



REQUEST FOR PROPOSAL (RFP)

To: All interested bidders	DATE: March 26, 2020
	REFERENCE: RFP/UNDP/DGPRU-SDG/008/97574/2020 - Provision of SDG Academy Indonesia Learning Management System and Massive Open Online Course Platform

Dear Interested Bidders,

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **Provision of SDG Academy Indonesia Learning Management System and Massive Open Online Course Platform**.

A **bidder's conference** will be held on:

Date/Time : Tuesday, March 31st, 2020 at 10.00 (GMT+7)

Place : Online via <https://undp.zoom.us/j/7138611665>

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: 5669**

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 **April 6th, 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 yusef.millah@undp.org.

Please note that ATLAS has following minimum requirements for password:

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

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

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

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement: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,

A handwritten signature in black ink, appearing to read 'MSK' with a stylized flourish.

Martin Stephanus Kurnia
Head of Procurement Unit
3/26/2020

Annex 1

Description of Requirements

Context of the Requirement	Provision of SDG Academy Indonesia Learning Management System and Massive Open Online Course Platform
Implementing Partner of UNDP	Ministry of National Development Planning / National Development Planning Agency and Tanoto Foundation
Brief Description of the Required Services ¹	The consultant firm is expected to construct Learning Management System and Massive Open Online Course Platform for SDG Academy Indonesia. Please refer to the Annex 3: Terms of Reference for detailed explanation on required services.
List and Description of Expected Outputs to be Delivered	Reports that meets the requirements of the Annex 3: Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	<i>SDG Technical Advisor UNDP Indonesia / Director of SDG Academy Indonesia</i>
Frequency of Reporting	Refer to the Annex 3: Terms of Reference
Progress Reporting Requirements	Weekly
Location of work	<input type="checkbox"/> Exact Address/es Djibouti initially, or the assignment Country Office in case of LTA used by other Country Office <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	4 months
Target start date	15 April 2020
Latest completion date	1 July 2020
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who	<input checked="" type="checkbox"/> Required

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.

will be involved in completing the services				
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			
Payment Terms ³	No	Deliverables	Timelines	Payment (%)
	1	1 (one) Learning Management System (LMS) for SDG Leadership Certification Blended Learning, including deployment of 2 priority contents (provided by the chosen Higher Education that compose the curriculum and learning materials)	June 2020	40%
	2	1 (one) Massive Open Online Course (MOOC) platform to facilitate SDG Mobile Learning, including deployment of 2 priority contents (provided by the chosen Higher Education that compose the curriculum and learning materials)		
	3	1 (one) Training Module that will be used to train SDG Academy Indonesia course instructors.		
	4	1 guideline for participants to optimize the learning experiences from the platform		
	5	Deployment of other 4 blended learning contents into LMS (provided by the chosen Higher Education that	July 2020	40%

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

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.

		compose the curriculum and learning materials)		
	6	Deployment of other 10 online learning contents into MOOC platform (provided by the chosen Higher Education that compose the curriculum and learning materials)		
	7	Web portal and dashboard for SDG Academy Indonesia admins to monitor and analyze learning progress of both blended learning and fully online learning participants.		
	8	6 months of assistantship (troubleshooting) and handover of all sources code and credentials to SDG Academy Indonesia team	January 2021	20%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	SDG Technical Advisor UNDP Indonesia / Director of SDG Academy Indonesia			
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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 60% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i> <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
	<input checked="" type="checkbox"/> One and only one Service Provider			

UNDP will award the contract to:	<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
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	<i>Feby Utari/Yusef Millah</i> <i>feby.utari@undp.org; yusef.millah@undp.org</i> <i>Procurement Unit</i> 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.
Other Information [pls. specify]	Bidders Conference will be held on: Day/Date : Tuesday, March 31 st , 2020 Time : 10.00 – 12.00 (GMT+7) Venue : Online via https://undp.zoom.us/j/7138611665

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.

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, contract 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.

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.*

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

D. Cost Breakdown per Deliverable*

No.	Deliverables [list them as referred to in the RFP]	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	1 (one) Learning Management System (LMS) for SDG Leadership Certification Blended Learning, including deployment of 2 priority contents (provided by the chosen Higher Education that compose the curriculum and learning materials)	40%	
2	1 (one) Massive Open Online Course (MOOC) platform to facilitate SDG Mobile Learning, including deployment of 2 priority contents (provided by the chosen Higher Education that compose the curriculum and learning materials)		
3	1 (one) Training Module that will be used to train SDG Academy Indonesia course instructors.		
4	1 guideline for participants to optimize the learning experiences from the platform		
5	Deployment of other 4 blended learning contents into LMS (provided by the chosen Higher Education that compose the curriculum and learning materials)	40%	
6	Deployment of other 10 online learning contents into MOOC platform (provided by the chosen Higher Education that compose the curriculum and learning materials)		
7	Web portal and dashboard for SDG Academy Indonesia admins to monitor and analyze learning progress of both blended learning and fully online learning participants.		
8	6 months of assistantship (troubleshooting) and handover of all sources code and credentials to SDG Academy Indonesia team	20%	
	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 Lead Engineer as Project Leader				
2 Engineers as Platform Developer				
1 UI/UX Designer				
2 Associates as Support				
(...add, if any)				
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]*

Annex 3

Terms of Reference

Provision of SDG Academy Indonesia Learning Management System and Massive Open Online Course Platform

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, UNDP offers global perspective and local insight to help empower lives and build resilient nation.

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia.

SDGs in Indonesia

The 2030 Agenda for Sustainable Development and the corresponding 17 goals that comprise the Sustainable Development Goals (SDGs) is a promissory note, negotiated and signed by 193 governments, written to people and the planet. Agenda 2030 seeks to eradicate poverty in all its forms and dimensions, including extreme poverty, whilst strengthening universal peace and freedom, and improving the environmental outlook of the planet.

SDGs are universal in nature and have a wider scope than its predecessor, the Millennium Development Goals (MDGs). Indonesia played an important role in shaping the post-2015 development agenda and the current list of SDGs. Moreover, the proposed goals and targets align well with the growth and development priorities of the Government of Indonesia (GoI) stated on the 2015-2019 RPJMN. The GoI is committed to pursue the implementation of the SDGs both at national and sub-national level. In July 2017, the GoI enacted the Presidential Decree No. 59 Year 2017 on the Implementation of the SDGs in Indonesia.

SDG Academy Indonesia

UNDP Indonesia establishes SDG Academy Indonesia to empower local stakeholders, especially the local civil servants, to meet Sustainable Development Goals (SDGs) relevant to their subnational/local context. The roles of local administrations and the roles of communities have been identified as the weakest links in Indonesia's effort in implementing SDGs (Alisjahbana, 2016). In collaboration with Ministry of National Planning Development and Tanoto Foundation, the Academy aims at strengthening not only the local administrators' knowledge about SDGs but also their leadership and managerial skills needed to solve local SDG issues.

In particular, there are two general objectives of SDG Academy Indonesia, which are:

1. To broaden knowledge horizon, deepen leadership skills, and strengthen dispositions of Indonesian civil servants in the area of SDGs;
2. To strengthen the governance process at the subnational/local level including on the institutional problem-solving capacity to pursue sustainable development goals.

A curriculum framework has been designed to meet these objectives. The next required step is to develop a set of learning management system and massive open online course platform based on this curriculum to provide excellent learning experiences that will engage all participants during the Academy.

There will be at least two types of program in the Academy: SDG Leadership Certification and SDG Mobile Learning.

The consultant is expected to develop a set of learning management system for blended-learning approach and a massive open online course platform for fully online learning approach.

The blended learning approach is used in the SDG Leadership Certification Program.

- There are three courses in the certification program:
 - a) Leadership and Management;
 - b) SDG Topic/Issue; and
 - c) Capstone Project
- Priorities are given to targeted civil servants in selected subnational/local governments and private sector executives.
- The SDG Leadership Certification Program runs for 5 months in total. In which classroom session will be done only 5 times (once a month) and will be complemented with online learning.
- In the first two months (8 weeks), participants will take two courses: Leadership and Management, and SDG Topic/Issue.
- In the final three months (12 weeks), participants will do the Capstone Project, integrating their learning into practice, by connecting what they have learned during courses into a real SDG issue in their subnational/local context.
- At the end of the Academy, participants will conduct a public presentation of their capstone project.

The fully online learning approach is used in the SDG Mobile Learning Program.

- The mobile learning program focuses on the knowledge of SDGs, combining practical knowledge about SDG topics, and best practices from Indonesia and around the world.
- Participants are general public and the course is free of charge.
- Participants can independently complete a module within six months.

Both blended learning and online learning consist of a list SDG topics/issues listed below.

SDG Pillar	Topic/Issue	Blended Learning Module	Fully Online Learning Module
Social Pillar (SDGs 1, 2, 3, 4, 5)	Poverty Reduction	V	V
	Improving Education Quality	V	V
	Health Services		V

SDG Pillar	Topic/Issue	Blended Learning Module	Fully Online Learning Module
Economy Pillar (SDGs 7, 8, 9, 10, 17)	Human Resources (Employability)	V	V
	Natural Resource Management	V	V
	Investment		V
Environment Pillar (SDGs 6, 11, 12, 13, 14, 15)	Waste Management	V	V
	Pollution		V
	Critical Land Management		V
Law and Governance Pillar (SDG 16)	Violence against Women and Children	V	V
	Good Governance		V
	Social Diversity/Multiculturalism		V

Table 1: List of SDG Topics/Issues in the SDG Leadership Academy

II. Objective

To develop high-quality user-friendly Learning Management System (LMS) to facilitate blended learning for SDG Leadership Certification participants and a Massive Open Online Course (MOOC) platform to facilitate SDG Mobile Learning with fully online learning approach for public.

III. Scope of Work, Activities and Deliverables

- 1) Using the curriculum and material developed by Higher Education Institution Partner for the SDG Academy Indonesia, develop high-quality user-friendly e-learning platforms to facilitate both blended learning and fully online learning program. The modules are written in Bahasa Indonesia.
 - 1 Learning Management System for SDG Leadership Certification (Blended Learning), compatible with Android, ios, and any web browser.
 - 1 Massive Open Online Learning Platform for SDG Mobile Learning (Fully Online Learning), compatible with Android, ios, and any web browser.
 - Include production of any digital learning materials needed for the platforms, based on curriculum and material developed by the Higher Education Institution Partner.
- 2) Ensure the features and content of the course platform are easily accessible and positively experienced by users, especially those with limited or low quality of internet connection in Indonesia.
- 3) Each of e-learning platform should be able to facilitate below components:
 - Personal Dashboard, includes individual learning progress report
 - Academy Dashboard, include overall learning progress report (for admin only)

- Course description
 - Related Academy/Program Learning Outcomes
 - Course Learning Outcomes
 - Body of knowledge
 - Learning content and resources
 - Course Map
 - Course Outline (e.g., week, topic, learning objective, key questions, references, activities, etc.)
 - Assessment and grading system
 - Regulation
- 4) Develop a comprehensive guideline for users (user manual) for the users as part of the new participant kit using Bahasa Indonesia.
 - 5) Develop a comprehensive training module with a training curriculum (1-2 days) for SDG Academy Indonesia course instructors to use the e-learning platforms
 - 6) Assist the UNDP SDG Academy Indonesia team by providing a resource-person and materials for one-time Training of Trainers (TOT) workshop for training course instructors.

IV. Overall Requirement

- a) A team of IT experts with lead experts in the fields relevant to e-learning and digital learning instruction, with recommended structure as follow:
 - 1. 1 Lead Engineer as Project Leader**
 - Master's degree holder with minimum of 10 years of experience in e-learning platforms development, application development, and UI/UX design.
 - Having experience in handling projects related to e-learning platforms development with blended learning and fully online learning approaches.
 - Having experience in designing and delivering digital learning program initiatives both in regional and national level
 - 2. 2 Engineers as Platform Developer**
 - Master's degree holder with minimum of 8 years (or bachelor degree with 12 years) of experience in developing e-learning platforms using blended learning and fully online learning approaches
 - Having experience in creating educational platforms for adult learners
 - Having experience in designing light digital learning contents to be accessed in rural areas with low internet connections
 - 3. 1 UI/UX Designer**
 - Bachelor's degree with 5 years of experience in designing user interface and user experience of learning platforms
 - Having experience in designing digital learning tools to provide ease learning experience for adult learners
 - 4. 2 Associates as Support**
 - Bachelor's degree holder with minimum of 3-year experience in supporting e-learning platforms development and digital learning content creation

- Having experience in making guidelines or handbook for user to utilize the platforms

b. Each of team member has to reflect below competencies:

- Having knowledge in psychology of adult learners towards technological platforms
- Understand the adult learning methodologies and creating culture of continuous learning through digital learning experiences
- Familiar with SDGs topics and its relation to Indonesia / local context
- Able to create ease digital learning tools for adult to understand complex issues related to SDG
- Excellent writing, editing, and oral communication skills in English and Bahasa Indonesia.

c. The e-learning provider has to have qualification as follows:

- Excellent writing, editing, and oral communication skills in English and Bahasa Indonesia.
- At least 5 years of experience in learning management system / MOOC platform construction, digital learning materials development, assessment and evaluation of digital learning process.
- Experience with blended and fully online learning platform development and approaches. Any experience with the project-based learning and/or problem-based learning approaches will be an added advantage.
- Experience in facilitating training for teaching and learning purposes (training for teachers or course instructors).
- Relevant regional or national experience in Sustainable Development Goals digital learning development will be an added advantage

Technical Proposal should be as follow:

- Show a thorough understanding of this term of reference.
- Include a description of the methodology to be adopted in accomplishing the task.
- Demonstrate previous experience in conducting related tasks relevant to the assignment.
- Demonstrate inclusivity, gender equality, ethical principles, and non-discrimination in the development of all course modules.
- Detailed technical plan on the execution and operationalization of the assignment, as well as handover process to SDG Academy Indonesia team.
- A proposed timeline indicating activities/sub-activities to be undertaken and the corresponding outputs.
- Full details of proposed consultancy team members, including their CVs which relate their experience and skills, etc. to this undertaking.
- Names, physical and email addresses and telephone numbers of three references for the consultancy organization which must relate to major work done within the last three years.
- Full names, post office box number, telephone number(s), e-mail address, physical address and contact person(s) of the consultant(s).

Financial proposal, which outlines costs of the various components as required completing the assignment successfully, that includes:

- Itemized consultancy fees/costs (professional fees)
- Itemized field expenses, including lines for enumerator compensation and transportation (if any)
- Itemized administrative expenses
- Out of pocket expenses (if any)
- Transportation cost (if any)
- Management fee/overhead cost (if any)

In the case that some urgent/immediate new/changed arrangement or production or any problems that possibly arise, the selected Institution must consult with UNDP's SDGs Team.

V. Payment Schedule

No	Deliverables/ Outputs	Completed deadline	Percentage for each deliverable	Review and Approvals required
1	1 (one) Learning Management System (LMS) for SDG Leadership Certification Blended Learning, including deployment of 2 priority contents (provided by the chosen Higher Education that compose the curriculum and learning materials)	June 2020	40%	Payments will be made upon approval from Technical Advisor SDGs based on submission of the report
2	1 (one) Massive Open Online Course (MOOC) platform to facilitate SDG Mobile Learning, including deployment of 2 priority contents (provided by the chosen Higher Education that compose the curriculum and learning materials)			
3	1 (one) Training Module that will be used to train SDG Academy Indonesia course instructors.			
4	1 guideline for participants to optimize the learning experiences from the platform			
5	Deployment of other 4 blended learning contents into LMS (provided by the chosen Higher Education that compose the curriculum and learning materials)	July 2020	40%	
6	Deployment of other 10 online learning contents into MOOC			

	platform (provided by the chosen Higher Education that compose the curriculum and learning materials)			
7	Web portal and dashboard for SDG Academy Indonesia admins to monitor and analyze learning progress of both blended learning and fully online learning participants.			
8	6 months of assistantship (troubleshooting) and handover of all sources code and credentials to SDG Academy Indonesia team	Jan 2021	20%	
Total Deliverables			100%	