



REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: August 10, 2020
	REFERENCE: RFP/UNDP/GOLD-ISMIA/109951/016/2020 – <i>Developing Guideline on Gender Mainstreaming in Artisanal and Small-scale Gold Mining (ASGM) Sector (Penyusunan Buku Pedoman Pengarusutamaan Gender di Sektor Pertambangan Emas Skala Kecil)</i>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to the Request for Proposal RFP/UNDP/GOLD-ISMIA/109951/016/2020 – Developing Guideline on Gender Mainstreaming in Artisanal and Small-scale Gold Mining (ASGM) Sector (*Penyusunan Buku Pedoman Pengarusutamaan Gender di Sektor Pertambangan Emas Skala Kecil*)

A bidder's conference will be held on:

Date/Time : 18 August 2020 at 14.00 hour (GMT +7)

Place : Online meeting via Zoom

<https://undp.zoom.us/j/9696856558?pwd=MzFTbjV0MU5MSHNYTVJNbVc0SHE4QT09>

Meeting ID : 969 685 6558

Password : 794327

Detailed Terms of Reference as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system" (<https://etendering.partneragencies.org>) **Event ID: 0000006783.**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with RFP requirements, through UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The **Financial Proposal** and the **Technical 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 Proposal has been found to pass the technical evaluation

stage. Once a 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 PROPOSAL PRICE IN THE SYSTEM, INSTEAD ENTER ONE.**

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 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 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 on "Accept Invitation" button no later than **18 August 2020**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have not registered in the system before, you can register now 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 "Instructions Manual for the Bidders", attached. Should you require any training on the UNDP ATLAS e-Tendering system or face with any difficulties when registering your company or submitting your quotation, please send an email to sestyo.wicaksono@undp.org cc: 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.
3. At least one number.

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

For already existing bidders whose current password does not meet the criteria, when signing in, system will prompt you to change the password, and it will not accept a new password that does not meet requirement.

The user guide and videos are made available to bidder in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Bidder can also access below instruction from youtube with link below: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

The bidders are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Sincerely yours,



Martin Stephanus Kurnia
Head of Procurement Unit
8/10/2020

Annex 1

Description of Requirements

Context of the Requirement	To develop a book on gender mainstreaming guideline (<i>Buku Pedoman Pengarusutamaan Gender</i>) including practical guidance on how to address gender inequalities related to the ASGM management in Indonesia.				
Implementing Partner of UNDP	The Ministry of Environment and Forestry (Kementerian Lingkungan Hidup dan Kehutanan/KLHK) and the Agency for the Assessment and Application of Technology (Badan Pengkajian dan Penerapan Teknologi/BPPT)				
Brief Description of the Required Services ¹	Please see Annex 3 – Term of Reference				
List and Description of Expected Outputs to be Delivered	Please see Annex 3 – Term of Reference				
Person to Supervise the Work/Performance of the Service Provider	UNDP National Project Manager of GOLD-ISMEA in coordinating with MoEF and BPPT				
Frequency of Reporting	Please see Annex 3 – Term of Reference				
Progress Reporting Requirements	Please see Annex 3 – Term of Reference				
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal				
Deadline of Submission	Please refer to the e-tendering system				
Expected duration of work	Four (4) months				
Target start date	October 2020				
Latest completion date	February 2021				
Travels Expected	Below are the travel plans recommended by the Project, but the Bidder may propose differently depending on the proposed approach and methodology:				
	Destination/s	Frequency	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s

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.

	Jakarta	2 times	@2 days	Focus group discussion with representation of project partners and representatives of project beneficiaries.	October, 2020
		2 times	@2 days	Focus Group Discussion with technical experts in ASGM sector.	November 2020
		3 times	@1 day	Technical consultation meeting with relevant experts or stakeholders in ASGM Sectors.	December 2020
		1 time	1 day	Multi-stakeholder workshop for finalization and validation of the book on gender mainstreaming guideline in ASGM Sector.	January, 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"/> N/A				
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	<input checked="" type="checkbox"/> Required				

completing the services				
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for <u>Local Bidders is a must</u>			
Value Added Tax on Price Proposal ¹	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
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 ²	Deliverables/Outputs	Payment Amount	Estimated Due Date	Condition for Payment Release
	1 st deliverable – report on the desktop research and stakeholder’s consultation	20%	30 October 2020	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)
	2 nd deliverable – Submission of First draft Gender Mainstreaming Guideline in ASGM Sector	50 %	30 December 2020	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)
	3 rd deliverable – upon completion of: a. Final report and Final draft of Book on Gender Mainstreaming Guideline in ASGM Sector (in English and Bahasa Indonesia). including design-layout for printing. b. Submission of a file storage (i.e. USB or CD)	30 %	26 February 2021	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)

¹ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

² 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.

	containing soft copy and editable version of all discussion material & presentation, all photos, and all data results.			
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Project Management Unit (KLHK, BPPT dan UNDP)			
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 20 % <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30 % <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 50 % <p><i>NOTE: Only bidder(s) who received minimum score of 70 on the technical score will be requested for password to open the financial proposal</i></p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>			
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: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>			

Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input 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 ²	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others ³ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁴	<i>Yusef Saiful Millah and Sestyo Ndaru Wicaksono</i> <i>Procurement Unit</i> <i>Yusef.millah@undp.org; sestyo.wicaksono@undp.org</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]	

¹ 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.

² Where the information is available in the web, a URL for the information may simply be provided.

³ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁴ 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 PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² 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/Outputs <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1 st deliverable – report on the desktop research and stakeholder’s consultation	20%	
2 nd deliverable – Submission of First draft Gender Mainstreaming Guideline in ASGM Sector	50%	
3 rd deliverable– upon completion of: a. Final report and Final draft of Book on Gender Mainstreaming Guideline in ASGM Sector (in English and Bahasa Indonesia). including design-layout for printing. b. Submission of a file storage (i.e. USB or CD) containing soft copy and editable version of all discussion material & presentation, all photos, and all data results.	30 %	
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 (USD/IDR)	Total Period of Engagement	No. of Personnel	Total Rate (USD/IDR)
I. Personnel Services				
1. Team Leader			1	
2. Technical Expert			1	
3. Project Assistant			1	
II. Travel Expenses to: (please provide the breakdown cost)				
Jakarta and/or online meeting				
III. Related Meetings				
focus group discussions with relevant stakeholders: <ul style="list-style-type: none"> • 2 times • Participants: min. 20 from priority project's partners and beneficiaries to define needs and expectations. 				
Focus Group Discussion with technical experts in Gender and ASGM sector: <ul style="list-style-type: none"> • 2 times • Participants: min. 20 (gender experts from governments, CSOs, academician and other relevant experts) 				
Technical consultation meeting with relevant experts or stakeholders in ASGM Sectors <ul style="list-style-type: none"> • 3 times 				

<ul style="list-style-type: none"> Participants: min. 10 (policy & gender experts, government institution from local and national level, CSOs, academician and other relevant experts) 				
Multi-stakeholder workshop for finalization and validation of the book on gender mainstreaming guideline in ASGM Sector: <ul style="list-style-type: none"> 1 time Participants: min 25 (from project's partners beneficiaries, and other relevant stakeholders) 				
IV. Other Cost (if any, please specify in detail)				
Communication and Internet Cost				
TOTAL				

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

[Designation]

[Date]

TERMS OF REFERENCE

*Developing Guideline on Gender Mainstreaming in Artisanal and Small-scale Gold Mining (ASGM)
Sector (Penyusunan Buku Pedoman Pengarusutamaan Gender di Sektor Pertambangan Emas Skala
Kecil)*

I. Background Information

Worldwide Artisanal and Small-scale Gold Mining (ASGM) is the largest global source of anthropogenic mercury releases into the environment (35%). Mercury can travel long distances, contributing to global mercury pollution and contaminating the world's ecosystems and fisheries. Exposure to mercury may cause serious health problems, and it is a particular threat to the development of the child in utero and early in life. Phasing-out mercury from the ASGM sector is therefore of the utmost importance, however ASGM is a very important source of jobs and livelihoods. ASGM accounts for about 17-20% of the world's annual gold production with 15 million people directly participating in ASGM activities and another 100 million depending on ASGM for their livelihoods.

In Indonesia, in order to support Presidential Regulation Number 21 of 2019 on the National Action Plan for Reduction and Abolishment of Mercury Use. UNDP is implementing The Integrated Sound Management of Mercury in Indonesia's Artisanal and Small-scale Gold Mining (GOLD-ISMA) in cooperation with the Global Environment Facility (GEF) and the governments of Indonesia to eliminate mercury releases from the Indonesian Artisanal and Small-scale Gold Mining (ASGM) sector by i) Strengthening institutions and the policy/regulatory framework for mercury-free ASGM; ii) Increasing the access of mining communities to finance to enable the procurement of mercury-free processing technologies; iii) Increasing the capacity of mining communities for mercury-free ASGM through the provision of technical assistance, technology transfer and support for formalization; and, (iv) raising awareness and disseminating best practices and lessons-learned on mercury phase-out in the ASGM sector.

Gender perspective has incorporated in mining sector through the Minamata Convention on Mercury preamble notes awareness of, *"health concerns, especially in developing countries, resulting from exposure to mercury of vulnerable populations, especially women, children, and through them future generations"*. In addition, the National Action Plans to address artisanal and small-scale gold mining have mandated to include, *"Strategies to prevent the exposure of vulnerable populations, particularly children and women of childbearing age, especially pregnant women, to mercury used in artisanal and small-scale gold mining"*¹⁰.

The Minamata Convention on Mercury is a global treaty to protect human health and the environment from the adverse effects of mercury. Mercury is a chemical of global concern owing to its long-range atmospheric transport, its persistence in the environment once anthropogenically introduced, its ability to bioaccumulate in ecosystems and its significant negative effects on human health and the environment. Although chemicals pose a risk to all human beings, especially if not properly managed, they affect women and men differently. For instance, due to biological differences their higher proportion of body fat, women store more environmental pollutants than men in their tissues and are hence more vulnerable to the adverse impacts of fat-soluble chemicals. Women's exposure to chemicals can cause reproductive health problems such as birth defects, low birth weight,

¹⁰ Minamata Convention on Mercury 2017

http://www.mercuryconvention.org/Portals/11/documents/Booklets/Minamata%20Convention%20on%20Mercury_booklet_English.pdf

miscarriages or premature births, and a significant part of the chemical burden experienced by mothers can be passed on to their babies during gestation and breastfeeding.¹¹

UNDP places gender mainstreaming as one of important elements of GOLD ISMIA to ensure project intervention will benefit equally to all people, men and women. The project has identified the occurrence of gender problems at ASGM and will attempt to help to address it. Moreover, project will look for opportunities to strengthen the sustainability of mercury free ASGM and a better livelihood especially for the ASGM miners. In particular, the Project will support six (6) ASGM communities in Indonesia to reduce mercury use at least 5 metric tonnes/year starting in year three (3) of the project, which over the life-span of the project will result in a mercury release reduction of at least 15 tonnes. The 6 ASGM communities are as follows:

1. Kecamatan Kokap, Kabupaten Kulon Progo, Provinsi Daerah Istimewa Yogyakarta;
2. Kecamatan Sekotong, Kabupaten Lombok Barat, Provinsi Nusa Tenggara Barat;
3. Kecamatan Sumalata Timur, Kabupaten Gorontalo Utara, Provinsi Gorontalo;
4. Kecamatan Dimembe, Kabupaten Minahasa Utara, Provinsi Sulawesi Utara;
5. Kecamatan Singigi, Kabupaten Kuantan Singingi, Provinsi Riau;
6. Kecamatan Obi, Kabupaten Halmahera Selatan, Provinsi Maluku Utara.

Gender inequality in ASGM showed when women are not often identified as miners. Women's roles in ASGM vary within mining site, depending on the proximity to villages or homes and the gold being mined. Because of their traditional role as transporters and processors of materials, women involvement is often invisible as they are usually found in the household, therefore there may be a significant discrepancy between the estimated and actual numbers of women involved in the ASGM.

GOLD ISMIA has reviewed thirteen (13) policies and regulations including the gap analysis on gender mainstreaming aspects. The study found that the current regulation and policy on gender mainstreaming in ASGM does not exist. As UNDP programs promote gender equality by ensuring that women and men can equally access, participate and benefit from development projects, GOLD ISMIA project also highlights gender mainstreaming as an important feature, and recognizes that there is a need to develop a guideline to mainstream gender in ASGM sector to implement Minamata convention obligations and to support Presidential Regulation Number 21 of 2019 on the National Action Plan for Reduction and Abolishment of Mercury Use.

In this context, UNDP will engage third parties to develop a guideline on gender mainstreaming in ASGM sector. This organization is expected to provide and develop technical assistance on gender mainstreaming strategies, including the formulation of practical action, gender sensitive indicators for monitoring and evaluation within the whole programme formulation and implementation cycle, gender analysis and gender impact assessments. This particular activity will contribute to the delivery of project output 1.2.3: *15 policies, regulations and guideline revised or developed while mainstreamed gender dimensions to improve the enabling environment for formalization and mercury phase-out in the ASGM sector.*

¹¹ UNDP, Gender Mainstreaming: A Key Driver of Development in Environment and Energy, "Chemicals Management".

II. Objectives of the Program

The main objective of this activity is to develop a book on gender mainstreaming guideline (*Buku Pedoman Pengarusutamaan Gender*) including practical guidance on how to address gender inequalities related to the ASGM management in Indonesia.

III. Expected Outputs

The main output is a book on gender mainstreaming guideline in ASGM (*Buku Pedoman Pengarusutamaan Gender pada sektor PESK*) developed.

The detailed deliverables are as following:

1. Submission report on the desktop research and stakeholder's consultation
2. Completion of First draft Gender Mainstreaming Guideline in ASGM Sector
3. Submitted final report and developed a Book on Gender Mainstreaming Guideline in ASGM Sector (in English and Bahasa Indonesia).

IV. Scope of Work

The scope of work is as follows:

Scope of Work 1: Finalization Desktop Research and Stakeholders Consultation

This deliverable will covers following activities:

- a. Review the project document and the relevant analytical reports produced by the project
- b. Review the general policies of UNDP on gender equality
- c. Review the national strategies/policies and plans related to GOLD ISMIA project
- d. Review the acting laws and legislations related to mercury management in Indonesia
- e. Carry out preliminary meetings/ focus group discussions with priority project's partners and stakeholders to define needs and expectations.
- f. Based on the desktop research and the findings of consultations, prepare a synthesis Report on the current weaknesses and opportunities to gender mainstreaming in ASGM Sector

Scope of Work 2: Development of first draft Gender Mainstreaming Guideline in ASGM Sector

- a. Define tools and resources to support gender mainstreaming in the ASGM Sector
- b. Develop a first draft of gender mainstreaming book in ASGM sector
- c. Conduct Focus Group Discussion (FGD) with the relevant national and local experts
- d. Submission report on the input obtained during FGD

Scope of Work 3: Completion of book on Gender Mainstreaming Guideline in ASGM Sector & proper handling of administrative and logistic matters which involves:

- a. Develop 2nd draft of gender mainstreaming book in ASGM sector based on the discussion with the relevant experts
- b. Conduct a multi-stakeholder workshop to obtain input and validation on the 2nd draft by

inviting relevant national and local stakeholders and from the Ministry of Law and Human Rights.

- a. Submission of final report and final document of gender mainstreaming guideline book in ASGM sector including design-layout for printing (in English and Bahasa Indonesia)
- b. Filing of related documents resulted from all related activities, including attendance list, data results, presentations and pictures;
- c. The contractor is also responsible to provide logistic requirement such as, venue, meeting package (2x coffee break + 1 lunch), reimbursement of travel local expense for participants with number of participants for each event as specified in Annex 2 Cost Breakdown (SBU Jakarta province).
- d. The contractor is responsible to invite the meeting participants and also the confirmation from the meeting participants.
- e. Circulation of invitation and subsequently, seeking confirmation from the meeting participants. In doing so, the contractor shall ensure that the minimum number of expected participants is met.

V. Time Frame

October 2020 – February 2021 (4 months)

VI. Location

Jakarta, Indonesia

VII. Travel Expected

Below are the travel plans recommended by the Project, but the Bidder may propose differently depends on the proposed approach and methodology:

Destination/s	Frequency	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
Jakarta	2 times	@2 days	Focus group discussion with representation of project partners and representatives of project beneficiaries	October, 2020
	2 times	@ 2 days	Focus Group Discussion with technical experts in ASGM sector	November 2020
	3 times	@ 1 day	Technical consultation meeting with relevant experts or stakeholders in ASGM Sectors	December 2020

	1 time	1 day	Multi-stakeholder workshop for finalization and validation of the book on gender mainstreaming guideline in ASGM Sector	January, 2021
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VIII. Qualifications

Company requirements:

- The contracting company / institution shall have at least 3 relevant projects experience on developing gender mainstreaming guideline as described within the ToR;
- The contracting company / institution shall have professional experience working and networking with national and local governments on gender mainstreaming such as KLHK, BPPT, and KPPA;
- The contracting company / institution shall have technical expertise on developing policies, guidelines and/or tools on gender equality and gender mainstreaming;
- Should be registered company/institution with valid certificates issued by authorized institution;
- Previous professional experience with development agencies and/or the United Nations is an asset

Minimum Personnel requirements:

Personnel standards of the consulting company are as follows:

One (1) Team Leader:

Academic:

Master's degree in Gender, Development, Public Administration, Sociology, environmental management or other related fields.

Experience:

- Minimum 10 (ten) years of demonstrable experience in working on mainstreaming gender in design, implementation, monitoring and evaluation of policies and programmes;
- Has knowledge and practical experience in developing policies, guidelines and/or tools on gender equality and gender mainstreaming;
- Has experience in facilitating discussion on gender equality and gender mainstreaming to various stakeholders, including representatives of national and local governments, CSOs etc.
- Has professional experience working with national and local governments or development agencies on gender mainstreaming

Competencies:

- Professionalism, integrity and commitment to project demands;
- Ability to motivate and build a team working environment to support organizational goals;
- Self-motivated with an ability to accept responsibility and accountability for decisions and actions;
- Creative and innovative in deconstructing issues and coming up with solutions;
- Excellent time management skills, with an ability to deliver high-quality outputs on time;

One (1) Technical Expert

- Minimum bachelor's degree or higher in Gender, Development, Public Administration, Socio-economic studies, environmental management or other related fields;
- Minimum of 10 (ten) years of demonstrable experience in organizational building, capacity analysis and building, research and reporting;
- Extensive knowledge and practical experience in government, law and regulations, environment and gender equality;
- Has good facilitation skills with multiple stakeholders – government, communities, companies, and others;

Competencies:

- Professionalism, integrity and commitment to project demands;
- Ability to motivate and build a team working environment to support organizational goals;
- Self-motivated with an ability to accept responsibility and accountability for decisions and actions;
- Creative and innovative in deconstructing issues and coming up with solutions;
- Excellent time management skills, with an ability to deliver high-quality outputs on time;

One (1) Project Assistant:

- Bachelor's degree in relevant subject;
- Minimum two (2) years' experience in development sector organization or project;
- Has experience in documentation and administration;

Competencies:

- Professionalism, integrity and commitment to project demands;
- Excellent time management skills, with an ability to deliver high-quality outputs on time;
- Development and Operational Effectiveness

IX. INSTITUTIONAL ARRANGEMENT

The selected company/institution will work closely with the GOLD-ISMIA Project Management Unit (i.e., UNDP Environment Unit, Ministry of Environment and Forestry and BPPT); and GOLD ISMIA Focal Points in six target project location. The selected company/institution is responsible to coordinate with the UNDP GOLD-ISMIA Field Facilitator and GOLD-ISMIA Focal Points in every activity in the project site. In addition, the selected company/institution is responsible for timely submission of the

expected deliverables according to the above proposed timeline. Each deliverable must receive a technical clearance from the Project Management Unit that is based in Jakarta.

Furthermore, considering to the pandemic situation and to minimize the risk of covid-19 transmission, the selected company/institution should follow health protocols for any activities. The selected company/institution also should responsible to ensure a safe and healthy meeting venue by maintaining hygiene, air quality and providing mask and hand sanitizer during the event. The cost of this arrangement should be part of financial proposal and borne by selected company/institution.

X. PAYMENT

Payment will be made after satisfactory acceptance by UNDP on the required deliverable with the following schedule:

Deliverables/Outputs	Payment Amount	Estimated Due Date	Condition for Payment Release
1 st deliverable – report on the desktop research and stakeholder’s consultation	20%	30 October 2020	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)
2 nd deliverable – Submission of First draft Gender Mainstreaming Guideline in ASGM Sector	50 %	30 December 2020	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)
3 rd deliverable– upon completion of: a. Final report and Final draft of Book on Gender Mainstreaming Guideline in ASGM Sector (in English and Bahasa Indonesia). including design-layout for printing b. Submission of a file storage (i.e. USB or CD) containing soft copy and editable version of all discussion material & presentation, all photos, and all data results.	30 %	26 February 2021	Upon approval of Project Management Unit (KLHK, BPPT and UNDP)