

Terms of Reference

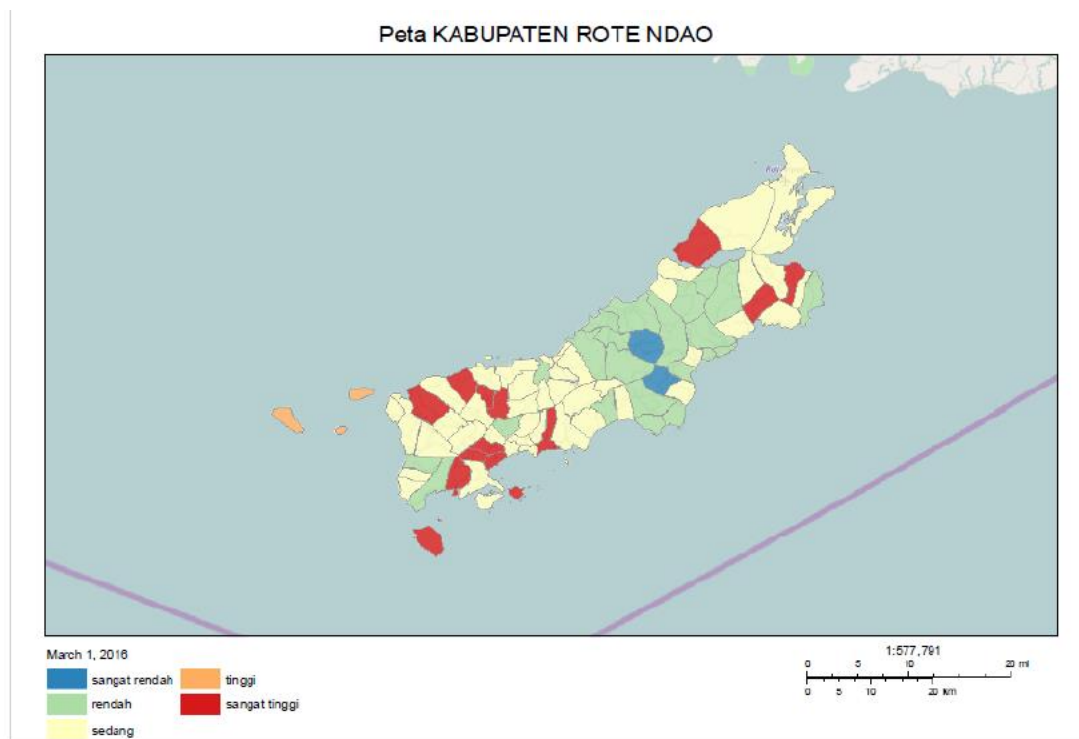
Title of Project	Support to community empowerment to support Integrated Coastal Management (ICM) and Ecosystem Based Adaptation (EbA) in Rote Ndao, Nusa Tenggara Timur Province An activity/ sub-project of ATSEA-2 Component (2)
Duration	16 Months
Type of Contract	Low value grant
Work Location	Rote Ndao, Nusa Tenggara Timur
Supervisor	National Project Coordinator ATSEA-2 - UNDP

I. BACKGROUND

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. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development."

The Arafura-Timor Seas (ATS) region is part of the North Australian Shelf large marine ecosystem (LME), which is a tropical sea lying between the Pacific and Indian Oceans and extending from the Timor Sea to the Torres Strait and including the Arafura Sea and Gulf of Carpentaria. The ATS region are important to respective countries, both economically and ecologically, as the ATS region is very rich in living and non-living marine resources, filled with major fisheries and oil and gas reserves. It has strong connectivity in oceanographic and ecological processes, such as the movement of pelagic and migratory species. Significantly, the ATS region exhibits high productivity that sustains both small- and large-scale fisheries, including several high-value, shared transboundary fish stocks, with industrial-scale fisheries, such as finfish trawl fishery, shrimp trawl fishery, and bottom long-line fishery. These fisheries provide livelihoods for millions of people in the region and make significant contributions to food security for both regional communities and also, large populations in export market countries to the north, including China. However, the marine resources and ecosystems of the Arafura and Timor seas (ATS) are at risk. Many of the region's fisheries are over- or fully exploited. Poorly managed or unmanaged extraction of fish, prawns and other biota, coupled with other pressures such as pollution and disease, has led to a decline in living resources within some areas of the ATS. Climate change is further exacerbating this situation. Low profile coasts, shallow continental shelves and macro-tidal conditions mean that the coastal and marine environments of the ATS region are particularly vulnerable to the impacts of climate change. Climate change is predicted to alter the coastal environment of the ATS region in many ways, including increases in annual air temperatures and rainfall; heat wave duration; sea surface temperatures; sea level rise; ocean acidification; and the inter-annual variability of the Asian monsoon, as well as decreases in annual potential evaporation. These changes will threaten lives and livelihoods both in the waters and on the coasts. Development projects designed for the ATS region thus need to be cognizant of changing climatic conditions, in particular when addressing food insecurity and freshwater availability.

With many households in the ATS region having limited resources and capacities, local communities remain highly vulnerable to the effects of climate change. This is exacerbated by the fact that these communities rely strongly on livelihoods that are predicted to be negatively affected by projected changes in regional climatic conditions, such as increased intensity of rain and wind events restricting access to the fishing grounds, and higher sea temperatures resulting in alteration of marine ecosystems, coral communities and fish distribution. The vulnerability of the coastal communities in the region to climate change, will likely further increase, owing to maladaptive responses that could cause further environmental degradation.



Source: KLHK (2016). Sistem Informasi Data Indeks Kerentanan: Peta Kerawanan Kabupaten Rote Ndao: sidik.menlhk.go.id accessed on 3 March 2016

Picture 1. Map of vulnerability levels in Rote

Nusa Tenggara Timur (NTT) province specifically in Rote Ndao District is one of the site project that have high risk from the climate impact (Picture 1) and also Marine pollution from oil spill. Within the ATSEA-2 are trying to support the implementation of integrated coastal management (ICM) at the district level. The scope of the local investment covers the six sub-districts that line the southern coast of Rote Ndao and face the Timor Sea. Through the ICM work in Rote Ndao, the NTT provincial Marine Spatial Plan, which will soon be declared by the governor, will be integrated with the district's land use plan and incorporated with. With its advanced state of spatial planning, Rote Ndao has the potential to be a model of ICM implementation for Indonesia's districts and other in the ATS region. Specific local investments that will be implemented as a part of ICM to ensure the establishment of climate-resilient alternative livelihoods, particularly for women, including improving market access for seaweed products; training on business skills for small home-based businesses; ecosystems-based adaptation through restoration of coastal ecosystems; and, supporting adaptation to climate change.

II. SCOPE OF SERVICES, EXPECTED OUTPUTS, AND DELIVERABLES

The ATSEA-2 project requires establish and strengthening the alternative resilient livelihoods for local community in Rote Ndao, facilitate the restoration of mangrove and/or other coastal ecosystem to reduce vulnerability of Climate change impact and provide ICM Plan that approved by the local government.

The expected results from this component are **a) Support Improved Access to the Market for Women-Run Seaweed Growing and/or Processing Enterprises, b) Support Business and Financial Management Training for Women-Run Home-Based Businesses, c) community engagement to support restoration of mangrove and/or other coastal ecosystem**

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. Improved Access to the Market for Women-Run Seaweed Growing and/or Processing Enterprises

The proposed intervention will strengthen the capacity of women (and men who are intrinsically involved in seaweed farming, e.g., through family and/or community association) to increase market sales and cash revenues from existing seaweed production. This will be achieved through provision of processing, packaging, and market access skills training, including basic business and financial management training, to women already involved in seaweed farming. Anticipating the effects of climate change in Rote Ndao, this activity will assist households to partially move away from a reliance on climate-susceptible coastal and marine natural resources, thus reducing vulnerabilities.

The goal of this intervention is to improve the capacity of women involved in seaweed farming to produce value-added products and to increase their access to markets. The activity will start with an assessment of the context and current status (current levels of production, calendars, pricing, pathways to the market, skills, potential markets available including local tourism enterprises etc.). A possible activity under this intervention could involve women in Rote visiting (or be visited by) experienced women's groups who are already producing and selling value-added products incorporating seaweed, to exchange ideas and experiences. Recommendations on the 'way forward' will be made by service providers and will be discussed collaboratively with women concerned. Based on the needs identified and agreed topics, women on Rote will receive training (by service providers, assisted by members of selected women's groups) on relevant processing and market access aspects. The Rote participants are expected to be able to, by the end of the training, handle processing and packaging, understand health regulations and compliance, make basic financial plans, establish pricing, and understand the market.

The design of all project-related on-the-ground interventions, including this one, will follow a participatory approach. As a part of this approach, women's groups will be formed (or strengthened where they already exists) in each community involved in project-related interventions and will be actively engaged in decision making and monitoring of activities funded in their community. Women's groups will also serve as the key delivery mechanism for this intervention. This capacity building approach will promote 'buy-in' and ownership of the project's activities by local communities. This will contribute, in the long-term, to sustainability of the project's outcomes. In addition, the sustainability of the project will be further facilitated by establishing collaborative relationships with relevant partners at the national and sub-national level.

Seaweed processing and sales are a culturally accepted way for women to contribute to the household budgets. Local communities will be sensitized concerning the objectives, benefits and practical implementation of the project's activities in an appropriate language and format. As men in Rote Ndao are often also involved in seaweed farming (though not processing), particular attention will be paid to sensitizing men about the benefits of the activity and ensuring understanding of the benefit for the whole community.

2. Business and Financial Management Training for Women-Run Home-Based Businesses

To address the predicted effects of climate change on the coastal communities through livelihood diversification, the proposed intervention will raise the capacity of women to engage in small-scale business. This will be achieved through provision of business skills training to women already involved in small business or those who have already received a specific technical training but limited business skills training. This activity will aim to build the capacity of women to engage in livelihood activities not entirely dependent on natural resources and thus strengthening their resilience to impacts of climate change while reducing pressure on marine and coastal resources.

The design of all project-related on-the-ground interventions will follow a participatory approach. As a part of this approach, a women's group will be formed (or strengthened where it already exists) in each community involved in all project-related interventions and will be actively engaged in decision making and monitoring of all activities funded in their community. These women's groups will also serve as the key delivery mechanism for the present activity. This approach is expected to promote 'buy-in' and ownership of the project's activities by local communities, contribute to the long-term sustainability of the project's outcomes. Sustainability of the project results will be further facilitated by establishing collaborative relationships with relevant partners such as local NGOs and government officers at the sub-national level within Rote Ndao.

The goal of this intervention is to improve the capacity of villagers, especially women actors, in managing their small scale business. The business skills training will start with the pre-assessment of the context and current status. The actual training is estimated to be delivered in 5 days. The participants are expected to be able to make a plan, establish pricing, and understand market principles. The training will also focus on financial management,

delivering a simple explanation of household finance, basic accounting, savings and income/family budget. These initial trainings will be followed by mentoring for the duration of the project.

The trainer will monitor progress of the participants on a regular basis, and will provide further targeted training and advice, as required. For women willing and ready to move to the next step but without the means to get the business idea started, the project will provide seed money to support women with well formulated business ideas.

Home-based small-businesses are a culturally accepted addition to the household budgets, and are predominantly women's responsibilities. Establishment or improvements to small-businesses is proposed as one of the livelihood options proposed by this project.

This training activity will be accompanied by a community outreach campaign in line with other project ICM activities and facilitated by the multi-stakeholder ICM committee envisaged in the target areas. During this campaign, local communities will be sensitized concerning the objectives, benefits and practical implementation of the project's activities in an appropriate language and format.

3. Restoration of mangrove and/or other coastal ecosystem

Following a district wide climate change vulnerability assessment, EbA measures will be identified and implemented together with the local community in a select demonstration site in Rote Ndao district. The focus will be on identifying solutions that result in coastal ecosystem restoration or protection while also fortifying an alternative livelihood for the community. This livelihood link, which will be incentive for the community to continue protection of the protective coastal ecosystems, will bring sustainability to the activity beyond the project end

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

No	Expected Outputs	Deliverables	Target Completion
1	Facilitate the ecosystem Based Approach to Adaptation (EbA) assessment in South Coast of Rote Ndao and ICM	<ul style="list-style-type: none"> a. Identified selected area that have high risk/ vulnerability to climate change impact in South Coast of Rote Ndao b. Conduct village-level ecosystem, social, and economic baseline survey and exploration for alternate coastal ecosystem based livelihoods and determine together with the community which activities to pursue 	1 st – 2 nd Month
2	Develop an ICM Policy Framework	<ul style="list-style-type: none"> a. Manage to develop document for ICM Policy framework in NTT Province focus on South coast of Rote Ndao District that also acknowledge Climate change, marine pollution and gender issues. It links with initiated Marine Pollution task force b. Develop EbA key priorities and activities, and support local government unit stakeholders in integrating these activities into the ICM plan c. Present the ICM report in the meeting(s) arranged by grantee with the related government and stakeholders to discuss, assess the bottleneck and challenges in improving and readying the develop Action plan, and recommend necessary shared actions 	2 nd – 3 rd Month
3	Preparation and adoption of an integrated management plan for the south coast of Rote Ndao	<ul style="list-style-type: none"> a. Support Preparation and adoption of an integrated management plan for the south coast of Rote Ndao b. Support to implemented task force for marine pollution's action plan to minimize waste 	4 th – 6 th Month

		from landside that potential threat the marine ecosystem in selected area	
4	Community empowerment to implemented ICM in site selection	<ul style="list-style-type: none"> a. Establish or strengthening a community working group in 4 site location b. Conduct community awareness with households with particular engagement of youth on the importance of coastal ecosystems to foster a sense of stewardship c. Identification of existing Women's groups or similar organizations in villages engaged in seaweed farming or interested in seaweed processing; or identification of sufficient number (minimum 6) of women engaged in such villages, willing to participate the business training 	3 rd – 6 th Month
5	Improved Access to the Market for Women-Run Seaweed Growing and/or Processing Enterprises	<ul style="list-style-type: none"> a. Facilitate collaboration with Seaweed association or seaweed industry to strengthening quality control and access market for Seaweed b. Identified gap assessment for Seaweed quality, potential product diversity and market access in South Coastal Rote Ndao c. Facilitate empowerment to improved seaweed product quality and access to the Market for Women-Run Seaweed Growing and/or Processing Enterprises in selected area 	7 th – 9 th Month
6	Capacity building for Community working group	<ul style="list-style-type: none"> a. Conduct Training of community members in ecosystem restoration and related livelihoods b. Supported implementation of ecosystem restoration c. Facilitate Training to community group for monitor and care for the ecosystem 	9 th - 12 nd Month
7	Community empowerment to support restoration of mangrove and/or other coastal ecosystem to reduce vulnerability of Climate change impact	<ul style="list-style-type: none"> a. Support EbA measures implemented in select communities in Kabupaten Rote Ndao, including implementing good practices for mangrove and other coastal vegetation restoration together with local communities in at least 50 ha area of coverage 	13 th - 14 th Month
8	Business and Financial Management Training for Women-Run Home-Based Small Business Activities	<ul style="list-style-type: none"> a. Facilitate business and financial Management Training and empowerment to Women-Run Home-Based Small Business Activities in selected area b. Community assistance to maintain Business and financial management for Women-Run Seaweed Growing and/or Processing Enterprises in selected area community group 	13 th - 16 th 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.

III. INSTITUTIONAL ARRANGEMENTS

The selected NGO/CSO will work under direct supervision of UNDP Project Coordinator ATSEA-2, 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 Site mobilizer in Rote Ndao. The selected NGO/CSO will work closely with local communities, local institutions, community leaders and other stakeholders, and potentially with CSOs.

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 16 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 4 village as site selected that covers at least 520 Targeted direct beneficiaries. The detailed of total beneficiaries from this program as described below:

ICM: Improved Access to the Market for Women-Run Seaweed Growing and/or Processing Enterprises

Beneficiaries	Women	Men	Total
Approximate number of direct beneficiaries:	160	160	320
Approximate number of indirect beneficiaries:	41,253	44,247	86,400

ICM: Business and Financial Management Training for Women-Run Home-Based Businesses

Beneficiaries	Women	Men	Total
Approximate number, direct beneficiaries:	80	80	160
Approximate number, indirect beneficiaries	41,253	44,247	86,400

EbA: Restoration of mangrove and/or other coastal ecosystem

Beneficiaries	Women	Men	Total
---------------	-------	-----	-------

Approximate number of direct beneficiaries:	100	100	200
Approximate number of indirect beneficiaries:	41,253	44,247	86,400

The project intervention related to ICM implementation aims to benefit a community level activity proposed for areas where seaweed growing is already established, with some but limited access to the markets. Specific communities for this activity will be identified as suitable based on current presence of the seaweed farming in the village. All such communities will then be consulted on their willingness to participate in the activities proposed. The community selection process will occur during the implementation phase and will coincide with the ICM site selection process. The direct beneficiaries are estimated to include 40 women in each of four villages and their families – estimated at an average of about 4 people per family, 50% of whom are male. Indirect beneficiaries are assumed to be the population of the ICM area of Rote Ndao, as this activity is a part of ICM efforts and will be coordinated with related activities.

Related to Business and Financial Management Training for Women-Run Home-Based Businesses, the target is a community level activity proposed for areas where there is market potential for entrepreneurship (ideally in close proximity to a tourism market.) Specific communities for this activity will be identified as suitable and willing to participate in the activities proposed during the implementation phase ICM site selection process. The direct beneficiaries are estimated as 20 participating women in each of four communities and their families (average four per household, 50% male). Indirect beneficiaries are assumed to be the population of the ICM area of Rote Ndao. as this activity is a part of ICM efforts and will be coordinated with related activities.

Related to restoration of mangrove and/or other coastal ecosystem , the activity will target a community living in and around fragile ecosystems determined adequate for ecosystem-based adaptation via the district-wide climate change vulnerability assessment to be undertaken with coverage area at least 50 ha.

Due to the fact that different locations have its own characteristics, any required 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 coastal management area, community development, sustainable fisheries, livelihood, local development planning and stakeholder coordination in coastal 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 Marine ecosystem protection climate change and tourism management would be an advantage.

Team Member Qualifications & Experience

Position Name	Relevant Experience years	Minimum Education	Special Skills
Project Manager/Coordinator (1)	5	Bachelor's degree in social, Environment science, or Marine and Fisheries science, Master degree is preferable	Project management for a multidisciplinary development environment. Partnership & community engagement/ leadership
Community Facilitator (2)	3	Bachelor's degree in Social Science, Communication studies, Environment science, or Marine and Fisheries	Familiar with community development and monitoring the environmental management

		science, or related course, Master degree is preferable	plans for local govt/ community participation
Fisheries Business (1)	3	Bachelor's degree in economics, management, marketing or related course, Master degree is preferable	Familiar with fisheries or community business development and monitoring the business plan
Monitoring and Reporting (1)	3	Bachelor's degree in Social, Environment, or related studies	Monitoring and evaluation development project using qualitative and quantitative methodology

VII. SCOPE OF PROPOSAL AND TARGET DELIVERY

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

No	Milestone / Documentation	Target Delivery Date
1	Approved contract and scope of services	Upon signing of contract
2	Develop an ICM Policy Framework <u>Documentation:</u> <ol style="list-style-type: none"> 1. ICM Policy framework Report that acknowledge Climate change, marine pollution and gender issues. 2. Report of EbA Key priorities and activities that have support by the local government 3. Present the ICM report in the meeting(s) related to Action plan, and recommend necessary shared actions 	By the end of 3 th month
3	<ul style="list-style-type: none"> • Preparation and adoption of an integrated management plan for the south coast of Rote Ndao • Community empowerment to implemented ICM in site selection <u>Documentation:</u> <ol style="list-style-type: none"> 1. Action plan report of ICM and task force marine pollution's in site or village level 2. Community groups in 4 village are establish or committed to implemented ICM 3. Community awareness report on the importance of coastal ecosystems to foster a sense of stewardship for Environment 	By the end of 6 th month
4	Improved Access to the Market for Women-Run Seaweed Growing and/or Processing Enterprises <u>Documentation:</u> <ol style="list-style-type: none"> 1. Gap assessment report for Seaweed quality, potential product diversity and market access in South Coastal Rote Ndao 	By the end of 9 th month

No	Milestone / Documentation	Target Delivery Date
	2. Progress report on improving community groups skills related to seaweed quality, product diversity and marketing	
5	Capacity building for Community working group <u>Documentation:</u> <ol style="list-style-type: none"> 1. Training report on ecosystem restoration and related livelihoods 2. Training report to community group for monitor and care for the ecosystem 3. Progress report on implementation of ecosystem restoration 	By the end of 12 th month
6	Community empowerment to support restoration of mangrove and/or other coastal ecosystem to reduce vulnerability of Climate change impact <u>Documentation:</u> <ol style="list-style-type: none"> 1. Number of households and communities with more secure access to livelihood assets and methods – disaggregated by gender 2. Level of awareness with regards to links between improved ecosystem management and livelihoods and food security – disaggregated by gender (%) 3. Wellbeing satisfaction score (from 0 not satisfied at all to 10 very satisfied) of process (i.e., engagement, respect, responsiveness) and outcomes (i.e. cash generated, time required/burden, improved nutrition). 	By the end of 14 th month
7	<ul style="list-style-type: none"> • Business and Financial Management Training for Women-Run Home-Based Small Business Activities • Development of project information and communication visibility <u>Documentation:</u> <ol style="list-style-type: none"> 1. Training report for business and financial Management in selected area 2. Progress report on improving Women-run Home based small business activities implementation 3. Alternative livelihoods introduced at least in 20 Womens 4. Draft of Final Report (validated by UNDP field monitoring) documenting achievement of deliverables. 	By the end of 16 th month

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
1	Eligibility and Expertise of the Organization	200
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 Timur (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
2	Proposed Methodology, Approach and Implementation Plan	300
2.1	Understanding of the aspects of the tasks, the proposed activities 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	<p>Demonstration of ability to plan, integrate and effectively implement sustainability 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"> - financially (<i>how will the activities be financed after the funding ends?</i>) (8 point) - 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>) (9 point) - 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>)? (9 point) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>) (9 point) 	35
3	Management Structure and Key Personnel	200
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"> • Strong knowledge and at least 5 (five) year-experience of; Coastal management, project management and successful performance in implementation of projects in a community development. (7 point) • 3 (three) years of experience in programme/project management and implementation capacity with focus on community empowerment. (7 point) • Experience in livelihood needs assessments, analysis, and development of logical 	35

	<p>framework, as well as formulation of realistic activity implementation plan. (6 point)</p> <ul style="list-style-type: none"> • Experience in team management, mentorship and on the job capacity building with specific focus on Coastal Management, and Climate change/Crisis (6 point) • Experience in natural conservation, waste management, and tourism would be an advantage (4 point) • Languages required: English, Indonesian (5 point) 	
	<p>2. Community Facilitator(s)</p> <ul style="list-style-type: none"> • Sound knowledge and at least 3 (three) year-experience of; community engagement and mobilization, local government relationship, community-based coastal management, as well as facilitation skills. (8 point) • Sound 2 (two) years-experience in project implementation capacity with focus on social cohesion. (7 point) • Experience in direct implementation and supervision of community-based activities with focus on income generating activities. (7 point) • Experience in providing on the design and facilitate training sessions to beneficiaries (7 point) • Ability to comprehend, understand, and speak of local languages and dialects. (6 point) 	35
	<p>3. Fisheries Business</p> <ul style="list-style-type: none"> • Specific skills and minimum 3 (three) year-experience in sites monitoring and general management to small scale business development. (10 point) • Experience in implementation fisheries business programs/projects. (9 point) • Involving in community empowerment project is desirable. (8 point) • Ability to lead formulation, oversight of implementation, monitoring and evaluation of community business. (8 point) 	35
	<p>4. Monitoring and Reporting</p> <ul style="list-style-type: none"> • Sound knowledge and experience of development sector or marine issues. (5 point) • Sound knowledge and experience in developing results monitoring framework and plan, as well as managing monitoring and reporting processes. (5 point) • Strong experience in report writing (5 point) • Familiar with research, data collection, analysis, and management. (5 point) • Languages required: English, Indonesian. (5 point) 	25
Total		700
Financial Evaluation		Points obtainable
Utilization of Resources and Value for Money		
1	Price offered based on the price schedule format	300
Total		300

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 ATSEA-2 Project 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 1)
2. Request for Information and CACHE (Annex 2)

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

UNDP Jakarta Office

Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta, RT.2/RW.1, Kb. Sirih, Kec. Menteng, Kota Jakarta Pusat, Daerah Khusus Ibukota Jakarta 10250
OR

By Email to: bids.id@undp.org cc. lestari.handayani@undp.org and dwi.gautama@undp.org

Attention: xxxxxxxxxxxx and xxxxxxxx

Cc: [xxxxxxxxx](#) and [xxxxxxxxxxxxxxxxx](#)

Subject: Call for Proposal - Support to community empowerment to support Integrated Coastal Management (ICM) and Ecosystem Based Adaptation (EbA) in Rote Ndao, Nusa Tenggara Timur Province, Ref No: [xxxxxxx](#)
(Mandatory: Subject in outer envelope or Email Subject)

The proposal should be received by UNDP no later than 17:00 hours, Monday, **13th May 2020**, Jakarta 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 20th May 2020.**

Annexes to the TOR:

Annex 1 : Low Value Grant Proposal Format

Annex 2 : Request for Information & CACHE

ANNEXES

ANNEX - 1

Low Value Grant Proposal

PROPOSAL FORMAT

CSO GRANT SCHEMES

NAME OF THE APPLICANT
PROJECT TITLE
CONTACT DETAILS (Tel., address, fax)	
AMOUNT OF GRANT REQUESTED <i>IDR or USD</i>
DURATION OF THE PROJECT	<i>FROM</i> Date/Month/Year <i>TO</i> Date/Month/Year
TARGET GROUPS/BENEFICIARIES
GEOGRAPHICAL FOCUS

Part I- BRIEF PROJECT DESCRIPTION (max 1000 words)

This section will provide general overview of the proposed project in relation to the objectives of the call for proposal. Briefly state the current context related to the proposed project, target beneficiaries & geographical focus and how your project will address the problem or opportunity and achieve intended results.

Part II- SITUATION ANALYSIS (max 1 page)

Describe the situation by referring to relevant reviews as well as figures and explain the problem or opportunity to be addressed. Explain the institutional and legal framework and the intended beneficiaries.

Part III- STRATEGY (max 2 pages)

This section should detail how the project will achieve its intended result and what approaches will be used to maximize the impact as well as ensure sustainability. Please also indicate any potential risks and issues related to your project implementation and how you plan to address them.

Part IV- RESULTS FRAMEWORK & WORK PLAN

Outcome:							
EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results	TIMEFRAME				INPUTS	RESPONSIBLE PARTY
		Mon th 1	Mont h 2	Mont h 3	Mont h 4		
Output 1							
Baseline:							
Indicators:							
Targets:							
Output 2							

Baseline:							
Indicators:							
Targets:							
Output 3							
Baseline:							
Indicators:							
Targets:							

Part V- MANAGEMENT ARRANGEMENTS (max 1 page)

Outline the organizational structure and personnel required to implement the proposed project. Define roles and responsibilities of personnel or parties to be involved. Describe the proposed internal control arrangements to provide oversight of the project.

Part VI- MONITORING AND EVALUATION (max 1 page)

Please describe how you will monitor and evaluate your project.

Part VII- BUDGET

General Category of Expenditures	Unit cost	Quantity	Total
Personnel			
Transportation			
Premises			
Training/Seminar/ Workshops, etc.			
Contracts (Audit)			
Equipment/Furniture (Specify)			
Other [Specify]			
Miscellaneous			
Total			

Duly authorized to sign on behalf of the applicant:

Name	
Position	
Date	
Signature	