

TERM OF REFERENCE
SUPPORT TO PERSON WITH DISABILITY COMMUNITY
UNDER
RESTORE (RESPONSE TOWARD RESILIENCE) (00126825)

Title of Grant	Support to person with disability community
Project Name	RESTORE (Response Toward Resilience)
Grant Duration	from 15/03/2021 to 31/08/2021
Work Location	Jakarta
Supervisor	National Project Manager RESTORE

I. BACKGROUND AND EXPECTED OUTPUTS

GUIDANCE: Indicate the followings

- *The problem statement or challenge the grant intends to address.*
- *The primary objective and specific objectives of the proposed grant.*
- *The description of the rationale (justification) for the project in order to have an overall understanding that the grant is not a standalone activity.*
- *The specific results or outputs that the grant will achieve.*

The Disability Social Development Model¹ suggested that structure, social process and culture are important aspects for inclusive development that will benefit people with disability. Indonesia government already has regulations and policies that protect the rights of people with disabilities but it is not yet fully supported by the social process as implementation, socialization and evaluation still need improvement. As a result, inclusivity has not been widely recognized by society and its culture.²

Data that shows the number of people with disabilities in Indonesia is not dependable and integrated. Various surveys conducted individually by the government bodies such as SUPAS and SUSENAS may become a reference to illustrate the population of people with disabilities in Indonesia. SUPAS 2015 showed that 8.56 percent or 21.84 million Indonesian are persons with disability.³ Meanwhile, Susenas 2018 noted that the number of people with disabilities in Indonesia are around 14.2 percent.⁴ Riskesdas 2018 estimated disability among various age group, such as 5-17-year old (3.3%), 18-59-year old (22%) and above 60 (2.6%).⁵ Furthermore, stigma from society remains to become a challenge for data collection because family, neighbor and village authoritative figures are ashamed to report their family member's condition.

Until today, persons with disability in Indonesia still struggle to face stigma, discrimination and to achieve full participation across sectors such as education, training, workforce, etc. Accessible public facilities also hinder

¹ Paulus Wirutomo

² Sudarno, R., & Utomo, S. D. (2018). Inovasi Pendataan Disabilitas: Kajian dan Praktik Baik Mitra Program Peduli Disabilitas Fase Satu di Enam Provinsi. Pattiro.

³ Survei Penduduk Antar Sensus, 2015.

⁴ Survei Sosial Ekonomi 2018 (National Socio-Economy Survey 2018)

⁵ Riset Kesehatan Dasar, 2018.

persons with disability from their social environment. Public transportation facilities, pavement, parking lot, elevator, sanitary facilities and road condition reflects unfriendly environment for people with disabilities. Meanwhile, their participation in the workplace is influenced by several factors including employers' perspective which is affected by type of disability, demographic variables, previous experience with people with disabilities etc.⁶ Heera and Devi (2016) found

that employers still hold stigmatized perceptions about their potential or ability and those who choose to hire them tend to give people with disabilities routine and monotonous jobs.

Besides protecting rights and meeting needs' people with disabilities, Indonesia must address the root problems that create disabilities among the population. Disability Research Center of Faculty of Social Science and Politics Universitas Indonesia is concerned about the risk of disability in Indonesia because of conflicts, natural disaster, malnutrition, poor traffic safety and Occupational Health and Safety.⁷ They said that the health sector plays an important role in disability prevention programs. Disability and Child Development Early Detection and Intervention program socialization by the Ministry of Social Affair also help to give fast response and intervention. Various prevention programs need to be implemented to prevent avoidable disabilities.

During COVID19, the protection to vulnerable groups is inevitable. The specific adaptation to the COVID19 outbreaks in terms of health protocols and policies should be aligned with the needs and interest of PwD groups. To address numerous issues concerning people with disabilities during COVID19 pandemic, UNDP is seeking the partnership with Organization of People with Disabilities (OPD). UNDP will scale up its intervention with PwD groups on developing inclusive communication awareness that is targeting to be published at public spaces such as in mode of public transportation. In addition, the OPD is expected to expand the advocacy with public transportation service providers to se To achieve targets, UNDP will intervene activities as follow;

1. Develop inclusive communication awareness that relevant to the needs of People with disabilities group during COVID19 outbreaks. It includes all information to protect the target groups from infection and more adverse impacts of COVID19
2. Conduct advocacy with public transportation service providers, policy makers and consultation with OPDs, to focus on strengthening the available mechanism /system that able to protect target group during COVID19 outbreaks
3. Publication of communication awareness raising that adapted to the condition of PwD groups, in particular at public spaces, such as transportation, bus shelter, and other spots/areas in target cities.

Expected Output

Through the intervention, UNDP aims to target expected outputs, below;

1. Products of inclusive public communication awareness raising. It must consider certain types of character and needs of disability. UNDP with the selected partner from OPD will define the selection of the most vulnerable type of PwD during pandemic, that can be assisted using the UNDP' resources. The development of digital inclusive communication products will be considered in the intervention, whenever is possible and required

⁶ Heera, S., & Devi, A. (2016). Disabilities: A Review of The Literature. *The SouthEast Asioan Journal of Management*, vol. 10 (1), pp.54-74.

⁷ Irwanto, Kasim, E.R., Fransiska, A., Lusli, M., Siradj O. (2010). Analisis Situasi Penyandang Disabilitas di Indonesia: Sebuah Desk-Review. Pusat Kajian Disabilitas Fakultas Ilmu Sosial dan Politik Universitas Indonesia.

2. Numbers of services providers are influenced by UNDP and OPDs to conduct and create protection to PwD groups service users, during COVID19 outbreaks. UNDP and partner of OPD will focus to certain public services, such as transportation that owned by government and private sector.
3. Numbers of OPDs are consulted in designing and advocacy for inclusive communication awareness raising at target public services
4. Publication of inclusive public communication awareness raising products at target public services that able to inform wide range audience, in particular PwDs

II. KEY ACTIVITIES AND PERFORMANCE TARGETS

GUIDANCE: Specify the key activities that needs to be undertaken.

INDICATOR(S)*	DATA SOURCE	BASELINE	MILESTONES			
			Period 1 (march-April 2021)	Period 2 (May-June 2021)	Period 3 (July-August 2021)	FINAL TARGET
1.1 # inclusive communication awareness is developed, that relevant to the needs of People with disabilities group during COVID19 outbreaks	activity report	limited inclusive communication awareness is published to assist the needs of PwD	1	1	-	2
2.1 extend to which the advocacy is conducted to influence service providers provide protection mechanism for PwD in public spaces	Activity report	Limited advocacy is available to public services	1	2	4	
2.2 # of public service providers and OPDs are engaged in consultation for the protection of PwD during pandemic, in particular for transportation services (state-own and private sector such as Go Jek, Go Grab, etc). Segregated by type of organisation.	Activity report	Limited public service providers are engaged to strengthen protection to PwD	5	10	5	20
3.1 # Public communication awareness raising products that has adapted to the condition of PwD groups during pandemic, are published and screen-out in public transportation.	Activity report	Very limited Public communication awareness raising that adapted to the condition of PwD groups during pandemic		1	1	2

3.2 # people gain knowledge/awareness from the published communication products during the intervention (segregated by sex and certain disabilities)	<i>Activity report</i>	Limited people/beneficiaries have sufficient information about protection measured to PwD during pandemic	50	100	200	350
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*These are minimum expected indicators and can be added by applicants as necessary and needed according to the program outputs.

GUIDANCE: Specify the performance targets, which includes indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

III. LOCATION AND TARGET BENEFICIARIES

GUIDANCE: Specify the location of work and target beneficiaries.

No	Expected Outputs	Target Locations	Target Beneficiaries
1	Products of inclusive public communication awareness raising. It must consider certain types of character and needs of disability. UNDP with the selected partner from OPD will define the selection of the most vulnerable type of PwD during pandemic, that can be assisted using the UNDP' resources.	Jakarta	Target group of PwD in Jakarta area
	Numbers of services providers are influenced by the OPDs to conduct and create protection to PwD's groups service users, during COVID19 outbreaks. UNDP and partner of OPD will focus to certain public services, such as transportation that owned by government and private sector.	Jakarta	Local government, state owned transportation services, private sector transportation service providers, OPDs

	(segregated by type of organisation)		
	Products of inclusive public communication awareness raising are available in target public services and able to inform wide range audience. The development of digital inclusive communication products will be considered in the intervention, whenever is possible and required.	Jakarta	

IV. ELIGIBILITY AND SELECTION PROCESS

The grant recipient (civil society or non-governmental organization, academia) with experience as follows:

- at least 10 years or more of work experience in conducting advocacy in the area of people with disabilities (PWDs) and other vulnerable groups issues in Indonesia. The proposal must include structure of Team Leader and members and their educational background and areas of expertise.
- Have experience in providing policy inputs to government in area of people with PWDs and other other vulnerable groups issues in Indonesia
- Should at least have strong networks with government, institution and stakeholders in area of PWDs and GBV prevention and referral mechanism in Indonesia
- Have strong network with PWDs community-based organization, members, etc. including religious-based institutions such as in education sector, community development, women organization.
- Have familiarity with PWDs, Vulnerable Groups, policies in selected target areas

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 (15%): Registration status, having a specific status if that is necessary in the country context, etc.



- c) Capacity (30%): specialized knowledge and experience on similar engagement, standard operating procedure, financial report (audit report if available)
- d) Submission Requirements (25%): ideas presented including any requirements with regards to utilization of resources, reporting, duration, and other formal criteria.

V. REPORTING

GUIDANCE: Specify the reporting requirements.

LOW VALUE GRANT PROPOSAL TEMPLATE

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Date: dd/mm/yyyy

Project Name: _____

Name of the RECIPIENT INSTITUTION: _____

Total Amount of the Grant (in USD): _____

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

WORK PLAN

PLANNED ACTIVITIES ¹	Timeline ²				Planned Budget for the Activity (in grant currency) ³
	T1	T2	T3	T4	
1.1 Activity					\$
1.2 Activity					\$
1.3 Activity					\$
Total					\$

- 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.

3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period ...	FINAL TARGET
1.1						
1.2						

4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/ Low)	Mitigation measures

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- GRANT BUDGET OF RECIPIENT INSTITUTION (state currency)

PERIOD COVERING FROM _____ TO _____

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	I. TOTAL
Personnel				
Transportation				
Premises				
Training/Seminar/ Workshops, etc.				
Contracts (e.g., Audit)				
Equipment/Furniture (Specify)				
Other [Specify]				
Miscellaneous				
<i>TOTAL</i>				

* Please note that all budget Lines are for costs related only to grant Activities.

** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

*** Add as many tranches columns as necessary

**** The prevailing UN Guideline for Harmonized Cost Rates with Implementing Partners shall be used to implement this agreement.

REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and working experience Indonesia in the following thematic/subject areas: Immediate livelihood recovery, focusing on a) Community engagement and mobilization, b) life-skills and Income Generating Activities Training, c) Provision of productive inputs livelihood recovery activities.

2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in this country.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO's alignment with UNDP requirements.

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Prescribed organizations	1. <i>Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</i>	
	2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i>	
2. Legal status and Bank Account	1. <i>Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? <u>Please provide copies of all relevant documents evidencing legality of operations.</u></i>	
	2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i>	

Topic	Areas of Inquiry/ Supporting documentation	Response
3. Certification/ Accreditation	<p><i>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</i></p> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
4. Date of Establishment and Organizational Background	1. <i>When was the CSO/NGO established?</i>	
	2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i>	
	3. <i>Who are your main donors/ partners?</i>	
	4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i>	
	5. <i>In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.</i>	
5. Mandate and constituency	1. <i>What is the CSO/NGO's primary advocacy / purpose for existence?</i>	
	2. <i>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i>	
	3. <i>Is the CSO/NGO officially designated to represent any specific constituency?</i>	
6. Areas of Expertise	1. <i>Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</i>	
	2. <i>What other areas of expertise does the CSO/NGO have?</i>	
7. Financial Position and Sustainability	1. <i>What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation</i>	

Topic	Areas of Inquiry/ Supporting documentation	Response
	<i>regarding why it is not possible to obtain them.</i>	
	2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i>	
	3. <i>Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</i>	
8. Funding Sources	1. <i>Who are the CSO/NGO's key donors?</i>	
	2. <i>How much percentage share was contributed by each donor during the last 2 years?</i>	
	3. <i>How many projects has each donor funded since the CSO/NGO's inception?</i>	
	4. <i>How much cumulative financial contribution was provided for each project by each donor?</i>	
	5. <i>How is the CSO/NGO's management cost funded?</i>	
9. Audit	1. <i>Did the CSO/NGO have an audit within the last two years?</i>	
	2. <i>Are the audits conducted by an officially accredited independent entity? If yes, provide name.</i>	
10. Leadership and Governance Capacities	1. <i>What is the structure of the CSO/NGO's governing body? Please provide Organigramme.</i>	
	2. <i>Does the CSO/NGO have a formal oversight mechanism in place?</i>	
	3. <i>Does the CSO/NGO have formally established internal procedures in the area of:</i> <ul style="list-style-type: none"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting 	

Topic	Areas of Inquiry/ Supporting documentation	Response
	<ul style="list-style-type: none"> • Monitoring and Evaluation • Asset and Inventory Management • Other 	
	4. What is the CSO/NGO's mechanism for handling legal affairs?	
	5. Ability to work (prepare proposals) and report in English	
11. Personnel Capacities	1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.	
	2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.	
12. Infrastructure and Equipment Capacities	1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)	
	2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
13. Quality Assurance	<p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	
14. Public Transparency	1. <i>What documents are publicly available?</i>	
	2. <i>How can these documents be accessed? (Please provide links if web-based)</i>	
15. Consortium	1. <i>Do you have the capacity to manage a consortium?</i>	
	2. <i>Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the</i>	

Topic	Areas of Inquiry/ Supporting documentation	Response
	<i>consortia, the role in the consortia, and the total financial budgets involved.</i>	
	3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i>	
Specific inquiry		
16. Working Experience in target geographical areas	1. <i>Does the NGO have experience working in these geographical areas?</i>	
	2. <i>Is there any limitation to the NGO for accessing and working in those planned locations?</i>	
	3. <i>Please provide any brief program implementation updates or activity report being implemented in [...]</i>	