



Low Value Grant TOR

TERM OF REFERENCE

LOCAL COMMUNITIES CAPACITY DEVELOPMENT: SUPPORTING COVID-19 RECOVERY THROUGH SOCIAL INNOVATION PLATFORM FACILITATION (SIP) IN WEST JAVA PROVINCE

UNDER

SOCIAL INNOVATION PLATFORM

Title of Grant	Local Communities Capacity Development: Supporting COVID-19 Recovery through Social Innovation Platform Facilitation (SIP) in West Java Province
Project Name	Social Innovation Platform
Grant Duration	from 01/04/2021 to 30/06/2021
Work Location	West Java Province (with particular focus on Sukabumi District)
Supervisor	Juliaty Sopacua

I. BACKGROUND AND EXPECTED OUTPUTS

The Covid-19 pandemic brings direct impact in many aspects. Not only has infected millions of people, but also forces economic activity stagnant as the government imposed large scale movement restriction (PSBB) to prevent the virus spreading wider. In Indonesia, the impact of Covid-19 takes substantial toll to the vulnerable population, especially in the village cluster level villagers. The pandemic strongly leads to substantial economic downgrade affecting their livelihood activities and social order of community which leads to increase poverty and inequalities.

The Covid-19 response has been attempted by many sectors, governmental and non-governmental sectors. The nature of the response mostly does not have long term impact also have less connectivity among sectors thereby leads to ineffective effort also threatening the achievement of the Agenda 2030 for Sustainable Development Goals.

SDGs Governance and Social Innovation Platform

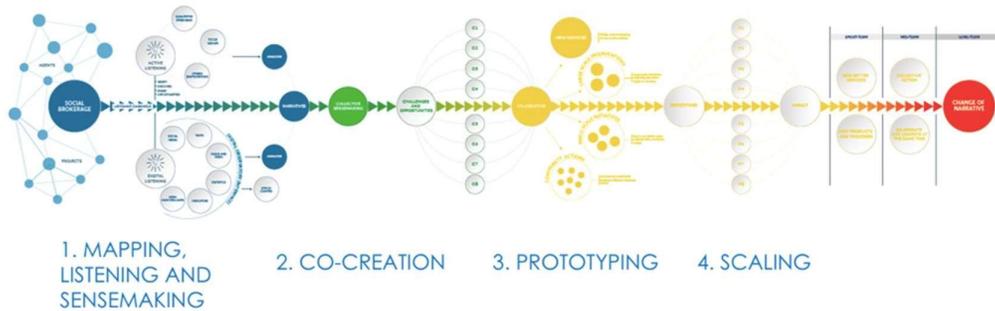
The 2030 Agenda for Sustainable Development is signed by 193 governments, including the Government of Indonesia (GoI). GoI is committed to pursue the implementation of SDGs that in July 2017, GoI enacted Presidential Decree No. 59/2017 on SDGs Implementation in Indonesia – paving way to the SDG Localization effort.

Since 2016, UNDP has been assisting national and subnational governments to localize SDG in Indonesia. Operating under a regional autonomy policy, local governance is key to achieving the SDGs. Thus, translating SDGs at subnational level is imperative. However, despite the complex and interconnected nature of the SDGs, many of the current development initiatives are still designed to address specific issues linearly. A Social Innovation Platform is designed integrate and bring together actors and actions for a systemic approach to address SDGs. The Social Innovation Platform approach is also designed to overcome challenges posed by the Covid-19 pandemic. The nature of the approach is a platform-based and inclusive where it would connect all the stakeholders and initiatives to address the pandemic also accelerate the SDGs attainment.

UNDP applies an 'area-based' social innovation approach to strengthen local governance. The approach helps communities exploring partnerships and investments with public/private sectors, informs policy reforms, and supports UNDP's role as an 'integrator'. The Social Innovation Platform has *five core dimensions*: 1) Deep listening, systems mapping & sense making; 2) Co-creation & prototyping capabilities in 5 interconnected levels (community relations;

Low Value Grant TOR

start-ups; large scale public-private partnerships; public service redesign & new regulation); 3) Portfolio approach; 4) Collaborative management & soft power; and 5) Transformation Capital – with the following steps:



UNDP Indonesia and Ministry of Villages, Disadvantaged Regions and Transmigration (*Kemendesa*)

UNDP Indonesia and Kemendesa partners to accelerate SDG achievement in >70,000 villages. The cooperation is in line with UNDP's mission to ensure that *no one in the villages is left behind*. Among the cooperation is the application of Social Innovation Platform for socio-economic development in rural areas, including on COVID-19.

The pilot implementation Social Innovation Platform at village level will run for a year (2020 – 2021), where UNDP will be providing technical assistance to Gorontalo and West Java to support them in developing a portfolio of solutions at *Kawasan Perdesaan*. The assistance will strengthen SDG Localization using an 'area-based' approach.

SDGs Localization: Bringing Tangible Changes at Village Level

UNDP supports **Social Innovation Platform – SDG Localization** initiative in Gorontalo and West Java Provinces, mainly through supporting *Kawasan Perdesaan* (Village Clusters). In West Java, the initiative implemented in liaison with Village and Community Empowerment Agency (*Dinas Pemberdayaan Masyarakat dan Desa*) and *Tim Pendamping Program Unggulan* (TP2U). UNDP supports focus on the advocacy of applying Social innovation Platform approach at *Kawasan Perdesaan* and will bring together a variety of actors to foster inclusive partnerships and create sustainable socio-economic transformations.

Following the Kick-Off Meeting on 30 September 2020 involving the Kemendesa, UNDP, the Social Innovation Platform experts from Agirre Lehendakaria Center (ALC), Spain and subnational government counterparts from Gorontalo and West Java, Social Innovation Platform (SIP) implementation in Gorontalo and West Java Provinces were officially launched and facilitated by the SIP Lead Facilitators in Gorontalo and West Java Provinces. In West Java, the location of SIP implementation is in Ciemas Subdistrict Sukabumi, village cluster CITAMANSAKTI (Ciwaru, Tamanjaya, and Mekarsakti) as one of the National Priority Areas (KPPN), in addition to potential activities in City of Bandung, the capital of West Java.

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

Output 1: Increased knowledge and skills on how to bring together a variety of actors to foster inclusive partnerships and to create sustainable socio-economic transformations;

Output 2: Increased knowledge and skills of Community Support Organizations (CSO) and local governments to implement Social Innovation Platform approach at village and village cluster levels;

Output 3: Enhanced cooperation among CSOs and local governments through Social Innovation Platform.

Low Value Grant TOR

II. KEY ACTIVITIES AND PERFORMANCE TARGETS

To achieve the proposed objectives, the Facilitator should provide logistical support in executing Social Innovation Platform key activities consisting of: 1) Collective sense making session(s) 2) Co-creation session(s) and 3) Co-design of quick prototypes.

The proposed activities should target Kawasan Pedesaan CITAMANSAKTI.

In this regard, the selected NGOs/CSOs will focus its efforts on undertaking several activities:

1. To provide supports for the activities, which are Venue Preparations, Workshop Facilitators, Preparation of visibility materials, meeting package, meeting stationaries, note-taking, photo-taking, video-footage taking and participant's allowance distribution support – while observing the health protocol of COVID-19 pandemic. In addition, the selected NGOs/CSOs also has to ensure flow of the activities in close coordination and collaboration with UNDP.
2. To conduct activities aiming at enhancing and strengthening collaboration among communities and Local Governments to promote and create sustainable socio-economic development through SIP which include the holding of Focus Group Discussion (FGDs), and coordination meetings among local governments.
3. To conduct multi-stakeholders coordination forums to discuss and assist communities and local governments in exploring partnerships and investments with public/private sectors.

It is expected that the selected NGOs/CSOs will conduct the several activities above by upholding the values of human rights and gender equality. While a balance gender representation is expected at each of the activities, the selected NGOs/CSOs should strive beyond gender representation, that is to ensure that the activities are gender responsive.

With the support of UNDP, the selected NGOs/CSOs will also need to conduct necessary engagement and coordination with the local government and another multi-stakeholder to ensure a smooth implementation of the project.

List of Activities	ESTIMATE DATE	DATA SOURCE	FINAL TARGET
Activity 1: Sensemaking FGD at Village Cluster and District Level	APRIL 2021	Activity Report from Grantee, Minutes of the meeting, Note Talking, Attendance list of participants, produced contents, and documentations	At least 1 FGD conducted attended by 10 participants each level (Village Cluster and Sukabumi District) and period
Activity 2: 1st Co-creation workshop at the district Levels. This is a one-day workshop at the district level.	MAY 2021	Activity Report from Grantee, Minutes of the meeting, Note Talking, Attendance list of participants, produced contents, and documentations	<ul style="list-style-type: none"> • At least 1 workshop conducted attended by 30 participants each period • The topics produced and disseminated
Activity 3: 1st Co-design of quick prototypes workshop at district level This is a one-day workshop at the district level.	JUNE 2021	Activity Report from Grantee, Minutes of the meeting, Note Talking, Attendance list of participants,	<ul style="list-style-type: none"> • At least 1 workshop conducted attended by 30 participants • The topics produced and disseminated



Low Value Grant TOR

		produced contents, and documentations	
--	--	--	--

In addition to achieving the above expected outputs and activities, the selected partner is obliged to provide technical oversight and assistance to beneficiaries during start-up activities. All the process should consider gender sensitivity and gender balance. Disbursement plan of cash grants should be in line with the technical oversight and assistance plan. To ensure the quality of deliverables, the selected partner must also develop monitoring plan and undertake regular monitoring and reporting of implementation progress. This Low Value Grant is **possible to be extended** until December 2021 based on performance of the selected partner and the availability of funds.

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	Develop a detailed work plan and TOR for each of the activities	By end of March 2021
3.	Activity 1: Sensemaking FGD at Village Cluster and District Levels <ul style="list-style-type: none"> Involving 10 participants from each level (the Village Cluster and District levels) 	April 2021
4.	Activity 2: the 1 st Co-creation workshop at the District Level. This is a one-day workshop at the district level. <ul style="list-style-type: none"> Involving at least 30 participants from the village cluster and district levels The topics produced and disseminated Submission of the Co-creation implementation report (include list of participants, minute of meeting, and documentations and media coverage) 	May 2021
5.	Activity3: 1 st Co-design of quick prototypes workshop at the Provincial Level. This is a one-day workshop at the provincial level. <ul style="list-style-type: none"> The topics produced and disseminated Involving at least 30 participants Submission of the Co-design implementation report (include list of participants, minute of meeting, and documentations and media coverage) 	June 2021

III. LOCATION AND TARGET BENEFICIARIES

The selected organization will work in West Java Province, with main focus on the District of Sukabumi. The selected organization is expected to work in Village Cluster Area of CITAMANSAKTI, in greater Sukabumi District, and in Bandung City; and to work collaboratively with local government partners, Featured Program Facilitators/Village Cluster Facilitators, Ministry of Villages, and other related stakeholders. The organization will be responsible to remain in regular communications with focal points from UNDP Indonesia Country Office and government stakeholders.

IV. ELIGIBILITY AND SELECTION PROCESS

The grant recipient (civil society or non-governmental organization, academia) with solid experience of at least 5 (five) years working in development issues with strong evidence in facilitation and advocacy areas – as justified by the company profile. The grant recipient shall complete and submit the Grant Proposal in accordance with UNDP's Low



Low Value Grant TOR

Value Grant Proposal Template (**ANNEX A**) [and the Request for Information (RFI) From CSO/NGO (**ANNEX B**)²] by email to: bids.id@undp.org Attention: Ainul Djula cc: ainul.djula@undp.org. The proposal should be received by UNDP no later than **17:00 hours, 26 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 16 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 (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.

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	100
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	15
1.3	Relevance of specialized knowledge and experience on similar engagements: <ul style="list-style-type: none"> • The Company must have at least 3 relevant project within 5 (five) years of experience in organizing similar events justified by company profile; • Experience in working collaboratively with the other local government; • Experience in facilitating activities and/or events with local communities, conducting event organizing, coordination meeting, seminars and webinars for stakeholders; • Registered company with valid business license; • Experience working with government/NGO media, and any other relevant parties; • Excellent written and verbal communication skills in English and Indonesian 	50
1.4	Permit to work in Indonesia	25
2	Proposed Methodology, Approach and Implementation Plan	150
2.1	Understanding of the aspects of the tasks and consistent with the objectives and expected results.	30
2.2	Description and methodology for meeting or exceeding the requirements of the Terms of Reference.	45
2.3	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50

Low Value Grant TOR

2.4	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract.	25
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. Facilitator expert <ul style="list-style-type: none"> • Strong knowledge and Minimum bachelor degree with at least 4 (four) years of experience in the area of manager position; • Experience in needs handling events • Experience in manage personnel, running and manage the event schedule • Strong experience in report writing • Languages required: English, Indonesian • Ability to speak local language and dialects (preferably Sundanese) 	35
	1. Co-facilitator <ul style="list-style-type: none"> • Minimum bachelor degree with 2 years of experience in the area of community development and facilitation of group dynamics • Experience in facilitate training sessions to beneficiaries • Ability to comprehend, understand, and speak of local languages and dialects (preferably Sundanese) 	35
	2. Logistician <ul style="list-style-type: none"> • Specific skills and minimum bachelor degree with 2 (two) years of experience in managing logistics for events. • Experience in ensuring the logistics of the meetings/FGDs (include venue, banners, flyers, food, snacks, sound system) • Languages required: English, Indonesian 	35
	3. Note-taker <ul style="list-style-type: none"> • Minimum Diploma 3 with 2 years of experience; Experience taking notes during events/meetings. • Languages required: English, Indonesian. 	25
Total		300
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 report 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



Low Value Grant TOR

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.

The NGO/CSO will maintain regular communication with UNDP SIP's 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.