

## United Nations Development Programme



## REQUEST FOR PROPOSAL (RFP)

To All Interested Bidders	DATE: June 23, 2021
	REFERENCE: <b>RFP/UNDP/RESTORE/ 0000143362/024/2021 - System Pilot Implementation of Digital Cash for Works (CfW) in Central Sulawesi and West Nusa Tenggara</b>

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/ 0000143362/024/2021 - System Pilot Implementation of Digital Cash for Works (CfW) in Central Sulawesi and West Nusa Tenggara**

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

Date/Time : 29th June 2021 starting 0930 hour (GMT+7)

Place : Zoom On Line Meeting (<https://undp.zoom.us/j/85158864076>)

Meeting ID : 851 5886 4076

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: 0000009616**

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 **29<sup>th</sup> June 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 [yusef.millah@undp.org](mailto:yusef.millah@undp.org) and [fariz.mursyid@undp.org](mailto:fariz.mursyid@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 be 'MS' or similar initials, followed by a horizontal line.

*Martin Stephanus Kurnia*  
*Head of Procurement Unit*  
6/23/2021

## Annex 1

## Description of Requirements

Context of the Requirement	<b>System Pilot Implementation of Digital Cash for Works (CfW) in Central Sulawesi and West Nusa Tenggara</b>
Implementing Partner of UNDP	Directorate General of Village Development and Information, Ministry of Village, Development of Disadvantaged Regions, and Transmigration of Indonesia
Brief Description of the Required Services <sup>1</sup>	<p>As a response to COVID-19 pandemic, UNDP, in partnerships with MoV PDIT (Ministry of Villages, Disadvantaged Regions and Transmigration) is in pursuit to provide a safety net for the village. MoV has accelerated the distribution of Village Funds to drive the economy. The village funds prioritized the achievement of the Village SDGs. Whereas allocation of the fund targeting vulnerable groups affected by the pandemic. These are people with low-income, women-headed households, and other marginal communities.</p> <p>Cash for Work (CfW)/ Padat Karya Tunai Desa (PKTD) is an activity to improve people's welfare, financed by village fund. PKTD carried out by the village - prioritizes the use of local resources, labor, and technology. It provides employment to unskilled and semi-skilled workers on labor-intensive activities such as rehabilitation of irrigation systems, road construction and maintenance.</p> <p>Social distancing and limitation of people's mobility provide a challenge in implementing the regular Cash-for-Works (CfW) approach. Technology is vital in protecting communities in the crisis's aftermath. Digitalization of PKTD expected to foster the transformation needed for the digital village ecosystem towards SDG agendas. There is a need to replace paper and manual processes with digital solutions in every step to support PKTD activities. For this purpose, UNDP brings and enhances CfW application implemented on debris management at Palu that incorporates the similar PKTD model. The app has managed more than 3,500 village workers affected by the tsunami disaster during the recovery initiative.</p> <p>The development of the CfW update has come on a stage of pilot implementation. It is against this background that UNDP plan to engage organization focusing in IT Consulting and System Implementation Services to put on the ground support for the digital CfW. UNDP aims to transfer knowledge and build capacities of local government and community to be the champion of SDGs and to be able to respond to the needs of COVID-19 recovery in the region. The organization will collaborate with UNDP to help the implementation of CfW in Central Sulawesi and West Nusa Tenggara.</p>
List and Description of Expected Outputs to be Delivered	<p><b>Initiation, planning, and coordination:</b></p> <ul style="list-style-type: none"> <li>The current state assessment of CfW Pilot Implementation and approach.</li> </ul>

<sup>1</sup> 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.

	<ul style="list-style-type: none"> <li>On-site system implementation assistance plan (Cash-for-Work software related, and training related)</li> <li>The limits of the existing digital infrastructure in the potential pilot village, and recommendation on action that UNDP can encourage or facilitate were mapped and documented.</li> </ul> <p><b>Socialization and Training:</b></p> <p><i>Activity Reports for 1 (one) selected village:</i></p> <ul style="list-style-type: none"> <li>Existing Cash-for-Work training manuals are reviewed and updated.</li> <li>On-site socialization and training conducted.</li> <li>Pre-and Post training Evaluation of the participants analyzed and documented</li> <li>Registered village worker's data were prepared and registered to the CfW system - (EST. 100 PKTD workers/site)</li> </ul> <p><b>Cash-for-work System Implementation:</b></p> <p><i>Field Activity Reports for 1 (one) selected villages:</i></p> <ul style="list-style-type: none"> <li>Commenced assistance for the implementation of Cash-for-Works application in the selected sites, focusing on the specific agreed PKTD Activities.</li> <li>Cash-for-Work system functionality gap with the existing PKTD process in the field identified.</li> <li>Earned Lessons Learn from the pilot implementation.</li> <li>Identified application defects and resolution from daily support activity.</li> <li>Well-structured skills transfer approaches commenced for the Super Admin Users (Village officials) as well as local IT support staff.</li> </ul> <p><b>Meeting Facilitation:</b></p> <p><i>Field facilitation Reports for 1 (one) selected villages:</i></p> <ul style="list-style-type: none"> <li>Final Report including commenced facilitation meetings: <ul style="list-style-type: none"> <li>On-site Socialization and Facilitator Training. (1 day - 15 pax – Village site)</li> <li>Pilot Kick-off meeting Selected Sub-National entities. (1 day - 25 pax – District site)</li> <li>Post Activity Evaluation and Exit Meeting. (1 day - 15 pax – Village site)</li> <li>Evaluation and Exit Meeting with District Government. (1 day - 25 pax – District site)</li> <li>Advocating Policy and Regulation to encourage the use of CfW digital system in district/village level. (30 pax -1 Day – In Town/Jakarta)</li> <li>CFW application Scale Up: Platform, multiplicity, and drive for scale. (2 days -25 pax – In Town/Jakarta)</li> </ul> </li> <li>Report should include: <ul style="list-style-type: none"> <li>Meeting minutes.</li> <li>Meeting/Training Materials such as ppt, etc.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Attendance Record.</li> <li>○ Meeting Photo / Video Documentation</li> <li>○ PKTD with digital CFW activity documentation for project visibility purpose.</li> <li>○ Meeting budget plan and actual expense &amp; participants administration.</li> <li>○ Photo of ID cards for each participant who receive reimbursement of travel expense.</li> <li>○ Ensure each signature are the same between each document (attendance record, receipt note and ID cards)</li> </ul>								
Person to Supervise the Work/Performance of the Service Provider	National Project Manager (NPM) of Response Toward Resilience (RESTORE)								
Frequency of Reporting	4 (four) times								
Progress Reporting Requirements	Weekly Report / Coordination Meeting								
Location of work	<input type="checkbox"/> Exact Address/es ..... <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal								
Expected duration of work	Sixteen weeks								
Target start date	July 2021								
Latest completion date	November 2021								
Travels Expected	<p>Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed duty station.</p> <table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Desa Bilelendo, Central Lombok District, West Nusa Tenggara</td><td>44 Working days</td><td>Pilot Implementation &amp; Onsite Meeting Facilitation</td><td>July 2021</td></tr> </tbody> </table> <p>Note: Pilot Implementation will be done parallel in target sites during the contract period.</p>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Desa Bilelendo, Central Lombok District, West Nusa Tenggara	44 Working days	Pilot Implementation & Onsite Meeting Facilitation	July 2021
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s						
Desa Bilelendo, Central Lombok District, West Nusa Tenggara	44 Working days	Pilot Implementation & Onsite Meeting Facilitation	July 2021						
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training								

	<input checked="" type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others to seek confirmation from the UNDP/Project prior any travelling
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> 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 <b><u>Local Bidders</u></b>
Value Added Tax on Price Proposal <sup>2</sup>	<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"/> 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 <sup>3</sup>	4 (Four) times:

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

<sup>3</sup> 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.

	<p>1st week upon signing contract:</p> <p><b>Initiation, planning, and coordination:</b></p> <ul style="list-style-type: none"> <li>Updated approach and methodology as the assessment result on the current status of CfW system.</li> <li>Updated On-site system implementation assistance plan (Cash-for-Work software related, and training related)</li> <li>The limits of the existing digital infrastructure in the potential pilot village, and recommendation on action that UNDP can encourage or facilitate were mapped and documented..</li> </ul>	10%	
	<p>5th weeks upon signing contract:</p> <p><b>Socialization and Training:</b></p> <p><i>Activity Reports for 1 (one) selected village:</i></p> <ul style="list-style-type: none"> <li>Existing Cash-for-Work training manuals are reviewed and updated.</li> <li>On-site socialization and training conducted.</li> <li>Pre-and Post-training Evaluation of the participants analyzed and documented.</li> <li>Registered village worker's data were prepared and registered to the CfW system. - (EST. 100 PKTD workers/site)</li> </ul>	20%	
	<p>14th weeks upon signing contract:</p> <p><b>Cash-for-work System Implementation:</b></p> <p><i>Field Activity Reports for 1 (one) selected village:</i></p> <ul style="list-style-type: none"> <li>Commenced assistance for the implementation of Cash-for-Works application in the selected sites, focusing on the specific agreed PKTD Activities.</li> <li>Cash-for-Work system functionality gap with the existing PKTD process in the field identified.</li> <li>Earned Lessons Learn from the pilot implementation.</li> <li>Identified application defects and resolution from daily support activity.</li> <li>Well-structured skills transfer approaches commenced for the Super Admin Users (Village officials) as well as local IT support staff.</li> </ul>	35%	
	<p>16th weeks upon signing contract:</p> <p><b>Meeting Facilitation:</b></p> <p><i>Field facilitation Reports for 1 (one) selected village:</i></p> <ul style="list-style-type: none"> <li>Final Report including commenced facilitation meetings: <ul style="list-style-type: none"> <li>On-site Socialization and Facilitator Training. (1 day - 15 pax – Village site)</li> <li>Pilot Kick-off meeting Selected Sub-National entities. (1 day - 25 pax – District site)</li> <li>Post Activity Evaluation and Exit Meeting. (1 day - 15 pax – Village site)</li> </ul> </li> </ul>	35%	



	<ul style="list-style-type: none"> <li>○ Evaluation and Exit Meeting with District Government. (1 day - 25 pax – District site)</li> <li>○ CFW application Scale Up: Platform, multiplicity, and drive for scale. (2 days -25 pax – In Town/Jakarta)</li> <li>○ Advocating Policy and Regulation to encourage the use of Cfw digital system in district/village level. (30 pax -1 Day – In Town/Jakarta)</li> <li>○ CFW application Scale Up: Platform, multiplicity, and drive for scale. (2 days -25 pax – In Town/Jakarta)</li> </ul> <p><b>Note:</b> Each meeting events, the report should consist the followings:</p> <ul style="list-style-type: none"> <li>○ Meeting minutes.</li> <li>○ Meeting/Training Materials such as ppt, etc.</li> <li>○ Attendance Record include phone contact and email address and ID card photo of the participants - with time stamp application.</li> <li>○ Meeting Photo / Video Documentation - with time stamp application.</li> <li>○ Photo of ID cards for each participant who receive reimbursement of travel expense</li> <li>○ Ensure each signature are the same between each document (attendance record, receipt note and ID cards)</li> <li>○ PKTD with digital CFW activity documentation for project visibility purpose</li> </ul>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Head of ICT and National Project Manager (NPM) of Response Toward Resilience (RESTORE)
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	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm 30%

	<p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%</p> <p><b>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</b></p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>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:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><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></p>
Contract General Terms and Conditions <sup>4</sup>	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP <sup>5</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input checked="" type="checkbox"/> Others<sup>6</sup> Sample written self declaration of impartiality</p>

<sup>4</sup> 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.

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

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

<p>Contact Person for Inquiries (Written inquiries only)<sup>7</sup></p>	<p><i>Armada Eras Pratama/Intan Faradila</i> <i>Procurement Unit</i> <i>Armada.pratama@undp.org/intan.faradila@undp.org</i></p> <p>Mandatory subject of email: RFP/UNDP/RESTORE/ 0000143362/024/2021 - System Pilot Implementation of Digital Cash for Works (CfW) in Central Sulawesi and West Nusa Tenggara</p> <p>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.</p>
<p>Other Information <i>[pls. specify]</i></p>	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul>

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<sup>7</sup> 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.

## Annex 2

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[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) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
- d) 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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> 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; – see Annex 6*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

### D. Cost Breakdown per Deliverable\*

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	<b>Initiation, planning, and coordination:</b> <ul style="list-style-type: none"> <li>Updated approach and methodology as The assessment result on the current status of CfW system</li> <li>Updated On-site system implementation assistance plan (Cash-for-Work software related, and training related)</li> <li>The limits of the existing digital infrastructure in the potential pilot village, and recommendation on action that UNDP can encourage or facilitate were mapped and documented.</li> </ul>	10%	
2	<b>Socialization and Training:</b> <i>Activity Reports for 1 (one) selected villages:</i> <ul style="list-style-type: none"> <li>Existing Cash-for-Work training manuals are reviewed and updated.</li> <li>On-site socialization and training conducted.</li> <li>Pre-and Post-training Evaluation of the participants analyzed and documented</li> <li>Registered village worker's data were prepared and registered to the CfW system - (EST. 100 PKTD workers/site)</li> </ul>	20%	

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
3	<p><b>Cash-for-work System Implementation:</b> <i>Field Activity Reports for 1 (one) selected village:</i></p> <ul style="list-style-type: none"> <li>Commenced assistance for the implementation of Cash-for-Works application in the selected sites, focusing on the specific agreed PKTD Activities.</li> <li>Cash-for-Work system functionality gap with the existing PKTD process in the field identified.</li> <li>Earned Lessons Learn from the pilot implementation.</li> <li>Identified application defects and resolution from daily support activity.</li> <li>Well-structured skills transfer approaches commenced for the Super Admin Users (Village officials) as well as local IT support staff.</li> </ul>	35%	
4	<p><b>Meeting Facilitation:</b> <i>Field facilitation Reports for 1 (one) selected village:</i></p> <ul style="list-style-type: none"> <li>Final Report including commenced facilitation meetings: <ul style="list-style-type: none"> <li>On-site Socialization and Facilitator Training. (1 day - 15 pax – Village sites)</li> <li>Pilot Kick-off meeting Selected Sub-National entities. (1 day - 25 pax – District sites)</li> <li>Post Activity Evaluation and Exit Meeting. (1 day - 15 pax – Village sites)</li> <li>Evaluation and Exit Meeting with District Government. (1 day - 25 pax – Districts sites)</li> <li>Advocating Policy and Regulation to encourage the use of CfW digital system in district/village level. (30 pax -1 Day – In Town/Jakarta)</li> <li>CFW application Scale Up: Platform, multiplicity, and drive</li> </ul> </li> </ul>	35%	

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
	for scale. (2 days -25 pax – In Town/Jakarta) • The report should include: ○ Meeting minutes. ○ Meeting/Training Materials such as ppt, etc. ○ Attendance Record include phone contact and email address and ID card photo of the participants - with time stamp application. ○ Meeting Photo / Video Documentation - with time stamp application. ○ Photo of ID cards for each participant who receive reimbursement of travel expense ○ Ensure each signature are the same between each document (attendance record, receipt note and ID cards) ○ PKTD with digital CFW activity documentation for project visibility purpose.		
	<b>Total</b>	100%	

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

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

Description of Activity	Qty (a)	UoM	Frequency (b)	UoM	Unit Cost (c)	Amount (d) = (a*c)	Total Rate (e) = (b)*(d)	USD Rate
<b>I. Personnel Services</b>								
a. Field Coordinator for West Nusa Tenggara - Support Specialist	1	person	60	Working Days				
b. Project Admin - Support Consultant	2	person	30	Working Days				
<b>II. Meetings</b>								
<b><u>a. Desa Bilelando, Central Lombok District, West Nusa Tenggara.</u></b>								
<b>a.1. Meeting 1 - On-site Socialization and Facilitator Training. (Venue: BPD Office - Offline - 1 day - 15 pax)</b>								
<u>Meeting Logistic</u>								
- Meeting package (1x Snack)	15	person	1	times				

Description of Activity	Qty (a)	UoM	Frequency (b)	UoM	Unit Cost (c)	Amount (d) = (a*c)	Total Rate (e) = (b)*(d)	USD Rate
- Dedicated Bandwidth Internet 20Mbps	1	package	1	day				
- Mask & Hand Sanitizer	15	person	1	day				
<u>Participant DSA</u>								
- Local Transportation cost	3	person	1	return				
- Transportation representative from MoV PD TT JKT								
- Airplane Ticket Jakarta-Lombok-Jakarta	2	person	1	return				
- Terminal per diem Jakarta-Lombok-Jakarta	2	person	1	return				
- PCR for Travel	2	person	2	package				
- Accommodation representative (Origin Lombok Hotel – Deluxe Garden w/ breakfast)	2	person	2	nights				
- DSA Cost (Provided: 1x Night Accommodation)	2	person	2	times				
- Resource Person	3	person	1	times				
a.2. Meeting 2 - Pilot Kick-off meeting Selected Sub-National entities. (Venue: District Office- Offline - 1 day - 25 pax )								
<u>Meeting Logistic</u>								
- Meeting package (1x Snack)	25	person	1	times				
- Dedicated Bandwidth Internet 20Mbps	1	package	1	day				
- Mask & Hand Sanitizer	25	person	1	day				
<u>Participant DSA</u>								
- Local Transportation cost	3	person	1	return				
- Transportation representative from MoV PD TT JKT								
- Airplane Ticket Jakarta-Lombok-Jakarta	2	person	1	return				
- Terminal per diem Jakarta-Lombok-Jakarta	2	person	1	return				
- PCR for Travel	2	person	2	package				
- Accommodation representative (Origin Lombok Hotel – Deluxe Garden w/ breakfast)	2	person	2	nights				
- DSA Cost (Provided: 1x Night Accommodation)	2	person	2	times				
- Resource Person	3	person	1	times				
a.3. Meeting 3 - Post Activity Evaluation and Exit Meeting. (Venue: BPD Office - Offline - 1 day - 15 pax)								
<u>Meeting Logistic</u>								
- Meeting package (1x Snack)	15	person	1	times				
- Dedicated Bandwidth Internet 20Mbps	1	package	1	day				
- Mask & Hand Sanitizer	15	person	1	day				
<u>Participant DSA</u>								



Description of Activity	Qty (a)	UoM	Frequency (b)	UoM	Unit Cost (c)	Amount (d) = (a*c)	Total Rate (e) = (b)*(d)	USD Rate
- Local Transportation cost	3	person	1	return				
- Transportation representative from MoV PDTT JKT								
- Airplane Ticket Jakarta-Lombok-Jakarta	2	person	1	return				
- Terminal per diem Jakarta-Lombok-Jakarta	2	person	1	return				
- PCR for Travel	2	person	2	package				
- Accommodation representative (Origin Lombok Hotel – Deluxe Garden w/ breakfast)	2	person	2	nights				
- DSA Cost (Provided: 1x Night Accommodation)	2	person	2	times				
- Resource Person	3	person	1	times				
<b>a.4. Meeting 4 - Evaluation and Exit Meeting with District Government. (Venue: District Office- Offline - 1 day - 25 pax )</b>								
<u>Meeting Logistic</u>								
- Meeting package (1x Snack)	25	person	1	times				
- Dedicated Bandwidth Internet 20Mbps	1	package	1	day				
- Mask & Hand Sanitizer	25	person	1	day				
<u>Participant DSA</u>								
- Local Transportation cost	3	person	1	return				
- Transportation representative from MoV PDTT JKT								
- Airplane Ticket Jakarta-Lombok-Jakarta	2	person	1	return				
- Terminal per diem Jakarta-Lombok-Jakarta	2	person	1	return				
- PCR for Travel	2	person	2	package				
- Accommodation representative (Origin Lombok Hotel – Deluxe Garden w/ breakfast)	2	person	2	nights				
- DSA Cost (Provided: 1x Night Accommodation)	2	person	2	times				
- Resource Person	3	person	1	times				
<b><u>b. In-town - Jakarta.;</u></b>								
<b>b.1. Meeting 1 - Advocating Policy and Regulation to encourage the use of CfW digital system in district/village level (Venue: Ritz Carlton or Equivalent - 30 pax -1 Day - Jakarta)</b>								
<u>Meeting Logistic</u>								
- Meeting package (*Include Hand Sanitizer & Mask)	30	package	1	day				
- Dedicated Bandwidth Internet 20Mbps	1	package	1	day				
- Swab Antigen	30	person	1	day				
<u>Participant DSA</u>								

Description of Activity	Qty (a)	UoM	Frequency (b)	UoM	Unit Cost (c)	Amount (d) = (a*c)	Total Rate (e) = (b)*(d)	USD Rate
- Local Transportation cost	20	person	1	return				
- DSA Cost (Provided: 1xLunch 1xNight Accommodation)	4	person	2	times				
- Transportation representative from:								
<u>NTB</u>								
Airplane Ticket Lombok-Jakarta-Lombok	2	person	1	return				
Terminal per diem Lombok-Jakarta-Lombok	2	person	1	return				
<u>Central Sulawesi</u>								
Airplane Ticket Palu-Jakarta-Palu	2	person	1	return				
Terminal per diem Palu-Jakarta-Palu	2	person	1	return				
- PCR for Travel	4	person	2	package				
- Accommodation representative	2	person	2	nights				
- Resource Person	3	person	1	times				
b.2. Meeting 2 - CFW application Scale Up: Platform, multiplicity, and drive for scale. (Venue: Ritz Carlton or Equivalent - 30 pax -2 Days - Jakarta)								
<u>Meeting Logistic</u>								
- Meeting package (*Include Hand Sanitizer & Mask)	30	package	2	day				
- Swab Antigen	30	person	2	day				
<u>Participant DSA</u>								
- Local Transportation cost	20	person	2	return				
- Resource Person	3	person	2	times				
<b>GRAND TOTAL</b>								

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

## Annex 3

### Terms of Reference

### Implementation of Digital Cash for Works (CfW) in Central

### Sulawesi and West Nusa Tenggara

#### A. Background

COVID-19 epidemic impacts heavily socioeconomic aspects of Indonesia. Impacts of significantly decreased performance rate leading to shutdowns, specifically in the sectors of tourism, transportation, manufacturing, and construction has further caused risks of decreasing business performance and increasing unemployment rate.

Business across different sectors in the country have been hit hard. Massive layoffs threaten workers' welfare across the country. After initially projected the world to lose 25 million jobs at the end of this year, ILO recently disclose a new study discloses that 1.25 billion workers are employed in the sectors identified as being at high risk of "drastic and devastating" increases in layoffs and reductions in wages and working hours. Micro, Small, and Medium Enterprises and informal workers suffer harder shocks. Goods and services produced have no longer properly absorbed by parent industries and consumed by households up to the minimum cost of goods sold. Relatively low-capital and dependencies on current cashflow put MSMEs in a risk of faster shutdown and bankruptcy. As of April 13, 2020, the Ministry of Manpower reported that the pandemic has affected more than 90,000 companies with 1,7 million workers. In detail, the outbreak has affected to 64,202 companies in formal sector with 1,430,144 workers laid-offs and 30,550 companies in informal sector with 228,453 laid –offs. Decreased performance of parent industries and MSMEs also means laydown of outsourced and informal daily-waged workers. Even before the crisis of COVID19, national statistics as per February 2019 shown that number of informal workers reached 74,08 million or 57,27 percent from 136,18 million workforce in Indonesia. While unemployment rate reached the figures of 6,30 million in urban areas and 3,45 million in rural areas, risk of significant increase of unemployment rate is clearly foreseen due to the pandemic.

The COVID 19 outbreak could have serious and far-reaching economic consequences for vulnerable group of poor people, women with specific condition such as women headed household and people with disability. For people without social protection and unemployment because of the crisis, it poses a serious threat and may increase more poverty and widen inequality. The pandemic will have further impacts on the rural dimension, given the significant number of rural populations living in the urban before the outbreak with a domination of less-skilled, low-paid, and informal occupations. According the first ILO Monitor, full or partial lockdown measures are now affecting 81 percent of the world's workforce, with harsh impact on the unprotected workers and vulnerable groups in informal economy, including rural population.

Given the burden of unemployment and under-employment will be heavily laid in rural areas, effective, strategic, and comprehensive measures need to be introduced by the government in the effort to provide cushion to economic shocks causing by COVID19 crisis, specifically in the villages – either located in sub-urban or rural areas. Ministry of Villages, Disadvantaged Regions and Transmigration (MoV PDTT) has issue

a policy to refocusing the use of Dana Desa/ Village Fund on implementing the Padat Karya Tunai Desa/ Village Cash-for-Work activities. It is regulated through i) *Permendes No 11 Tahun 2019 tentang Prioritas Penggunaan Dana Desa Tahun 2020*; and ii) *SE MendesPDTT tentang Desa Tanggap COVID-19 dan Penegasan Padat Karya Tunai Desa (PKTD)*. Participation of marginalized and vulnerable groups, including persons with disability in the Cash-for-Work Activities will be crucial, ensuring No One Left Behind (NOLB) towards citizen's engagement during crisis.

UNDP, in partnerships with MoV PDTT is in pursuit to provide a safety net for the village. MoV has accelerated the distribution of Village Funds to drive the economy. The village funds prioritized the achievement of the Village SDGs. Whereas allocation of the fund targeting vulnerable groups affected by the pandemic. These are people with low-income, women-headed households, and other marginal communities.

Social distancing and limitation of people's mobility provide a challenge in implementing the regular Cash-for-Works (CfW) approach. Technology is vital in protecting communities in the crisis's aftermath. Digitalization of PKTD expected to foster the transformation needed for the digital village ecosystem towards SDG agendas. There is a need to replace paper and manual processes with digital solutions in every step to support PKTD activities. For this purpose, UNDP brings and enhances CfW application implemented on debris management at Palu that incorporates the similar PKTD model. The app has managed more than 3,500 village workers affected by the tsunami disaster during the recovery initiative.

The development of the CfW update has come on a stage of pilot implementation. It is against this background that UNDP plan to engage organization focusing in IT Consulting and System Implementation Services to put on the ground support for the digital CfW. UNDP aims to transfer knowledge and build capacities of local government and community to be the champion of SDGs and to be able to respond to the needs of COVID-19 recovery in the region. The organization will collaborate with UNDP to help the implementation of CfW in Central Sulawesi and West Nusa Tenggara.

## **B. Specific Objective of the CfW App**

- On site implementation of the enhanced version of Cash-for-Work application that previously used for Debris Management in Palu
- To reduce socio-economic impact to vulnerable households caused by the COVID-19 pandemic.
- Stabilize livelihood and maintain social cohesion in the target villages.
- Safer tech system to get the work done most out of it without any physical contact as to reduce the probability of COVID-19 spread.

## **C. Key Principles**

- Creating condition for inclusiveness and no discrimination – ensure participation of the marginal and vulnerable groups and address their pressing needs.
- Gender-related factors must be assessed to assure gender-equality is well integrated in cash-based intervention and hinder any access to and control over benefits.
- Cash assistance must be provided in a way that enhance participation, solidarity and upholds dignity of the beneficiaries.
- Job's opportunity should be promoted for immediate job creation and long-term economic prosperity of working population in villages.
- Transparency, accountability, and effectiveness.

- Local governance capacity strengthening oriented.

#### **D. Expected Approaches**

- Provision of Conditional Cash Transfer to poor household and COVID-19 survivors and their affected household members.
- Cash-for-Work for roles in preventing and mitigating risks of COVID-19 pandemic.
- Cash-for-Work for preparation of temporary isolation facilities and rehabilitation or improvement of lifeline village infrastructures.
- Provision of strategy for improvement of job opportunities, incomes and working conditions in the Indonesian rural economy.
- Area-based targeting, at least by subdistrict.
- Priority given to poor household and poor female-headed household; informal workers' household fostering school-aged children/ pregnant woman/ lactating woman/ orphans/ elderly/ people with disabilities.
- Work health, safety, and hygiene standards. Adjustment could be made to incorporate the preventive and mitigation protocols on COVID-19 issue by Ministry of Health.
- Utilization of digital technology platforms for beneficiaries list management, cash-transfers, and activity monitoring and reporting.
- Strengthening capacity of village apparatus and workers through coaching and training.

#### **E. Scope of Work**

- Implement and assist the use of existing Cash-for-Work application that previously used for Debris Management in Palu.
- Assessing the current state of the updated Cash-for-Work implementation and design necessary support.
- Development of a proper on-site digital PKTD implementation plan (Cash-for-Work software related, and training related)
- Conduct on-site socialization and training for all Cash-for-Work users on functionalities already embedded in the system.
- Support daily PKTD activity utilizing the updated version of Cash-for-Work system in Desa Bilelendo, Central Lombok District, West Nusa Tenggara.
- Identify the reporting format needs of the Cash-for-Work System to comply with Village's Government standards of reporting.
- Identifying the setbacks in the actual functionality of the Worker Registration, Data Reconciliation, Payroll, Reporting and Dashboard features within the Android and Web Cash-for-Work system.
- Facilitate a well-structured skills transfer plan for the Admin Users (Village officials) as well as internal Village's IT support staff.
- Liaise with the local stakeholders and Facilitate necessary Cash-for-Work Pilot Implementation meetings with MoV and Sub-National entities including:
  - On-site Socialization and Facilitator Training (1 day - 15 pax – Village Site)
  - Pilot Kick-off meeting Selected Sub-National entities (1 day - 25 pax – District site)
  - Post Activity Evaluation and Exit Meeting (1 day - 25 pax – Village site)
  - Evaluation and Exit Meeting with District Government (1 day - 15 pax – District site)
  - Advocating Policy and Regulation to encourage the use of CFW digital system in district/village level. (30 pax -1 Day – In Town/Jakarta)
  - CFW application Scale Up: Platform, multiplicity, and drive for scale. (2 days -25 pax – In Town/Jakarta)

- The selected contractor should always comply to health protocol of COVID-19 by providing at least 3ply surgical Mask (3M, Sensi or equivalent) and 30ml hand sanitizer.
- On each meeting event the selected contractor should provide reports to UNDP as follow:
  - Meeting minutes.
  - Meeting/Training Materials such as ppt, etc.
  - Attendance Record include phone contact and email address and ID card photo of the participants - with time stamp application.
  - Meeting Photo / Video Documentation - with time stamp application.
  - Photo of ID cards for each participant who receive reimbursement of travel expense.
  - Ensure each signature are the same between each document (attendance record, receipt note and ID cards)
  - PKTD with digital CFW activity documentation for project visibility purpose.
- The selected contractor is responsible and liable for hardware/equipment lent by UNDP to support pilot comprise of 2 laptops, 3 smartphones, 1 printer machine for each village. All the hardware/equipment should be handed over in good and fully functional condition to the village office after the pilot implementation activity completed.

#### **F. Institutional Arrangement**

1. UNDP ICT will provide documentation and overview of the Cash for works system and assist selected company to understand the underlying technology solution.
2. UNDP will provide assistance to the selected company to liaise with local stakeholders.
3. For on-site meeting/training event, the selected contractor will be the organizing committee as representative of UNDP. The contractor responsible in preparing invitation, meeting/training materials, including logistic, arranging venue and reimbursement of travel expense of the participants according to the rate from Standar Biaya Masukan (SBM).<sup>10</sup>
4. The targeted village PKTD activities for onsite pilot implementation (i.e road maintenance work, farm irrigation rehabilitation, building health facilities) will be selected by MoV PDDT and informed during the CfW the pre-pilot planning.
5. Any issues or bugs in Cash for works mobile/web application found during pilot should be tracked and reported back by the selected contractor to UNDP ICT team. Bug fixing/coding activity will be done by Unlimited Cloud Pte. as the Cash for works application developer.

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<sup>10</sup> <https://peraturan.bpk.go.id/Home/Details/144966/pmk-no-119pmk022020>

## G. Key Deliverables and Timeline

Deliverable	Due date/timeline	Payment
<b>Initiation, planning, and coordination:</b> <ul style="list-style-type: none"> <li>Updated approach and methodology as the assessment result on the current status of CfW system</li> <li>Updated On-site system implementation assistance plan (Cash-for-Work software related, and training related)</li> <li>The limits of the existing digital infrastructure in the potential pilot village, and recommendation on action that UNDP can encourage or facilitate were mapped and documented.</li> </ul>	1st week upon signing contract	10%
<b>Socialization and Training:</b> <i>Activity Reports for 1 (one) selected village:</i> <ul style="list-style-type: none"> <li>Existing Cash-for-Work training manuals are reviewed and updated. (Annex 3)</li> <li>On-site socialization and training conducted for PKTD Facilitator Team / <i>Tim Pelaksana Kegiatan</i>.</li> <li>Pre-and Post training Evaluation of the participants analyzed and documented</li> <li>Registered village worker's data were prepared and registered to the CfW system – (EST. 100 PKTD workers/site)</li> </ul>	5th weeks upon signing contract	20%
<b>Cash-for-work System Implementation:</b> <i>Field Activity Reports for 1 (one) selected village:</i> <ul style="list-style-type: none"> <li>Commenced assistance for the implementation of Cash-for-Works application in the selected sites, focusing on the specific agreed PKTD Activities.</li> <li>Cash-for-Work system functionality gap with the existing PKTD process in the field identified.</li> <li>Earned Lessons Learn from the pilot implementation.</li> <li>Identified application defects and resolution from daily support activity.</li> <li>Well-structured skills transfer approaches commenced for the Admin Users (Village officials) as well as local IT support staff.</li> </ul>	14th weeks upon signing contract	35%

<p><b>Meeting Facilitation:</b>  <i>Field facilitation Reports for 2 (two) selected village:</i></p> <ul style="list-style-type: none"> <li>• Final Report including commenced facilitation meetings:             <ul style="list-style-type: none"> <li>○ On-site Socialization and Facilitator Training. (1 day - 15 pax – Village site)</li> <li>○ Pilot Kick-off meeting Selected Sub-National entities. (1 day - 25 pax – District site)</li> <li>○ Post Activity Evaluation and Exit Meeting. (1 day - 15 pax – Village site)</li> <li>○ Evaluation and Exit Meeting with District Government. (1 day - 25 pax – District site)</li> <li>○ Advocating Policy and Regulation to encourage the use of CfW digital system in district/village level. (30 pax -1 Day – In Town/Jakarta)</li> <li>○ CFW application Scale Up: Platform, multiplicity, and drive for scale. (2 days -25 pax – In Town/Jakarta)</li> </ul> </li> </ul>	16th weeks upon signing contract	35%
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**NOTE:**

- Report should include:
  - Meeting minutes.
  - Meeting/Training Materials such as ppt, etc.
  - Attendance Record include phone contact and email address and ID card photo of the participants - with time stamp application.
  - Meeting Photo / Video Documentation - with time stamp application.
  - Photo of ID cards for each participant who receive reimbursement of travel expense.
  - Ensure each signature are the same between each document (attendance record, receipt note and ID cards)
  - PKTD with digital CFW activity documentation for project visibility purpose.
- All reports should be developed in English and Bahasa

**a. Key Performance Indicators and Service Level**

The selected Proposer's performance will be monitored on the following KPIs:

**KPI 1 – Adherence to timelines and on-time completion of deliverables**

UNDP will be monitoring the timeliness of the deliverables. This measurement will be based on the date of the signature of Acceptance Reports for each deliverable.

If the timelines will be significantly delayed UNDP reserves the right to call the selected Proposer



for a review meeting and investigate the root causes of such performance.

### **KPI 2 – Adherence to the costs for each deliverable as per the signed contract**

This KPI will be assessed by UNDP for compliance on delivery of full scope and on delivery to commitment. Compliance on costs will be checked by UNDP against the costs specified in the contract.

### **KPI 3 – Quality of deliverables**

UNDP will be assessing number of completed task based on the pilot implementation support work plan and agreed approach during the course of the contract. The important parameter will be the trend showing whether the number of problems is growing or being reduced. Average time to resolve an issue will be also taken into consideration based on the situation in the field.

Failure to meet UNDP expectations may result in the cancelling of the contract.

Typical reasons that would lead to cancellation of the contract are the following:

- Invoiced costs of deliverables unjustifiable exceed those quoted in the financial proposal and in the signed contract;
- Non-respect of the agreed delivery times;
- Quality problems with the product and services supplied;
- Non-compliance with KPIs.

## **b. Duty Station, Professional Qualifications**

### **▪ Duty Station**

- a) The contractor's duty station/location during the contract will be in origin location of the contractor.
- b) The contractor will be required to travel to the selected project sites for discussion and project implementation. The travel expenses (flights/accommodation/meals/local transportation) should be included in the total lumpsum on the quoted financial proposal. UNDP will not compensate reimbursement process for personnel journey within the contractual period unless it is requested beyond the required travel plan
- c) The contractor will be required to report regularly (bi-weekly).

### **Qualification of the service provider**

### **▪ Professional Qualifications of the Successful Contractor and its key personnel**

- a) Minimum 3 relevant projects within 5 years
- b) Registered company with valid registration certificate
- c) Experience in working with government organization.
- d) Have a special line of work in applying best practices for the implementation of mobile and web-based information systems.
- e) Not having been excluded by an act of compliance with a United Nations Security Council.

- f) For abroad companies, must have suboffice / representative located in Indonesia and does not have domestic travel restriction.
- g) Has SOP in applying Safeguarding Policy for Covid-19.

**c. To carry out the above stated any/all tasks during the contract period, bidder should have below mentioned personnel with required qualification and submit their detailed CVs:**

<b>S. No.</b>	<b>Type of Resource and experience</b>	<b>Relevant Qualification</b>	<b>Key Responsibility</b>
1.	<ul style="list-style-type: none"> <li>▪ Field Coordinator for West Nusa Tenggara – Support Specialist</li> <li>▪ Bachelor's or Master degree in computer science/information system</li> </ul>	<p>Three (3) years of working experience for Bachelor Degree or 2 years' experience for Master degree in any of the following:</p> <ul style="list-style-type: none"> <li>▪ implementing Mobile and Web application software with large number of users.</li> <li>▪ working with Government official and / or International organization</li> </ul> <p>Desirable skills and competencies include:</p> <ul style="list-style-type: none"> <li>- Ability in managing meetings / trainings / workshop</li> <li>- Liaise with government official</li> <li>- Good (written and spoken) knowledge of English</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintains IT solution to support on-site PKTD activity</li> <li>▪ Acting as first level support and timely delivery for on-site implementation of all of the Cash-for-Works system features.</li> <li>▪ Identify local government IT infrastructure readiness including data integration potential using API.</li> <li>▪ Liaise with the users including local stakeholders and receive feedback regarding the quality of the work.</li> <li>▪ Work towards accurate knowledge transfer with documentation.</li> </ul>
2.	<ul style="list-style-type: none"> <li>▪ Project Admin.</li> <li>▪ Diploma degree or Bachelor Degree in any field</li> </ul>	<p>Five (5) years of working experience for Diploma Degree / 3 years experience for bachelor's degree in any of the followings:</p> <ul style="list-style-type: none"> <li>▪ project administration, finance, or programme support service.</li> <li>▪ Working with government official and or International Organization</li> </ul> <p>Competencies and Skill:</p> <ul style="list-style-type: none"> <li>▪ Set of skills in the usage of computers and office</li> </ul>	<ul style="list-style-type: none"> <li>▪ Responsible for administrative duties and assist with planning</li> <li>▪ Help to setup on-site project meetings, including organizing meeting venues</li> <li>▪ Handle the minute-taking at meetings</li> <li>▪ Cash distribution for meeting participants</li> </ul>

		<div>software packages (MS Word, Excel, etc.).</div> <div><div>▪ Good (written and spoken) knowledge of English.</div></div>	
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**Annex 4 -** *Cash for works - Enhancement Development Phase Report.*



**Annex 5 - *Cash for works – Activity Result Framework.***



Result Framework  
WP\_CfW\_RFP.pdf

**Annex 6 – Personnel CV**

<b>Name:</b>		
<b>Position for this Contract:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References no.1 (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.2</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.3</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>		
<p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p>		
<hr/>		
Signature of the Nominated Team Leader/Member		Date Signed