



REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: May 18, 2021
	Reference: RFP/UNDP/IFL/140124/020/2021 - Incubator for Employment and Livelihood Project:Basic Entrepreneurship Training

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/IFL/140124/020/2021 - Incubator for Employment and Livelihood Project:Basic Entrepreneurship Training**

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

Date/Time : Tuesday, May 25, 2021 at 01:00 hour (GMT +7 Jakarta Time)
 Place : https://undp.zoom.us/meeting/register/tZ0scO6orz0iH9OmOi1TdckP_3Hswbuo1IFN
 Meeting ID : 891 7701 6857
 Password : 596045

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: 0000009279**.

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 **25 May 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,

A handwritten signature in black ink, appearing to read 'MSK', with a horizontal line underneath.

Martin Stephanus Kurnia
Head of Procurement Unit
5/18/2021

Annex 1

Description of Requirements

Context of the Requirement	Implementation of MPTF Project on Employment and Livelihood: Basic Entrepreneurship Training.
Implementing Partner of UNDP	Ministry of Women Empowerment and Child Protection, Ministry of Cooperative and SMEs
Brief Description of the Required Services ¹	<p>COVID-19 brought several layers of challenges in obtaining Sustainable Development Goals (SDGs). As at 31 July 2020, the COVID-19 pandemic had contracted the Indonesian economy, resulting in the loss of at least 3.5 million jobs (Ministry of Manpower, 2020). This also includes women, youth, vulnerable groups including people with HIV that previously already had their own challenges in entering workforce. In Indonesia, approximately 60 per cent of female workers were employed in sectors hit hardest by the pandemic, which contracted seriously in the second quarter of 2020 (accommodation and food services, manufacturing, company services and other services) (WFP, 2020). With the unemployment status, it then force the workers to loose great chance in obtaining their needs. A rapid survey conducted by UNAIDS and the PLHIV network (JIP) in March 2020 suggests that 60 per cent of PLHIV have experienced income reduction and many have experienced changes in their HIV care. In addition to that, the country's micro, small and medium-sized enterprises (MSMEs) have been disproportionately impacted and are struggling to survive. The economic shock is destroying jobs and livelihoods – with women, people with disabilities, youth, and those working in the informal economy most heavily affected.</p> <p>Seeing this condition, Government of Indonesia have shared several responses that focus on stimulating the economy. However, applying measures to boost demand will take years before they have a positive effect on women and vulnerable groups. Even then, pre-existing challenges such as deep-rooted gender biases might hamper women's aspirations. It is therefore vital to take decisive and catalytic actions to benefit and empower these target groups directly, and to address existing inequalities and discriminations in the labour market and society as a whole.</p> <p>The United Nations System in Indonesia, and particularly the four agencies involved in this initiative (ILO, UNDP, UNHCR and UNAIDS), aims to ensure that in these times of socio-economic crisis, no one - particularly women and other vulnerable groups - is left behind. It offers support to the target beneficiaries through: supporting entrepreneurship training and business development; facilitating access to skills development and jobs; assuring a gender-equal labour market that is free from discrimination and supporting MSMEs to mitigate the transmission of COVID-19 and as well as to respond to and recover from the crisis by transitioning to green economy and digital economy.</p> <p>Following that concern, UNDP Indonesia will focus on the aim to further achieve SDG 8: Decent Work and Economic Growth. UNDP will mainly focus on two activities which are; 1)</p>

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.

	<p>Basic Entrepreneurship Training, 2) Intensive Business Development Training. These trainings will be done by UNDP Indonesia in collaboration with UNAIDS, the government, selected incubator, and private sector.</p> <p>This proposal mainly focus on the plan of UNDP and UNAIDS to develop a basic entrepreneurship training. The training will be targeting more than 1,000 people with focus on beneficiaries that fit into youth, women, disabled people, and people living with HIV category.</p> <p>Given that the concern of these trainings is various. UNDP Indonesia would like to hire an incubator as an expert in modules development for the beneficiaries that we would like to target. The incubator will also support us in selecting the local incubators for direct basic entrepreneurship training, training of trainers to the selected local incubator, and performing monitoring and evaluation following the program to the selected local incubator.</p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> ➤ Modules Development and Needs assessment on selected beneficiaries: <ul style="list-style-type: none"> a. Incubator are expected to develop modules for basic entrepreneurship training. The modules include “What is Entrepreneurship?”, Analyzing Business Opportunities, Understanding Your Market, Financial Management & Setting Your Price, Team Management, Legal, Business Continuity Plan and Digital Marketing. b. Modules developed will be adjusted to 4 different beneficiaries which are women, youth, people with disabilities, and people with HIV. The beneficiaries will be concentrated on women where it takes 70% of the slots of training participants. It is also expected for the incubator to conduct continuous assessment from the start, middle stage, and last stage of module development The modules should also consist of approaches and content that match with the needs and interest of training target participants. ➤ Needs assessment and Focus Group Discussion: <ul style="list-style-type: none"> a. Incubator are expected to develop a needs assessment to validate the process of modules development. b. As part of the validation process and finalization of the modules, incubator is expected to held a focus group discussion with the selected beneficiaries and stakeholders within the beneficiaries scope. ➤ Selection for local incubator. <p>Main incubator team will act as team to support UNDP team in selecting the 8-10 local incubators that will be responsible in having the Basic Entrepreneurship Training</p> ➤ Training of Trainers <p>Following the selection of local incubator, the selected main incubator will hold training of trainers to ensure that the trainers from selected incubator have a full understanding on the modules develop by the selected main incubator.</p>

	<p>➤ Monitoring and Evaluation</p> <p>a. The incubator is expected to monitor the program of basic entrepreneurship training and post program up to 3 months. The selected incubator is also expected to have mentors available during the training for monitoring the selected incubators.</p> <p>b. The selected incubator is expected to share a report as an evaluation of the overall training. The report should include information on the impact of training to target participants, the programme effectiveness, lesson learnt, good practice, as well as follow up actions taken by participants following the training. The report should include supporting documents (photos, video, zoom link, and any raw material data reported).</p>
Person to Supervise the Work/ Performance of the Service Provider	Head of Innovative Financing Lab, UNDP
Frequency of Reporting	Please refer to the Terms of Reference (Annex 3)
Progress Reporting Requirements	<p><u>Deliverable 1</u> Submission of draft of modules requested by UNDP Indonesia, including need assessment pre-modules development, detailed workplan and timeline</p> <p><u>Deliverable 2</u> Conducting Focus Group Discussion (FGD) on modules development with selected beneficiaries, Submission of final modules and first draft of Website Structure</p> <p><u>Deliverable 3</u> Supporting UNDP on selection of local incubators for Basic Entrepreneurship Training and Conducting training of trainers for the selected local incubator</p> <p><u>Deliverable 4</u> Monitor the training through mentors and Final report on the evaluation of the training conducted as well finalize the website development for Entrepreneurship Hub</p>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	4 months
Target start date	3 July 2021
Latest completion date	30 October 2021
Travels Expected	N/A
Special Security Requirements	N/A

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A		
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required		
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required		
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency for Local Bidders: IDR		
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes		
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 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		
Payment Terms ³	Deliverables/Outputs	Due Dates	Payment Amount
	<u>Deliverable 1</u> Submission of draft of modules requested by UNDP Indonesia, including need assessment pre-modules development, detailed workplan and timeline.	9 July 2021	30%
	<u>Deliverable 2</u> Conducting Focus Group Discussion (FGD) on modules development with selected beneficiaries as well as Submission of final modules and first draft of Website Structure.	19 July 2021	<u>30%</u>
	<u>Deliverable 3</u>	30 August 2021	<u>20%</u>

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

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.

	Supporting UNDP on selection of local incubators for Basic Entrepreneurship Training and Conducting training of trainers for the selected local incubator.			
	<u>Deliverable 4</u> Monitor the training through mentors and Final report on the evaluation of the training conducted as well finalize the website development for Entrepreneurship Hub.	30 October 2021	20%	
		Total	100%	
Person(s) to review/inspect/ approve outputs/ completed services and authorize the disbursement of payment	Muhammad Didi Hardiana Head of Innovative Financing Lab UNDP Indonesia			
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract			
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 checked="" 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	<u>Technical Proposal (70%)</u> <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 35% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35% NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened <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.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			

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) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
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"/> Others ⁶ sample written self declaration of impartiality
Contact Person for Inquiries (Written inquiries only) ⁷	Sri Hastutiningsih Procurement Unit Sri.hastutiningsih@undp.org Mandatory subject of email: RFP/UNDP/IFL/140124/020/2021 - Incubator for Employment and Livelihood Project: Basic Entrepreneurship Training 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 [pls. specify]	<ul style="list-style-type: none"> ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: N/A

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.

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

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ 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 PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ 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.*

TABLE D & TABLE E, TO BE USED FOR SUBMITTING FINANCIAL PROPOPOSAL – MUST BE ENCRYPTED WITH PASSWORD & MUST BE SUBMITTED SEPARATELY FROM TECHNICAL PROPOSAL IN E-TENDERING SYSTEM

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Submission of draft of modules requested by UNDP Indonesia, including need assessment pre-modules development, detailed workplan and timeline	30%	
2	Conducting Focus Group Discussion (FGD) on modules development with selected beneficiaries, as well as Submission of final modules and first draft of Website Structure	30%	
3	Supporting UNDP on selection of local incubators for Basic Entrepreneurship Training and Conducting training of trainers for the selected local incubator	20%	
4	Monitor the training through mentors and Final report on the evaluation of the training conducted as well finalize the website development for Entrepreneurship Hub	20%	
	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. Advisor		4 months	1	
2. Team Leader		4 months	1	
3. Trainers/Module Developer		4 months	2	
4. Website Developer		4 months	1	
II. Out of Pocket Expenses (if any, please provide detail breakdown cost)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs (if any, please provide detail breakdown cost)				

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

[Designation]

[Date]

Term of Reference (TOR)
Employment and Livelihood: Basic Entrepreneurship Training and COVID 19
Business Adaptation Training

A. General Information

Title : Employment and Livelihood: Basic Entrepreneurship Training
 Report to : UNDP Indonesia Country Office
 Location : Menara Thamrin 8-9th Floor
 Jl. MH. Thamrin Kav. 3, Jakarta Pusat 10250
 Expected place of travel : Greater Jakarta Area
 Duration of assignment : The expected duration of the assignment is 4 (four) months calculated based on the contract starting date

PROVISION OF SUPPORT SERVICES :

Location : Yes No
 Equipment (laptop etc.) : Yes No
 Secretariat Services : Yes No

B. Background Information

COVID-19 brought several layers of challenges in obtaining Sustainable Development Goals. As at 31 July 2020, the COVID-19 pandemic had contracted the Indonesian economy, resulting in the loss of at least 3.5 million jobs (Ministry of Manpower, 2020). This also includes women, youth, vulnerable groups including people with HIV that previously already had their own challenges in entering workforce. In Indonesia, approximately 60 per cent of female workers were employed in sectors hit hardest by the pandemic, which contracted seriously in the second quarter of 2020 (accommodation and food services, manufacturing, company services and other services) (WFP, 2020). With the unemployment status, it then force the workers to loose great chance in obtaining their needs. A rapid survey conducted by UNAIDS and the PLHIV network (JIP) in March 2020 suggests that 60 per cent of PLHIV have experienced income reduction and many have experienced changes in their HIV care

Seeing this condition, Government of Indonesia have shared several responses that focus on stimulating the economy. However, applying measures to boost demand will take years before they have a positive effect on women and vulnerable groups. Even then, pre-existing challenges such as deep-rooted gender biases might hamper women's aspirations. It is therefore vital to take decisive and catalytic actions to benefit and empower these target groups directly, and to address existing inequalities and discriminations in the labour market and society as a whole.

The United Nations System in Indonesia, and particularly the four agencies involved in this initiative (ILO, UNDP, UNHCR and UNAIDS), aims to ensure that in these times of socio-economic crisis, no one - particularly women and other vulnerable groups - is left behind. It offers support to the target beneficiaries through three major channels: supporting entrepreneurship training and business development; facilitating access to skills development and jobs; and assuring a gender-equal labour market that is free from discrimination.

Following that concern, UNDP Indonesia through Innovative Financing Lab will focus on the aim to further achieve SDG 8: Decent Work and Economic Growth. Innovative Financing Lab will mainly focus on two activities which are; 1) Basic Entrepreneurship Training, 2) Intensive Business Development Training. These trainings will be done by UNDP Indonesia in collaboration with UNAIDS, (selected incubator, and (ministerial level collaboration).

This proposal mainly focus on the plan of UNDP and UNAIDS to develop a basic entrepreneurship training. The training will be targeting 800 people with focus on beneficiaries that fit into youth, women, disabled, and people with HIV category.

Given that the concern of these trainings is various. UNDP Indonesia would like to hire an incubator as an expert in modules development for the beneficiaries that we would like to target. The incubator will also support us in selecting the local incubators for direct basic entrepreneurship training, training of trainers to the selected local incubator, and performing monitoring and evaluation following the program to the selected local incubator.

C. Scope of Works and Expected Outputs

This assignment is for the selected incubator to support UNDP Indonesia in developing and implementing the basic entrepreneurship training.

The scope of works are:

- Prepare the detailed work plan and timeline for development of guidance, as well update and revise the work plan based on comments and inputs from key stakeholders such as UNDP and UNAIDS.
- Develop modules that covered essential basic knowledge for early stage entrepreneurs who previously have an enterprise background or recently starting their entrepreneurship journey. The modules covered “What is Entrepreneurship”, “Analyzing Business Opportunities”, “Understanding Your Market”, “Financial Management”, “Team Management”, “Legal”, and “Go Digital”. The modules should fit with UNDP timeline on Basic Entrepreneurship Training (1-2 months implementation).
- Develop modules that fit into 4 criteria of beneficiaries in Basic Entrepreneurship portfolio which are women (70%), people with HIV, people with disabilities, and youth.
- Developing and conducting training of trainers for 8-10 selected incubator that will train 800 beneficiaries from the targeted list of beneficiaries (women, youth, people with disability and HIV) Which are will be selected by UNDP and UNAIDS with recommendation from bidder’s previous experience with the targeted beneficiaries. Incubator is also expected to support the selection process including selection form, interview, and announcement. The training of trainers will be

conducted online through zoom. Incubator is responsible in developing the invitation, selecting participants, and conduct the trainer. Incubator is also expected to support the selection process including selection form, interview, and announcement of incubator that may join this program.

- Monitor and evaluate the basic entrepreneurship training done by selected incubator by becoming mentors throughout the training process.
- Develop a final report on the training of basic entrepreneurship and the result of basic entrepreneurship training.

The contractor is expected to use appropriate methodologies in developing the modules , including:

1. Needs Assessment

In developing the training modules, it is expected that the selected incubator conduct a needs assessment with the selected beneficiaries to ensure their needs will fit the basic entrepreneurship modules. The modules develop should also fit the challenge, opportunities, relatable role models that fits into beneficiaries needs

2. Focus Group Discussion

In order to validate the first modules developed by the selected incubator, it is necessary for the incubator to develop focus group discussion that invites beneficiaries, ministries, government stakeholders, and NGOs or Civil Organization which UNDP develop prior to the FGD alongside with the on-ground feedback from the selected incubator. The Selected stakeholders should fit the criteria of stakeholders who supported entrepreneurs ecosystem development and have work with targeted beneficiaries from UNDP Indonesia. For example, Ministry of Cooperative and SMEs, Ministry of Youth and Sports, Entrepreneurship communities, incubator that focus on supporting youth, people with disability and HIV, as well as women entrepreneurs

3. Mainstreaming on the UNAIDS

As part of partnership with UNAIDS, selected incubator should also inject the mainstreaming of guidelines on working with or engaging people with HIV to entrepreneurship or workforce by UNAIDS to further reduce the stigma around people with HIV in all modules.

D. Deliverables and Due Date

No.	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Due Date
1	Submission of draft of modules requested by UNDP Indonesia, including need assessment pre-modules development, detailed workplan and timeline	30%	9 July 2021

2	Conducting Focus Group Discussion (FGD) on modules development with selected beneficiaries, as well as Submission of final modules and first draft of Website Structure	30%	19 July 2021
4	Supporting UNDP on selection of local incubators for Basic Entrepreneurship Training and Conducting training of trainers for the selected local incubator	20%	30 August 2021
5	Monitor the training through mentors and Final report on the evaluation of the training conducted as well finalize the website development for Entrepreneurship Hub	20%	30 October 2021
	Total	100%	

E. Qualification

Organization/Company Qualifications:

- a. Organization/Incubator that have been established at least for 3years that focus on MSMEs development in different layers of stage through capacity buliding and expansion of network to scale up the MSMEs.
- b. Organization/Incubator that have conducted more than 10 training/projects that focus on basic to advance business entrepreneurship knowledge such as human resource management, financial management, legality, business license, and scaling up program for MSMEs in Indonesia.
- c. Have implement entrepreneurship training for youth, women-led business, people with HIV and disabilities is required for the incubator/organization that applied.
- d. Have experience in flourishing enablers ecosystem through training of trainers for such as government-led incubator or private-led incubator is an advantage.
- e. Experienced in managing and outreaching numerous MSMEs, community members that is spreaded across Indonesia is an advantage.

Team Academic Qualifications:

At least the team consist of:

- a. **An Advisor** with a master's degree or equivalent in the field of MSMEs development, business, development, and economy.
- b. **a Team Leader** with a master's degree or equivalent in the field of accounting, business and management, and economy.
- c. **Trainers/Module Developers** with a bachelor's degree or work experience equivalent to bachelor's degree level of knowledge in sociology, economy, business and management.

- d. **Website Developer** with a bachelor's degree in informatics or social studies that share expertise in website development.

Team Working experience:

At least considered of a team with of experience in:

- a. **An Advisor** with at least 10 years experience in the sector of entrepreneurship development especially MSMEs, and youth development policy analysis. Having done multiple training on youth entrepreneurs, women-led entrepreneurs, entrepreneurs founded and led by people with HIV and disabilities.
- b. **A team Leader** with at least 8 years with experience in business development, project management, capacity building in MSMEs development.
- c. **Trainers/Module Developers** with at least 5 years of experience that is also skilled in module development that cover topics such as the basic of entrepreneurship, legality, marketing, digital marketing, financial management, analyzing business opportunities.
- d. **Website Developer** with at least 3 years of experience to build and manage the website on entrepreneurship hub that consist of modules section, forum, calendar, and member registration for modules access and sharing.

Other Competencies:

- A good knowledge and experience of multi-criteria assessments, stakeholder engagement and consultation; analytical skills to assess institutional capacity and to design/ review practical arrangements for implementing complex projects.
- Excellent skill in Word, developing efficient and effective Power Point.
- Authoritativeness in his/her areas of responsibilities with elaborated skills in project management and planning skills on research development that focus on multi layers stakeholders. In addition to that, client-result orientation skill and time management is an advantage.
- Excellent report writing and drafting skills in Bahasa Indonesia and English along with a grasp of public policy, sustainable development goals , and entrepreneurship operations in the context of Indonesia, as demonstrated by previous training experience held by the incubator's team.