



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: July 15, 2020
	REFERENCE: RFP/UNDP/EU-PAGE/106359/014/2020 Enhancement on Generic LCDI Macro Model for West and Central Java Provinces

Dear Sir / Madam:

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **Enhancement on Generic LCDI Macro Model for West Java and Central Java Provinces**

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

Date/Time : 22nd July 2020 starting 1400 hour (GMT+7)

Place : Zoom online Meeting

(<https://undp.zoom.us/j/94359648047?pwd=blpQWkNOQmRNeEcObVkcldkNVR0UT09>)

Meeting ID: 943 5964 8047

Password: 869705

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: 6494**

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 **22nd July 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 xxxxx 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 that reads "Martin Kurnia". The script is cursive and fluid.

Martin Stephanus Kurnia
Procurement Analyst

7/15/2020

Annex 1

Description of Requirements

Context of the Requirement	PAGE- Enhancement of Generic LCDI Macro Model for West Java and Central Java Provinces
Implementing Partner of UNDP	The Ministry of National Development and Planning (Bappenas)
Brief Description of the Required Services ¹	The overall objective of this consultancy is to deliver a set of technical guidance for enhancing the generic Low Carbon Development (LCDI) macro model for West Java and Central Java provinces. The generic LCDI macro model will support the regional government of West Java and Central Java provinces to translate the Low Carbon Development Initiative (LCDI) policies into regional low carbon development plan (<i>RPRKD</i>) and to mainstream the national LCDI policies into the next regional medium-term development plan (<i>RPJMD</i>) of West Java and Central Java provinces.
List and Description of Expected Outputs to be Delivered	The key expected output under this assignment is to enhance the generic macro model for West and Central Java provinces through: <ul style="list-style-type: none"> a. Model enhancement through strategic and regional data analysis b. Capacity building
Person to Supervise the Work/ Performance of the Service Provider	<ul style="list-style-type: none"> a. Climate Change Programme Manager, Environment Unit, UNDP Indonesia b. Senior Advisor on Sustainable and Renewable Energy, Environment Unit, UNDP Indonesia c. Director of Environmental Affairs, The Ministry of National Development Planning (Bappenas)
Frequency of Reporting	<i>Please Refer to Annex 3 – Terms of Reference</i>
Progress Reporting Requirements	<i>Please Refer to Annex 3 – Terms of Reference</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location and specified in the TOR attached to this RFP
Expected duration of work	6 (Six) Months
Target start date	10 August 2020
Latest completion date	15 February 2021
Travels Expected	Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed destination mentioned below

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.

	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Bandung	Estimated Day: 1 day Frequency: 1 time (Expert team: 3 persons)	Introduction workshop on LCDI to support strategic and data analysis for west java provincee	Aug – Sept 2020
	Bandung	Estimated Day: 2 days Frequency: 1 time (Expert team: 3 persons)	Focus Group Discussion (FGD) to gather data and policy analysis	Sept-Oct 2020
	Bandung	Estimated day: 2 days Frequency: 1 time (Expert team: 3 persons)	Focus Group Discussion (FGD) to develop model structure on LCDI for west java province	Oct-Nov 2020
	Bandung	Estimated day: 3 days Frequency: 2 times (Expert team: 3 persons)	Learning on LCDI modelling for regional development planning agency and other related institution	Nov-Dec 2020
	Semarang	Estimated day: 1 day Frequency: 1 time (Expert team: 3 persons)	Introduction workshop on LCDI to support strategic and data analysis for central java province	Oct-Nov 2020
	Semarang	Estimated day: 2 days Frequency: 1 time (Expert team: 3 persons)	Focus Group Discussion (FGD) to gather data, and policy analysis	Nov-Dec 2020

	Semarang	Estimated day: 2 days Frequency: 1 time (Expert team: 3 persons)	Focus Group Discussion (FGD) to develop model structure on LCDI for central java province	Dec 2020-Jan 2021		
	Semarang	Estimated day: 3 days Frequency: 2 times (Expert team: 3 persons)	Learning on LCDI modelling for regional development planning agency and other related institution	Jan Feb 2021-Jan 2021		
Special Security Requirements	<input checked="" type="checkbox"/> Comprehensive Travel Insurance					
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					

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

Validity Period of Proposals (Counting for the last day of submission of quotes)	<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	<i>Please Refer to Annex 3 – Terms of Reference</i>
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	a. Climate Change Programme Manager, Environment Unit, UNDP Indonesia b. Senior Advisor on Renewable Energy, Environment Unit, UNDP Indonesia c. Director of Environmental Affairs, The Ministry of National Development Planning (Bappenas)
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) NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened <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 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <u>Financial Proposal (30%)</u>

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.

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
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
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>Sestyo Ndaru Wicaksono and Yusef Saiful Millah</i> <i>Procurement Unit</i> Sestyo.wicaksono@undp.org cc yusef.millah@undp.org 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]	

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.

Annex 2

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 (USD/IDR)
1	1st payment released upon Submission and acceptance of the final Work Plan for the Assignment and initial brief from desk review for West Java province. This deliverable shall be consulted with and agreed by the UNDP Indonesia (CCC Programme Manager & Senior Advisor on SE & RE) also Gol (Bappenas)	10%	
2	2nd payment released upon submission and acceptance of Draft Technical Guidance on Enhancement of Generic Macro Model for West Java Province. This deliverable shall be consulted with and agreed by the UNDP Indonesia (CCC Programme Manager & Senior Advisor on SE & RE) also Gol (Bappenas)	15%	
3	3rd payment released upon submission and acceptance Final Technical guidance on Enhancement of Generic Macro Model for West Java Province. This deliverable shall be consulted with and agreed by the UNDP Indonesia (CCC Programme Manager & Senior Advisor on SE & RE) also Gol (Bappenas)	25%	
4	4 th Payment released upon	10%	

	submission and acceptance Final work plan for the assignment and initial brief from desk review for Central Java province. This deliverable shall be consulted with and agreed by the UNDP Indonesia (CCC Programme Manager & Senior Advisor on SE & RE) also Gol (Bappenas)		
5	5 th Payment release upon submission and acceptance Draft technical guidance on enhancement of Generic Macro Model for Central Java province. This deliverable shall be consulted with and agreed by by the UNDP Indonesia (CCC Programme Manager & Senior Advisor on SE & RE) also Gol (Bappenas)	15%	
6	6 th Payment released upon submission and acceptance Final technical guidance on enhancement of Generic Macro Model for Central Java Province, and brief report on the completion of capacity building/training in both West Java and Central Java provinces. This deliverable shall be consulted with and agreed by by the UNDP Indonesia (CCC Programme Manager & Senior Advisor on SE & RE) also Gol (Bappenas)	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				
2. Technical Expert				
3. Administrative and Finance				
4.(if any, please				

specify)				
II. Out of Pocket Expenses (if any, please provide in detail)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs (if any, please provide in detail)				

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

Terms of Reference (TOR)

For

Enhancement on Generic LCDI Macro Model for West and Central Java Provinces

“The Partnership for Action on Green Economy (PAGE) Indonesia Project”

A. BACKGROUND INFORMATION

The Government of Indonesia has been working progressively on Low Carbon Development Initiative (LCDI) policy ever since it was initiated during the UNFCCC COP 23. LCDI aims to explicitly incorporate the environmental considerations (carbon emissions reduction targets and carrying capacity) into the development-planning framework that will shape the economic and social trajectories. Within the first phase (Jan 2017- Oct 2019), the Government via BAPPENAS’s technocratic mechanism has been deliberately mainstreaming LCDI framework into the National Mid-Term Development Plan (RPJMN) 2020-2024. Low Carbon Development Indonesia Phase 1 has successfully introduced system-dynamic planning tool that allows simultaneous assessment of social, environmental and economic impacts in various development scenarios.

The development and introduction of a new planning model and paradigm posed challenges during LCDI Phase 1. Notably challenges include: (1) availability and reliability of data, (2) level of understanding and acceptance of stakeholders on the new LCDI approach, and (3) limited number and capacity of national system-dynamic modelers.

Considering the above situation, BAPPENAS together with other development partners such as UN-PAGE Indonesia, GIZ, UKCCU and WRI have developed an LCDI Phase 2 framework with the following two objectives:

1. To address challenges in LCDI Phase 1 in order to support LCDI model development for next RPJMN.
2. To support implementation of LCDI development scenarios by involving multi-stakeholders, integrated Monitoring, Evaluation and Reporting system, strengthened communication and replication of LCDI approach at sub-national level.

The LCDI phase 2 framework has five components: 1) Strengthening LCDI policy; 2) Monitoring, evaluation and reporting; 3) Private sector engagement; 4) Communication and 5) Regional engagement.

The Partnership for Action on Green Economy (PAGE) is a global initiative that was launched in 2013 as a response to the call at Rio+20 to support those countries wishing to embark on greener and more inclusive growth trajectories. The initiative brings together the expertise of five UN agencies – UNEP, ILO, UNIDO, UNDP and UNITAR – and works closely with national governments to support countries to develop and implement national green economy strategies. PAGE’s main objective is to enable countries to reframe economic policies around sustainability and put in place enabling policy conditions, reforms, incentives, business models and partnerships.

PAGE Indonesia initiative started in July 2018, after the approval by the PAGE Management Board, for four years of duration. The Ministry of National Development Planning/Bappenas, is the national implementing partner, while UNDP is the main coordinating partner amongst the five UN PAGE Agencies.

For Component 1, PAGE Indonesia will support the translation of policy scenarios developed during LCDI which have been formalized within RPJMN 2020—2024, into sectoral programs of line ministries and local governments. Besides, PAGE will also assist in improving the LCDI database system and developing macro model for provinces as a tool for mainstreaming the national LCDI approach into the Regional Mid-Term Development Plan (RPJMD).

For Component 5, PAGE Indonesia will support the replication of LCDI approach at sub-national level (in the selected pilot provinces, i.e. West Java, Central Java, and Bali) and provide capacity building trainings for the selected sub-national governments on system dynamics modeling used in the LCDI exercise. In addition, the capacity building on system dynamics modeling will help the sub-national government to develop regional LCDI models to be utilized for reviewing their existing also the next RPJMDs.

In facilitating the support for Component 1 (strengthening LCDI policy) and Component 5 (i.e. regional engagement – replication of LCDI approach at sub-national level) of the LCDI framework, in close coordination with BAPPENAS and other key development partners, PAGE Indonesia already developed the LCDI generic macro model involving a team of experts on dynamics system from Bandung Institute of Technology (ITB) and the University of Indonesia (UI). The generic macro model on LCDI has been developed for two (2) months starting from April to June 2020. To strengthen the LCDI policies and to translate the LCDI policies into regional development planning, PAGE will support the regional government of West Java and Central Java provinces to enhance the existing LCDI macro model according to the provincial characteristics and using available data of each province. PAGE project is expecting that the regional governments will use the enhanced generic macro model as the planning tool, thus it can support them in greening their development planning which includes economic, social, and environmental aspects simultaneously.

B. SCOPE OF SERVICES AND EXPECTED OUTPUTS

The overall objective of this consultancy service is to deliver a set of technical guidance for enhancing the generic LCDI macro model for West Java and Central Java provinces. For this purpose, the selected provider is required to collaborate and engage with the Ministry of National Development Planning/Bappenas, regional government institutions of West Java and Central Java provinces, as well as UN-PAGE project through UNDP Indonesia as lead agency, to ensure that necessary outputs feed into and are informed by one another. The selected company will conduct the following activities:

No	Expected Outputs	Key Activities	Remarks
1	Strategic and Data Analysis for West Java and Central Java provinces	a. Identifying key policies, current conditions of West Java and Central Java provinces in terms of development planning issues; b. Data collection focusing on LCDI sectors on the basis of data availability. If data is not available, it will therefore use	

		<p>the existing national LCDI data;</p> <p>c. Developing and scooping the model structure;</p> <p>d. Developing and enhancing generic macro model for West Java and Central Java provinces using dynamic system.</p>	
2	Capacity Building for West and Central Java provinces	<p>a. Introduction on LCDI as well as the generic macro model as a tool to review the existing regional development plan, as well as to mainstream LCDI into the next regional medium-term development plan (RPJMD) and to translate the LCDI policies into regional low carbon development plan (<i>RPRKD</i>);</p> <p>b. Mentoring on data processing and validation, for enhancing the model structure;</p> <p>c. Capacity building through training and/or ToT on LCDI modelling for development planning for West Java and Central Java provinces</p> <p>d. Transfer knowledge from the expert team to regional decision makers, local universities, and other related parties.</p>	

C. INSTITUTIONAL ARRANGEMENT

The selected organization will work closely and under supervision of the Ministry of National Development Planning (Bappenas), Regional Development Planning Agency of West Java and Central Java provinces (BAPPEDA Jabar and Jateng) , National Secretariat on LCDI, as well as UN-PAGE Project team.

The Ministry of National Development Planning in close coordination with the Regional Development Planning Agency of West Java and Central Provinces, and the National Secretariat on LCDI will assist and provide raw materials including national and regional data on LCDI sectors. While Project Management

Unit (PMU) UN-PAGE as project assurance will support the Ministry to review the results. Besides, UN-PAGE will facilitate the selected organization/consultant to coordinate with other line ministries.

The selected organization has responsibility to submit the expected deliverables according to the agreed timeline, obtain technical clearance from BAPPENAS, and seek approval from UN-PAGE through UNDP Indonesia on each deliverable. It is important to keep active response of the selected organization for any request from the Ministry and UN-PAGE/UNDP Indonesia.

Further, they will present report results/outputs to audience as required/asked.

The selected organization will closely collaborate/work, liaise and meet with relevant line national ministries specifically with the Directorate of Environmental Affairs Bappenas and other lines Ministries /Directorates which related with 6 LCDI sectors (Energy, Agriculture, Industry, Waste, Marina and Coastal area and forestry), respected local and provincial government offices (i.e Regional Development and Planning agency of west and central java provinces and other related regional agencies on 6 LCDI sectors), and other potential partners such as research institutions and NGOs/CSOs (i.e: System Dynamic Bandung Bootcamp, ITB, IPB and also UI)

D. DURATION OF WORK

The assignment will cover approximately 6 (five) months of work, from 10 August 2020-15 February 2021. The detail estimated timetable is as following:

No	Expected Outputs	Expected Submission Date
1	Strategic and Data Analysis of West Java and Central Java provinces	30 October 2020
2	Capacity Building for West and Central Java Province	10 February 2021

The above timetable has considered lead time needed by the Ministry and UNDP to review outputs, provide feedback and certify on the outputs/works done. Delay on the completion of the work might affect total budget approved unless it is due to reasons beyond the selected organization's control thus close coordination with the PIC from the Project and written notification should always be used to anticipate any delay.

E. LOCATION OF WORK

The selected organization will mainly work in Bandung/Semarang in close coordination with the Ministry of National Development Planning and UN-PAGE/UNDP Indonesia with possible travel to selected locations as specified below:

No	Activities	Location	Frequency	Remarks
	Travel/Mission Plan for the experts and technical team of the Selected Organization			

1	Strategic and Data Analysis for West and Central Java			The traveller which is represent the selected organization is a person who involved in the proposal implementation
a	Introduction Workshop on LCDI (Expert team: 3 persons, 1 day)	Bandung	1	
b	Introduction Workshop on LCDI (Expert team: 3 persons, 1 day)	Semarang	1	
c	FGD to gather data and policy analysis (Expert team: 3 persons, 2 days)	Bandung	1	
d	FGD to gather data and policy analysis (Expert team: 3 persons, 2 days)	Semarang	1	
e	Develop Model structure (Expert team: 3 persons, 2 days)	Bandung	1	
f	Develop Model structure (Expert team: 3 persons, 2 days)	Semarang	1	
2	Capacity Building			
a	Training for LCDI modelling for regional development planning (Expert team: 3 persons, 3 days)	Bandung	2	
b	Training for LCDI modelling for regional development planning (Expert team: 3 persons, 3 days)	Semarang	2	

NOTE: The travel expenses for experts from the consultant/contractor, cost of accommodation, and daily allowance for those activities mentioned above should be part of bidder's proposal (technical and financial) using 2020 SBM rate. The PMU PAGE Project will facilitate and arrange the logistic arrangement for participants. The Bidder will only focus on their internal team on how to deliver the seminar/workshop/and/or training to enhance the LCDI macro model for west and central java provinces.

F. QUALIFICATION OF THE SUCCESSFUL SERVICE PROVIDER

- Institutional Experience:

- At least 5 projects in the area of System Dynamics modelling, Climate Change modelling, Environmental Engineering or Natural Resource Management
- At least 5 projects in the field of training and capacity development provision
- At least 5 projects working with the government of Indonesia with a good knowledge and understanding of Indonesian key policies related to system dynamics modelling
- Experience in working with International organizations and Government, specifically in the area of Low Carbon Development Initiative (LCDI) in Indonesia
- Registered company with valid license to operate the business

- Recommended Number of Personnel and Qualifications:

1. A Team Leader with minimum a master's degree in Environmental Science, Natural Resources Management, or equivalent fields, including climate change and system dynamics modelling with minimum 8 years of relevant working experience. The team leader should have an experience in team management, organizational skills, planning skills, analytical work, and reporting
2. A Technical Expert with minimum a master's degree in Climate Change Modelling and Environmental Engineering with minimum 5 year of work experience
3. An Administrative and Finance Staff, with minimum a bachelor's degree in Business Administration, Accounting or equivalent field with minimum 3 years of relevant work experience.

- Competencies and skill requirements:

Each personnel team should have the following competencies and skill requirements:

- Strong analytical, writing & communication skills and fluency in the English and Indonesian languages.
- Strong motivation & ability to work & deliver under short deadlines.
- Focuses on impact & result for the client & responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government strongly desired.
- Previous experience in conducting gender sensitive research is strongly desired.

G. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS

A result-based budget proposal shows amount required to achieve each expected output and a breakdown of cost of inputs for each activity to be carried out for a given output should be submitted. The budget should also specify cost component items, i.e: professional fees, travel, living allowances, etc.

The schedule of payment will be made as per following timetable:

No	Deliverables	Timeline	Instalment
1	1st payment released upon Submission and acceptance of the final Work Plan for the Assignment and initial brief from desk review for West Java province. This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor on SE&RE) also the Gol (Bappenas).	14 August 2020	10 %
2	2nd payment released upon Submission and acceptance Draft Technical Guidance on Enhancement of Generic LCDI Macro Model for West Java Province. This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor on SE&RE) also the Gol (Bappenas).	11 September 2020	15%
3	3rd payment released upon Submission and acceptance final Technical Guidance on Enhancement of Generic Macro LCDI Model for West Java Province. This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor on SE&RE) also the Gol (Bappenas).	30 September 2020	25%
4	4 th Payment released upon Submission and acceptance final work plan for the assignment and initial brief from desk review for Central Java province. This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor on SE&RE) also the Gol (Bappenas).	16 October 2020	10%
5	5 th Payment release upon Submission and acceptance Of draft Technical Guidance on Enhancement of Generic LCDI Macro Model for Central Java province. This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor on SE&RE) also the Gol (Bappenas).	11 December 2020	15%

6	<p>6th Payment released upon Submission and acceptance final Technical Guidance on Enhancement of Generic LCDI Macro Model for Central Java Province and brief report on the completion of capacity building/training in both West Java and Central Java provinces.</p> <p>This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor on SE&RE) also the GoI (Bappenas).</p>	15 February 2021	25%
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