

Clearance for Low Value Grant Term of Reference

Purpose of the Grant (elaborate) : Providing scholarship for university students from archipelagic and island states through a university partner that will be responsible to manage the funds

Project ID and Name : 00115025 PIP - Ins. Setup Archipelagic and Island State Forum (AIS)



Project Implementation Modality : DIM Country Office

Project Duration : from 02/01/2019 to 31/12/2021

Grant Duration : from 01/10/2020 to 31/12/2020

Budget per proposal : USD 25,000 (should not exceed USD150,000)

Solicitation method : Open advertisement and/or outreach to all eligible organizations

CLEARANCE REQUIRED	DATE (DD/MM/YYYY)
<p>ToR prepared and submitted by</p>  <p>Akhmad Arsya Sani, Project Manager</p>	11-09-2020
<p>ToR reviewed and in accordance with the standard template</p>  <p>Abdul Situmorang, Programme Manager</p>	11-09-2020

TERM OF REFERENCE
INNOVATORS SCHOLARSHIP
UNDER

ARCHIPELAGIC AND ISLAND STATES (AIS) FORUM (00115025)

Title of Grant	Innovators Scholarship
Project Name	Archipelagic and Island States (AIS) Forum Secretariat
Grant Duration	from 01/10/2020 to 31/12/2021
Work Location	Indonesia
Supervisor	Akhmad Arsyia Sani

I. BACKGROUND AND EXPECTED OUTPUTS

The Archipelagic and Island States (AIS) Forum is a platform designed to include 47 island countries around the world, regardless of their size and development stage. The Forum Secretariat is a project under the Indonesia Country Office of the UNDP.

In 2018, several AIS countries declared their intention to join forces to address the shared and common problems including climate change, unsustainable use of ocean resources, marine plastic particles, and improvement in maritime governance, through the AIS Forum. To strengthen their effort, these countries agreed to form a secretariat that will ensure the AIS forum meets its objectives.

In the midst of a changing climate and widespread marine ecosystem degradation, both of which are correlated with human activities, the AIS Forum has an important role to play in promoting sustainable economic growth. Around 2.4 billion people occupy the areas within 100km from the coastline (UN, 2017). Without major breakthroughs in science, technology, policy, and financing, it is almost impossible for island states to adhere to a sustainable ocean development path.

The Global Innovation Index (GII) puts “Human Capital” as one of the key components of a country’s innovation capacity. The 2019 GII report shows that most top-ranking countries in innovation demonstrate a high score in human capital development. Recognizing the importance of human development in fostering innovation, the AIS Forum intends to facilitate the collaboration between AIS countries in developing their human capital by providing scholarships for talented individuals for these countries.

The Innovator Scholarship is a one-semester fully-funded exchange program for students from AIS participating countries who demonstrate a creative mind and exceptional leadership qualities. These individuals will work on projects and solve issues around the four main AIS Forum areas of cooperation. This program seeks to give selected individuals a holistic experience that will provide them with practical knowledge through both courses at a well-known university, and tangible field experience.

II. KEY ACTIVITIES AND PERFORMANCE TARGETS

The AIS Forum Secretariat is looking to partner with a prominent university to host the Innovators Scholarship program. The program will provide a scholarship for 2 (two) talented individuals from AIS participating countries with entrepreneurship, technology, or policymaking background and who are currently taking a bachelor's or master's degree program. The selected candidates will be able to study for one semester and earn credit from the AIS university in Indonesia. The scholarship recipients have the chance to explore the possibility of transforming their ideas into a tangible solution with the guidance from the startup ecosystem members or network of experts that are available at the AIS partner university. At the end of the program, they will present their study and project results to representatives from the AIS Forum.

Courses

Candidates will be able to select some of the best courses at the AIS partner university and have the opportunity to receive credits for their study. They can choose from a wide range of relevant subjects including business, technology, leadership, finance, and management that are made available to them. Moreover, the selected individuals will have access to on-campus events such as seminars, workshops, and conferences.

Project Management

Outside of the classroom, the scholarship awardees are going to manage a project to test their ideas to see if they can be scaled up into a marketable product or service, or be put into practice at a national level. Through the business incubator or the research centre at the AIS partner university, they will receive guidance on how to achieve that objective. The scholarship recipients have to report the progress of their project management to the AIS Forum Secretariat twice, mid-term and final report. The report format shall be in a form of presentation slides (ppt) for business or technology-related projects or standard policy memo (word document) for policy-related projects.

The presentation slides shall explain the following:

- Significance of the problem
- How the proposed idea or solution could lead to improved outcomes
- The idea or solution
- Clarity of plans for testing hypotheses and feedback from mentors, users, and other stakeholders (only for the final report)

The policy memo shall explain the following items:

- Executive summary, a single paragraph that summarizes the entire memo
- A background that explains the main problems to be addressed and the significance of them
- Policy proposals and the supporting evidence that shows the solutions can lead to positive outcomes
- Stakeholders Analysis
- Conclusions
- Implementation plan and feedback from mentors, users, and other stakeholders (only for the final report)

Mentoring

To enhance their soft knowledge and skills, participants will have the opportunity to network and receive mentorship from an entrepreneur or professional from the technology, business or public service sectors of Indonesia.

Scholarship Components

The total amount of scholarship provided by the AIS Forum for 2 (two) scholarship recipients is \$25,000 and it will cover the following costs:

- Admission and tuition fees for 1 semester
- Project and mentoring costs
- Visa and residence permit
- Travel and transportation
- Monthly living expenses
- Health insurance

The partner university is required to provide the following items to the scholarship recipients:

1. Courses in the undergraduate (bachelor) or graduate (master) programs at the AIS partner university are delivered to the 2 (two) scholarship recipients
2. Learning and development activities at the AIS partner university's research or entrepreneurial center are provided to the 2 (two) scholarship recipients a form of assistance for the scholarship recipient in preparing study reports, which include a business plan or policy memo for the proposed innovative solutions
3. A minimum once a month mentoring session with a faculty member or a professional from the private sector facilitated by the partner university for each of the scholarship recipient
4. Student allowances for the 2 (two) scholarship recipient are distributed on time at the beginning of every quarter and academic certificate and transcript of the scholarship recipient are provided to the university of origin after the completion of the program

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES		
			1 st Quarter	2 nd Quarter	FINAL TARGET
1.1. Courses, learning materials, and other academic support in the undergraduate (bachelor) or graduate (master) programs at the AIS partner university are delivered to the 2(two) scholarship recipient	Progress report and academic transcript	International students = 0	International students = 2	International students = 2	International students = 2
1.2. Learning and development activities at the AIS partner university's research or entrepreneurial center are provided to the 2 (two) scholarship recipient as a form of assistance for the scholarship recipient in preparing study reports, which include a business plan or policy memo for the proposed innovative solutions	Progress report from the center	International students = 0	International students = 2	International students = 2	International students = 2
1.3. Facilitating the mentoring program for the international students for a minimum of once a month for each scholarship recipient	Mentoring report	Mentoring session = 0	Mentoring session = 6	Mentoring session = 12	Mentoring session = 12
1.4. Student allowances for the 2 (two) scholarship recipient are distributed on time at the beginning of every quarter and academic certificate and transcript of the scholarship recipient are provided to the university of origin after the completion of the program	Report from the administrative office of the partner university	No. of International student receiving the Allowance transfer = 0	No. of International student receiving the Allowance transfer Allowance transfer = 2	No. of International student receiving the Allowance transfer Allowance transfer = 4	No. of International student receiving the Allowance transfer Allowance transfer = 4

III. LOCATION AND TARGET BENEFICIARIES

The program is looking for 2 (two) talented individuals from AIS participating countries with entrepreneurship, technology, or policymaking background and who are currently taking a bachelor's or master's degree program. The selected candidates will be able to study for one semester and earn credit from AIS partner university in Indonesia. The scholarship recipients have the chance to explore the possibility of transforming their ideas into a tangible solution with the guidance from the startup ecosystem members or network of experts that are available at the AIS partner university. At the end of the program, they will present their study and project results to representatives from the AIS Forum.

IV. ELIGIBILITY AND SELECTION PROCESS

The grant recipient (civil society or non-governmental organization, academia) with experience in managing international student exchange and its scholarship funds shall complete and submit the Grant Proposal in accordance with UNDP's Low Value Grant Proposal Template (**ANNEX A**) and the Request for Information (RFI) From CSO/NGO (**ANNEX B**).

All grant proposals shall be subject to grant selection processes, which consist of a Pre-screening against the selection criteria and Full Review by the CSO Steering Committee.

The Selection Criteria are as follows:

- a) Method (25%): proposed methodology, workplan, approach, timeline, completeness of deliverables.
- b) Identity (20%): registration status, having a specific status if that is necessary in the country context, etc.
- c) Capacity (25%): specialized knowledge and experience on similar engagement, standard operating procedure, financial report (audit report if available).
- d) Utilization of resources (15%): financial SOP, realistic budget for how funds will be spent (in accordance with UNDP standard cost: UN Harmonized Cost Rates, etc.).
- e) Submission Requirements (15%): ideas presented including any requirements with regards to utilization of resources, reporting, duration, and other formal criteria.

V. REPORTING

This section summarizes the components of the report.

Header Area

This information is required for appropriate coding in the agency's financial and management accounting systems. The specific data elements include:

- Name of the agency
- Country where the programme takes place
- Programme title

Body of the Report

Activity description: This text field contains a short description of the activity as it appears in the underlying work plan, as well as its duration.

Expenditure Reporting

PLANNED ACTIVITIES ¹	Timeline ²				Planned Budget for the Activity (in grant currency) ³
	1st Quarter	2nd Quarter			
1.1 Activity					Rp
1.2 Activity					Rp
1.3 Activity					Rp
Total					Rp

¹ State what activities will be completed with the grant Funds. Use as many activity lines as necessary

- 2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.
- 3 Indicate the budget amounts in the grant currency.