



## REQUEST FOR PROPOSAL (RFP)

To: interested bidders	DATE: September 4, 2020
	REFERENCE: RFP/UNDP/RRU – RESTORE/022/113010-113011/2020 Post Disaster Needs Assessment – COVID 19, JITU PASNA and R3P

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **Post Disaster Needs Assessment – COVID 19, JITU PASNA and R3P**.

**Pre-Proposal Conference will be held on:**

**Virtual Pre-Proposal Conference (registration is required)**

Date/Time: 10 September 2020 at 10AM (GMT+7)

Place: **Online via** [https://undp.zoom.us/webinar/register/WN\\_zmoV\\_74eS8CuQidQOJkziw](https://undp.zoom.us/webinar/register/WN_zmoV_74eS8CuQidQOJkziw)

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: 7020**.

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 **9 September 2020**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

**Username: event.guest**

**Password: why2change**

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to [feby.utari@undp.org](mailto:feby.utari@undp.org) and [galang.wijaya@undp.org](mailto:galang.wijaya@undp.org).

Please note that ATLAS has following minimum requirements for password:

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

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

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

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

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

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

**Sincerely yours,**

A handwritten signature in black ink, appearing to be 'MS' or similar initials, followed by a double underline.

*Martin Stephanus Kurnia*  
*Head of Procurement Unit*  
9/7/2020

## Annex 1

## Description of Requirements

Context of the Requirement	<b>POST DISASTER NEEDS ASSESSMENT – COVID 19, <i>Pengkajian Kebutuhan Pasca Bencana (JITU PASNA) AND Rencana Aksi dan Rekonstruksi Pasca Bencana (R3P)</i></b>  LOT 1: RIAU, WEST JAVA, EAST JAVA, NTB LOT 2: CENTRAL SULAWESI, GORONTALO DAN PAPUA
Implementing Partner of UNDP	Disaster Management Agency (BNPB), Deputy of Rehabilitation and Reconstruction, Provincial Disaster Management Agency
Brief Description of the Required Services <sup>1</sup>	The objective of this assignment is to assist the Disaster Management Agency at national and sub-national level to assess the impact of COVID 19 and define and formulate a recovery strategy including estimating its financial costs: from restoration of services to complete rehabilitation and reconstruction of livelihoods and economy while ensuring resilience to future risks.
List and Description of Expected Outputs to be Delivered per LOT	The selected organisation/company is expected to also undertake a combination of secondary data research, primary data collection and community consultations, in order to meet the required objective through the following scope of works: <ul style="list-style-type: none"> <li>• Estimate the overall multi-sectoral impact of the pandemic at the sub-national level and on affected provinces and communities;</li> <li>• Assess the multi-sectoral effects and impacts of the pandemic to develop a Recovery Strategy that outlines the short, medium and long-term recovery and reconstruction needs reflecting the recovery costs and a timeline;</li> <li>• Integrate the build back better concept into the recovery framework and recovery plan addressing the cross-cutting issues (DRR, governance, gender and social inclusion, environment, employment, livelihoods and social protection and UXO).</li> <li>• Provide technical assistant to the disaster management agency at sub-national level on Jitu Pasna and R3P formulation processes</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	Project Coordinator RESTORE Project, Resilience and Reconstruction Unit, UNDP Indonesia
Frequency of Reporting	Please Refer to Annex 3 – Terms of Reference
Progress Reporting Requirements	Please Refer to Annex 3 – Terms of Reference
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required; for technical works as specifically indicated in Annex 3

<sup>1</sup> 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.

Expected duration of work	<b>Maximum 132 working days for both LOT 1 and LOT 2 (both works will be done at the same time).</b>
Target start date	25 September 2020
Latest completion date	27 January 2021
Travels Expected	<p>LOT 1: RIAU, WEST JAVA, EAST JAVA, NTB*</p> <p>LOT 2: CENTRAL SULAWESI, GORONTALO DAN PAPUA*</p> <p><i>*for bidders to propose travel plan in accordance with LOT submitted.</i></p>
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 <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of	<input checked="" type="checkbox"/> 90 days  <p>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</p>

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

submission of quotes)	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Permitted There are two LOTs and Bidders may propose one or more LOTs
Payment Terms <sup>3</sup>	Please Refer to Annex 3 – Terms of Reference
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Coordinator RESTORE Project, Resilience and Reconstruction Unit, UNDP Indonesia
Type of Contract to be Signed	<input checked="" type="checkbox"/> Professional Services 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) per LOT <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	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm (300 point) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (400 point) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (300 point) <b><i>NOTE: only bidder(s) who received minimum of 700 points where the financial proposal will be opened</i></b>  <b><u>Financial Proposal (30%)</u></b> 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 type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors:

<sup>3</sup> 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.

	One for each LOT, however, there is possibility for one bidder to be selected for both LOTs (in case bidders are bidding for both LOTs)
Contract Award for Lots	<p>One or more Proposers, depending on the following factor:</p> <p>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) per LOT</p> <p>If the bidder was recently awarded another UNDP contract/s for services, same capacity assessment shall be undertaken prior to award of contract/s under this RFP. Such capacity assessment may include but not be limited to financial capacity, staffing, equipment and logistics arrangements proposed by the bidders. UNDP reserves the right to exclude the bidder/s if the sufficient capacity to undertake multiple contracts has not been demonstrated.</p>
Contract General Terms and Conditions <sup>4</sup>	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP <sup>5</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p> <p><input type="checkbox"/> Others<sup>6</sup> <i>[pls. specify]</i></p>

<sup>4</sup> 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.

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

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

<p>Contact Person for Inquiries (Written inquiries only)<sup>7</sup></p>	<p><i>Feby Utari / Galang Fitra Wijaya</i> <i>Procurement Team</i> <i>feby.utari@undp.org; galang.wijaya@undp.org</i></p> <p>Mandatory subject of email: RESTORE/022/113010-113011/2020 Post Disaster Needs Assessment – COVID 19, JITU PASNA and R3P Lot 1: Riau, West Java, East Java, NTB Lot 2: Central Sulawesi, Gorontalo Dan Papua</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information <i>[pls. specify]</i></p>	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: N/A</li> </ul>

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<sup>7</sup> 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**  
**LOT.....**

## **FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)***

[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.*

### **C. Qualifications of Key Personnel**

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

*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\* (both LOT 1 and LOT 2 require the same deliverables)**

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	1 <sup>st</sup> Payment : upon signing of contract and submission of detail workplan	20%	
2	2 <sup>nd</sup> Payment shall be made upon submission and acceptance of draft reports of Post Disaster Needs Assessment for JITU PASNA and R3P (Rencana Rehabilitasi dan Rekonstruksi Paska Bencana)-COVID-19,	50%	
3	3 <sup>rd</sup> Payment shall be made upon submission and acceptance of final reports of Post Disaster Needs Assessment for JITU PASNA and R3P (Rencana Rehabilitasi dan Rekonstruksi Paska Bencana) COVID-19,	30%	
	Total	100%	

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

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

**(both LOT 1 and LOT 2 require the same activity)**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Team Leader				
2. Socio-Economic				
3. GIS Expert				
4. Gender Specialist				
5. Statistician				
6. Financial analyst				

7. Surveyor/Enumerator				
8. .... (if any)				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Printing and Publication				
5. Dissemination				
6. Others				
<b>III. Other Related Costs</b>				

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

**Annex 3****Terms of Reference (TOR)**

POST DISASTER NEEDS ASSESSMENT (JITU PASNA) AND R3P COVID 19

LOT 1: RIAU, WEST JAVA, EAST JAVA, NTB

LOT 2: CENTRAL SULAWESI, GORONTALO DAN PAPUA

**A. BACKGROUND INFORMATION**

The Corona virus began to enter Indonesia -a country with the fourth largest population in the world- officially in early March 2020. The massive spread of the virus caused a decline in economic activity, and the pandemic has been infected in various sectors such as public services, household consumption, investment, and financial institutions in Indonesia. There is a threat of loss of community income because they cannot work to fulfill their daily needs, especially for poor and vulnerable households and the informal sector. The decline also occurred at MSMEs. This business actor cannot conduct his business activities so that his ability to fulfill credit obligations is impaired. The corporate sector has also been disrupted, especially in manufacturing, trade, and transportation. The disruption will reduce business performance so that it causes the termination of employment and even bankruptcy. Financial institutions also have the potential to experience liquidity problems, causing depreciation of Indonesian currency, volatility in financial markets, and capital flight. the estimated 40 per cent of the population amounting to about 180 million people living just above the national poverty line and vulnerable to external shocks. Aside to an urgent need in health-related procurement ranging from PPE to rapid test kits and medicine, the COVID-19 crisis is also drawing attention to the already overburdened public health systems in this country, and to the challenges faced in protecting health workers. It highlights the strong need for sustainable investment in health systems, including in the health workforce, and for decent working conditions, training and equipment, especially in relation to personal protective equipment and occupational safety.

On 20 July 2020 The Government has released the presidential regulation no. 82 /2020 on the COVID-19 response Committee for Covid-19 and the National Economic Recovery (NER/PEN). The Regulation aims to provide an integrated strategic policy for COVID-19 mitigation and national economic recovery. The government also allocates Rp 366.5 trillion (US\$24 billion) towards accelerating the NER/PEN program in the 2021 state budget following the various economic stimulus that have been launched in 2020 in response to the COVID-19 pandemic. In his state of the nation address at the Parliament on August 14, President Widodo said the budget would be allocated towards six fields, namely healthcare (Rp 25.4 Tn), social protection (Rp 110.2 Tn), Ministries/Institution and Regional Governments (Rp 136.7 Tn) for sectoral improvement, micro, small and medium-sized enterprises (Rp 48.8 Tn), funding for corporates (Rp 14.9 Tn), and business incentives (Rp 20.4 Tn).

**B. SCOPE OF SERVICES AND EXPECTED OUTPUTS (applicable for both LOT)**

The main objective of this assignment is to assist the Disaster Management Agency at national and sub-national level to assess the impact of COVID 19 and define and formulate a recovery strategy including estimating its financial costs: from restoration of services to complete rehabilitation and reconstruction of livelihoods and economy while ensuring resilience to future risks. Aside to provide technical support to the disaster management agencies at national and sub-national level, the selected organization/company is expected to also undertake a combination of secondary data research, primary data collection and community consultations.

No	Expected Outputs	Key Activities	Remarks
1	Detail Workplan	Detailed workplan.	Site visit reports can be provided by UNDP if required.
2	Draft Jitu Pasna and R3P	Data collection and analyse available documents Meeting, discussions with key stakeholders relevant to the assignment.	Draft report should be submitted in Indonesian.
3	Draft Jitu Pasna and R3P  Presentation material summarizing the result of the assessment and recovery plan	Finalization and submission of Jitu Pasna and R3P Submission of FEED study.	Final report and presentation material should be submitted in English and Bahasa Indonesia

**Scope of activities includes:**

- Estimate the overall multi-sectoral impact of the pandemic at the sub-national level and on affected provinces and communities;
- Assess the multi-sectoral effects and impacts of the pandemic to develop a Recovery Strategy that outlines the short, medium and long-term recovery and reconstruction needs reflecting the recovery costs and a timeline;
- Integrate the build back better concept into the recovery framework and recovery plan addressing the cross-cutting issues (DRR, governance, gender and social inclusion, environment, employment, livelihoods and social protection).
- Provide technical assistant to the disaster management agency at sub-national level on Jitu Pasna and R3P formulation processes
- Engage with local partner as a surveyor/enumerator

**The Post Disaster Need Assessment (JITU PASNA) and R3P COVID-19 reports should include the following information, but not limited to:**

**A. Description of target locations/sites:**

- Coverage of sub-national (Province/District/City) level assessed

**B. Socio-economic and environmental aspects:**

- Information on available support provided by the government and other stakeholders in response of COVID 19 pandemic

**C. Technical aspect:**

- Map out current assessment conducted by both government and non-government related to COVID pandemic.
- Analyze all assessment result mentioned above as an inputs in identifying damages, losses, and recovery needs
- Identify and analyze budget allocation provided by government and others to support COVID pandemic.
- Carry out assessment survey to identify damages, losses, recovery needs if required.
- Information on damages, losses, and recovery needs due to COVID-19 pandemic
- Assessment of disaster effect, disaster impact and post disaster needs as stipulated on the BNPB guidelines on PDNA (JITU Pasna) and R3P.
- Profile of disaster effect, disaster impact and post disaster needs as stipulated on the BNPB guidelines on PDNA (JITU Pasna) and R3P.
- Ensuring gender and vulnerable people aspects mentioned as part of assessment result and recovery plan on the document result.

**D. Financial aspect:**

- Prepare Bills of Quantities (BOQ) and Cost Estimate of the Project. The design and cost estimate should be technically and economically optimized. All potential optimized solutions should be presented in the final report.
- Financial and economic analysis, sensitivity analysis and risk assessment of the project.

### **C. INSTITUTIONAL ARRANGEMENT**

The selected company will work closely and under supervision of Project Coordinator COVID-19 UNDP Indonesia, Environment Unit.

The BNPB and/or BPBD will provide guidance and participate in reviewing the submitted report.

### **D. DURATION OF WORK**

The assignment will cover for approximately 132 working days, from 25 September 2020 to 31 January 2021 for both LOT 1 and LOT 2.

Detail estimate timetable as below:

<b>No</b>	<b>Expected Outputs</b>	<b>Expected Submission Date</b>
1	Detail Workplan	25 September 2020
2	Draft JITU Pasna and R3P report.	13 November 2020
3	Final JITU Pasna and R3P report. Presentation material summarizing the result of Feasibility study.	15 January 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 completed. 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 supervisor from UNDP and written notification should always be used to anticipate any delay

### **E. LOCATION OF WORK**

The selected company will be required to work in **Riau, West Java, East Java, NTB (for LOT 1)** and **Central Sulawesi, Gorontalo and Papua (for LOT 2)** with close coordination and consultation with UNDP.

NOTE: the travel expense, cost of accommodation and venue for those activities mentioned above should be part of bidder's proposal (technical and financial) using 2019 SBM rate.

## **F. QUALIFICATION OF THE SUCCESSFUL SERVICE PROVIDER**

### **- Institutional Experience per LOT:**

- At least 1 year of working experience in conducting assessment and preparing activity plan for disaster management issues
- At least 1 year experiences working in Indonesia, providing service to International organization and Government is an advantage.
- Registered company with valid license to operate the business in Indonesia.

### **- Personnel Experience per LOT:**

1. **A Team Leader** with minimum master's degree in engineering, management or social science with minimum 8 years relevant working experience. The team leader should have sufficient experience in team managerial, planning skills and reporting. (one person)
2. **A Socio-Economic analyst** with master's degree and 2 years of experience; or bachelor's degree and minimum 6 years of experience in social or economy. (one person)
3. **A GIS Expert** with master's degree and minimum 2 years of experience; or bachelor's degree and minimum 6 years of experience in engineering or geography. (one person)
4. **A Gender Specialist** with master's degree and 2 years of experience; or bachelor's degree and minimum 6 years of experience in gender, social science or another relevant field. (one person)
5. **A Statistician** with master's degree and 2 years of experience; or bachelor's degree in statistics economic development or mathematics and minimum 6 years of experience in data collection and analysis. (one person)
6. **A Financial analyst** with master's degree and 2 years of experience; or bachelor's degree in economics, finance or management and minimum 6 years of experience in economic development research, corporate finance or management. (one person)

### **- 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 language.
- 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 system is strongly desired.



- **Criteria of enumerators/surveyors:**

- Understanding the condition of the survey area.
- Have the ability and willingness to perform duties as an enumerator/surveyor.
- Have the ability and willingness to participate on JITU Pasma/PDNA training for surveyor/enumerators.
- Have a leadership, communication and teamwork capacities
- Computer literate.

**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:

**(both LOT 1 and LOT 2 require the same deliverables)**

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Timeline</b>	<b>Instalment</b>
1	1 <sup>st</sup> Payment: upon signing of contract and submission of detail workplan	25 September 2020	20%
2	2 <sup>nd</sup> Payment shall be made upon submission and acceptance of draft reports of Post Disaster Needs Assessment for JITU PASNA and R3P (Rencana Rehabilitasi dan Rekonstruksi Paska Bencana)-COVID-19,	16 November 2020	50%
3	3 <sup>rd</sup> Payment shall be made upon submission and acceptance of final reports of Post Disaster Needs Assessment for JITU PASNA and R3P (Rencana Rehabilitasi dan Rekonstruksi Paska Bencana) COVID-19,	27 January 2021	30%
	Total		100%

Interested consulting firms must submit the following documents/information to demonstrate their qualifications.

#### **H. DOCUMENTATION REQUIRED per LOT**

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL** using the template provided in **Annex II**, which contains:

- **Technical proposal\***, including
  - A. Qualifications of the Service Provider
  - B. Proposed Methodology for the Completion of Services
  - C. Qualifications of Key Personnel with Personal CV **or** [P11](#), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Password Protected Financial proposal\***, including
  - D. Cost Breakdown per Deliverable
  - E. Cost Breakdown by Cost Component

*\*please indicate whether proposal is intended for LOT 1, LOT 2, or both.*