



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

| | |
|------------------------|--|
| To: Interested bidders | DATE: September 15, 2020 |
| | REFERENCE: [RE-ADVERTISEMENT] RFP/021/BRH/RRU-Tsunami/2020 - Digital Inclusion in Banda Aceh as Resilient City Initiative (RRU) |

Dear Sir / Madam:

We kindly request you to submit your Proposal for Digital Inclusion in Banda Aceh as Resilient City Initiative (RRU).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Tuesday, September 22, 2020 at 23.59 Jakarta Local Time** and via **email** to the address below:

United Nations Development Programme
bids.id@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Martin Stephanus Kurnia
Head of Procurement Unit
14-Sep-2020

Annex 1

Description of Requirements

| Context of the Requirement | Digital Inclusion in Banda Aceh as Resilient City Initiative (RRU) | | | | | | | | |
|--|--|--|--------------------|--|---------------|------------|---------|--|------|
| Implementing Partner of UNDP | Bangkok Regional Hub | | | | | | | | |
| Brief Description of the Required Services ¹ | The objective of this assignment is to select a company to develop and implement an approach to ensure inclusivity of tech-based solutions implemented by the ongoing UNDP's resilient city initiative in Banda-Aceh, Indonesia, as well as share lessons-learned and knowledge from the pilot project across Indonesia and beyond. | | | | | | | | |
| List and Description of Expected Outputs to be Delivered | Please refer to Annex 3 | | | | | | | | |
| Person to Supervise the Work/Performance of the Service Provider | <i>Technical Analyst RRU, UNDP Indonesia in close coordination with BRH</i> | | | | | | | | |
| Frequency of Reporting | <i>As needed</i> | | | | | | | | |
| Progress Reporting Requirements | Please refer to Annex 3 | | | | | | | | |
| Location of work | <input checked="" type="checkbox"/> Exact Address/es (Kota Banda Aceh) <input type="checkbox"/> At Contractor's Location | | | | | | | | |
| Expected duration of work | 2.5 months | | | | | | | | |
| Target start date | 25 September 2020 | | | | | | | | |
| Latest completion date | 30 November 2020 | | | | | | | | |
| Travels Expected | <table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Banda Aceh</td><td>12 days</td><td>Inception meeting and conducting baseline assessment, conducting</td><td>TBD*</td></tr> </tbody> </table> | Destination/s | Estimated Duration | Brief Description of Purpose of the Travel | Target Date/s | Banda Aceh | 12 days | Inception meeting and conducting baseline assessment, conducting | TBD* |
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| Banda Aceh | 12 days | Inception meeting and conducting baseline assessment, conducting | TBD* | | | | | | |

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.

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| | | | households survey, consulting with Pemkot Banda Aceh, and presenting the results. | |
| *Will be discussed upon the development of COVID-19 situation in Indonesia | | | | |
| Special Security Requirements | <input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i> | | | |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | <input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others N/A | | | |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required | | | |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required | | | |
| Currency of Proposal | <input checked="" type="checkbox"/> United States Dollars (for companies based outside Indonesia) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (mandatory for local companies) | | | |
| Value Added Tax on Price Proposal ² | <input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days | | | |

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

| <i>submission of quotes)</i> | 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 <input type="checkbox"/> Permitted | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payment Terms ³ | <table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>A roadmap covering identification and analysis of potential challenges for implementing the solutions and recommendations</td><td>(15%)</td><td>Sep 30</td><td rowspan="7"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>A list of digital divide indicators agreed by different stakeholders</td><td>(15%)</td><td>Sep 30</td></tr> <tr> <td>Household survey results, including analysis of potential needs in filling digital gaps</td><td>(30%)</td><td>Sep 30</td></tr> <tr> <td>Agreed plan on procurement and prioritized vulnerable groups</td><td>(10%)</td><td>Oct 15</td></tr> <tr> <td>Technically reviewed reports</td><td>(15%)</td><td>Oct 30</td></tr> <tr> <td>A project M&E report</td><td>(15%)</td><td>Nov 30</td></tr> </tbody> </table> | Outputs | Percentage | Timing | Condition for Payment Release | A roadmap covering identification and analysis of potential challenges for implementing the solutions and recommendations | (15%) | Sep 30 | Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. | A list of digital divide indicators agreed by different stakeholders | (15%) | Sep 30 | Household survey results, including analysis of potential needs in filling digital gaps | (30%) | Sep 30 | Agreed plan on procurement and prioritized vulnerable groups | (10%) | Oct 15 | Technically reviewed reports | (15%) | Oct 30 | A project M&E report | (15%) | Nov 30 | | | |
| Outputs | Percentage | Timing | Condition for Payment Release | | | | | | | | | | | | | | | | | | | | | | | | |
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| A list of digital divide indicators agreed by different stakeholders | (15%) | Sep 30 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Household survey results, including analysis of potential needs in filling digital gaps | (30%) | Sep 30 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agreed plan on procurement and prioritized vulnerable groups | (10%) | Oct 15 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Technically reviewed reports | (15%) | Oct 30 | | | | | | | | | | | | | | | | | | | | | | | | | |
| A project M&E report | (15%) | Nov 30 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Technical Analyst RRU in coordination with BRH | | | | | | | | | | | | | | | | | | | | | | | | | | |

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.

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| Type of Contract to be Signed | <input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of 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"/> Bidder's qualification, capacity and experience [200 points] <input checked="" type="checkbox"/> Proposed Methodology, Approach and Implementation Plan [400 points] <input checked="" type="checkbox"/> Qualifications of key personnel [400 points] <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: |
| Contract General Terms and Conditions ⁵ | <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) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p> |

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

⁵ 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.

| | |
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| Annexes to this RFP ⁶ | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) (Annex 4) <input checked="" type="checkbox"/> Others ⁷ (Terms of Reference, Annex 3) |
| Contact Person for Inquiries (Written inquiries only) ⁸ | <p><i>Feby Utari/Galang Fitra Wijaya</i> feby.utari@undp.org; galang.wijaya@undp.org</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> |
| Other Information [pls. specify] | <p>Documentation required Interested consulting firms must submit the following documents/information to demonstrate their qualifications.</p> <p>FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL using the template provided in Annex II, which contains:</p> <ul style="list-style-type: none"> • Technical proposal, including <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> D. Cost Breakdown per Deliverable E. Cost Breakdown by Cost Component |

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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 PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) 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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ 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 (100%) | Price <i>(Lump Sum, All Inclusive)</i> |
|---|---|---|--|
| 1 | Output 1: A roadmap covering identification and analysis of potential challenges for implementing the solutions and recommendations | 15% | |
| 2 | Output 2 A list of digital divide indicators agreed by different stakeholders | 15% | |
| 3 | Output 3: Household survey results, including analysis of potential needs in filling digital gaps | 30% | |
| 4 | Output 4: Agreed plan on procurement and prioritized vulnerable groups | 10% | |
| 5 | Output 5: Technically reviewed reports | 15% | |
| | Output 6: A project M&E report | 15% | |
| | 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 (minimum) | Total Rate |
|--|--------------------------------------|-----------------------------------|-----------------------------------|-------------------|
| I. Personnel Services | | | | |
| 1. Team Leader | | | 1 | |
| 2. Senior Team Member | | | 1 | |
| 3. Associate (or project coordinator) | | | 1 | |
| II. Out of Pocket Expenses (e.g. travel cost) | | | | |
| <i>Please specify (...)</i> | | | | |
| <i>(...)</i> | | | | |
| Total | | | | |

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

[Designation]

[Date]

Terms of Reference

BACKGROUND

The rate of urbanization in the Asia and Pacific region is the highest in the world with more than 50 percent of the population expected to reside in urban areas by 2030. The region also hosts the majority of the world's megacities and is an engine of global economic growth. While the concentration of economic, social and cultural assets in cities attracts ever-increasing public and private investments and smart city projects using cutting-edge technology, many cities are already struggling to achieve sustainable and inclusive urbanization and balance between population growth and coping with the capacity of the cities' infrastructure.

Despite myriad economic opportunities, the current investment in digital transformation needs extra attention to ensure inclusive urbanization. People who live in areas with inadequate digital infrastructure are most likely to receive less attention from current smart city investment driven by private tech companies and left behind from digital trends. In addition, urban residents, men, young people and citizens living in mid- and high-income areas tend to adapt more quickly to digital transformation than women, peri-urban dwellers and older people. The COVID-19 crisis is exposing the devastating impact of inadequate digital infrastructure in low-income areas and how it could potentially put lives at risk.

Therefore, it is absolutely critical that digital development visions start to harness the concept of inclusivity and sustainability. However, while the need for such visions are increasingly recognized in the context of national development, there is a significant gap at the city level in terms of awareness, finance and expertise. Building on the pilot resilient city initiative in Banda-Aceh (currently at the PoC level) of UNDP, several experts and local stakeholders have been collaborating with private tech companies with focus on engaging different citizen groups (women leaders in the community, youth and CSOs) in the solution design process, mainly around disasters and potential crises. The private tech developers are currently building digital solutions and demonstrated their solutions on the "demo-day". As much as the quality of solutions matters, safeguarding of the solutions, as well as ensuring equal access to the digital solutions for every citizen are critical. For this purpose, reassessing the on-going pilot project with an LNOB (Leave No One Behind) angle is urgently needed. Especially, people with disabilities, women, low-income households, people living in areas with inadequate digital infrastructure and other vulnerable groups to digital transformation will be focused to ensure inclusive digital transformation.

DUTIES AND RESPONSIBILITIES

Objectives

The objective of this assignment is to select a company to develop and implement an approach to ensure inclusivity of tech-based solutions implemented by the on-going UNDP's resilient city initiative in Banda-Aceh, Indonesia, as well as share lessons-learned and knowledge from the pilot project across Indonesia and beyond.

Scope of Work

Based on the above, the firm will carry out the following broad tasks:

- 1) Develop digital divide indicators considering the specific context of Banda-Aceh, Indonesia (e.g. income-level, gender, education level, inadequate digital infrastructure, age differences, etc.).
- 2) With support from the Banda-Aceh local government (BAPPEDA) and relevant citizen groups and associations (e.g. association of people with disabilities), conduct household survey to identify current and potential digital divide, especially on digital accessibility related to gender, income-level and physical disabilities.
- 3) Based on the result of the household survey and in consultation with UNDP, purchase and provide the internet plan for the first year of the implementation, basic devices to utilize/access the early warning/evacuation online system and/or assistive devices (especially hearing assistive technologies) to prioritized vulnerable populations.
- 4) Provide technical advice for digital inclusion on smart city initiatives, focusing on gender, income, and age differences. This will be provided to the Banda-Aceh government, local stakeholders and digital solution providers.
- 5) Support the Banda-Aceh local government (BAPPEDA) and solution providers in implementing the chosen solutions (technical or social) and conduct a mid-term evaluation.

The consulting firm will work closely with UNDP Indonesia, Banda-Aceh Local Government (BAPPEDA) and UNDP regional (BRH) task team.

| | Scope of work | Outputs/deliverables | Working days | Deadline |
|---|---|--|--------------|----------|
| 1 | Perform baseline assessment of the city's current situation including existing policy/regulatory set up and any other potential challenges for Banda Aceh to implement the selected solutions. (e.g. finance, | A roadmap covering identification and analysis of potential challenges for implementing the solutions and recommendations. | 7 days | Sep 30 |

| | | | | |
|---|--|--|--------|--------|
| | human recourse, technical capacity, data availability at city level, etc.) | | | |
| 2 | Develop digital divide indicators considering the specific context of Banda-Aceh, Indonesia (e.g. income-level, gender, education level, inadequate digital infrastructure, age differences, etc.). | A list of digital divide indicators agreed by different stakeholders | 3 days | Sep 30 |
| 3 | With support from the Banda-Aceh local government (BAPPEDA) and relevant citizen groups and associations (e.g. association of people with disabilities), conduct household survey to identify current and potential digital divide, especially on digital accessibility related to income-level and physical disabilities. | Household survey results, including analysis of potential needs in filling digital gaps | 7 days | Sep 30 |
| 4 | Based on the result of the household survey and in consultation with UNDP, purchase and provide the internet plan for the first year of the implementation, basic devices to utilize/access the early warning/evacuation online system and/or assistive devices (especially hearing assistive technologies) to prioritized vulnerable populations. | Agreed plan on procurement and prioritized vulnerable groups | 3 days | Oct 15 |
| 5 | Provide technical advice for digital inclusion on smart city initiatives, focusing on gender, income, and age differences. This will be provided to the Banda-Aceh government, local stakeholders and digital solution providers. | Technically reviewed reports | 7 days | Oct 30 |
| 6 | Support the Banda-Aceh local government (BAPPEDA) and solution providers in implementing the chosen tech solutions and evaluate them based on the indicators developed under Scope of Work 1, and share the lessons-learn. | <ul style="list-style-type: none"> - A project M&E report - Presentation(s) for both internal and external audience, knowledge product(s) (e.g. blog, paper, etc.) | 7 days | Nov 30 |

Expected Outputs and Deliverables

| Deliverables/ Outputs | Target Due Dates |
|--|---------------------------------|
| Output 1: A roadmap covering identification and analysis of potential challenges for implementing the solutions and recommendations | 30 Sep 2020 (7 working days) |
| Output 2: A list of digital divide indicators agreed by different stakeholders | 30 Sep 2020 (3 working days) |
| Output 3: Household survey results, including analysis of potential needs in filling digital gaps | 30 Sep 2020 (7 working days) |
| Output 4: Agreed plan on procurement and prioritized vulnerable groups | 31 Oct 2020 (3 working days) |
| Output 5: Technically reviewed reports | 31 Oct 2020 (7 working days) |
| Output 6: A project M&E report, presentation(s), knowledge products (i.e. blog, report, etc.) | 30 Nov 2020 (7 working days) |

Institutional Arrangement

The assignment will be managed by [the BRH task team](#). The firm will work closely with UNDP Governance team and the Indonesia UNDP Country Office. UNDP BRH and Indonesia Country Office will review the quality of the services provided by the contractor and the contractor will systematically respond to feedback provided in writing as requested.

Duration of the Work

This assignment is expected to be completed in 34 days by 30 November 2020.

Duty Station

The consulting firm will work in Indonesia with possible traveling to Kota Banda Aceh.

COMPETENCIES

Corporate:

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional/Technical:

- Strong analytical skills;
- Excellent writing skills;
- Excellent communication/coordination skills;
- Excellent English proficiency.

REQUIRED SKILLS AND EXPERIENCE

Minimum requirements for the company/organization/institution:

- The entity has been legally registered as a research and policy organization for a minimum of 10 years
- Experience of coordination with multiple offices in a large organization;
- Familiarity with current issues related to digitalization, smart cities, gender equality, and the UN's SDGs and Leave No One Behind.

Minimum requirements for the members of the team:

a) Team Leader/Advisor

- Advanced university degree in development studies and other relevant social sciences relevant to this assignment.
- A minimum of 10 years of professional experience in disaster risk management with a focus on inclusive disaster risk reduction
- Experience in directly working with Indonesian national governments or institutions
- Familiarity with both conventional and advanced technologies for disaster risk management such as early warning system, disaster GIS mapping, etc.
- Experience in tsunami related initiatives is an asset.
- Experience working in development projects with UN agencies or internal development organizations is an asset.
- Fluency of Bahasa Indonesian and English.

b) Surveyor(s) or Data Analyst(s)

- Advanced university degree in Statistics, Mathematics, Data Management, Computer Science, and other relevant social sciences relevant to this assignment.
- A minimum of 5 years of professional experience in surveying, data collection and

analysis, mathematics, statistics, or relevant fields to this assignment.

- Experience in processing, interpreting and utilizing data for projects tackling economic and social inequalities is an asset.
- Fluency of Bahasa Indonesian.

c) Project Coordinator

- Bachelor's degree or higher in Design, Public Administration, International Development, International Relationship, Political Science, Economics and other related fields;
- A minimum of 3 years of experience in project coordination;
- Demonstrated capacity in supporting inclusive initiatives or projects
- Experience working in development projects with UN agencies or internal development organizations is an asset.
- Fluency of Bahasa Indonesian and English.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, living allowance (if any work is to be done outside the duty station) and any other applicable cost to be incurred by the Supplier in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be delivered upon completion of the deliverables/outputs and as per below percentages:

| | |
|---|-----|
| Output 1: A roadmap covering identification and analysis of potential challenges for implementing the solutions and recommendations | 15% |
| Output 2 A list of digital divide indicators agreed by different stakeholders | 15% |
| Output 3: Household survey results, including analysis of potential needs in filling digital gaps | 30% |
| Output 4: Agreed plan on procurement and prioritized vulnerable groups | 10% |
| Output 5: Technically reviewed reports | 15% |
| Output 6: A project M&E report | 15% |

Travel expenses: Three domestic travels to Banda-Aceh are expected for Output 1, 2, 4 and 5.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the consulting firm, prior to travel and will be reimbursed.

Evaluation Method and Criteria

consulting firm will be evaluated based on the following methodology...

...Cumulative analysis

The award of the contract shall be made to the consulting firm whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (70%)

| Summary of Technical Proposal Evaluation Forms | Points Obtainable |
|--|-------------------|
| Bidder's qualification, capacity and experience | 200 |
| Proposed Methodology, Approach and Implementation Plan | 400 |
| Qualifications of Key Personnel | 400 |
| Total | 1,000 |

| Section 1. Bidder's qualification, capacity and experience | | Points obtainable |
|--|--|-------------------|
| 1.1 | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted | 70 |
| 1.2 | The entity has been legally registered as a research and policy organization for a minimum of 10 years | 40 |
| 1.3 | Experience of coordination with multiple offices in a large organization | 60 |
| 1.4 | Familiarity with current issues related to digitalization, smart cities, gender equality, and the UN's SDGs and Leave No One Behind. | 30 |
| Total Section 1 | | 200 |

| Section 2. Proposed Methodology, Approach and Implementation Plan | | Points obtainable |
|--|---|--------------------------|
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 100 |
| 2.2 | Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 100 |
| 2.3 | Assessment of the Description of available quality assurance, performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic | 100 |
| 2.4 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract | 100 |
| Total Section 2 | | 400 |

| Section 3. Qualifications of key personnel | | Points obtainable |
|--|----|--------------------------|
| Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? | | 50 |
| Qualifications of key personnel proposed | | |
| Team Leader/Advisor | | 160 |
| o Advanced university degree in development studies and other relevant social sciences relevant to this assignment. | 20 | |
| o A minimum of 10 years of professional experience in disaster risk management with a focus on inclusive disaster risk reduction | 50 | |
| o Experience in directly working with Indonesian national governments or institutions | 30 | |
| o Familiarity with both conventional and advanced technologies for disaster risk management such as early warning system, disaster GIS mapping, etc. | 30 | |
| o Experience in tsunami related initiatives is an asset. Experience working in development projects with UN agencies or internal development organizations is an asset. | 20 | |
| o Fluency of Bahasa Indonesian and English. | 10 | |

| Section 3. Qualifications of key personnel | | Points obtainable |
|---|----|-------------------|
| Surveyor(s) or Data Analyst(s) | | 130 |
| ○ Advanced university degree in Statistics, Mathematics, Data Management, Computer Science, and other relevant social sciences relevant to this assignment. | 20 | |
| ○ A minimum of 5 years of professional experience in surveying, data collection and analysis, mathematics, statistics, or relevant fields to this assignment. | 40 | |
| ○ Experience in processing, interpreting and utilizing data for projects tackling economic and social inequalities is an asset. | 40 | |
| ○ Fluency of Bahasa Indonesian. | 30 | |
| Project Coordinator | | 60 |
| ○ Bachelor's degree or higher in Design, Public Administration, International Development, International Relationship, Political Science, Economics and other related fields; | 10 | |
| ○ A minimum of 3 years of experience in project coordination; | 15 | |
| ○ Demonstrated capacity in supporting inclusive initiatives or projects | 15 | |
| ○ Experience working in development projects with UN agencies or internal development organizations is an asset. | 10 | |
| ○ Fluency of Bahasa Indonesian and English. | 10 | |
| Total Section 3 | | 400 |

Only candidates obtaining a minimum of 700 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

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

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