTube have changed the dynamics of how people connect, communicate and relate to each other. These platforms are ideal for use by wide segments of the population and have a reach of influence not previously possible.

PROTECT Project in collaboration with INDIKA Foundation have been work with youth throughout Indonesia in promoting tolerance and respect for diversity through several activities, such as Workshop “Narasi Toleransi” covered three different theme on: (1) “How to identify and response hate speech”; (2) How to spread peaceful narratives (on social media); and (3) “How to be an influencing #KaptenToleransi”, Festiversity (Festival of Diversity): “*Celoteh Toleransi*” to mark Indonesian Independence Day (17 August), YouthCamp: *Jelajah Toleransi* or the Exploration of tolerance, Festiversity: (Festival of Diversity): “*Simfoni Toleransi*” to mark the Oath of Youth Day (28 October) and peer-groups offline campaign under “*Aksi Toleransi*”. During the activities under Output 3, UNDP Indonesia and Indika Foundation have produced possible several video documentaries and more than 500+ shareable contents to be spreads, made voluntarily by the participants.

During Workshop “*Narasi Toleransi*” the participants have made possible 5 (five) videos and under “*Jelajah Toleransi*”, the participants have produced 10 (ten) videos during the journey or site-in exploration in 5 (five) cities: Ambon, Batu, Pangandaran, Poso and Wonosobo. The participants also worked collaboratively with KokBisa (an educational channel with the most subscribers on YouTube in Southeast Asia region) in producing 5 (five) educational videos on peace/ tolerance, and will be spread online through KokBisa’s YouTube channel, starting from the first week of November 2019.

Considering that the contents of the videos produced are genuine and interesting, with the unique framing on youth’s perspectives, ensuring the tolerance and diversity value are well integrated, the PROTECT project would like to spread those contents, through additional offline campaign, to more broader audience.

### **Scope of Work and Expected Results**

The PROTECT project will be implemented through a mix of interventions by different stakeholders nationally.

Regarding the initiatives in the form offline activities, the selected NGO/CSO will focus its efforts on the following activities:

1. Conduct a series of video screening in promoting tolerance and diversity, in at least one (1) city in Sumatera, Java, Sulawesi and Maluku.

2. Deliver a series of activities as tools to promote tolerance and respect for diversity, in at least one (1) city in Sumatera, Java, Sulawesi, and Maluku

In this regard, the expected results are as follows:

Deliverables	Deadline
1. Develop work plan	By the fourth week of November 2019
2. Movie screening will be conducted in at least 1 city in Sumatera, Java, Sulawesi and Maluku	By the second week of December 2019
3. Workshops will be conducted in at least 1 city in Sumatera, Java, Sulawesi and Maluku	By the second week of December 2019

### **Institutional Arrangement**

The selected NGO/CSO will work closely with focal points from UNDP Indonesia Country Office, government stakeholders, local partners and UNDP Bangkok Regional Hub. In addition, the selected NGO/CSO is responsible for the submission of the expected deliverables according to the above proposed timeline. Each deliverable must receive a technical clearance from UNDP in Indonesia, the Team Leader of the Democratic Governance and Poverty Reduction Unit (DGPRU) that is based in Jakarta.

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

### **Duration of Assignment**

The selected organization will undertake this assignment for 1 months, from November 2019 to December 2019.

### **Location of the Assignment**

The selected organization will work in Jakarta and other areas of Indonesia, ensuring effective coordination and facilitation of activities. The identification and selection of area in which the offline campaign is targeted will be conducted collaboratively with local partners. The organization will be responsible to remain in regular communications with focal points from UNDP Indonesia Country Office and local partners.

## Annex 2

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

#### 1. Objective

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: Human trafficking and violent extremism in Indonesia.

#### 2. Information Requested

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

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

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

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

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	<ol style="list-style-type: none"><li>1. Who are the CSO/NGO's key donors?</li><li>2. How much percentage share was contributed by each donor during the last 2 years?</li><li>3. How many projects has each donor funded since the CSO/NGO's inception?</li><li>4. How much cumulative financial contribution was provided for each project by each donor?</li><li>5. How is the CSO/NGO's management cost funded?</li></ol>	
2. Audit	<ol style="list-style-type: none"><li>1. Did the CSO/NGO have an audit within the last two years?</li><li>2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.</li></ol>	
3. Leadership and Governance Capacities	<ol style="list-style-type: none"><li>1. What is the structure of the CSO/NGO's governing body? Please provide an organigram.</li></ol>	



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