



REQUEST FOR PROPOSAL (RFP)

To: All interested bidders	DATE: February 25, 2020
	REFERENCE: RFP/UNDP/DGPRU/93743/006/2020 - E-Learning Module Development for Supplier Capacity Building

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **E-Learning Module Development for Supplier Capacity Building**.

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: 5479**.

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 **27th February 2020**. 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 feby.utari@undp.org and bela.kelvian@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:notices/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.

Sincerely yours,



Martin Stephanus Kurnia
Head of Procurement Unit
2/25/2020

Description of Requirements

Context of the Requirement	E-Learning Module Development for Supplier Capacity Building			
Implementing Partner of UNDP	National Public Procurement Development (LKPP)			
Brief Description of the Required Services ¹	Promoting integrity in Indonesia's public procurement through the strengthening of the system and capacity building.			
List and Description of Expected Outputs to be Delivered	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
	Story board, detail content and video development for #1 General Description of Public Procurement of Goods and Services, process and procedures	10 days	April 2020	Head of Democratic Governance and Poverty Reduction Unit
	Story board, detail content and video development for #2 Participation in the selection of suppliers	10 days	May 2020	Head of Democratic Governance and Poverty Reduction Unit
	Story board, detail content and video development for #3 Participation in the selection of suppliers	10 days	June 2020	Head of Democratic Governance and Poverty Reduction Unit
	Story board, detail content and video development for #4 Management of contracts	10 days	July 2020	Head of Democratic Governance and Poverty Reduction Unit
Person to Supervise the Work/Performance of the Service Provider	Head of Democratic Governance and Poverty Reduction Unit			
Frequency of Reporting	Please refer to Annex 3 – Terms of Reference			

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Progress Reporting Requirements	Please refer to Annex 3 – Terms of Reference
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	March – July 2020
Target start date	Mid-March 2020
Latest completion date	End of July 2020
Travels Expected	Not Applicable
Special Security Requirements	Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Liaise with the relevant stakeholders
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for Local Bidders
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms ³	Report	Time Target	Payment
	<p>Story board, detail content and video development for #1 General Description of Public Procurement of Goods and Services, process and procedures.</p> <p>Duration: 60 minutes covering 7 materials of E-learning.</p>	30 April 2020	25% of total contract
	<p>Story board, detail content and video development for #2 Participation in the selection of suppliers</p> <p>Duration: 60 minutes covering 8 materials of e-learning</p>	31 May 2020	25% of total contract
	<p>Story board, detail content and video development for #3 Participation in the selection of suppliers</p> <p>Duration: 120 minutes covering 7 materials of e-learning.</p>	30 June 2020	25% of total contract
	<p>Story board, detail content and video development for #4 Management of contracts.</p> <p>Duration: 60 minutes covering 3 materials of e-learning.</p> <p>Duration: 120 minutes covering 9 materials of e-learning.</p>	31 July 2020	25% of total contract

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Head of Democratic Governance and Poverty Reduction Unit
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (20) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (50) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30) <i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁴	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others ⁶ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Feby Utari / Bela Ghassani Kelvian</i> <i>feby.utari@undp.org; bela.kelvian@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<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. ▪ Max. File Size per transmission: N/A

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].
[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Story board, detail content and video development for #1 General Description of Public Procurement of Goods and Services, process and procedures	25%	
2	Story board, detail content and video development for #2 Participation in the selection of suppliers	25%	
3	Story board, detail content and video development for #3 Participation in the selection of suppliers	25%	
4	Story board, detail content and video development for #4 Management of contracts	25%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team Leader			1	
2. Subject Matter Expert			2	
3. Content Writers			2	
4. Instructional Designed			3	

5. Media Developer			5	
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]*
[Designation]
[Date]

TERMS OF REFERENCE

E-Learning Module Development for Supplier Capacity Building

A. Project Title

Promoting integrity in Indonesia's public procurement through the strengthening of the system and capacity building.

B. Project Description

The role of public procurement is becoming increasingly important for sustainable economic development. Governments in emerging economies are remarkable purchasers of goods and services, and public procurement generally accounts for 12 percent of gross domestic product (GDP) in OECD countries.¹⁰ At the same time, Indonesia has been increasing its public expenditures up to 36 percent or \$22.16 billion of the state budget to bolster the economy.¹¹ Given the large amount of government resources is spent on procuring goods and services, Indonesia could further leverage public procurement to promote economic growth by ensuring an open, transparent, and effective public procurement system.

In 2007, the Government of Indonesia (GOI) established the National Public Procurement Agency as the central independent agency mandated to reform public procurement in the country. Responsible for formulating public procurement policy and oversight in their implementation, the National Public Procurement Agency has provided technical guidance through regulating detailed provisions. Recently in 2018, the GOI issued Presidential Regulation 16/2017, which provides guidelines in public procurement processes that are more in accordance with international standards. The regulation has further simplified public procurement procedures to create a more enabling environment for businesses to participate and increase competition in the public procurement bidding process. In addition to procurement laws, the National Strategy on Corruption Prevention, as stipulated under Presidential Regulation 54/2018, has a focus on corruption issues in 1) licensing and business administration, 2) state budget, 3) bureaucratic reform. It also has a specific target on preventing corruption in public procurement system.

Despite these progresses, challenges remain for Indonesia in taking forward public procurement reform. Although the National Public Procurement Agency has continued to increase its capacity building efforts across the country, there is a lack of common understanding on regulatory principles of public procurement between the government and suppliers. As part of a new pilot initiative, "*Promoting Integrity in Indonesia's Public Procurement*", United Nations Development Programme (UNDP) in Indonesia works to support the National Public Procurement Agency in enhancing supplier performance in public procurement and service delivery through supplier capacity development by developing e-learning module.

C. Scope of Work

¹⁰ <http://www.oecd.org/gov/public-procurement/>

¹¹ <http://infopublik.id/read/276470/menkeu-sosialisasikan-perpres-pengadaan-barang-dan-jasa-pemerintah.html>

The main objective of this assignment is to support the National Public Procurement Development (LKPP) in expanding the training methodology through online training/e-learning. The online training will become prerequisite to the face-to-face training. To be eligible for face to face training, the participants need to take the online training and pass the minimum score in the post test. The online training will mostly cover the basic knowledge/theory or introduction, while the advance topics that require field practice or will be done by face-to-face.

The main outputs of this assignments will be:

a. ***Develop training module for suppliers in public procurement of good and service***, based on feedback and comments from National Public Procurement Agency (LKPP) and UNDP's Democratic Governance and Poverty Reduction Unit. The content of the module are as follows:

- General Description of Public Procurement of Goods and Services, process and procedures;
- Participation in the selection of suppliers;
- Management of contracts.

b. ***Consign training materials with stakeholders from LKPP***

To gain acknowledgment from the main user if this module, the LKPP, the selected consultant(s) must conduct a consignment meeting with LKPP. In this meeting, the first draft of the developed module will be open for discussion for its strengths and challenges. The selected consultant must also make sure that the LKPP delegation that will be invited for the meeting is suitable for the purpose. The consultant will have to liaise with the Deputy of Human Resource Development (PPSDM) of LKPP in developing the story board, detail content and video development regarding these following materials:

- General Description of Public Procurement of Goods and Services, process and procedures;
- Participation in the selection of suppliers;
- Management of contracts.

c. ***Testing the module draft***

The Consultant(s) will support LKPP and selected suppliers for the testing of the already drafted and revised the module draft, inviting relevant stakeholders including suppliers. The result of the piloting activities should be used to revised anything that necessary for the perfection of the module. There will be also another separated narrative reports about the piloting activities.

d. ***Final module draft for increasing the supplier performance in public procurement.*** The Consultant(s) must deliver a final draft module regarding these materials:

- General Description of Public Procurement of Goods and Services, process and procedures;
- Participation in the selection of suppliers;
- Management of contracts.

The module development provider will work closely with the National Public Procurement Agency (in particular the Deputy of Business Climate and International Development and the Deputy of Human Resource Development and Training) as well as with UNDP's Democratic Governance and Poverty Reduction Unit; and will perform the following tasks:

1. Develop the story board, detail content and video development according to the curriculum. The content of module divides into four parts:
 - a. General Description of Public Procurement of Goods and Services, process and procedures;
 - b. Participation in the selection of suppliers;
 - c. Management of contracts.

2. Trial/pre-test of module
 - Liaise with the Deputy of Human Resource Development team (PPSDM LKPP) in developing the story board, detail content and video development;
 - Conducting regular discussion with LKPP, UNDP and relevant stakeholders including supplier to obtain feedbacks on the module draft.
3. Evaluate and revise the module draft based on the feedback

The module development provider will submit the following deliverables/outputs:

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Percentage of Total Price (Weight for payment)	Review and Approvals Required
Story board, detail content and video development for #1 General Description of Public Procurement of Goods and Services, process and procedures	10 days	April 2020	25% of total price	Head of Democratic Governance and Poverty Reduction Unit
Story board, detail content and video development for #2 Participation in the selection of suppliers	10 days	May 2020	25% of total price	Head of Democratic Governance and Poverty Reduction Unit
Story board, detail content and video development for #3 Participation in the selection of suppliers	10 days	June 2020	25% of total price	Head of Democratic Governance and Poverty Reduction Unit
Story board, detail content and video development for #4 Management of contracts	10 days	July 2020	25% of total price	Head of Democratic Governance and Poverty Reduction Unit

C. Duration of the Work

The module development provider will develop the training module from March to July 2020

D. Duty Station

Contractor Office-based

E. Qualifications of the Successful Module Development Provider

Institutional Experience:

- Having experience in developing training module, particularly developing the story board, detail content and video development.

- Minimum three years of experience in producing LMS and e-learning. Additional experience in producing videos for development programs or non-profit organization would be an added advantage;
- Experience in developing learning and professional development programs;
- Experience in training need analysis, curriculum and module development, facilitating and managing workshops or similar activities;
- Experience and knowledge in government procedures and administration including knowledge in Indonesia's public procurement system would be an added advantage;
- Having experience working with government ministry/agency in developing training need analysis, curriculum and module development. Prior experience in working with the National Public Procurement Agency (LKPP) would be an added advantaged.

Language:

- Bahasa Indonesia native speaker
- Fluent in spoken and written English

Competencies:

Functional Competencies:

- Strong, proven capacity in research, data collection and analysis;
- Good facilitation and communication skills;
- Ability to conduct presentations and trainings to a large audience, with the ability to customize learning packages to audience capacities;
- Ability to plan for and produce quality results in meeting established goals;
- Understanding of the context of public procurement and supply chain management in Indonesia.

Corporate Competencies:

- Demonstrates integrity of modeling the United Nations' values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivities and zero tolerance for sexual harassment.

Personnel and Their Qualification :

Team leader (1 person):

- Master's degree in business management, information technology, commerce, procurement, supply chain management, or other related discipline required.
- Minimum 8 years of business management and systems, or supply chain management;
- Experience in providing support to the identification and analysis of capacity development needs;
- Experience in facilitating and managing workshops, forums, or similar activities;
- Experience in training development would be an advantage need analysis, curriculum and module development, facilitating and managing workshops or similar activities;
- Having experience working with government ministry/agency in developing training need analysis, curriculum and module development. Prior experience in working with the National Public Procurement Agency (LKPP) would be an added advantaged.

Subject Matter Expert (2 Persons):

- Bachelor's degree/Master's degree in business management, commerce, procurement, supply chain management, or other related discipline required.
- Minimum 5 years of business management and systems, learning management system (LMS), or supply chain management;
- Experience in providing support to the identification and analysis of capacity development needs; Familiar with public procurement procedures of the National Public Procurement Agency (LKPP).

Content Writer (2 Persons):

- Bachelor's degree/Master's degree in information technology or other related discipline required.
- Minimum 3 years of creative writing;
- Familiar with public procurement procedures of the National Public Procurement Agency (LKPP).

Instructional Designed (3 Persons):

- Bachelor's degree/Master's degree in information technology or other related discipline required.
- Minimum 2 years of creative e-learning or online module;
- Familiar with public procurement procedures of the National Public Procurement Agency (LKPP).

Media Developer (5 Persons):

- Bachelor's degree/Master's degree in information technology or other related discipline required.
- Minimum 2 years of website design or smart digital animation;
- Familiar with public procurement procedures of the National Public Procurement Agency (LKPP).