

# Terms of Reference

<b>Title of Project</b>	<b>Support to community infrastructure reconstruction for livelihood recovery in Gumbasa, Central Sulawesi.</b>  An activity/ sub-project of PETRA Component (2)
<b>Duration</b>	<b>12 months</b>
<b>Type of Contract</b>	<b>Low Value grant</b>
<b>Work Location</b>	<b>Tuva, Gumbasa, Central Sulawesi</b>
<b>Supervisor</b>	<b>National Project Manager PETRA - UNDP</b>

## I. BACKGROUND

The two major disasters in 2018, earthquake, tsunami and liquefaction ravaged Central Sulawesi and West Nusa Tenggara (NTB). Particularly, the liquefaction affected Palu and caused approximately 10.000 people lost their homes. Hundreds of thousands of people lost their jobs and livelihood options. Disasters triggered by the earthquakes, tsunami and liquefaction caused substantive damage to community infrastructures, including buildings, roads, bridges, market facilities, irrigation canals, and drinking water schemes. The damaged infrastructures became almost non-operational, prompting the risk of migration for affected communities.

To accelerate rehabilitation and reconstruction process in both areas, UNDP is implementing the **Central Sulawesi/Lombok Programme for Earthquake and Tsunami Infrastructure Reconstructive Assistance (PETRA)**. The goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post- disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans. Beyond the immediate humanitarian and relief assistance, the KfW and UNDP has initiated engagements with national and local governments to support of Central Sulawesi and NTB's recovery efforts. Key government partners include BNPB, BAPPENAS, Ministry of Finance, Ministry of Public Works, the Provincial governments of Central Sulawesi and NTB, and the local governments of all ten districts and cities impacted by the disasters. PETRA will deliver two outputs, namely: (1) Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services; and (2) Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods.

Within the scope of Output (2) that aim for community infrastructure rehabilitation and reconstruction to support livelihood recovery, decisions on which activities are to be identified and prioritized by the communities themselves and further consulted with the district/ municipality. Reconstruction of essential community infrastructures might be undertaken and financed jointly between the community and the

district/municipality as well as with private sector, with support from the program. The component is intended for community works which covers rehabilitation and reconstruction of clean water sources, storage and distributions; drainages or irrigation channel, pedestrian and vehicular roads (including sidewalks, trail track, small bridges and culvert); etc.

### *Programming Approach*

PETRA adopted the UNDP Three Track approach to its programming specifically for the Component 2. It guides the entry point in identifying, prioritizing, planning, and implementing interventions based upon analysis of the scope of crisis and local context.

**Track A programming** responds to the urgent needs of crisis-affected groups with interventions to help stabilize livelihoods. **Track B programming** focuses on medium- to long-term local economic recovery, including interventions to boost sustainable employment, income generation, and reintegration (where required). **Track C programming** focuses on long-term employment creation and inclusive economic growth.<sup>1</sup>

<b>Track A:</b> Livelihoods stabilization	<ol style="list-style-type: none"> <li><b>1. Emergency employment creation:</b> Cash-for-work, food-for-work, and community contracting for local employment in short-term activities prioritized by crisis-affected communities.</li> <li><b>2. Targeted self-employment support:</b> Livelihood start-up grants and packages to reestablish or jumpstart micro or small enterprises.</li> <li><b>3. Infrastructure rehabilitation:</b> Building or rebuilding infrastructure, especially community infrastructure, such as roads, bridges, water and sanitation systems, shelter, telecommunications, health facilities, schools, community centers, and irrigation and drainage systems.</li> </ol>
<b>Track B:</b> Local economic recovery for medium- to long-term employment, income generation, and reintegration (if required)	<ol style="list-style-type: none"> <li><b>1. Vocational and skills training and placement:</b> Technical and vocational training, apprenticeships, job placement services, and self-employment support.</li> <li><b>2. Inclusive private sector development:</b> Support for inclusive market development, inclusive financial sector development, and business development services.</li> <li><b>3. Conditional cash transfers:</b> Support for national programs of cash transfers to targeted households on the condition that household members take measures to advance their own development, such as sending children to school and accessing maternal and child health care services.</li> </ol>
<b>Track C:</b> Long-term employment creation and inclusive economic growth	<ol style="list-style-type: none"> <li><b>1. Capacity development:</b> Initiatives to promote staff retention in the public sector, professionalize the judiciary, strengthen the effectiveness and accountability of the police and security forces, develop the recovery planning capacities of communities and local governments, etc.</li> <li><b>2. Good governance:</b> Strengthening policies, institutions (of state, civil society, the media, and the private sector), and processes (e.g., participatory assessment, participatory forums, and national-local</li> </ol>

<sup>1</sup> Livelihoods & Economic Recovery in Crisis Situations, UNDP – BCPR, 2013

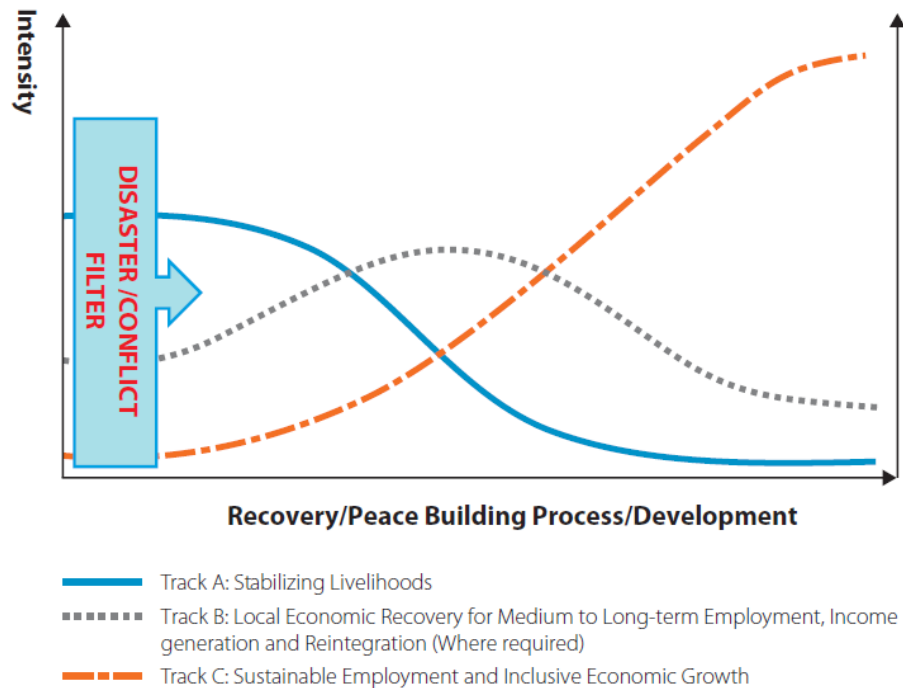


Figure 1. Timing and intensity of the three tracks approach adopted from Livelihood and Economic Recovery Guide, UNDP - BCPR, 2013

Based on the approach above, this program will focus on the Track B which is focusing on medium- to long-term local economic recovery, including interventions to boost sustainable employment, income generation, and reintegration (where required). The program would slightly have a cross cutting with the Track C by strengthening the province regulation on the commodity value chain through diversification and intensification of the products, as well ensuring the tourism crisis management that are synergize with the National Regulation as well Province Regulations concerning Disaster Resilience, Agricultural and Tourism.

## II. SCOPE OF SERVICES, EXPECTED OUTPUTS, AND DELIVERABLES

The Implementation of UNDP PETRA Component 2 is part of the operationalization of the project document in supporting crisis-affected communities in NTB to regain and improve livelihood opportunities and reinforcing their coexistence through combined infrastructure and livelihood program. The specific objective is to improve, expand and maintain basic services and social facilities at community level to pursue resilient and sustainable livelihood.

The expected results from this component are **a) reconstructed community infrastructure in to support livelihood recovery in West Nusa Tenggara**, and **b) restored minimum household capacity for restarting and improving their livelihood**.

In pursuing the above-mentioned objective and expected results, while also taken into consideration of the operating context, UNDP will begin with a small step through facilitating basic life-skills, vocational and income generating activities training, and rehabilitation and/or reconstruction of essential community infrastructures and public facilities that directly contribute to the livelihood of surrounding community. Engagement with communities uphold inclusiveness principles to engage marginalized groups, such as women led households, elderly, people with disabilities, etc.

These 3 (three) frameworks below will be basis to achieve results for Program Component 2:

**1. Strengthening or Empowering the Village Recovery and Resilience Program**

In order to support the acceleration of village recovery and resilience program, UNDP through existing village group such as Village Disaster Preparedness Team or TSBD will facilitate the recovery process through a coordination forum in the targeted areas. The forum provides a platform as a media for coordination, and exchange information for the village stakeholder to participate in the planning and implementing of village development process in line with the government program for village development, include: Village Disaster Resilience Program (Destana), Village Innovation Program (PID), Village Seed Sustaining Village (Desa Mandiri Benih), and Village Development and Community Empowerment Program (P3MD). Through these program, the community members in the village, include: female-headed household, elderly people, persons with disability, youth group, and female group representatives will be involved in the consultancy forum in order to accommodate inclusively their inputs and facilitate the capacity building for these group. It is also expected that the community would be able develop the risk assessment for their areas using appropriate approach, facilitated by the appointed local partner. The forum will be facilitated to design its recovery plan based on Rehabilitation and Reconstruction Plan, accustomed to characteristic of each villages.

**2. Reconstruction of community infrastructure to support sustainable and resilient livelihood recovery**

Provision of basic community infrastructures will be used an entry point to build strategic partnership with the local government. It covers small-scale of basic physical infrastructure at local level that are critical for the lives and livelihood of targeted population, such as: suspension bridge, and women group meeting hall.

It is expected that during the reconstruction of these infrastructures, the community would be able to contribute in the project by providing their support and labour, and able to collaborate with the selected CSO (Civil Society Organization) from the bidding process.

**3. Capacity building, innovation, and community empowerment on sustainable and resilient livelihood**

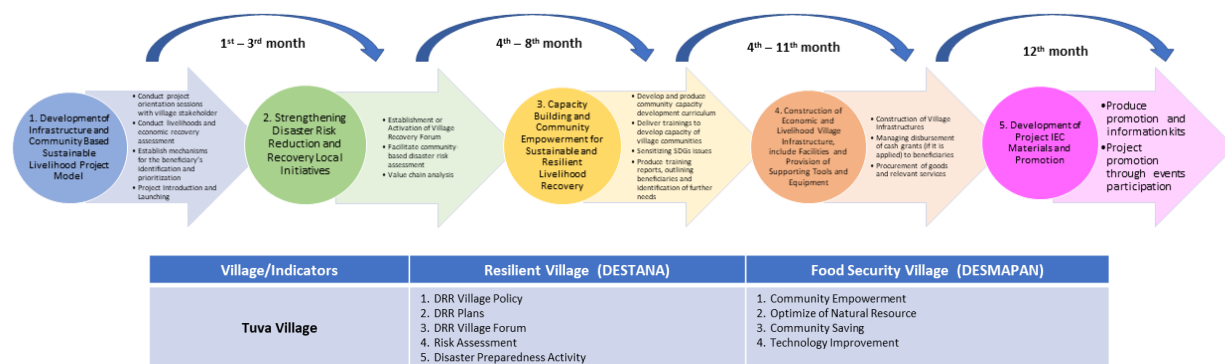
The activities under this project will continuously support the village community empowerment and improving their capacity by mainstreaming disaster risk reduction and sustainable environment into the project. The program will involve active participation from the women and youth groups, through entrepreneurship and innovative programs. Innovation may include new ways in processes in addition to adopting new technologies. It is also important to scope information about other humanitarian/development intervention in the areas to identify current innovation and capacity building which have been delivered to avoid duplication. Furthermore, the program would encourage the revitalization of women home industries and youth economic Empowerment through the employment creation for women and young people through capacity building on entrepreneurship, provide mentorship in guiding sustainability of the seed-stage enterprise, help to identify potential enterprise ideas and support the women and youth access to capital. Furthermore, disaster risk sensitivity of livelihoods and economic recovery programmes would be inclusion to these activities

The selected NGO will be responsible to implement the following more detail sub-activities to achieve:

No	Expected Outputs	Deliverables	Target Completion
1	Development of infrastructure and community based sustainable livelihood project model	<ul style="list-style-type: none"> <li>a. Final detail implementation plan</li> <li>b. Project orientation sessions with village and community leaders/representatives in the target locations.</li> <li>c. Assessment using alternatively PRA Approach and establish mechanisms for the beneficiary identification and prioritization in consultation with village, community leaders, and representative of community members,</li> <li>d. Selection of prioritized beneficiaries.</li> <li>e. Project introduction and kick-off</li> </ul>	1 <sup>st</sup> month
2	Strengthening disaster risk reduction and recovery local initiatives	<ul style="list-style-type: none"> <li>a. Establishment or reactivation of Village Recovery Forum – The Village Disaster Preparedness Team or TSBD will lead the forum as part of their program activity.</li> <li>b. Facilitate community-based disaster risk assessment, include DRR Plan and Contingency Planning development.</li> <li>c. Community agreement working modalities.</li> <li>d. Value chain analysis at district level</li> <li>e. Documentation local initiatives activities implementation</li> </ul>	2 <sup>nd</sup> - 3 <sup>rd</sup> month
3	Capacity building and community empowerment for sustainable and resilient livelihood recovery	<ul style="list-style-type: none"> <li>a. Develop and produce community capacity development curriculum for – training, focus group discussion, and promotion for key topic groups.</li> <li>b. Deliver trainings to develop capacity of communities based on the village needs and potentials which would focus on the revitalization of strategic livelihood sectors of village communities</li> </ul>	2 <sup>nd</sup> - 3 <sup>rd</sup> month
4	Construction of Economic and Livelihood Village Infrastructure, include Facilities and Provision of Supporting Tools and Equipment	<ul style="list-style-type: none"> <li>a. Completion of design drawings, specification, and Bill of Quantity (BOQ) of priority community infrastructures, as initially identified in Annex-1; reviewed and certified by PETRA Resident Engineer</li> <li>b. Completion of detail implementation plan, including scope of work, budget, and work schedule</li> </ul>	4 <sup>th</sup> month
		<ul style="list-style-type: none"> <li>c. Construction of community infrastructures <ul style="list-style-type: none"> <li>1. Suspension bridge Tuva</li> <li>2. Women meeting hall Dusun 1</li> <li>3. Women meeting hall Dusun 3</li> </ul> </li> </ul> <p>Requirements to be adapted and conducted by the selected NGOs/CSOs for the infrastructure works:</p> <ul style="list-style-type: none"> <li>- Promoting the participation of women, elders, people with disability and community leaders in the survey and prioritization.</li> </ul>	6 <sup>th</sup> – 11 <sup>th</sup> month

		<ul style="list-style-type: none"> <li>- The infrastructure materials and design should be eco-friendly and withstand to shocks and potential local threats</li> <li>- community based approach through planning, designing, mobilization, and contributed resources from village communities</li> <li>- In situation that debris clearing is conducted, safety and security code must be applied for workers</li> </ul> <p>d. Completion of complementary facilities/ equipment installation and productive input packages distribution;</p> <p>e. Conducted post-intervention technical assistance and coaching for improvement/expansion of livelihood activities;</p> <p>f. Completion of on-site technical assistance and cash grants (if applicable) to relevant beneficiaries</p>	
5	Development of project information and communication visibility	<p>Produce promotion and information kits, includes:</p> <ol style="list-style-type: none"> <li>1. Project case study (preferably include human interest story)</li> <li>2. Lesson learnt video of community infrastructure and livelihood</li> <li>3. Informative materials relate to village disaster preparedness plan; village tourism; village agricultural products.</li> </ol>	10 <sup>th</sup> – 12 <sup>th</sup> month

In addition to above expected outputs and activities, the selected partner obliges to provide technical oversight and assistance to beneficiaries during start-up activities, on-the-job training, and apprenticeships. Participation of vulnerable and minority groups, such as women, youth, disable, and elderly should be well identified and inclusively engaged in this project activities. Necessary support should be facilitated in order to ensure the participation of these groups in the activities, such as: child friendly space for women headed household, wheelchair or sign language facilitator for disable persons, and other special needs. Children protection should be put upfront in each activity, no children workers or other kind of child exploitation are allowed in this project. Disbursement plan of cash grants shall be in line with technical oversight and assistance plan. To ensure quality of deliverables, they must also develop monitoring plan and undertake regular monitoring and reporting of implementation progress. The project phases would be as described in the following chart:



### **III. INSTITUTIONAL ARRANGEMENTS**

The selected NGO/CSO will work under direct supervision of UNDP Project Manager PETRA, and will be directly responsible for reporting findings, progress, issues and challenges, as well as to seek for acceptance and/or validation of milestones. Biweekly updates shall be furnished highlighting findings, issues, and progress of rehabilitation work, and monthly reports will be submitted to describe overall progress of the work. In day-to-day implementation, the NGO/CSO will work in collaboration with the Community Mobilization Officer/Associate. The selected NGO/CSO will work closely with local communities, local institutions, community leaders and other stakeholders, and potentially with CSOs selected by UNDP.

Upon signing of the contract, The NGO/CSO is expected to attend an inception meeting with UNDP to review the scope of work, deliverables, site locations, reporting tools and formats. The UNDP and NGO/CSO will agree on data collection and reporting tools and formats. The NGO/CSO needs to provide minimum of 3 mid to senior level staff to participate in this orientation session.

A detail methodology and work plan, along with a schedule will be developed by the NGO/CSO in consultation with UNDP. The work plan will be submitted for UNDP review and endorsement within 7 days following the inception meeting.

The NGO/CSO takes full responsibility for the overall management of activities, and bears all substantive, operational, financial, monitoring responsibilities. The NGO/CSO must possess complete project management set up, including for administrative and operational matters. UNDP will not provide any administrative support.

The NGO/CSO needs to provide monthly progress report including detailed update on implementation progress, results achieved, challenges, forward planning and financial delivery. The NGO/CSO also needs to provide updates and inputs to UNDP whenever necessary or on request.

The NGO/CSO needs to maintain a data backup system for copies of original receipts for payments of goods, services, labor charges, training cost, operation running costs, etc. for auditing.

At the end of the assignment, the NGO/CSO will have to submit a final report with comprehensive narrative including success and lessons learned, and completion of financial matters.

### **IV. DURATION OF WORKS**

All works for contracts secured by the selected NGO/CSO are to be completed in duration of 12 months. Thus, all project activities shall also be completed by this period.

### **V. GEOGRAPHIC AREA COVERAGE AND TARGET BENEFICIARIES**

The Activity/ Sub-project is expected to cover about 542 beneficiary households in targeted village –Tuva. The geographic conditions of these areas are described as follow:

Tuva village is part of Gumbasa Sub District, in Sigi District. Located at the border of Kulawi Sub-District, Tuva is the furthest village, 52 kilometers from Palu. There are 502 households (13 households out of this number are categorized as poors) and 1.870 people (937 men and 870 women) reside in the village, spread in 3 sub-villages (Dusun) and 10 neighborhood group (RT). There are 6 people with disabilities (deaf, vision impairment, and physical disability).

Tuva Village has estimated land width 34,24 Km<sup>2</sup> with densely population rate of 52 people/Km<sup>2</sup>. The geographic condition of Tuva Village is variant, 50% of the land is flat, while the other 50% are hilly and mountainous<sup>2</sup>.

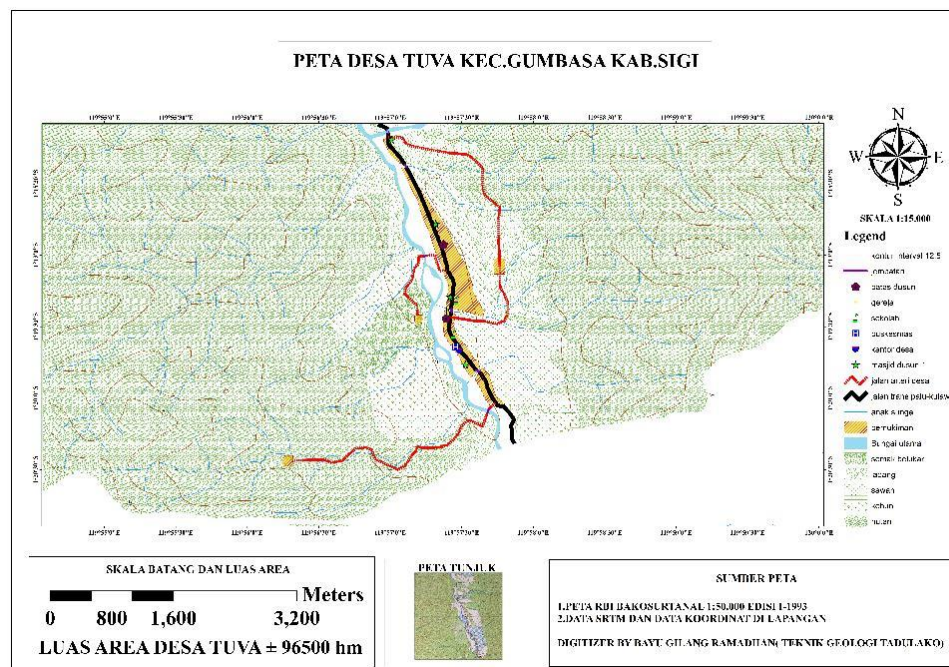


Figure 1. Map of Tuva

Table 1 Demographic Figure of Tuva Village Population

N o	Location	Number of people					
		Total	Women	Men	Youth (Boys and Girls)	Others Elderly <sup>3</sup> ,	Others Diffable
1	Tuva	1.850	874	976	202	114	4

The earthquake struck in 28 September 2018 caused 5 people death and 435 damage houses. Moreover, it also caused damages of some community infrastructures in, such as irrigation and water drainage. After the earthquake, farm and plantation land in the village decrease its productivity since most of the irrigation and water drainage are broken. Most of the farmland and plantation depend on rainwater catchment. The disaster also affected on higher productivity cost of farmers.

Geographic area coverage and their previous identified capacity building interventions<sup>4</sup> are provided in Annex – 1.

The project intervention aims to benefit the most vulnerable households in the target villages. It prioritizes female-headed households, and those currently supporting the elderly people, persons with disability, and fostering the orphans. Due to the fact that different locations have its own characteristics, any required

<sup>2</sup> Kecamatan Gumbasa dalam Angka, 2018

<sup>3</sup> Based on Riskesda for persons who are categorized above 60 years old

<sup>4</sup> Retrieved from FGD session with representatives of Tuva community members on 26 September 2019



detail criteria and mechanism of identification, selection, and prioritization of beneficiaries will be developed and finalized jointly between UNDP and the NGO/CSO, and to be followed with community consultations that involve village authorities, community leaders, and representatives of community members.

## VI. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDERS AT VARIOUS LEVELS

### *Institutional Experience:*

- At least 5 years or more of work experience in the area of collaborative management of disaster risk management area, community development, sustainable agriculture, livelihood, local development planning and stakeholder coordination in disaster prone areas.  
The proposal shall include structure of Team Leader and members and their background and areas of expertise.
- At least 5 years experiences working with the Government of Indonesia on related key issues of community infrastructure, environment, disaster management, or economic/livelihood development would be an advantage.

### *Team Member Qualifications & Experience*

Position Name	Relevant Experience years	Minimum Education	Special Skills
<b>Project Manager/Coordinator (1)</b>	5	Bachelor degree in Social, Environment science, or Disaster study, Master degree is preferable	Project management for a multidisciplinary development environment. Partnership & community engagement/ leadership
<b>Community Facilitator (2)</b>	3	Bachelor degree in Social Science, Communication studies, or related course	Familiar with community development and monitoring the environmental management plans for local govt/ community participation
<b>Civil Engineer (1)</b>	3	Bachelor degree in Civil Engineering, Architecture, or related studies	Engineer, familiar with community infrastructure plan and construction.
<b>Monitoring and Reporting (1)</b>	3	Bachelor degree in Social, Environment, or related studies	Monitoring and evaluation development project using qualitative and quantitative methodology

## VII.SCOPE OF PROPOSAL PRICE, SCHEDULE OF PAYMENT

Payment for the NGO/CSO will be made upon certification of work accomplished and delivered by UNDP.  
The payment installments will be as follows:

Milestone / Documentation	Target Delivery Date	Payments
Approved contract and scope of services	Upon signing of contract	maximum 20% of contract value
<p>Development of infrastructure and community based sustainable livelihood project model</p> <p><u>Documentation:</u></p> <ul style="list-style-type: none"> <li>1) Inception Report, covering community orientation narrative, beneficiaries targeting, detail Implementation Plan, and monitoring framework and guideline for CSO's team</li> </ul>	By the end of 1 <sup>st</sup> month	30% of contract value, (Deducted with amount paid upon signing of contract)
<ul style="list-style-type: none"> <li>• Strengthening disaster risk reduction and recovery local initiatives</li> <li>• Capacity building and community empowerment for sustainable and resilient livelihood recovery</li> </ul> <p><u>Documentation:</u></p> <ul style="list-style-type: none"> <li>1) Capacity building community report</li> <li>2) Delivery of village organizational development progress</li> <li>3) Progress on reactivation or establishment of DRR and recovery local initiatives</li> <li>4) Value chain analysis result</li> <li>5) Community agreement on priority community infrastructures and working modalities</li> <li>6) Design drawings, specification, and BOQ of priority community infrastructures;</li> <li>7) Detail implementation plan for rehabilitation/ reconstruction of community infrastructures, including scope of work, budget, and work schedule;</li> </ul>	By the end of 4 <sup>th</sup> month	40% of contract amount
<ul style="list-style-type: none"> <li>• Construction of Economic and Livelihood Village Infrastructure, include Facilities and Provision of Supporting Tools and Equipment</li> <li>• Development of project information and communication visibility</li> </ul> <p><u>Documentation:</u></p> <p>Draft of Final Report (validated by UNDP field monitoring) documenting achievement of deliverables.</p> <p>Printed and final product of project promotional and IEC materials</p>	By the end of 12 <sup>th</sup> month	10% of contract amount

## VIII. EVALUATION CRITERIA

The award of contract shall be made to the NGO/CSO who receives the highest combined score within set budget.

The proposals will be evaluated as per the following criteria:

- 1) Eligibility and Expertise of the organization – 20%
- 2) Proposed Work Plan and approach – 30%
- 3) Management Structure, Experience and Qualification of Personnel – 20%
- 4) Utilization of Resources and Value for Money - 30 %

Only those organization obtaining a minimum of 70% in the technical evaluation will be considered for the financial evaluation round.

No	Description of the Criteria	Points Obtainable
<b>1</b>	<b>Eligibility and Expertise of the Organization</b>	<b>200</b>
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	10
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	30
1.3	Relevance of specialized knowledge and experience on similar engagements at least 5 (five) years	80
1.4	Permit to work in Indonesia and specifically in Nusa Tenggara Barat and Central Sulawesi (eligible legal status)	35
1.5	Quality assurance procedures, risk mitigation measures and management plan	30
1.6	Organizational commitment to sustainability. It demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.	15
<b>2</b>	<b>Proposed Methodology, Approach and Implementation Plan</b>	<b>300</b>
2.1	Understanding of the aspects of the tasks, the proposed <b>activities</b> appropriate, practical, and consistent with the objectives and expected results.	35
2.2	Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.	65
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.	35
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	80
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability	35

No	Description of the Criteria	Points Obtainable
	<p>measures in the execution of the contract.</p> <p><i>Sustainability:</i></p> <p>The proposed action like to have tangible impacts to the target groups</p> <p>The proposal likely to have multiplier effects. (including scope for replication and extension of the outcome of the action and dissemination of information.)</p> <p>The expected results of the proposed actions sustainable</p> <ul style="list-style-type: none"> <li>- financially (<i>how will the activities be financed after the funding ends?</i>) <b>(8 point)</b></li> <li>- institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) <b>(9 point)</b></li> <li>- at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? <b>(9 point)</b></li> <li>- environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>) <b>(9 point)</b></li> </ul>	
<b>3</b>	<b>Management Structure and Key Personnel</b>	<b>200</b>
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?	70
3.2	Qualifications of key personnel proposed	
	<p>1. Project Manager/ Coordinator</p> <ul style="list-style-type: none"> <li>• Strong knowledge and at least 5 (five) year-experience of; Disaster Risk Management programming, project management and successful performance in implementation of projects in a post-disaster situation. <b>(7 point)</b></li> <li>• 3 (three) years of experience in programme/project management and implementation capacity with focus on community-based rehabilitation/reconstruction, and livelihood recovery. <b>(7 point)</b></li> <li>• Experience in livelihood issues, analysis and development of logical framework, as well as formulation of realistic activity implementation plan. <b>(6 point)</b></li> <li>• Experience in team management, and mentorship on capacity building with specific focus on livelihood recovery and social cohesion promotion <b>(6 point)</b></li> <li>• Experience in natural conservation, waste management, and tourism would be an advantage <b>(4 point)</b></li> <li>• Languages required: English, Indonesian <b>(5 point)</b></li> </ul>	35
	<p>2. Community Facilitator(s)</p> <ul style="list-style-type: none"> <li>• Sound knowledge and at least 3 (three) year-experience of; community engagement and mobilization, local government relationship, community-based disaster management, as well as facilitation skills. <b>(8 point)</b></li> </ul>	35

No	Description of the Criteria	Points Obtainable
	<ul style="list-style-type: none"> <li>• Sound 2 (two) years-experience in project implementation capacity with focus on livelihood recovery and social cohesion. <b>(7 point)</b></li> <li>• Experience in direct implementation and supervision of community-based activities with focus on income generating activities. <b>(7 point)</b></li> <li>• Experience in providing on the design and facilitate training sessions to beneficiaries <b>(7 point)</b></li> <li>• Ability to comprehend, understand, and speak of local languages and dialects. <b>(6 point)</b></li> </ul>	
3.	Civil Engineer (s) <ul style="list-style-type: none"> <li>• Specific skills and minimum 3 (three) year-experience in sites monitoring and general management to completion of civil works projects. <b>(9 point)</b></li> <li>• Experience in implementation post-disaster infrastructure programs/projects. <b>(7 point)</b></li> <li>• Involving in community infrastructure project is desirable. <b>(7 point)</b></li> <li>• Ability to lead formulation, oversight of implementation, monitoring and evaluation of community construction projects. <b>(8 point)</b></li> <li>• Possess civil works certification. <b>(4 point)</b></li> </ul>	35
4.	Monitoring and Reporting <ul style="list-style-type: none"> <li>• Sound knowledge and experience of development sector or livelihood recovery. <b>(5 point)</b></li> <li>• Sound knowledge and experience in developing results monitoring framework and plan, as well as managing monitoring and reporting processes. <b>(5 point)</b></li> <li>• Strong experience in report writing <b>(5 point)</b></li> <li>• Familiar with research, data collection, analysis, and management. <b>(5 point)</b></li> <li>• Languages required: English, Indonesian. <b>(5 point)</b></li> </ul>	25
<b>Total</b>		<b>700</b>
<b>Financial Evaluation</b>		<b>Points obtainable</b>
<b>Utilization of Resources and Value for Money</b>		
1	Price offered based on the price schedule format	300
<b>Total</b>		<b>300</b>

## IX. MONITORING AND REPORTING (MONITORING AND PROGRESS CONTROL)

The NGO/CSO will provide a finalized work plan prior to implementation. The NGO/CSO needs to provide monthly progress report including cumulative updates on implementation progress, results against targets, challenges and forward planning, within 7 days following the end of the month. The reports should

be provided with high resolution photos documentation and case study that reflect community and government positive feedback on the program. The NGO/CSO will submit a comprehensive narrative and financial completion report including lessons learned and recommendation at the end of the assignment.

The NGO/CSO will maintain regular communication with UNDP Palu/Lombok Office to provide regular feedback on implementation progress, results, challenges and bottlenecks; as well as collaborate with UNDP to facilitate regular or ad hoc monitoring visit to the project sites.

The NGO/CSO will provide **periodic** (monthly & quarterly) **and ad hoc reports to UNDP** (as needed by project office and UNDP Jakarta). Submit a **final report** to UNDP at the end of assignment period.

## **X. PROPOSAL SUBMISSION**

The proposal prepared by the NGO/CSO and all other related correspondence shall be in English. The proposal should attach all required legal evidence, including evidence of legal registration. Only one proposal can be submitted per NGO/CSO.

NGOs/CSOs registered in Indonesia are invited to submit technical and financial proposals (Please see Annex – 2 for the format).

**Proposal envelope should contain the following information:**

1. Technical and Financial Proposal (Annex 2)
2. Request for Information and CACHE (Annex 3)

Proposals can be submitted by email or courier (sealed envelope), with detail address as follows:

UNDP Palu Office  
Jl. Domba, Lorong Melati No. 6. Talise, Palu. Sulawesi Tengah. 94118  
Indonesia

OR

By Email to: [bids.id@undp.org](mailto:bids.id@undp.org)

Attention: Budhi Ulaen and Whisnu Anggono

Cc: [Budhi.ulaen@undp.org](mailto:Budhi.ulaen@undp.org) and [Whisnu.anggono@undp.org](mailto:Whisnu.anggono@undp.org)

Subject: Call for Proposal - Community Infrastructure Reconstruction for Livelihood Recovery in Tuva, Central Sulawesi, Ref No: 003/X/2019/PETRA

(Mandatory: Subject in outer envelope or Email Subject)

The proposal should be received by UNDP no later than **17:00 hours, Saturday, 09 November 2019, Palu Local Time** and should you require further clarifications, kindly communicate with the contact person identified above as the focal point for this requirement. **The deadline for queries related to proposal submission is 01 November 2019.**

**Annexes to the TOR:**

**Annex 1: List of Location**

**Annex 2: Low Value Grant Proposal Format**

**Annex 3: Request for Information & CACHE**

## ANNEXES

### ANNEX - 1

Villages	Community infrastructure to be reconstructed/intervened	Potential capacity development
Tuva	<ol style="list-style-type: none"><li>1. Suspension bridge Tuva</li><li>2. Women meeting hall Dusun 1</li><li>3. Women meeting hall Dusun 3</li></ol>	Organizational development of BUMDes, micro enterprise management training, marketing skill development



## ANNEX – 2

### Low Value Grant Proposal

*TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL*

Project Number: \_\_\_\_\_

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Name of the RECIPIENT INSTITUTION: \_\_\_\_\_

Total Amount of the Grant (in USD): \_\_\_\_\_

#### 1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

#### 2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

#### WORK PLAN

PLANNED ACTIVITIES <sup>1</sup>	Timeline <sup>2</sup>				Planned Budget for the Activity (in grant currency) <sup>3</sup>
	T <sub>1</sub>	T <sub>2</sub>	T <sub>3</sub>	T <sub>4</sub>	
1.1 Activity					\$
1.2 Activity					\$
1.3 Activity					\$
Total					\$

<sup>1</sup> State what activities will be completed with the grant Funds. Use as many activity lines as necessary

- 2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.
- 3 Indicate the budget amounts in the grant currency.

### 3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period ...	FINAL TARGET
1.1						
1.2						

### 4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/Low)	Mitigation measures

\*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

### 5- GRANT BUDGET OF RECIPIENT INSTITUTION (state currency)

PERIOD COVERING FROM \_\_\_\_\_ TO \_\_\_\_\_

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	XI. TOTAL
Personnel				
Transportation				
Premises				
Training/Seminar/ Workshops, etc.				

Contracts (e.g., Audit)				
Equipment/Furniture (Specify)				
Other [Specify]				
Miscellaneous				
<i>TOTAL</i>				

\* *Please note that all budget Lines are for costs related only to grant Activities.*

\*\* *These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.*

\*\*\* *Add as many tranches columns as necessary*

## ANNEX - 3

### 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 working experience Indonesia in the following thematic/subject areas: Immediate livelihood recovery, focusing on a) Community engagement and mobilization, b) life-skills and Income Generating Activities Training, c) Provision of productive inputs livelihood recovery activities.

#### 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.

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Prescribed organizations	<i>1. Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</i>  <i>2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i>	
2. Legal status and Bank Account	<i>1. Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? <u>Please provide copies of all relevant documents evidencing legality of operations.</u></i>	

	2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)	
3. Certification/ Accreditation	<p>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</p> <ul style="list-style-type: none"> <li>• Leadership and Managerial Skills</li> <li>• Project Management</li> <li>• Financial Management</li> <li>• Organizational standards and procedures</li> <li>• Other</li> </ul>	
4. Date of Establishment and Organizational Background	<p>1. When was the CSO/NGO established?</p> <p>2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</p> <p>3. Who are your main donors/ partners?</p> <p>4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.</p> <p>5. In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.</p>	
5. Mandate and constituency	<p>1. What is the CSO/NGO's primary advocacy / purpose for existence?</p> <p>2. What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</p> <p>3. Is the CSO/NGO officially designated to represent any specific constituency?</p>	
6. Areas of Expertise	<p>1. Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</p> <p>2. What other areas of expertise does the CSO/NGO have?</p>	

7. Financial Position and Sustainability	<ol style="list-style-type: none"> <li>1. <i>What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.</i></li> <li>2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i></li> <li>3. <i>Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</i></li> </ol>	
8. Public Transparency	<ol style="list-style-type: none"> <li>1. <i>What documents are publicly available?</i></li> <li>2. <i>How can these documents be accessed? (Pls provide links if web-based)</i></li> </ol>	
9. Consortium	<ol style="list-style-type: none"> <li>1. <i>Do you have the capacity to manage a consortium?</i></li> <li>2. <i>Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.</i></li> <li>3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i></li> </ol>	
<b><u>Specific inquiry</u></b>		
10. Working Experience in target geographical areas	<ol style="list-style-type: none"> <li>1. <i>Does the NGO have experience working in these geographical areas?</i></li> <li>2. <i>Is there any limitation to the NGO for accessing and working in those planned locations?</i></li> </ol>	

	3. <i>Please provide any brief program implementation updates or activity report being implemented in [...]</i>	
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### 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>Who are the CSO/NGO's key donors?</li> <li>How much percentage share was contributed by each donor during the last 2 years?</li> <li>How many projects has each donor funded since the CSO/NGO's inception?</li> <li>How much cumulative financial contribution was provided for each project by each donor?</li> <li>How is the CSO/NGO's management cost funded?</li> </ol>	
2. Audit	<ol style="list-style-type: none"> <li>Did the CSO/NGO have an audit within the last two years?</li> <li>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>What is the structure of the CSO/NGO's governing body? Please provide Organigramme.</li> <li>Does the CSO/NGO have a formal oversight mechanism in place?</li> <li>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>What is the CSO/NGO's mechanism for handling legal affairs?</li> <li>Ability to work (prepare proposals) and report in English</li> </ol>	
4. Personnel Capacities	<ol style="list-style-type: none"> <li>What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.</li> <li>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>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> </ol>	



	2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
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>	