

United Nations Development Programme



REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: July 12, 2021
	Reference: RFP/UNDP/RESTORE/147626/026/2021 - Trainings for MSMEs in COVID 19 Business Adaptation and Inclusive Green Economy

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/147626/026/2021 - Trainings for MSMEs in COVID 19 Business Adaptation and Inclusive Green Economy**.

A **bidder's conference** will be held through on line with detail as follow:

Venue: <https://undp.zoom.us/j/84653480724?pwd=aFlralExTUdsdXpHamd1a0xOWHAwZz09>

Date/Time: Friday, 16 July 2021 at 09.00 AM (GMT +7)

Meeting ID: 846 5348 0724

Passcode: 811137

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: 0000009779**.

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 **16 July 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

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 'MSK' with a stylized flourish.

Martin Stephanus Kurnia
Head of Procurement Unit
7/12/2021

Annex 1**Description of Requirements**

Context of the Requirement	Recovery Support Initiatives for MSMEs for: COVID-19 Business Adaptation And Green and Inclusive Recovery
Implementing Partner of UNDP	KemenkopUKM
Brief Description of the Required Services ¹	<p>Indonesia continues to face deep and multi-sectoral impacts of COVID-19. The pandemic has disproportionately impacted Indonesia's MSMEs, which absorb approximately 97 percent of the workforce, and in 2018 contributed 60.34 percent of Indonesia's GDP. The country's micro, small and medium-sized enterprises (MSMEs) have been disproportionately impacted and are struggling to survive. The crisis exposes MSMEs' pre-existing vulnerabilities and structural weaknesses, such as low access to financial and digital assets and services. Project design recognises that COVID-19 responses must be designed to support MSMEs to survive; and to address their sources of vulnerability and strengthen their resilience and competitiveness in the long-run. 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>To address this challenge, this Project will work in partnership with the Government to support MSMEs to mitigate the transmission of COVID-19 and to respond to and recover from the crisis. In line with Government strategy and policies, the Project will assist MSMEs to transition to the green economy and the digital economy in order to strengthen their long-term resilience and harness their contribution to building forward better. This will be achieved by building on UNDP's existing programmes with business incubators and business accelerators; and partnerships with the private sector, KADIN and civil society organisations to facilitate sustainability. The Project will partner with Japanese companies and organisations to strengthen MSMEs' long-term competitiveness and resilience.</p> <p>Jakarta, Bandung and Surabaya are areas with high transmission of COVID-19 and also where many MSMEs are located. Accordingly, the project aims to support 1,200 MSMEs in those three metropolitan areas and the following four priority sectors of: food and beverages, textile, furniture and handicraft. Although the three cities are within the government's priority areas for vaccination program: it is expected that the program will only be completed at the earliest in 2022.</p> <p>The Government of Indonesia (GoI) provides support to MSMEs amounting to IDN 173.17 trillion as part of the National Economic Recovery (PEN) program to cope with the pandemic. However, a joint study of UNDP and LPEM FEB UI of 1,180 MSMEs in 2020 revealed that only 17% of those surveyed received or sought assistance due to lack of proper registration, while more than half of them had no awareness of the program. Moreover, building on the 2020 recovery support experience, GoI has developed a framework for government agencies to advance partnership agreements with CSOs to deliver services, such as advocacy, supporting</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>people with disabilities and other vulnerable groups, or promoting a green recovery. CSOs have already played a vital role in informing the public about COVID-19 prevention, as well as, reducing risks in high-risk areas like wet markets. This partnership approach forged by the government will enable CSOs to continue this and other valuable services, and this informs Project design, as part of our overarching sustainability strategy, post UNDP support.</p> <p>This proposal mainly focuses on the plan of UNDP to develop an entrepreneurship training on the following; 1) COVID-19 Business Adaptation, including business continuity process during crisis, 2) MSMEs' sustainable business recovery through participation of social- inclusive, green and digital economy model, 3) Development of linkages with business association (with special focus on Japanese companies/business associations), CSOs and no-governmental stakeholders to transition into inclusive green economy. Consultation with representation of marginalized and vulnerable groups from relevant MSMEs sector should be considered in the process of delivering the expected outputs. The training will be targeting 1,200 MSMEs in the four priority sectors mentioned above in Jakarta, Bandung and Surabaya; with particular attention to the participation of those which are owned by youth, women, disabled people, and other vulnerable groups.</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 entrepreneurship training, training of trainers to the selected local incubators, and performing monitoring and evaluation following the program to the selected local incubator.</p>
List and Description of Expected Outputs to be Delivered	<p>➤ Recruitment, module development and needs assessment</p> <p>The selected firm/organization is expected to recruit 1,200 MSMEs in the four priority sectors of food and beverages, textile, furniture and handicraft, that operate their business in Jakarta, Bandung and Surabaya; with particular attention to the participation of those which are owned by youth (20%), women (40%) and disabled people (20%).</p> <p>The selected firm/organization are expected to develop at least 5 modules and other related learning material such as video within the premise of "Business Survival During Crisis and the Digital Era to Transition into Green and Inclusive Recovery", covering the following:</p> <ul style="list-style-type: none"> ○ Covid-19 business adaptation ○ Sustainable business recovery through MSMEs participation in a social- inclusive and green/circular economy and digitalization business model/practices. ○ Business Continuity Plan (Sustainable Business Process) ○ Government's regulations and relevant stimulus packages/aids ○ Building linkages to business associations to transition into an inclusive and green economy. <p>After the participants are recruited and modules drafted, the selected firm/organization will conduct three FGDs with 12 selected participants in each of the sessions and in-depth interviews to at least another 30 participants that represent each of the targeted sectors, locations and groups to assess the current general business practice, provide feedback and improve draft modules and</p>

	<p>gather information on further support needed by participants for green and sustainable business recovery. The gender of the participants for both interviews and FGD needs to represent both male and female. The result of this series of FGDs and interviews are analyzed and need to be documented in the report.</p> <p>➤ Selection for local incubator. The selected firm/organization will select the 10 local incubators that will be engaged as facilitators for the trainings. The 10 local incubators should comprise CSOs from at least each of the following areas: Jakarta, Surabaya, Jawa Barat, Riau, Nusa Tenggara Barat and Sulawesi Tengah.</p> <p>Local Incubator criteria:</p> <ul style="list-style-type: none"> ➤ Have at least 50 business community members ➤ Have members that are women, people with disability, or youth (below 30 years old) ➤ Have 2 dedicated persons to join Training of Facilitators (ToF) in full and facilitating the program implementation ➤ Priority given to incubators that already have legal structure as an association. <p>➤ Training of Trainers (Facilitators) Following the selection of local incubators, the selected firm/organization will hold online training of trainers to 50 facilitators to ensure that trainers from both the selected firm/organization network as well as from 10 selected incubators have a full understanding on the modules developed by the the selected firm/organization. At least 40% or 20 facilitators are from the local incubators/CSOs in the 6 locations mentioned above.</p> <p>➤ Online training and bootcamp for the COVID 19 business adaptation and green business recovery Using WhatsApp and Zoom meeting to reach out to training 1200 participants (MSMEs) and conduct interactive case study. The activity will consist in trainings, coaching clinic and follow up business matching activities and support to linkage to government support/stimulus for selected 200 of the 1,200 participants.</p> <p>➤ Monitoring and Evaluation</p> <ol style="list-style-type: none"> a. The selected organization/firm is expected to monitor the program of trainings and throughout the program. The selected selected organization/firm is also expected to have mentors available during the training for monitoring the selected incubators b. The selected selected organization/firm is expected to share a report as an evaluation of the overall training. The report includes: <ul style="list-style-type: none"> ○ Feedback form from participants of each of the modules delivered. ○ Pre and post tests are required for each of the 5 modules given in the trainings, to assess the understanding and knowledge acquired. ○ Monitoring form for incubator and participants ○ Report and Homework assessment format for local incubator ○ Data analytics and evaluation report (layout, book and PPT)
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Person to Supervise the Work/ Performance of the Service Provider	<ul style="list-style-type: none"> Country Economist, UNDP RESTORE National Project Manager, UNDP 			
Frequency of Reporting	Please refer to the Terms of Reference			
Progress Reporting Requirements	<u>Deliverable 1</u> Need assessment and FGD Report, draft training modules, detailed workplan and timeline, and database of participants (1200 MSMEs).	September 2021	20%	
	<u>Deliverable 2</u> Final training modules and report of selection of incubators as trainers/facilitators. The modules should incorporate elements of inclusivity (youth, women and people with disabilities).	October 2021	<u>30%</u>	
	<u>Deliverable 3</u> Report of completion of trainings to include: <ul style="list-style-type: none"> - Attendance list - Materials and/or slides during training. - Documentations (photos, videos, voice records, etc) - Feedback - Training monitoring report, including pre and post test results. 	November 2021	<u>30%</u>	
	<u>Deliverable 4</u> Final report to include: <ul style="list-style-type: none"> - Summary of training implementation - Business matching/partnership implementation, catalogue development, and support to linkages to government support/stimulus for 200 MSMEs, - Overall monitoring and evaluation of the program. 	December 2021	20%	

	<p>The report will be in English and Indonesian and contains at least the following:</p> <ul style="list-style-type: none"> i. Executive Summary ii. Background iii. Methodology iv. Implementation of Trainings v. Business Matching/Partnership Establishment vi. Monitoring and Evaluation vii. Lessons Learned and Recommendations 			
		Total	100%	
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	5 months			
Target start date	1 August 2021			
Latest completion date	31 December 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</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			

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

<i>for the last day of submission of quotes)</i>	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	Payment Schedule (# of weeks after completion of the deliverable)	Payment Amount
	<u>Deliverable 1</u> Need assessment and FGD Report, draft training modules, detailed workplan and timeline, and database of participants (1200 MSMEs).	September 2021	20%
	<u>Deliverable 2</u> Final training modules and report of selection of incubators as trainers/facilitators. The modules should incorporate elements of inclusivity (youth, women and people with disabilities).	October 2021	<u>30%</u>
	<u>Deliverable 3</u> Report of completion of trainings to include: <ul style="list-style-type: none"> - Attendance list - Materials and/or slides during training. - Documentations (photos, videos, voice records, etc) - Feedback - Training monitoring report, including pre and post test results. 	November 2021	<u>30%</u>
	<u>Deliverable 4</u> Final report to include: <ul style="list-style-type: none"> - Summary of training implementation - Business matching/partnership implementation, catalogue development, and support to linkages to government 	December 2021	20%

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.

	<p>support/stimulus for 200 MSMEs,</p> <ul style="list-style-type: none"> - Overall monitoring and evaluation of the program. <p>The report will be in English and Indonesian and contains at least the following:</p> <ul style="list-style-type: none"> viii. Executive Summary ix. Background x. Methodology xi. Implementation of Trainings xii. Business Matching/Partnership Establishment xiii. Monitoring and Evaluation xiv. Lessons Learned and Recommendations 			
		Total	100%	
Person(s) to review/inspect/ approve outputs/ completed services and authorize the disbursement of payment	<ul style="list-style-type: none"> • Country Economist, UNDP • RESTORE National Project Manager, UNDP 			
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	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35% <p><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></p> <p><u>Financial Proposal (30%)</u></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:	<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 Hartutiningsih Procurement Unit Sri.hastutiningsih@undp.org Mandatory subject of email: RFP/UNDP/RESTORE/147626/026/2021 - Trainings for MSMEs in COVID 19 Business Adaptation and Inclusive Green Economy 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.

Annex 2

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, contact 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*

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

No.	Deliverables/Outputs <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive) - IDR / USD</i>
<u>1</u>	<u>Deliverable 1</u> Need assessment and FGD Report, draft training modules, detailed workplan and timeline, and database of participants (1200 MSMEs).	September 2021 (20%)	
<u>2</u>	<u>Deliverable 2</u> Final training modules and report of selection of incubators as trainers/facilitators. The modules should incorporate elements of inclusivity (youth, women and people with disabilities).	October 2021 (30%)	
<u>3</u>	<u>Deliverable 3</u> Report of completion of trainings to include: <ul style="list-style-type: none"> - Attendance list - Materials and/or slides during training. - Documentations (photos, videos, voice records, etc) - Feedback - Training monitoring report, including pre and post test results. 	November 2021 (30%)	
<u>4</u>	<u>Deliverable 4</u> Final report to include: <ul style="list-style-type: none"> - Summary of training implementation - Business matching/partnership implementation, catalogue development, and support to linkages to government support/stimulus for 200 MSMEs, - Overall monitoring and evaluation of the program. <p>The report will be in English and Indonesian and contains at least the following:</p> <ul style="list-style-type: none"> I. Executive Summary II. Background III. Methodology IV. Implemenation of Trainings V. Business Matching/Partnership Establishment VI. Monitoring and Evaluation VII. Lessons Learned and Recommendations 	December 2021 (20%)	
		Total	100%

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

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

Item No	Description	Qty	UoM	Freq	UoM	Unit Price (IDR / USD)	Total Price (IDR/USD)	Remarks
I.	Personnel							
	1. Team Leader	1	person	5	month			
	2. Module and Training Coordinator	1	person	5	month			
	3. Local Incubator Coordinator	1	person	5	month			
	4. Business Development Coordinator	1	person	5	month			
	5. Administrative support	1	person	5	month			
II.	Out of Pocket Expenses (if any, please provide detailed breakdown cost)							
	Recruitment/selection of MSMEs, Module and Media Learning Development							
	1. Recruitment/selection of 1,200 MSME	1	package	1	time			
	2. FGDs	3	group	1	time			Each group consists of 12 persons
	3. Indepth Interview of selected participants	30	person	1	time			
	4. Module development	5	module	4	type			
	5. Learning media (video in 15 mins length)	5	module	3	time			
	Incubator Selection & ToF (online)							
	1. Recruitment and selection	1	package	1	time			

	2. Master Trainers ToF	2	persons	5	Module package			
	3. Trainers (ToF)	3	persons	5	module package			
	4. Facilitator ToF	5	persons	5	module package			
	5. Internet voucher for facilitators	50	persons	5	module package			
	Training and Bootcamp for MSMEs							
	- (Master) Trainers fee (Zoom & WhatsApp)	2	person	5	module package			
	- Trainers	3	person	5	module package			
	- Local Facilitator Coaching session fee	50	person	5	Module package			
	- Training and coaching session administrator	1	person	5	Module package			
	Monitoring and Evaluation							
	- Feedback form	1	set	5	time			
	- Pre-Post Test	1	Set	5	time			
	- Monitoring form – for incubator and participants	2	set	1	time			
	- Report and Homework assessment Format for local incubator	1	set	1	time			
	- Data Analytics and Evaluation Report (layout, book and PPT)	2	set	1	time			
	Business Matching Presentation (Zoom session – 200 participants)							
	- Catalogue 200 green MSMEs (digital book) – content and layout design	1	package	1	time			

	- business matching session	20	group	3	time			
III	Other Related Costs (if any, please provide detailed breakdown cost) -							
	- Communications	1	package	5	month			
	- Reporting	1	package	4	time			

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

[Designation]

[Date]

Annex 3

Term of Reference (TOR)
COVID-19 Economic Recovery: Trainings for MSMEs in COVID 19 Business Adaptation and Inclusive Green Economy (MSMEs COVID-19 Business Recovery Training)

A. General Information

Title : COVID-19 Economic Recovery: Trainings for MSMEs in COVID 19 Business Adaptation and Inclusive Green Economy (MSMEs COVID-19 Business Recovery 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 5 (five) months calculated based on the contract starting date

PROVISION OF SUPPORT SERVICES :

Location	: Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Equipment (laptop etc.)	: Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Secretariat Services	: Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

B. Background Information

Indonesia continues to face deep and multi-sectoral impacts of COVID-19. The pandemic has disproportionately impacted Indonesia's MSMEs, which absorb approximately 97 percent of the workforce, and in 2018 contributed 60.34 percent of Indonesia's GDP. The country's micro, small and medium-sized enterprises (MSMEs) have been disproportionately impacted and are struggling to survive. The crisis exposes MSMEs' pre-existing vulnerabilities and structural weaknesses, such as low access to financial and digital assets and services. Project design recognises that COVID-19 responses must be designed to support MSMEs to survive; and to address their sources of vulnerability and strengthen their resilience and competitiveness in the long-run. The economic shock is destroying jobs and livelihoods – with women, people with disabilities, youth, and those working in the informal economy most heavily affected.

To address this challenge, this Project will work in partnership with the Government to support MSMEs to mitigate the transmission of COVID-19 and to respond to and recover from the crisis. In line with Government strategy and policies, the Project will assist MSMEs to transition to the green economy and the digital economy in order to strengthen their long-term resilience and harness their contribution to building forward better. This will be achieved by building on UNDP's existing programmes with business incubators and business accelerators; and partnerships with the private sector, KADIN and civil society organisations to facilitate sustainability. The Project will partner with Japanese companies and organisations to strengthen MSMEs' long-term competitiveness and resilience.

Jakarta, Bandung and Surabaya are areas with high transmission of COVID-19 and also where many MSMEs are located. Accordingly, the project aims to support 1,200 MSMEs in those three metropolitan areas and the following four priority sectors of: food and beverages, textile, furniture and handicraft. Although the three cities are within the government's priority areas for vaccination program: it is expected that the program will only be completed at the earliest in 2022.

The Government of Indonesia (GoI) provides support to MSMEs amounting to IDN 173.17 trillion as part of the National Economic Recovery (PEN) program to cope with the pandemic. However, a joint study of UNDP and LPEM FEB UI of 1,180 MSMEs in 2020 revealed that only 17% of those surveyed received or sought assistance due to lack of proper registration, while more than half of them had no awareness of the program. Moreover, building on the 2020 recovery support experience, GoI has developed a framework for government agencies to advance partnership agreements with CSOs to deliver services, such as advocacy, supporting people with disabilities and other vulnerable groups, or promoting a green recovery. CSOs have already played a vital role in informing the public about COVID-19 prevention, as well as, reducing risks in high-risk areas like wet markets. This partnership approach forged by the government will enable CSOs to continue this and other valuable services, and this informs Project design, as part of our overarching sustainability strategy, post UNDP support.

This proposal mainly focuses on the plan of UNDP to develop an entrepreneurship training on the following; 1) COVID-19 Business Adaptation, including business continuity process during crisis, 2) MSMEs' sustainable business recovery through participation in inclusive, green and digital economy, 3) Development of linkages with business association (with special focus on Japanese companies/business associations), CSOs and no-governmental stakeholders to transition into inclusive green economy. Consultation with representation of marginalized and vulnerable groups from relevant MSMEs sector should be considered in the process of delivering the expected outputs. The training will be targeting 1,200 MSMEs in the four priority sectors mentioned above in Jakarta, Bandung and Surabaya; with particular attention to the participation of those which are owned by youth, women, disabled people, and other vulnerable groups.

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 entrepreneurship training, training of trainers to the selected local incubator, and performing monitoring and evaluation following the program to the selected local incubator.

The objective / purpose of the service is first to provide support and capacity strengthening of 1,200 MSMEs in three metropolitan areas of Jakarta, Bandung and Surabaya in the four priority sectors of food and beverages, textile, furniture and handicrafts to adapt their businesses to COVID-19 pandemic condition and transition into inclusive and green recovery. Second, to develop capacity building to local incubator to support their member and relevant beneficiaries on COVID 19 business adaptation and inclusive and green recovery

C. Scope of Works and Expected Outputs

This assignment is for selected incubator to support UNDP Indonesia in developing and implementing MSMEs COVID-19 business recovery training.

The scope of works are:

- **Recruitment, module development and needs assessment**

The selected firm/organization is expected to recruit 1,200 MSMEs in the four priority sectors of food and beverages, textile, furniture and handicraft, that operate their business in Jakarta, Bandung and Surabaya; with particular attention to the participation of those which are owned by youth (20%), women (40%) and disabled people (20%).

The selected firm/organization are expected to develop at least 5 modules and other related learning material such as video (15 videos of approximately 15 minutes for the 5 modules) within the premise of "Business Survival During Crisis and the Digital Era to Transition into Green and Inclusive Recovery", covering the following:

- Covid-19 business adaptation
- Sustainable business recovery through MSMEs participation in a social- inclusive and green/circular economy and digitalization business model/practices.
- Business Continuity Plan (Sustainable Business Process)
- Government's regulations and relevant stimulus packages/aids

- Building linkages to business associations to transition into an inclusive and green economy.

After the participants are recruited and modules drafted, the selected firm/organization will conduct three on-line FGDs with 12 selected participants in each of the sessions and in-depth phone interviews to at least another 30 participants that represent each of the targeted sectors, locations and groups to assess the current general business practice, provide feedback and improve draft modules and gather information on further support needed by participants for green and sustainable business recovery. The gender of the participants for both interviews and FGD needs to represent both male and female. The result of this series of FGDs (one session for three groups) and interviews are analyzed and need to be documented in the report.

- **Selection for local incubator.**

The selected firm/organization will select the 10 local incubators that will be engaged as facilitators for the trainings. The 10 local incubators should comprise CSOs from at least each of the following areas:

Jakarta, Surabaya, Jawa Barat, Riau, Nusa Tenggara Barat and Sulawesi Tengah.

Local Incubator criteria:

- Have at least 50 business community members.
- Have members that are women, people with disability, or youth (below 30 years old).
- Have 2 dedicated persons to join Training of Facilitators (ToF) in full and facilitating the program implementation.
- Priority given to incubators that already have legal structure as an association.

- **Training of Trainers (Facilitators)**

Following the selection of local incubators, the selected firm/organization will hold online training of trainers to 50 facilitators to ensure that trainers from both the selected firm/organization network as well as from 10 selected incubators have a full understanding on the modules developed by the the selected firm/organization. At least 40% or 20 facilitators are from the local incubators/CSOs in the 6 locations mentioned above.

- **Online training and bootcamp for the COVID 19 business adaptation and green business recovery**

Using WhatsApp and Zoom meeting to reach out to training 1200 participants (MSMEs) and conduct interactive case study. The activity will consist in trainings, coaching clinic and follow up business matching activities and support to linkage to government support/stimulus for selected 200 of the 1,200 participants.

Monitoring and Evaluation

- a. The selected organization/firm is expected to monitor the program of trainings and throughout the program. The selected selected organization/firm is also expected to have mentors available during the training for monitoring the selected incubators
- b. The selected selected organization/firm is expected to share a report as an evaluation of the overall training. The report includes:
 - a. Feedback form from participants of each of the modules delivered.
 - b. Pre and post tests are required for each of the 5 modules given in the trainings, to assess the understanding and knowledge acquired.
 - c. Monitoring form for incubator and participants
 - d. Report and Homework assessment format for local incubator
 - e. Data analytics and evaluation report (layout, book and PPT)

Institutional Arrangement:

In order to ensure that the tasks are performed smoothly and ensure that the outcome is in line with the objective as mentioned in the scope of work, the selected firm/organization will be closely monitored by the Project with the following activity:

1. The selected vendor will select the incubators, mentors and facilitators based on the proposed and agreed selection criteria.
2. To ensure the visibility of UNDP and its donor/s including during the Zoom sessions by using virtual background and adhering to UNDP branding/visibility guidelines.

D. Deliverables and Due Date

No.	Deliverables/Outputs	Due date of deliverables	Weight for Payment
<u>1</u>	<u>Deliverable 1</u> Need assessment and FGD Report, draft training modules, detailed workplan and timeline, and database of participants (1200 MSMEs).	September 2021	20%
<u>2</u>	<u>Deliverable 2</u> Final training modules and report of selection of incubators as trainers/facilitators. The modules should incorporate elements of inclusivity (youth, women and people with disabilities).	October 2021	<u>30%</u>
<u>3</u>	<u>Deliverable 3</u> Report of completion of trainings to include: <ul style="list-style-type: none"> - Attendance list - Materials and/or slides during training. - Documentations (photos, videos, voice records, etc) - Feedback - Training monitoring report, including pre and post test results. 	November 2021	<u>30%</u>
<u>4</u>	<u>Deliverable 4</u> Final report to include: <ul style="list-style-type: none"> - Summary of training implementation - Business matching/partnership implementation, catalogue development, and support to linkages to government support/stimulus for 200 MSMEs, - Overall monitoring and evaluation of the program. <p>The report will be in English and Indonesian and contains at least the following:</p> <ul style="list-style-type: none"> xv. Executive Summary xvi. Background xvii. Methodology xviii. Implementation of Trainings xix. Business Matching/Partnership Establishment xx. Monitoring and Evaluation xxi. Lessons Learned and Recommendations 	December 2021	20%

E. Qualification

Organization/Company Qualifications:

- a. Organization/firm that has been established at least for 3 years that focuses on MSMEs development in different layers of stage through capacity building and expansion of network to scale up the MSMEs; and has conducted more than 10 trainings/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. This experiences need to include experience in conducting series of online trainings that involve at least 500 participants or more
- b. Have experience in assisting inclusive business practices and green-business model
 - c. Have valid registration
 - d. Track Record – list of clients for similar services as those required by UNDP. The list should include the description of contract scope of work, contract duration, contract value, and contact references.
 - e. Provide at least two reference checks from the previous clients for similar work

Team Academic Qualifications:

At least the team consist of:

- a. a team leader with a master's degree or equivalent in the field of accounting, business and management, and economy
- b. Module and training coordinator/local incubator coordinator/business development coordinator/Master trainers with a bachelor's degree or work experience equivalent to bachelor's degree level of knowledge in sociology, economy, business and management

Team Member Working experience:

At least considered of a team with of experience in:

- A Team Leader:
 - at least 8 years with experience in business development, project management, capacity building in MSMEs development
 - Experience at least 2 in managing MSMEs capacity building activities.
- Module and training coordinator:
 - at least 5 years experiencing in developing module and delivering training in general and sustainable business practices.
 - Have experience in conducting series of online training that involve at least 500 participants or more.
- Local Incubator Coordinator
 - At least 3 years experiencing working with local incubator.
 - Have experience working with local incubator in the area of business and environment sustainability.
- Business Development Coordinator
 - At least 3 years experiencing in developing MSMEs business plan.
 - Have experience in conducting business matching event for MSMEs.
- Administrative support
 - at least 2 years experiencing in administrative work in particular relate to capacity building activities.
- Master trainers
 - At least 10 years of experience in delivering ToT or training in MSMEs capacity building.
 - Have experience in delivering online training that involve at least 100 participants or more.

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 skills in Microsoft Word, as well as in developing efficient and effective PowerPoint slides/presentation,

- 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