

TERM OF REFERENCE

MITIGATING THE IMPACTS OF EARTHQUAKE DISASTER AND COVID-19

IN WEST SULAWESI (BUSINESS DEVELOPMENT)

UNDER

RESTORE (RESPONSE TOWARD RESILIENCE) (00126825)

Title of Grant	Mitigating the Impacts of Earthquake Disaster and COVID-19 in West Sulawesi (Business Development)
Project Name	RESTORE (RESPONSE TOWARD RESILIENCE)
Grant Duration	from 22/03/2021 to 30/06/2021
Work Location	West Sulawesi
Supervisor	

I. BACKGROUND AND EXPECTED OUTPUTS

On January 15, 2021, a 6.2 magnitude earthquake hit West Sulawesi. The epicenter of the earthquake was located 10 km from Majene. The earthquake can be felt in majority of Sulawesi island as well as eastern part of Kalimantan. The major earthquake was still followed by hundreds of minor earthquakes in the next few days. The disaster has devastated not only people in Majene but also surrounding cities and regencies, such as Mamuju. As of January 27, 2020, there are 105 people had died (95 from Mamuju and 10 from Majene), 3,369 people injured, and 89,524 people had been displaced and lived in temporary shelters. The infrastructure, including roads and bridges suffered grave damages, resulting in logistical problems. In Majene, 17 healthcare facilities, 4,122 houses, and 32 economic facilities and offices are damaged. Meanwhile, in Mamuju, 5 healthcare facilities, 3,741 houses, and several offices were damaged by the earthquake. In total, the loss that caused by the earthquake was up to IDR 829.1 billion.¹

COVID-19 pandemic worsened the impact of earthquake disaster in West Sulawesi. In West Sulawesi province, COVID-19 cases were soared about 70% after the earthquake had happened.² New COVID-19 cases were observed in not only the displaced people in temporary shelters but also the medical volunteers.³ The virus was spread quickly since there is no proper and adequate healthcare facilities to isolate and treat COVID-19 patients due to damaged healthcare facilities. This situation gives a double burden of disaster (earthquake and disease) for impacted people in West Sulawesi.

Against this background, UNDP is supporting West Sulawesi subnational governments in early recovery efforts that will focus on reducing risks of further damage and injuries, restoring basic community services, and preventing COVID-19 from spread further in the impacted communities. In order to achieve the goals, there are three activities that will be implemented: 1) debris clearance; 2) economic livelihood reactivation; and 3) COVID-19 prevention. These will also contribute to pave the way toward recovery by creating suitable enabling environment for affected communities and governments in, Majene and

¹ <https://sulsel.inews.id/berita/data-terkini-gempa-sulbar-m62-tewaskan-105-orang-dan-89524-mengungsi>

² <https://www.voaindonesia.com/a/usai-bencana-kasus-covid-19-di-sulbar-naik-70-persen/5768457.html>

³ <https://www.cnnindonesia.com/nasional/20210204091935-20-602091/puluhan-relawan-medis-gempa-sulbar-terpapar-covid-19>

Mamuju district of West Sulawesi province to engage actively with post-disaster recovery interventions for both earthquake disaster and COVID-19 pandemic

OBJECTIVES:

From the background and explanation of the disaster that occurred in West Sulawesi, the objectives of these activities as follow:

1. To provide support to the west sulawesi provincial government, Mamuju and Majene districts especially those affected by earthquake are in the rehabilitation and reconstruction or recovery phase
2. Support provided in several activities, namely: debris clearance, economic livelihood reactivation and COVID-19 prevention
3. In carrying out activities other than collaborating with provincial and district governments, coordination and communication will be carried out with related agencies in the recovery phase
4. From the support provided, it is expected that the recovery process can run smoothly considering that the pandemic is still ongoing, so reducing the risk of communities who are affected by earthquake disasters from COVID-19 transmission must be done. All activities will be carried out with strict health protocols without reducing the benefits that will be received by beneficiaries

EXPECTED OUTPUTS:

The outputs for in this term of reference are within the framework of livelihood reactivation or business development initiative. The expected outputs from livelihood reactivation program are as follows:

1. Identifying MSMEs or Community Businesses in Mamuju and Majene Districts that were affected by the earthquake. This includes assessments related to existing livelihood sectors that can be scaled up during the recovery period and also related to COVID-19 prevention activities.
2. Development of business plan, permit, and procurement plan in relation to individuals MSMEs or community business that will support for the recovery of local economies affected by the earthquake and COVID-19
3. Organizing training for MSMEs or community businesses as needed and aimed at recovery due to earthquakes and prevention of COVID-19 transmission. Training activities are carried out in coordination and involving related agencies. It is expected that from this training the ability of MSMEs or community business actors in managing their businesses will increase and sustain
4. In implementing training activities, participants will be provided with PPE (protective personal equipment) and other equipment according to the participants' needs.
5. From the training and capital support that will be provided, it is expected that the local economy will recover. Communities can return to their ability and the economy can run as it was before the disaster

II. KEY ACTIVITIES AND PERFORMANCE TARGETS

There are main activities that will be undertaken by this project:

Economic livelihood reactivation by developing community business model for personal protective equipment (PPE) for COVID 19 such as mask, recycled face shield or hazmat suits that could be sustained

No	Performance Target	Key Activities (including but not limited to below list)
1	MSMEs or Community Business are mobilized to identify needs priorities and work plan approved and disseminated. This will include assessment on relevant livelihood sector	1.1. Discussion with local leaders and community-based organizations on the objectives of the project and the identification of needs. 1.2. Validations of interests of the local communities and authorities on the pertinence of the proposed activities of the project. 1.3. Prioritization of needs based on the order of urgency and importance to the community. 1.4. Dissemination of work plan to the MSMEs or Business community.
2	Development of business plan, permit and procurement plan in relation to the MSMEs and community business that will support	2.1. Development business plan and business permit in relation to supporting existing or developing new business 2.2. Procurement process on raw material and supporting equipment for the business activities
3	MSMEs or Community Business are trained in business related activities	3.1. Training of MSMEs or Community Business by CSO by collaborating with related agencies from both government and other private sectors on business related activities 3.2. Training of MSMEs or Community Business on COVID 19 safety practice in conducting business related activities 3.3 Training on producing equipment for COVID prevention such as masks, face shields from leftover or waste plastic, tools for washing hands, APD clothes, organic hand sanitizers
4	Tools and Personal Protective Equipment (PPE) distributed and use explained to MSMEs or Community Business	4.1. Transportation and storage of tools and PPE. 4.2. Presentation of tools and PPE and explanation of their use to MSMEs or Community Business 4.3. Distribution of tools and PPE to MSMEs or community business
5	The business-related activities implementation	5.1. Approval of on the business activities 5.2. Supervision of MSMEs or Community Business by CSO 5.3. Capital support for MSMEs or Community Business 5.4. implementation business activities. 5.5 Connecting MSMEs with the market or with other private parties so that the production chain can continue 5.6 Monitoring of business activities implementation
6	Information is collected and systemized.	6.1. Weekly monitoring and reporting, enumerating disaggregated data. 6.2. Baseline information collection, including small description of MSMEs or community business
7	Reports submitted to UNDP	7.1. Submission of weekly monitoring reports with disaggregated data. 7.2. Collection of baseline information, including small description of MSMEs or Community Business and photographs of before and after the work. 7.3. Submission of final reports (narrative and financial).

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:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period 3	FINAL TARGET
MSMEs or Community Business Communities are mobilized to identify needs priorities and work plan approved and disseminated. to the community. This will include assessment on relevant livelihood sector	Community primary data and related government institution	tbd	100%			
Development of business plan, permit and procurement plan in relation to the MSMEs and community business that will support	Community primary data and related government institution	tbd	100%			
MSMEs or Community Business trained in business related activities	Community primary data and related government institution	tbd		100%		
Tools and Personal Protective Equipment (PPE) distributed and use explained to MSMEs or Community Business	Activity report	tbd		100%	Activity report	
The business-related activities implementation	Community primary data and related government institution	tbd		100%		
Information is collected and systemized.	Activity report	tbd			100%	
Reports submitted to UNDP	Activity report	tbd				100%

III. LOCATION AND TARGET BENEFICIARIES

The activities will be carried out in Majene Regency and Mamuju Regency of West Sulawesi province. The beneficiaries of the activities are mainly those who are impacted by earthquake disaster that hit two regencies in January 2021, particularly women, children, and displaced people.

IV. ELIGIBILITY AND SELECTION PROCESS

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

- At least 2 years or more of work experience in the area of collaborative management of community development, livelihood, local development planning and stakeholder coordination in rural areas. The proposal shall include structure of Team Leader and members and their background and areas of expertise.
- At least 2 years experiences working with the Government of Indonesia on related key issues of health, environment, disaster management, or economic/livelihood development would be 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**) by email to: bids.id@undp.org Attention: Lulu Muhammad Gozali, Cc: lulu.gozali@undp.org and deasy.ernawati@undp.org

The proposal should be received by UNDP no later than 23:00 hours, 11 March 2021, Jakarta Local Time and should you require further clarifications, kindly communicate with the contact person identified above as the focal point for this requirement. The queries related to proposal submission can be conveyed until 10 March 2021.

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 (25%): specialized knowledge and experience on similar engagement, standard operating procedure, financial report (audit report if available)
- d) Utilization of resources (20%): financial SOP, realistic budget for how funds will be spent (in accordance with UNDP standard cost: UN Harmonized Cost Rates, etc.).
- e) Submission Requirements (5%): ideas presented including any requirements with regards to utilization of resources, reporting, duration, and other formal criteria.

V. REPORTING

- 1. Monthly report
- 2. Milestone report (based on payment tranches)
- 3. Report shall be written in English

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

On January 15, 2021, a 6.2 magnitude earthquake hit West Sulawesi. The epicenter of the earthquake was located 10 km from Majene. The disaster has devastated not only people in Majene but also surrounding cities and regencies, such as Mamuju. As of January 27, 2020, there are 105 people had died (95 from Mamuju and 10 from Majene), 3,369 people injured, and 89,524 people had been displaced and lived in temporary shelters. The infrastructure, including roads and bridges suffered grave damages, resulting in logistical problems. In Majene, 17 healthcare facilities, 4,122 houses, and 32 economic facilities and offices are damaged. Meanwhile, in Mamuju, 5 healthcare facilities, 3,741 houses, and several offices were damaged by the earthquake. In total, the loss that caused by the earthquake was up to IDR 829.1 billion.⁴ COVID-19 pandemic worsened the impact of earthquake disaster in West Sulawesi. In West Sulawesi province, COVID-19 cases were soared about 70% after the earthquake had happened.⁵ New COVID-19 cases were observed in not only the displaced people in temporary shelters but also the medical volunteers.⁶ The virus was spread quickly since there is no proper and adequate healthcare facilities to isolate and treat COVID-19 patients due to damaged healthcare facilities. This situation gives a double burden of disaster (earthquake and disease) for impacted people in West Sulawesi.

Against this background, UNDP is supporting West Sulawesi subnational governments in early recovery efforts that will focus on reducing risks of further damage and injuries, restoring basic community services, and preventing COVID-19 from spread further in the impacted communities. In order to achieve the goals, there are three activities that will be implemented: 1) debris clearance; 2) economic livelihood reactivation; and 3) COVID-19 prevention. These activities are hoped to give a speedy recovery effort for the impacted areas, such as Majene and Mamuju regencies of West Sulawesi province from both earthquake and COVID-19 pandemic.

2- PROPOSED ACTIVITIES AND WORK PLAN

⁴ <https://sulsel.inews.id/berita/data-terkini-gempa-sulbar-m62-tewaskan-105-orang-dan-89524-mengungsi>

⁵ <https://www.voaindonesia.com/a/usai-bencana-kasus-covid-19-di-sulbar-naik-70-persen/5768457.html>

⁶ <https://www.cnnindonesia.com/nasional/20210204091935-20-602091/puluhan-relawan-medis-gempa-sulbar-terpapar-covid-19>

- 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?

In order to recover from the earthquake as well as to prevent the increase of COVID-19 cases in the impacted areas, there are three activities will be carried out:

1. Debris clearance that caused by the earthquake,
2. Economic livelihood reactivation by implementing Cash-for-Work (CfW) and Micro, Small, and Medium Enterprises (MSMEs) business incubation for the impacted communities, and
3. COVID-19 prevention, such as building separate temporary isolation and treatment housing for COVID-19 patients, handwashing stations, and temporary dividers to ensure physical distancing in the shelter.

The activities will be benefiting impacted communities in Majene and Mamuju Regencies in West Sulawesi province. Specifically, displaced people, women, and children are targeted groups that will receive the most benefit from the activities.

WORK PLAN

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

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

1 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.

2 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

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
Logistical challenges due to damaged infrastructure	High	Find alternative to reach the impacted areas; working together with communities to reach the impacted area
Increased COVID-19 cases, especially in the impacted areas	High	Always implement health safety protocols, such as wearing mask, washing hands regularly with soap, and maintaining physical distance with others.
Asymmetric information between stakeholders in mitigating the disaster impacts	Medium	Maintain swift communication and coordination between stakeholders, such as NGOs and subnational government bodies

*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	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.

ANNEX B

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? Please provide copies of all relevant documents evidencing legality of operations.</i>	

Topic	Areas of Inquiry/ Supporting documentation	Response
	2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)	
3. Certification/ Accreditation	<p>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</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. When was the CSO/NGO established?	
	2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)	
	3. Who are your main donors/ partners?	
	4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.	
	5. 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.	
5. Mandate and constituency	1. What is the CSO/NGO's primary advocacy / purpose for existence?	
	2. What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)	
	3. Is the CSO/NGO officially designated to represent any specific constituency?	
6. Areas of Expertise	1. Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?	
	2. What other areas of expertise does the CSO/NGO have?	

Topic	Areas of Inquiry/ Supporting documentation	Response
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 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>	

Topic	Areas of Inquiry/ Supporting documentation	Response
	<ul style="list-style-type: none"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • 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>	

Topic	Areas of Inquiry/ Supporting documentation	Response
	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 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>	