TERM OF REFERENCE

RESEARCH ON THE ROLE OF WOMEN IN RELIGIOUS-BASED ORGANIZATION TO PREVENT VIOLENT EXTREMISM AND RESEARCH ON THE MAPPING OUT THE MOVEMENT ON SPREADING OUT THE EXTREMISM AFTER THE ENACTMENT OF GOVERNMENT REGULATION IN LIEU OF LAWS NO. 2 OF 2017

UNDER

PREVENTING VIOLENT EXTREMISM THROUGH PROMOTING TOLERANCE AND RESPECT FOR DIVERSITY
(Award ID 00112026; Output ID 00110865)

Title of Grant	Research on the Role of Women in Religious-Based Organization to Prevent Violent Extremism and Research on the map out the movement on spreading out the extremism after the enactment of Government Regulation in lieu of Laws no. 2 of 2017
Project Name	Preventing Violent Extremism Through Promoting Tolerance and Respect for Diversity
Grant Duration	from 01/10/2020 to 31/05/2021
Work Location	Jakarta and other areas
Supervisor	Misthohizzaman, National Project Manager
Maximum budget	USD 80,000

I. BACKGROUND AND EXPECTED OUTPUTS

The past decade has seen the number of violent, extremist, and terrorist activities have been increasing both globally and domestically. Since the aftermath of the Bali Bombings in 2002, eight out of nine regions in the world have experienced increasing numbers of the terrorist attack. Although for the fourth constitutive year in 2018 has represented a 53 percent lower from its peak in 2014 (33,555 people were killed in terrorist attacks), and now the total number of deaths from terrorism at the lowest level since 2013, it is still considered as a major global threat.[1]

In the Indonesia context, in recent years the number, scale, and success of extremist attacks have declined. However, the rise of ISIS has brought with it new complexity and transnational element to violent extremism in Indonesia. Many Indonesian are known to have traveled to Syria to the Philippines, drawn by the idea of an existing Caliphate and a sense of righteousness in fighting what they see as threats to Islam. However, not all were traveling to fight; recent research suggesting that almost forty percent of those who travel to Syria and over seventy percent of those who are returning are women and children.[2] This coupled with the incidence of several attacks involving families (e.g. 2018 Surabaya bombings) suggest that the nature of violent extremism continues to evolve.

Since 2017, The Government of Indonesia is committed to counterterrorism and violent extremism as demonstrated by formulating the National Action Plan on Preventing and Countering Violent Extremism that leads to Terrorism, led by the National Counter-Terrorism Agency of the Republic of Indonesia (BNPT). In January 2019, the President of the Republic of Indonesia issued the Initiative Permit of the NAP on P/CVE and has assigned BNPT as the main stakeholders responsible for the development and finalization of the NAP on P/CVE. Despite the notable signs of progress have been made on the process, the need for further efforts remains.

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[1] Global Terrorism Index 2019, pp. 12, available at http://visionofhumanity.org/app/uploads/2019/11/GTI-2019web.pdf

[2] Chin, J. (2016). Malaysia: clear and present danger from the Islamic State. Brookings Institute, Op-ed online, 16 December. Available at https://www.brookings.edu/opinions/malaysia-clear-and-present-danger-from-the-islamic-state/

In responding to that, UNDP has been implementing a PVE project called **"Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity"** or the PROTECT Project phase I which has contributed to the acceleration of the issuance of NAP on P/CVE. The first phase of PROTECT Project has taken the leading role in facilitating a series of policy engagement on the NAP on P/CVE with various stakeholders which lead to several advancements. This NAP on P/CVE is expected to be adopted for the implementation in 2020. Not only support the issuance of NAP on P/CVE, but also the project contributed to fill the knowledge gap on PVE especially in the role of Moderate Islamic Organization in P/CVE, the level of radicalization through the mosque on State-Owned Universities, and the Implication of Regional Dynamic to the Islamic Organizations in Indonesia.

Building on these achievements as well as lessons learned, for the next phase (2020-2023), UNDP Indonesia would like to continue the same three pillars of intervention; support the government policy of NAP on P/CVE both at the national and sub-national level, data and analysis and strengthening the capacity of P/CVE actors, such as religious-based organization, youth, and women.

The proposed objective(s) will be achieved by the following outputs through these activities and actions in Indonesia:

Output 1 : Strengthening Policy Assistance in order to develop, coordinate and implement National Action Plan on P/CVE.

Output 2 : National network, data and trend analysis to stakeholders to prevent violent extremism and radicalism in Indonesia is available.

Output 3 : Strengthened capacities and resilience of P/CVE actors towards the extremist narratives and processes of radicalization.

The Needs of Generating Evidence-Based Research about Preventing Violent Extremism (PVE)

Furthermore, our efforts at preventing violent extremism are ultimately about emphasizing the "whole of society approaches", one of the efforts is providing the availability of research and applicable findings for well-formulated PVE policies and programming of government and capacitated the community with the knowledge to strengthened the resilience towards the risk of radicalizations and prevent violent extremism.

Regarding the availability of data and trend analysis, UNDP Indonesia will build on research undertaken in the first phase. Under the first phase of PROTECT project, numerous researches have been produced, however, to fill the knowledge gap about the root causes of violent extremism in Indonesia, the provision more evidence-based research with further analysis from the previous research is imperative.

Firstly, the research on the Role of Moderate Islamic Organizations in preventing Violent Extremism: NU and Muhammadiyah Case (2019). One of its recommendations from the research findings is that major Islamic Organizations, *Nahdlatul Ulama* (NU) and Muhammadiyah, should increase their collaboration to prevent violent extremism. As both organizations have in-house women's organizations (such as *FATAYAT* and *MUSLIMAT* under NU and *AISYIYAH* and *NAISYATUL AISYIYAH* under Muhammadiyah), through this research, the project will try to emphasize the importance of working with and through their women's chapters. It is found that in some area, the role of women is important and become more strategic including at the community level. The project will also identify the entry point of collaboration between them as well as the strategy to enhance the role of women in the religious-based organization. Therefore, this research does not target only both Islamic organizations but includes other religious organizations.

Over the past year, the trend and nature of violent extremism are transforming, much of it, the transformation includes the different drivers of radicalizations and recruitment among men and women. This situation causes the women at risk of radicalization and rise the number of stories of women involved in planning acts of terror, as well as declaring themselves as a "jihadist". In Indonesia context, the recent attacks in Surabaya in May 2018 and the Sibolga Bombings in March 2019 have marked a new modus operandi by involving women and children in the terrorist acts.

Some efforts and works already implemented in the field to improve and strengthen the capacity and the role of women in preventing violent extremism and radicalization through various initiatives facilitated by government institutions, CSOs, development partners in the various region throughout Indonesia. However, understanding the role of women in violent extremism in many ways is still challenging and to strengthen the evidence-based policy research on the role of women in PVE, as well as the gender dimension of PVE is needed. In response to that situation, this project aims to generate the evidence-based policy to the related stakeholders regarding the recent role of women in religious-based organizations to prevent violent extremism and the support that they need to strengthen the community resilience towards violent extremism at their communities.

For this reason, After the research findings and recommendation is available, the project is going to take evidence-based action to promote resilience against women extremism. This activity will target female members of the community groups from a different religious background.

Secondly, the research on the level of radicalization in the State-Owned University Campus Mosque in Indonesia (2019) found out that radicalization might have penetrated in some Islamic Universities, besides the targeted 10 State Universities. The first phase of PROTECT project has provided the important analyses on the sequence, pattern as well as identified enabling factors of the radicalization process in the State-Owned Universities throughout Indonesia. It was identified that the dissemination and recruitment process already modified to response the recent situation, such as the issuance and enactment of the Government Regulation in lieu of Law No. 2 of 2017 regarding the mass organization, also some others enabling factors used, such as the usage of Student Activity Unit as a part of recruitment mechanism, providing dormitory, personal soft loan, and continuous mentoring scheme.

The research also found out that some mass organization, have different response to the enqctment of Government Regulation in Lieu of Law No. 2 of 2017 regarding mass organization, such as *Ikhwanul Muslimin* (Brotherhood of Moslem)*, Tarbiyah*, S*alafi*, *Harmoni Amal dan Titian Hati* (HATI, the Harmony of Attitude and Consciences), *Negara Islam Indonesia* (NII, Indonesian Islamic State), *Gema Pembebasan* (The Echo of Freedom), including *Hizbut Tahrir Indonesia* (HTI) have activities in the targeted Universities. Although HTI has been banned for opposing the Pancasila ideology and support the Government's caliphate objectives through a decree signed by the President of Indonesia in 2017, according to the result of the research, HTI maintains its movement within Indonesia. Based on one of the characteristics of HT groups worldwide, in responding to organizations' banned, the group will continue opposing democracy.[3] The counter-effort from HTI can be used as a reference, or even a role model by other intolerant groups to do similar things, such as continuing their works on spreading information and provocative narrative which can't easily be identified by law enforcement. Furthermore, this research will also identify the current movement of other intolerant groups, by analyzing on where they are active, what pattern has been modified, and who is the new target to be recruited after the enactment of the government regulation in lieu of law no. 2 of 2017.

Regarding the research on the role of women in religious-based organizations to prevent violent extremism, after the analysis, the policy recommendation will be produced for the government and targeted institutions to take necessary response refer to the exisiting policies and programme conducted by the women organizations, good practices and lesson learned from their programmes on preventing violent extremism; also provide necessary supports as required, and produce recommendation of programme to be implemented by the project on strengthening the role of women to promote resilience against women extremism regardless different religious background.

While for the research on the map out the movement on spreading out the extremism after the enactment of Government Regulation in lieu of Laws no. 2 of 2017, after the analysis, the policy recommendation will be produced for the Government to take the necessary response towards the movement of intolerant groups in spreading their narratives, and to identify response and necessary support for and from the moderate religious-based organizations. Also, the research will do analysis of the effectiveness of measurements of action which was taken by government institution, particularly educational institution, after the enactment of the government regulation in lieu of law no. 2 of 2017.

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[3] Anhaf, Iqbal Muhammad, New Mandala, "*Where does Hizbut Tahrir Indonesia go from here?", 28 July 2017, available at* https://www.newmandala.org/hizbut-tahrir-indonesia-go/

In order to connect the evidence-based analytical research to practical outcomes, UNDP Indonesia will work with the partner organization to hold the dissemination event to wider public or relevant audience. After having evidence-based researches, it is critically important to conduct policy engagement with the government to influence their policy on P/CVE and strengthened the related P/CVE policy framework in Indonesia. Therefore, UNDP and partner organization will conduct dissemination of research finding at national and sub-national level. Furthermore, some policy briefs or policy papers will be developed, based on that evidence-based information.

II.   KEY ACTIVITIES AND PERFORMANCE TARGETS

The proposed activities should demonstrate how to contribute filling the knowledge gap about the root causes of violence extremism in Indonesia and the provision of more evidence-based research with the further analysis from the previous research. At the minimum, the objectives of the research are:

1. On the research of the role of women in religious-based organizations to prevent violent extremism:
    a. Identifying the recent position of the women-wings organizations, not only from NU and Muhammadiyah, but also from other religious based organizations;
    b. Identifying the good practices and lesson learned from their programmes on preventing violent extremism;
    c. Identifying the challenges and support required from other stakeholders, including the government.
    d. Identifying the existing and possible various role of women to promote resilience against women extremism.
    e. produce recommendation of programme to be implemented by the project on strengthening the role of women to promote resilience against women extremism regardless different religious background
    f. disseminating the results and findings of the research to government institutions and related stakholders

2.   On the research of the map out the movement on spreading out the extremism after the enactment of Government Regulation in lieu of Laws no. 2 of 2017
    a. Identifying the recent movement of intolerance groups after the enactment of government regulation in lieu of law no. 2 of 2017;
    b. Analyze the effectiveness of measurements has been taken by government institution, particularly educational institution after the enactment of the government regulation in lieu of law no. 2 of 2017
    c. Identifying response and supports required from other religious-based organization and related stakeholders regarding the enactment of Government Regulation in lieu of Laws no. 2 of 2017.
    d. disseminating the results and findings of the research to government institutions and related stakholders

Furthermore, the selected NGO/CSO will focus its efforts on the following activities:

1. Conduct following pieces of research on:
    a. The role of women in religious-based organizations to prevent violent extremism; and
    b. The map out the movement on spreading out the extremism after the enactment of Government Regulation in lieu of Laws no. 2 of 2017.
2. Prepare at least 2 (two) policy briefs/ policy papers based on research findings;
3. In line with the outcomes of the research, conducting policy engagement with relevant stakeholders to influence their policy on P/CVE with dissemination of the findings
4. Conduct several workshops to disseminate findings of research

Further research needs to be undertaken into gender-responsive value to promote women's involvement to prevent violent extremism, not only limited to gender balance representation, but also ensuring the active involvement of women participations.

In this regard, the expected results are as follows:

Deliverables	Deadline
1. Develop respective research plan and TOR for each activity	By second week of October 2020
2. Conduct series of activities regarding data collection and analysis	By the end of January 2021
3. Policy brief/ policy paper will be available	By the end of March 2021
4. Workshops to disseminate findings of research to be held	By the end of March 2021
5. Final Report	By the end of April 2021

RESEARCH

The NGO/CSO will conduct 2 (two) pieces of research, with support from UNDP Indonesia and BRH, the scope of work is:
1. Develop a research plan for interviewing and data collection at the design workshop;
2. Conduct data collection through various ways, include key informant interviews and/or focus group discussions with stakeholders on respective research and conduct analysis;
3. Produce at least two policy briefs/ papers;
4. Conduct several workshops to disseminate findings of research.

The final product of the research will include:
1. Research plan as agreed with UNDP;
2. Data collection to be conducted;
3. Workshops on research findings for advocacy purpose to be held;
4. Final report of the research in Bahasa Indonesia and in English which consist of:
   a. Two Executive summary of the researches
   b. Two full report of the researches
   c. Two policy brief/policy papers

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES		FINAL TARGET
			Period 1 Year 1 (2020)	Period 2 Year 2 (2021)	
1.1. Series of activities conducted to research on the role of women in religious-based organizations to prevent violent extremism;	• Research plan • Activity Report, • Minutes of the meeting, • List of participants, • documentations	Research on the Role of Moderate Islamic Organization on preventing violent extremism: NU and Muhammadiyah Case	• Involving at least 75 participants (80% of participant is women) • Conducted in National and at least 8 sub-national (1 National board management, 2 provincial management, 2 district management, 2 sub district management, 2 village level)	• Involving at least 75 participants (80% of participant is women) • Conducted in National and at least 8 sub-national (1 National board management, 2 provincial management, 2 district management, 2 sub district management, 2 village level) • Produced 1 draft of executive summary, 1 draft of full narrative report, and 1 draft of policy brief/paper	• An Executive summary of the researches • A full report of the research • A Policy brief/policy papers • Involved by at least 150 participants (80% are female) • Conducted in National and at least 8 sub-national (1 National board management, 2 provincial management, 2 district management, 2 sub district management, 2 village level)
1.2. Series of activities conducted to research on the map out the movement on spreading out the extremism after the enactment of Government Regulation in lieu of Laws no. 2 of 2017.	• Research plan • Activity Report, • Minutes of the meeting, • List of participants, • documentations	the research on the level of radicalization in the State-Owned University Campus Mosque in Indonesia (2019)	• Involving at least 150 participants (50% of participant is women) • Conducted in at least 10 previous targeted universities	• Involving at least 150 participants (50% of participant is women) • Conducted in at least 10 previous targeted universities • Produced 1 draft of executive summary, 1 draft of full narrative report, and 1 draft of policy brief/paper	• An Executive summary of the researches • A full report of the research • A Policy brief/policy papers • Involved by at least 300 participants (50% of participant is women) • Conducted in at least 10 previous targeted universities

1.3. Conduct several workshops to disseminate findings of research	• Activity Report, • Minutes of the meeting, • Attendance list of participants, • documentations		•	• Involving at least 100 participants (50% of participant is women) • Conducted in at least 1 at national level and 2 sub-national level	• Attended by at least 100 participants (50% of participant is women) • Conducted in at least 1 at national level and 2 sub-national level

1.4. Final Report			•	•	• Final report will consist of:
					   • 1 executive summary,
					   • 1 full narrative report,
					   • 1 policy brief/paper

In addition to achieve above expected outputs and activities, the selected partner obliges to provide technical oversight and assistance to beneficiaries during start-up activities. All the process should have identified gender and also should to have gender balance. To ensure the quality of deliverables, they must also develop monitoring plan and undertake regular monitoring and reporting of implementation progress.

Payment for the NGO/CSO will be made upon certification of work accomplished and delivered by UNDP The Payment installment will be as follows:

No	Milestone / Documentation	Target Delivery Date
1	Approved contract and scope of services	• Upon signing of contract
2	Developed a detail work plan and TOR for each activity	• By the 2nd week of November 2020
3	Conducted series of activities related to the research on the role of women in religious-based organizations to prevent violent extremism: • Submitted research plan with detail required information • Involving at least 150 participants (80% of participant is women) • Conducted research design workshop • Conducted data collection on targeted organization consist of National and at least 8 sub-national level (1 National board management, 2 provincial management, 2 district management, 2 sub district management, 2 village level) • Conducted internal and external peer-review, and expert meeting • Conducted 3 dissemination (1 at national and 2 sub-national level) • submitted reports should include activity report, list of participants, minute of meeting, and documentations • Produced 1 executive summary, 1 full narrative report, and 1 policy brief/paper	• By the end of March 2021

No	Milestone / Documentation	Target Delivery Date
4.	Conducted series of activities related to research on the map out the movement on spreading out the extremism after the enactment of Government Regulation in lieu of Laws no. 2 of 2017: • Submitted research plan with detail required information • Involving at least 200 participants (50% of participant is women) • Conducted research design workshop • Conducted data collection in at least 10 previous targeted universities • Conducted internal and external peer-review and expert meeting • Conducted 3 dissemination (1 at national and 2 sub-national level) • submitted reports should include activity report list of participants, minute of meeting, and documentations • Produced 1 executive summary, 1 full narrative report, and 1 policy brief/paper	• By the end of March 2021
5.	Conduct several workshops to disseminate findings of research: • Involving at least 200 participants (50% of participant is women) • Conducted in at least 2 cities	• By the 3rd week of April 2021
6	Final report	• By the 3rd week of May 2021

III.   LOCATION AND TARGET BENEFICIARIES

The selected organization will work in Jakarta and other areas in Indonesia, such as Bandung, Bogor, Depok, Makassar, Malang, Pekanbaru, Surabaya, and Yogyakarta, ensuring effective coordination and facilitation of activities. The organization will be responsible to remain in regular communications with focal points from UNDP Indonesia Country Office and Government Stakeholders.

IV.   ELIGIBLITY AND SELECTION PROCESS

The grant recipient (civil society or non-governmental organization, academia) with experience in conducting activities/ programme in the area of prevention of violent extremism (PVE) and youth movement; experience in the area of promotion of peace, tolerance, and respect for diversity through communication tools; and previous experience in working with private sectors, such as Google, YouTube, Facebook, Twitter and Instagram is an advantage, 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**)[4]]

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 (30%): 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 (20%): specialized knowledge and experience on similar engagement, standard operating procedure, financial report (audit report if available)
d) Submission Requirements (30%): ideas presented including any requirements with regards to utilization of resources, reporting, duration, and other formal criteria.

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[4] Applicable for grant value more than USD 50,000.

Only those organization obtaining a minimum of 70% in the technical evaluation will be considered for the financial evaluation round.

No	Description of the Criteria	Points Obtainable
1	**Eligibility and Expertise of the Organization**	**200**
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	**10**
1.2	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	**30**
1.3	Relevance of specialized knowledge and experience on similar engagements: • at least 5 (five) years' experience in the area of prevention of violent extremism (PVE) and youth movement • Experience in the use of social media and communication tools for the promotion of online content, web platforms, websites and videos • Experience in the area of promotion of peace, tolerance and respect for diversity through communication tools • Experience in conducting workshops, trainings sessions, seminars for stakeholders and youth at community level • Experience in working with government officials and Universities • Previous experience in working with private sectors, such as Google, YouTube, Facebook, Twitter and Instagram are an advantage	**80**
1.4	Permit to work in Indonesia (eligible legal status)	35
1.5	Quality assurance procedures, risk mitigation measures and management plan	30
1.6	Organizational commitment to sustainability. It demonstrates significant commitment to sustainability through some other means, for example internal policy documents on women empowerment, youth engagement, or membership of institutions promoting such issues on tolerance and respect for diversity.	15
2	**Proposed Methodology, Approach and Implementation Plan**	**300**
2.1	Understanding of the aspects of the tasks, the proposed **activities** appropriate, practical, and consistent with the objectives and expected results.	**35**
2.2	Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.	**65**
2.3	Details on how the different service elements shall be organized, controlled and delivered.	**50**
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.	**35**
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	**80**
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract. *Sustainability:* The proposed action like to have tangible impacts to the target groups The proposal likely to have multiplier effects. (including scope for replication and extension of the outcome of the action and dissemination of information.) The expected results of the proposed actions sustainable • financially *(how will the activities be financed after the funding ends?)* • institutionally *(will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?)* **(**	**35** 8 9

	• at policy level (where applicable) *(what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)?*	9
	• environmentally (if applicable) *(will the action have a negative/positive environmental impact?)*	9
3	**Management Structure and Key Personnel**	**200**
3.1	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?	70
3.2	Qualifications of key personnel proposed	
	1. Project Manager/ Coordinator	**35**
	• Strong knowledge and at least 5 (five) year-experience of project management and successful performance in implementation of projects in prevention violent extremism, promoting tolerance, respect for diversity and youth engagements.	7
	• 3 (three) years of experience in programme/project management and implementation capacity with focus on youth and social media.	7
	• Experience in needs assessments, analysis, and development of logical framework, as well as formulation of realistic activity implementation plan.	6
	• Experience in team management, mentorship and on the job capacity building with specific focus on youth, social media, promoting tolerance and respect for diversity, and preventing violent extremism	6
	• Experience in the usage of social media would be an advantage	4
	• Languages required: English, Indonesian	5
	2. Researchers	**35**
	• Education: Master's Degree or higher in conflict or laws and security studies, political science, social science, or related fields	7
	• At least 7 (seven) years of experience working in research on violent extremism, conflict or security, women empowerment, educational institutions, ideally with some knowledge of human rights and related issues, include women;	6
	• Experience working in the area of Peacebuilding looking of gender aspect;	4
	• Proven knowledge of the political, economic, social conditions in Southeast Asia particularly in Indonesia;	3
	• Excellent relationships with governmental and non-governmental counterparts;	3
	• Outstanding report and interview writing skills;	3
	• Knowledge of quantitative and qualitative research methods are required	3
	• Languages required: English, Indonesian	3
	3. Project Officer	**35**
	• Specific skills and minimum 3 (three) year-experience in Preventing Violent Extremism, Promoting Tolerance and Respect for Diversity, Youth engagement and Social Media.	15
	• Experience in advocating Youth and student.	10
	• Involving in community empowerment and community customary project is desirable.	10
	4. Monitoring and Reporting Officer	**25**
	• Sound knowledge and experience of development sector or PVE, Promoting tolerance and respect for diversity, Youth, Women movement, religious-based organization and Social Media issues.	5
	• Sound knowledge and experience in developing results monitoring framework and plan, as well as managing monitoring and reporting processes.	5
	• Strong experience in report writing	5
	• Familiar with research, data collection, analysis, and management.	5
	• Languages required: English, Indonesian.	5
Total		**700**

Financial Evaluation		Points obtainable
Utilization of Resources and Value for Money		
1	Price offered based on the price schedule format	300
Total		**300**

V.   REPORTING

The NGO/ CSO will provide a finalized work plan prior to implementation. The NGO/CSO needs to provide monthly progress update in cumulative updates on implementation progress, results against targets, challenges and mitigation, gender targeting, changes introduce during implementation on the ground (if any), within 7 days following the end of the month. The reports should be provided with relevant evidence and supporting documents such as attendance lists, minutes of the meeting (MoM), high resolutions photos documentation, media coverage, etc to support the activities reported. The NGO/CSO will submit a comprehensive narrative and financial completion report at the end of the assignment, May 2021.

The NGO/CSO will maintain regular communication with UNDP PROTECT Project to provide regular feedback on implementation progress, results, challenges, and bottlenecks; as well as collaborate with UNDP to facilitate regular or ad hoc monitoring visit.

The NGO/CSO will provide periodic (monthly & quarterly) and submit a final report to UNDP at the end of assignment period.