



**REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)**

To: All Interested Bidders	DATE: March 19, 2021 REFERENCE: RFP/UNDP/RESTORE/134350/017/2021 - Enhancing the Role of BUMDesa and Kawasan Perdesaan to Support MSMEs for COVID 19 Recovery in Indonesia
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Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **RFP/UNDP/RESTORE/134350/017/2021 - Enhancing the Role of BUMDesa and Kawasan Perdesaan to Support MSMEs for COVID 19 Recovery in Indonesia.**

A **bidder's conference** will be held on:

Date/Time : Wednesday, 24 March 2021 at 09.00 hours (GMT +7 Jakarta time)
 Place : <https://undp.zoom.us/j/85328795595?pwd=cEJiK3JZMVI4dVR1Z0ZwblF6QWlvdz09>
 Meeting ID : 853 2879 5595
 Password : 208553

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: 000008810.**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The **Technical Proposal and Financial Proposal** files **MUST BE COMPLETELY SEPARATE** and **uploaded separately in the system and clearly named** as either **“TECHNICAL PROPOSAL”** or **“FINANCIAL PROPOSAL”**, as appropriate. Each document shall include the Proposer's name and address.

The file with the **“FINANCIAL PROPOSAL”** must be **encrypted with a password** so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage.

Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1. Failed to meet this requirement, proposal will be rejected**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED. Failed to meet this requirement, proposal will be rejected**

NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking “**Accept Invitation**” but not later than **24 March 2021**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

The step-by-step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to sri.hastutiningsih@undp.org and yusef.millah@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,



Martin Stephanus Kurnia
Head of Procurement Unit
3/19/2021

Annex 1

Description of Requirements

Context of the Requirement	Enhancing the Role of BUMDesa and Kawasan Perdesaan to Support MSMEs for COVID 19 Recovery in Indonesia
Implementing Partner of UNDP	Ministry of Villages, Development of Disadvantaged Regions, and Transmigration
Brief Description of the Required Services ¹	The required service is producing a research report to assess the landscape of the village potentials, including its BUMDesa and MSMEs status in the village as well as the identification of the governance model and the investment strategy of the project's portfolio generated from the social innovation platform to achieve specific SDG goals in rural area (" <i>Kawasan Perdesaan</i> ") using both quantitative and qualitative approach.
List and Description of Expected Outputs to be Delivered	The expected output will be: <ol style="list-style-type: none"> 1. Research design and plan 2. The research ethical clearance 3. Final instrument for both quantitative and qualitative assessment in English and Bahasa 4. Final sampling framework in English and Bahasa 5. Final report of the study in both English and Bahasa 6. PPT of the study result 7. Policy brief on the study result
Person to Supervise the Work/Performance of the Service Provider	<i>UNDP Country Economist</i>
Frequency of Reporting	<i>Please refer to the TOR in Annex 3</i>
Progress Reporting Requirements	<i>Please refer to the TOR in Annex 3</i>
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Three and half month from April to June 2021
Target start date	April 2021
Latest completion date	June 2021
Travels Expected	N/A

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Special Security Requirements	N/A				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	None				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required				
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency/IDR for Local Bidders				
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	<p>1st Payment: Inception Report that covers:</p> <ol style="list-style-type: none"> 1. Design of a project work plan specifying methodology on data collection and analysis, activities and milestones, required resources, dependencies and proposed timeline for conducting the study. The work plan should be presented to UNDP and MoV for comment and approval. 2. Final instrument for both quantitative and qualitative assessment in English and Bahasa 3. Final sampling framework in English and Bahasa 	30 %	2 weeks after the contract signing	<p>Within thirty (30) days from the date of meeting the following conditions:</p> <ol style="list-style-type: none"> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	<p>2nd Payment:</p> <ol style="list-style-type: none"> 1. Preliminary report of the study, that consist of: <ol style="list-style-type: none"> a. quantitative data analysis b. qualitative data analysis 2. The research ethical clearance 	40%	May 2021	
	<p>3rd Payment:</p> <ol style="list-style-type: none"> 1. Final report of the study in both English and Bahasa 2. PPT of the study result 	30%	June 2021	

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	3. Policy brief on the study result			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Country Economist			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40% <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>			
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>			

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Sample written self-declaration letter
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Sri Hastutiningsih</i> <i>Procurement – RRU/Restore</i> Sri.hastutiningsih@undp.org Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Inception Report that covers: 1. Design of a project work plan specifying methodology on data collection and analysis, activities and milestones, required resources, dependencies and proposed timeline for conducting the study. The work plan should be presented to UNDP and MoV for comment and approval. 2. Final instrument for both quantitative and qualitative assessment in English and Bahasa 3. Final sampling framework in English and Bahasa	30%	
2	Preliminary result on both qualitative and quantitative analysis and the research ethical clearance	40%	
3	Final Report in both English and Bahasa, PPT and Policy Brief	30%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component** *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Team Leader				
b. Quantitative Researcher				
c. Qualitative Researcher				
d. Research Assistant				
e. Enumerator				
f. Administration staff				
II. Out of Pocket Expenses (if any, please specify in detail)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs (if any, please specify)				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

TERMS OF REFERENCE

Enhancing the Role of BUMDesa in Sustainable Investment to Support Micro, Small, and Medium Enterprises for COVID-19 Recovery in Indonesia

I. BACKGROUND AND EXPECTED OUTPUTS

Introduction

This document provides the reference for development of a study to assess to know the landscape of village potentials, including its BUMDesa and MSMEs status in the village as well as identification of the governance model and investment strategy of projects portfolio generated from the social innovation platform to achieve specific SDG goals in rural area (“*Kawasan Perdesaan*”).

In summary, UNDP is supporting the Ministry of Villages, Development of Disadvantaged Regions, and Transmigration in implementing the SDGs village in Indonesia by adopting a Social Innovation Platform (SIP) approach. Currently, UNDP seeks for a formulation of governance and investment strategy to implement the generated project portfolios successfully. This is important to be understood because by having a proper governance model and investment strategy for each project portfolios, it can make a real impact to the villagers and contribute to the achievement of certain SDG goals. This study will formulate the governance and investment strategy in implementing the portfolios by using the SIP framework. This study will take into account several sectors within the village, such as the Micro, Small, and Medium Enterprises (MSMEs) and the village-owned enterprises (*BUMDesa*).

Context

While the efforts to eradicate COVID-19 pandemic continues, the economy is still far from proper recovery as both demand- and supply-side are still affected negatively due to limited economic activity. Economic sectors requiring direct interaction, such as hospitality, food and beverages, and transportation and storage, are among the hardest hit sectors. In the third quarter of 2020, Indonesia’s economic growth was retracted 3.49% (year-on-year), yet this number is slightly better compared to a retraction of 5.32% in the previous quarter (year-on-year). The growth experienced in the last quarters is the worst since Asian Financial Crisis struck in 1997-1998 and has made Indonesia entered a technical recession.

The Government of Indonesia (GoI) launched National Economic Recovery (PEN) program to cushion the negative impacts of COVID-19, where one of the objectives of the program is to increase the survivability and boost the business performance, including Micro, Small, and Medium Enterprises (MSMEs). Loan interest subsidy and tax incentives are among assistance packages that are given to MSMEs. To help impacted households in the village, the government also mobilizes Village Fund (*Dana Desa*) as a social assistance program through Direct Cash Transfer – Village Fund (*Bantuan Langsung Tunai – Dana Desa*) where previously the fund could not be used for social assistance as stated in Law Number 6 Year 2014 about Village.

In times of COVID-19 recovery, nevertheless, it is still unknown the role of village-owned enterprises (BUMDesa) to increase the economic livelihood of the village (employment, people’s welfare, public services, etc) as well as to increase the business performance of MSMEs in the village. Through this activity,

UNDP Indonesia aims to find out more about how to support the development of inclusive BUMDesa through sustainable investment strategies that will increase the resilience of village communities and MSMEs in villages. This potentially also contributes to the economic livelihood and activities in the village as a mean for faster recovery from the pandemic. This also aligns with UN's mission in achieving Sustainable Development Goals (SDGs) in Indonesia by 2030, particularly SDG 8 Decent Work and Economic Growth and SDG 9 Industry, Innovation, and Infrastructure.

UNDP is supporting the Ministry of Villages, Development of Disadvantaged Regions, and Transmigration to make the concept happen by taking the spatial scale of village, area of villages (*"Kawasan Perdesaan"*), and the surrounding village areas. In doing so, UNDP adopts Social Innovation Platform approach and uses a methodology from the Agirre Lehendakaria Center to implement the platform. This approach has 10 phases, namely (1) Mapping, Listening, and Sense-making, (2) Co-Creation, (3) Prototyping, (4) Scaling, (5) Development Evaluation, (6) Developmental Communication, (7) Flexible Management Structure, (8) New Financing Mechanism, (9) Digitalization, and (10) Addressing SDGs. Currently, UNDP is on the phase one and two in which the output of these phases are various project portfolios which are divided into 5 levels, namely Community Action, Small/Medium Scale Projects, Large Scale Projects, New Services, and New Regulations. In each of the level, there can be more than one portfolio.

The real challenge within this approach is from the third phase onwards, where the portfolios are implemented, managed, and evaluated. This is because, currently, no one knows how the portfolios can be managed well in each of these phases and finally make impact to the villagers while also contribute to the achievement of the SDGs. The challenges are related to how it will be governed and how to make it financially sustainable. Therefore, it is necessary to identify a proper strategy for the governance and investment of the generated project portfolios within the social innovation platform framework. Through this activity, UNDP aims to formulate a strategy on how to make a solid and convincing governance and investment strategy of the portfolios to support the Ministry of Villages, Development of Disadvantaged Regions, and Transmigration in developing the village (*desa*), area of villages (*Kawasan Perdesaan*), and its surrounding by properly utilize the Village Fund (*Dana Desa*). This study will include several sectors within the village, such as the Micro, Small, and Medium Enterprises (MSMEs) and the village-owned enterprises (BUMDesa).

Objective

This activity has general and specific objectives. For the general objectives, this activity aims to know the landscape of village potentials, including its BUMDesa and MSMEs status in the village. For the specific objectives, this activity aims to know better how Social Innovation Platform could enhance the development of rural area (*"Kawasan Perdesaan"*).

General objectives related to village's social and economic landscape:

1. Identify the village's social and economic landscape. This includes identification of village's main economic livelihood, demographic characteristics, available infrastructures, governance, and social capital.
2. Identify how the village fund is used in the village, both in the context of pre-COVID-19 and during COVID-19 pandemic
3. Identify BUMDesa's main roles, including organizational structure and decision-making process, in helping the development of the village as well as the business profiles (i.e. employment, financial, marketing, and operation/production) and business plans as well as their comparative advantages to other establish financial/business institution at village level.

4. Identify available Micro, Small, and Medium Enterprises (MSMEs) in the village. The identification includes their economic sector, business profiles (i.e., employment, financial, marketing, and operation/production), and business plans.
5. Identify the role of BUMDesa in supporting MSMEs in the village to recover from COVID-19;
6. Assess the potential role and contribution of MSMEs in the area of villages (*Kawasan Perdesaan*) and its surrounding area;
7. Identify the type of financing and sustainable investment that could be leveraged by BUMDesa to increase village's economic potential and further support and develop MSMEs in the village

Specific objectives related to Social Innovation Platform in the rural area:

1. Identify the potential institutional structure of the area of villages (*Kawasan Perdesaan*) in implementing the generated project portfolios including the existing condition of stakeholder relationship, actor networks, conflicts and power relations;
2. Identify the types of capacity building required by the local stakeholders (i.e., inhabitants, the merchants, the formal institutions officials, etc.) in implementing the generated project portfolios;
3. Assess the existing business model of BUMDesa, challenge and opportunities of its development and operationalization that include governance structure of *BUMDes Bersama* as the lead institution in managing the implementation of the project portfolio;
4. Assess village fund's utilization in the village, starting from planning (including goal setting), implementation to financial management and monitoring and evaluation, and how the process could be integrated with Social Innovation Platform phase(s);
5. Investigate the kind of partnership with potential stakeholders (private and public) that can be established by BUMDesa to increase village's economic potential and further support and develop MSMEs in the village and to implement project portfolios.

This study will focus on various stakeholders, both within and outside the village. Regarding stakeholders within the village, this study will focus on: (1) village officials (e.g., village head or village secretary), (2) *BUMDesa*, (3) selected MSMEs in the village, (4) Establish financial/business institution (cooperative, etc) at village level, (5) Selected traditional workers (i.e., farmers and crafter) in the village. Regarding stakeholders outside the village, this study will focus on: (1) Related Ministries and Local Government Agencies, including Local Development Bank (BPD), that have on-going programs within the village, (2) Private sectors or religious institutions (e.g., Baznas, NU, and Muhammadiyah) that have a previous, on-going, or planned program within the village, (3) Civil Societies and Academics that have a previous, on-going, or planned program within the village.

Methodology and required inputs

To answer the research objectives, this study will use both quantitative and qualitative surveys in the selected villages. Further, desk review about relevant past studies will also be conducted to give the context to this study.

In the quantitative method, this study will use a survey to each stakeholder asking that include village head, BUMDesa Directors, dana desa facilitators, 5 MSMEs, and selected traditional workers in the village about village characteristics, performance of BUMDesa and its characteristics, performance of MSMEs and its characteristics, and how connected are the stakeholders in developing the economic livelihood in the village by utilizing both BUMDesa and MSMEs. The study will cover 200 villages in 5 provinces: Riau, West Java, NTB, Gorontalo and Central Sulawesi.

This study will also use a qualitative method in the selected villages. The qualitative method consists of a semi-structured interview and focus group discussion with the stakeholders which include district

government/provincial government, private sectors, financial institutions and universities, communities lead, and local NGOs. The interview will take place on each selected village and district to gain a detail map of current socio-cultural condition, actor network, power-interest (coordination and decision-making nudges), and funding source (including formulation and allocation) in the development realm of each village. Using the result from the interviews, a focus group discussion will be conducted with mixed stakeholder from all villages to confirm the interview result and reveal other conditions. These methods will be implemented in a rapid appraisal approach and adopt related digital technologies to limit face-to-face meetings with the selected stakeholders. **Whenever online interview is impossible to be conducted, health protocol need to be implement and budgeted in the proposal.** The interview and focus group discussion will be complemented by online desk reviews on other relevant studies and reports to enrich the information to this study and make the result of this study more robust.

Outputs/results

Outputs	Timing
1st Deliverable: Inception Report that covers: <ol style="list-style-type: none"> 1. Design of a research work plan specifying methodology on data collection and analysis, activities and milestones, required resources, dependencies and proposed timeline for conducting the study. The work plan should be presented to UNDP, Fiscal Policy Agency (MoF) and PMO Prakerja for comment and approval. 2. Final instrument for both quantitative and qualitative assessment in English and Bahasa 3. Final sampling framework 	Two weeks upon signing
2nd deliverable: <ol style="list-style-type: none"> 1. Preliminary report of the study, that consist of: <ol style="list-style-type: none"> a. quantitative data analysis b. qualitative data analysis 2. The ethical Research clearance 	End of May 2021
3rd Deliverable <ol style="list-style-type: none"> 1. Final report of the study in both English and Bahasa 2. PPT of the study result 3. Policy brief on the study result 	End of June 2021

With the scope of main report outline:

- Chapter 1: Contextualization
 - Relevant reflection the prior studies and reports on the governance and investment strategy in *Kawasan Perdesaan* (Indonesian context).

- Elaboration of the governance of BUMDesa and Village Fund (*Dana Desa*) operationalization.
- Elaboration on the types of funding scheme and institution that has been practiced in Indonesian villages.
- Some cases on current digitalization efforts in villages sectors (i.e. village government, BUMDesa, and MSMEs).
- Chapter 2: Method and Study Area
 - Study Objective
 - Data gathering and analysis
 - Limitation of the study
 - Description on the study area
- Chapter 3: Baseline assessment on the governance in *Kawasan Perdesaan (Area of Villages)*
 - Overall governance model of several sectors in the village, namely village government, *BUMDesa*, and MSMEs.
 - Characteristics of the village government and its governance (i.e. composition of bodies involved in decision making, flow of decision-making process/chain of command, number of officials (by gender, by education, and by rank))
 - Characteristics of BUMDesa (e.g. employment composition, financing, market, sectors, etc.)
 - Characteristics of MSMEs (e.g. employment composition, financing, market, sectors, etc.)
 - Stakeholder analysis in each sector and cross-sectoral including the existing condition of stakeholder relationship, actor networks, conflicts and power relations;
 - Capacity building needed for the stakeholders in each sector.
- Chapter 4: Exploration assessment on the potential development of *BUMDesa Bersama*
 - Socio-cultural relationship mapping of actors connected to *BUMDesa*.
 - Conflict mapping among villagers within each village and between other villages.
 - Cooperation mapping among villagers within each village and between other villages.
 - Commitment assessment among villagers to work together.
 - The management and utilization of Village Funds to support among other, BUMDes.
 - The utilization of *BUMDesa Bersama* to improve the MSMEs.
 - Capacity building needed by the administrators.
- Chapter 5: Alternative funding assessment
 - Mapping of current external stakeholders having projects on the study area (i.e. district government/provincial government, private sectors, universities, communities, and NGOs).
 - Mapping on the common grant schemes requirements and timeframe (i.e. *Sarana Multi Infrastruktur* funding scheme and other similar funding source institutions).
- Chapter 6: Conclusion and policy recommendation
 - Important points on the study result
 - Policy recommendation, which should include the following points: (1) institutional structure of the area of villages (*Kawasan Perdesaan*) to implement the project portfolios; (2) types of capacity building required by the local stakeholders; (3) development strategy and governance structure of *BUMDes Bersama*; (4) role and contribution of MSMEs in the area of villages (*Kawasan Perdesaan*); (5) type of financing/grant and the funding institutions with a clear timeframe; and (6) kind of partnership with other stakeholders (private and public) to implement the project portfolios.

II. ELIGIBILITY AND SELECTION PROCESS

The work for this study will be done by a single entity (a firm or a research institution) – called as institution in following text. To be considered, the selected institution must have:

- At least 5 years or more of work experience in the area of qualitative and quantitative research on socio-economic development issues in Indonesia. The proposal must include structure of Team Leader and members and their educational background and areas of expertise.
- Having experience in managing large-scale (above 1000) household database in Indonesia.
- having experience in conducting research on the topic of village fund, MSMEs and innovative financing. It is also preferred for this institution to have a solid knowledge on public policy and Indonesia's village fund as the context of this study.
- Having previous working relationship with relevant ministries/implementing agency is mandatory.
- Extensive experiences in implementing qualitative method (at least 5 similar) to assess social aspect of Indonesian household or at village level.
- Have series of publication (at least 2) about socio-economic condition Indonesia at village level or MSMEs assessment.
- Having experiences research collaboration with the Government of Indonesia on related key issues of socio-economic development would be an advantage.
- High quality control procedures and management system that ensures adequate progress of the different phases of the project and timely delivery of outputs.
- Valid registration certificate.

The composition of the proposed team members is at the discretion of the Group. However, it is expected that its member possesses the following qualifications and skills:

Team Leader

- Postgraduate degree in economics and/or public policy.
- At least 10 years of experience in economic research and policy for master's degree and 5 years for PhD.
- High level of proficiency in conducting research and analysis.
- Has managed and coordinated similar studies in Indonesia before.
- Having similar research publication.

Competencies and Skills:

- Ability to gain information from different stakeholders and experience in conducting discussions with government officials.
- Strong communication skills; ability to effectively communicate in Bahasa Indonesia and English (writing and speaking).

Quantitative Researcher(s):

Quantitative Data Analyst will be responsible for cleaning and analysis data as well as conducting error checks to ensure high quality data. Quantitative Data Analyst must have:

- Bachelor's or Master's in economics or public policy.
- Minimum 5 years of working experience in research, evaluation design, or survey analysis for master's degree and 8 years of bachelor's degree.

- demonstrated strong quantitative and statistical analysis skills to present and interpret statistical results.
- demonstrated skills in using statistical analysis software packages such as, but no limited to R/Python/STATA/SPSS/SAS.

Competencies and Skill:

- highly motivated and ability to work in a team.
- proven ability to work under tight deadlines.

Qualitative Researcher(s):

Qualitative researcher will be responsible for the qualitative data collection. Qualitative researcher must have:

- Bachelor's or master's in sociology or anthropology or other social sciences.
- minimum 5 years of working experience in implementing and analyze qualitative data research from in-depth interview and FGD for master's degree and 8 years of bachelor's degree.
- highly motivated and ability to work in a team.
- proven ability to work under tight deadlines.

Research Assistant(s)

Research assistant will be responsible to support the quantitative and qualitative researcher in conducting both qualitative and quantitative analysis

- Bachelor's in economics or public policy.
- Two (2) years of working experience in research, evaluation design, or survey analysis.
- Having ability in conducting quantitative and statistical analysis skills to present and interpret statistical results or qualitative analysis.
- highly motivated and ability to work in a team.
- proven ability to work under tight deadlines.

Enumerator

The enumerators will be responsible to collect offline qualitative and quantitative data collection whenever it is required. In each of province, maximum number of enumerators are 10 and they need to be trained online.

- Bachelor's in any major with experience conducting data at least in 2 household survey
- highly motivated and ability to work in a team.

Administration Staff (1 person)

The administration staff will be responsible to manage all the research administrative.

- D3 (3 years Diploma) or Bachelor's degree in any relevant major study
- Minimum 3 years working experience for D3 or 1 year working experience for Bachelor degree in administrative works.
- Excellent time management skills with an ability to deliver high-quality outputs on time.