


Low Value Grant ToR Clearance - CO Indonesia - Version 0.1 (01/07/2020) DRAFT

Clearance for Low Value Grant Term of Reference

Purpose of the Grant	: To invite and engage a Non-Government Organization (NGO) as the Implementing Party/ Responsible Party for the implementation of the Seventh Operational Phase of Global Environment Facility – Small Grant Programme (GEF-SGP Phase 7) and to provide technical support to selected communities in Indonesia
Project ID and Name ¹	: 00127929 PPG - 7th Operational Phase of GEF SGP in Indonesia
Project Implementation Modality ² :	NIM
Project Duration	: from 01/02/2022 to 31/01/2026
Grant Duration	: from 01/02/2022 to 31/01/2026
Budget per proposal	: USD 169,602 for the project management (PMC) to manage US\$3,561,644 in total
Solicitation method	: Outreach to an eligible organization with prior approval by DRR/RR

CLEARANCE REQUIRED	DATE (DD/MM/YYYY)
<p>ToR prepared and submitted by</p> <p>Elin Shinta, Programme Associate</p>	20/08/2021
<p>ToR reviewed and in accordance with the standard template</p> <p></p> <p>Anton Sri Probiyantono, Programme Manager</p>	25/08/2021

¹ The project is prepared for the implementation of the Seventh Operational Phase of GEF-SGP in Indonesia (SGP-7)

² The project will be implemented using UNDP-NGO Execution Modality

LOW VALUE GRANT CHECK LIST

(Please refer to the [POPP's Low Value Grants Operational Guidance](#) for more details)

#	Steps	Template/Guideline
1.1	Identify the Project ID & Project Name	00104290 GEF - Sixth OP of the GEF SGP in Indonesia (6th SGP)
1.2	Budget for grant (<USD150,000) ³	<ul style="list-style-type: none"> USD 169,602 (project management) for the project management to manage US\$3,561,644 in total. The US\$ 3,392,042 will be distributed to the selected NGOs/CBOs based on the decision of National Steering Committee (NSC) conducted by the GEF SGP-7 Secretariat.
1.3	Identify purpose for Low Value Grant Agreement	<p>d) Supporting NGOs and community-based organizations involved with nature-based solutions, climate change actions, gender equality and poverty eradication activities.</p> <p>e) Development challenges that still require some level of experimentation to identify possible solutions.</p>
1.4	Elaborate the purpose of the grant	<p>The selected NGO has a mandate to facilitate day-to-day activities as stipulated in the project document of the Seventh Operational Phase of the GEF-SGP in Indonesia in coordination with local NGOs/CBOs in the fields to build social, economic, and socio-ecological resilience in:</p> <ol style="list-style-type: none"> (1) Sabu Raijua Regency (part of Savu Sea National Park) [East Nusa Tenggara]; (2) Nantu Boliyohuto Forest; Gorontalo and Boalemo Regency [Gorontalo]; (3) Bulukumba Regency [South Sulawesi]; and (4) Kendal and Wonosobo Regencies through community-based activities for global environmental benefits and sustainable development. <p>Technically, the selected NGO will focus its efforts on undertaking several activities:</p> <ol style="list-style-type: none"> 1. To provide support for activities to develop resilient landscapes for sustainable development and protection of the global environment at the community level; 2. To conduct activities aiming at enhancing and strengthening collaboration among communities, local governments, and other stakeholder to promote and create sustainable socio-economic development through community based activities; 3. To provide support for landscape governance and adaptive management activities for enhancement and replication
1.5	LVGs specified in the project document, to the extent possible, and included in the multi-year work plan	Project Document and Annual Work Plan
1.6	ToR has included clear objective, indicator, target and intended beneficiaries.	<ol style="list-style-type: none"> 1. Developed by Elin Shinta, Programme Associate 2. Reviewed and cleared by Anton Sri Probiyantono, Programme Manager
1.7	Grant solicitation process	<p>Open advertisement</p> <p>PLEASE SELECT Other Solicitation Process, if applicable</p>

³ Grants are not primarily intended as cash subsidies for the purchase of standardized equipment or goods (e.g. a single laptop) by the beneficiary. In cases where beneficiaries need access to highly technical equipment (e.g. multiple solar panels), it is more economical and effective to procure centrally and to distribute the equipment or goods, instead of each grantee purchasing on the open market, and thereby losing out on economies of scale and/or the benefits of quality standardization.

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#	Steps	Template/Guideline
2.1	<p>Grant selection process:</p> <ul style="list-style-type: none"> • <i>Grant proposal evaluation against the selection criteria, eligibility, etc.;</i> • <i>Threshold: up to \$150,000 per grant and up to \$300,000 on a cumulative basis for the same entity within the programme period (2016-2020);</i> • <i>Upon completion, all required documents that have been uploaded by Monday can proceed with the CSO SC meeting on Thursday (same week), organized by the CSO SC Secretary.</i> 	<p>Pre-screening evaluation team:</p> <ol style="list-style-type: none"> 1. Elin Shinta 2. Anton Sri Probiyantono 3. Diah Ratna Pratiwi <p>The Project Manager to upload all required documents on the Online request and Depository System - Programme: Civil Society Organizations Submission at the following site (UNDP CO Indonesia Intranet): https://intranet.undp.org/country/rbap/id/intra/SitePages/ISKHome.aspx</p>
2.2	<p>Clearance from the CSO Steering Committee (CSO SC):</p> <ul style="list-style-type: none"> • <i>Organized every Thursday at 2pm;</i> • <i>At least attended by the chair, secretary and two members);</i> • <i>Purpose to confirm the grant selection process in accordance with the POPP with recommendation for the Programme Manager (not to redo the evaluation process);</i> • <i>Make recommendation to the DRR.</i> 	<p>CSO Steering Committee Secretary: Dewi Endro, Secretary CSO Steering Committee Chair: Linda Hartono, Chair <i>Note: Grant selection process with complete and uploaded documentation by Monday (verified by the CSO SC Secretary) may proceed with the CSO Steering Committee meeting scheduled on Thursday of the same week.</i></p>
2.3	Follow up on the recommendation to finalize the Grant Proposal in consultation	Programme Manager to communicate with the CSO to revise the Grant Proposal, if required.
2.4	Drafting the CSO Steering Committee Minutes	Coordinated by the CSO SC Secretary.
3.1.	Prepare Low Value Grant Agreement	<ol style="list-style-type: none"> 1. Download the Low Value Grant Agreement template. 2. Submit the draft agreement (in track changes) into OneClick: Request for Agreement Clearance, to be reviewed by QARE unit. 3. Follow the instructions in the Legal Document Clearance Sheet that will be provided by QARE unit through the OneClick system.
3.2	Signing Low Value Grant Agreement	Draft Agreement that has been cleared can proceed with signing.

TERM OF REFERENCE

**THE MANAGEMENT OF SEVENTH OPERATIONAL PHASE OF THE GLOBAL ENVIRONMENT FACILITY – SMALL GRANTS
PROGRAMME (GEF-SGP) IN INDONESIA**

UNDER

SEVENTH OPERATIONAL PHASE OF THE GEF-SGP IN INDONESIA

Title of Grant	Seventh Operational Phase of the GEF Small Grants Programme in Indonesia
Project Name	Seventh Operational Phase of the GEF Small Grants Programme in Indonesia
Grant Duration	from 01/02/2022 to 31/01/2026
Work Location	Jakarta (GEF-SGP Secretariat), and activities planned in (1) Sabu Raijua, (2) Kendal/Wonosobo, (3) Bulukumba, and (4) Gorontalo
Supervisor	Programme Manager, Environment Unit, UNDP Indonesia

I. BACKGROUND AND EXPECTED OUTPUTS

The Global Environment Facility (GEF)-Small Grants Programme (SGP) was originally created in June 1992 to provide support to relevant small-scale activities by community-based organizations (CBOs), non-governmental organizations (NGO) and NGO networks in developing countries. Activities eligible for support include projects that link to the GEF focal areas of land, biodiversity conservation, climate change mitigation, and the protection of international waters. The SGP is implemented by UNDP on behalf of the GEF. The SGP operates at the country level under the overall UNDP agreement, however, the SGP Global Programme remains the responsibility of the CPMT⁴/UNOPS SGP Cluster at Headquarters and, like the Upgrading Country Programmes, is accountable to UNDP-GEF in Headquarter (New York), and ultimately, the GEF Council. There are two basic modalities for SGP hosting arrangements for the country programme that, in consultation with country stakeholders, will be decided by CPMT or the UCP Global Coordinator. In most countries, the programme is hosted by the UNDP CO, although this may also mean that the SGP office is physically located outside CO premises. Where there are issues of accessibility and based on consultations with stakeholders, the programme could be hosted in a National Host Institution (NHI), which may be an NGO or academic institution. Indonesia has been managing a small grant from the GEF SGP since the pilot phase and is currently entering into its 7th operational phase.

The Seventh Operational Phase of the GEF Small Grants Program in Indonesia to be financed through this project, aims to enable communities and organizations in *Sabu Raijua Regency* (part of the Savu Sea National Park in East Nusa Tenggara); *Nantu Boliyohuto Forest* (Gorontalo and Boalemo Regencies); and *Bulukumba Regency* (South Sulawesi); and *Kendal and Wonosobo Regencies* (Central Java) of Indonesia to take collective action through a participatory landscape planning and management approach aimed at enhancing socio-ecological resilience producing local and global environmental benefits. SGP Indonesia will support specific community-based actions in each landscape by financing small-scale projects implemented by local community organizations and coordinating them within the priority landscapes to achieve landscape-scale impacts.

The areas supported by SGP in previous phases remain in GEF-7 as Learning Areas. The Learning Areas are sites supported under previous phases of the SGP that have already achieved outputs consistent with the level of sustainable development intended by the program and which now demonstrate actual proof-of-concept or best-practice for demonstration, upscaling or replication in the three (3) priority landscapes and one (1) priority seascape selected for GEF-7 and mentioned above.

These three landscapes and one seascape have been selected in consultation with government and civil society partners with reference to consolidation of experiences and lessons learned from the on-going and previously supported community initiatives of GEF 6 for forthcoming replication, upscaling and mainstreaming.

The overall objective of the GEF SGP Phase-7 is to build social, economic, and socio-ecological resilience in *Wallacea* (1) *Sabu Raijua Regency* (part of Savu Sea National Park); *East Nusa Tenggara*; 2) *Nantu Boliyohuto Forest*; *Gorontalo and Boalemo*

⁴ Central Programme Management Team

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Regency, Gorontalo; 3) Bulukumba Regency, South Sulawesi)); and Central Java (4) Kendal and Wonosobo Regencies), through community-based activities for global environmental benefits and sustainable development.

Scope of Services and Expected Results:

The selected NGO is expected to assure these following outputs:

- Output 1 : Community level small grant projects in the selected landscapes/ seascapes that restore degraded land, improve connectivity, support innovation in biodiversity conservation and optimization of ecosystem services, including sustainable use of biodiversity, recovery of native vegetation, integrated fire management, water catchment protection, etc.
- Output 2 : Community level small grant projects in the selected landscapes that promote widespread adoption of sustainable agro-ecological practices and systems by small and marginal farmers, including agroforestry, integrated crop-livestock-tree systems, etc.
- Output 3 : Targeted community projects documenting and reviving traditional agro-biodiversity knowledge through in-situ and on-farm crop genetic resource conservation, including seed selection and exchanges, participatory plant breeding, linked to food security, markets and relevant government schemes and programmes.
- Output 4 : Targeted community projects promoting sustainable livelihoods (i.e. activities that promote market access, organic and green products as well as microfinance opportunities).
- Output 5 : Community level small grant projects to build the capacities of community organizations to plan strategically and implement projects that increase energy efficiency and reduce impact on climate through use of renewable energy (fuel-efficient stoves, micro hydro, etc.) and waste management.
- Output 6 : A multi-stakeholder governance platform in each target landscape develops and executes multi-stakeholder agreements for execution of adaptive landscape/seascape management plans and policies and enhanced community participation in land-use decision making and management.
- Output 7 : Landscape strategies developed with the participation of community stakeholders to enhance socio-ecological resilience through community grant projects.
- Output 8 : Partnerships between communities and relevant government or other organizations or private company programmes and schemes at different levels established and resources leveraged for scale up and replication of good models/practices
- Output 9 : Knowledge from community project innovations is identified, codified and disseminated to multiple audiences, for replication and upscaling.

II. KEY ACTIVITIES AND PERFORMANCE TARGETS

The proposed activities should demonstrate how to build social, economic, and socio-ecological resilience in Wallacea (1) Sabu Raijua Regency (part of Savu Sea National Park); East Nusa Tenggara; 2) Nantu Boliyohuto Forest; Gorontalo and Boalemo Regency, Gorontalo; 3) Bulukumba Regency, South Sulawesi)); and Central Java (4) Kendal and Wonosobo Regencies), through community-based activities for global environmental benefits and sustainable development.

In this regard, the selected NGO will focus its efforts on undertaking several activities:

- (1) To provide support for activities to develop resilient landscapes for sustainable development and protection of the global environment at the community level;
- (2) To conduct activities aiming at enhancing and strengthening collaboration among communities, local governments, and other stakeholder to promote and create sustainable socio-economic development through community based activities;
- (3) To provide support for landscape governance and adaptive management activities for enhancement and replication

It is expected that the several activities mentioned above shall consist of gender-responsive values to promote equal rights of men and women (focusing on women's involvement in the areas where the areas are men dominated access). It would not only to limit the balance gender representation but also to ensure the active involvement of women participation.

III. LOCATION AND TARGET BENEFICIARIES

The selected organization will work in Jakarta (for close coordination with UNDP CO Indonesia, GEF-OFP, and the National Steering Committee members) and 4 (four) targeted landscapes. The selected organization is expected to work closely with local government partners, local NGOs/CBOs, Ministry of Environment and Forestry, University/Research Institutions, and other related stakeholders. The organization will be responsible to maintain regular communications with focal points from UNDP Headquarter for Upgraded Country Programme (UCP), UNDP Indonesia Country Office and other relevant stakeholders.

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IV. ELIGIBILITY AND SELECTION PROCESS

The NGO will be selected based on the capacity (expertise and experience) of the NGO to carry out day-to-day activities as the Implementing Partner to select, assist, propose, monitor, assure, evaluate and report grant recipients (CBOs, NGOs, or academia/universities). Referring to UNDP POPP⁵, the Implementing Partner is the entity to which the Administrator of UNDP has entrusted the implementation of UNDP assistance specified in a signed document along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, as set forth in such document.

The accountability of an implementing partner is to:

- Manage the project to deliver the planned outputs and manage risk in accordance with the agreed project document (prodoc);
- Report fairly and accurately on project progress and risk against agreed workplans and results frameworks, in accordance with the reporting schedule and formats included in the project agreement; and
- Maintain documentation and evidence that describes the proper and prudent use of project resources in conformity with the project agreement, and applicable regulations and procedures. This documentation will be available on request to project quality assurers and designated auditors.

The selected NGO is responsible for grant recipients (civil society (CBOs) or non-governmental organizations (NGOs), academia) to monitor activities/ programmes implemented in the fields (at the grass root level), support community-based work for natural resource management (NRM), climate change actions, gender equality; to assure activities in remote areas; to design grant management for work at the local level in order to contribute to the global benefits; to promote the UN Conventions to the communities; and to work collaboratively with the private sector, government, and other stakeholders.

The selected NGO is expected to have:

- Experience, expertise and comparative advantages, such as microcredit, disaster relief and rehabilitation, advocacy, HIV/AIDS, rural/remote service provision, and working with poor and disadvantaged groups.
- Extensive use of participatory methodologies and/or facilitation of dialogue among communities, government and civil society.
- Adequate capacity and commitment to carrying out the project.

When the organization is selected as an implementing partner for the UNDP project, the arrangement is formalized through signing a Project Cooperation Agreement (PCA) with UNDP.

The interested organization must complete and submit a Proposal in accordance with the with UNDP's Low Value Grant Proposal Template (**ANNEX A**) and the Request for Information (RFI) from CSO/NGO (**ANNEX B**).

All grant proposals shall be subject to grant selection processes, which consist of a Pre-screening against the selection criteria and Full Review by the CSO Steering Committee.

The Selection Criteria are as follows:

- Method (30%): Proposed methodology, workplan, approach, timeline, completeness of deliverables.
- Identity (20%): Registration status, having a specific status if that is necessary in the country context, etc.
- Capacity (20%): specialized knowledge and experience on similar engagement, standard operating procedure, financial report (audit report if available)
- Submission Requirements (30%): ideas presented including any requirements with regards to utilization of resources, reporting, duration, and other formal criteria.

Only those organization obtaining a minimum of 70% in the technical evaluation will be considered for the financial evaluation round.

No	Description of Criteria	Points obtainable
1	Eligibility and Expertise of the Organization	200

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No	Description of Criteria	Points obtainable
1.1	Reputation of organization and staff credibility (be accountable for delivering on the expected outputs in the time required, manage risks and sustain results after the project ends)	10
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	20
1.3	Relevance of specialized knowledge and experience on similar engagements: (a) Minimum experience of 20 (twenty) years in the field of managing grant funds at the grass root level and/or GEF – Small Grants Programme. (b) Demonstrated understanding of issues related to gender and biodiversity, climate change, and land degradation; (c) Experience working with UN conventions, GEF, and UN mechanisms. (d) Experience working with NGOs/CBOs, university/ research institute , and any other relevant parties; (e) Experience to support capacity building of CBO/CSO, forming community groups on the topic of Institutional Development / Organizational Development for effectiveness and sustainability. Examples of providing support on how to run CBOS on topics such as membership, frequency/type of meeting with members, election of office holders, preparatory planning, record keeping, etc. for transparency and sustainability of groups and interventions. Experience in working collaboratively with the national and local government, International and National Organisation, and other donor funding; (f) Experience in conducting event organizer, coordination meeting and seminars for stakeholders; (g) Excellent written and verbal communication skills in English and Indonesian.	85
1.4	Permit to work in Indonesia (eligible legal status) (ensure national ownership and broad stakeholder engagement)	35
1.5	Risk mitigation measures and management plan (provide sensitivity and neutrality in project implementation as required)	30
1.6	Organizational commitment to sustainability (ensure sustainability of project results). This shows significant commitment to sustainability through several development processes, such as women's empowerment programmes, youth involvement, or membership of institutions that promote natural resource management issues (biodiversity, climate change, and land degradation).	20
2	Proposed Methodology, Approach and Implementation Plan	300
2.1	Understanding of the aspects of the tasks and consistent with the objectives and expected results.	35
2.2	Description and methodology for meeting or exceeding the requirements of the Terms of Reference.	65
2.3	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	80
2.5	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.	35
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract.	35
3	Management Structure and Key Personnel	200
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? (capacity to carry out technical, financial and administrative capacities required for the project)	70

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No	Description of Criteria	Points obtainable
3.2	Qualifications of key personnel proposed:	
3.2.1	<u>NATIONAL COORDINATOR</u> (a) Strong knowledge and at least 10 (ten) year-experience of project management and successful performance in implementation of projects in in development work, which should include programme management, preferably with an extended specialized experience in any of the GEF-SGP focal areas at the national level; (b) Strong knowledge in the field of environment, natural resource management and development work, which should include programme management, preferably with an extended specialized experience in any of the GEF supported project at the national level; (c) Experience in team management, mentorship and on the job capacity building with specific focus on community based development activities, promoting community initiatives on build social, economic, and socio-ecological resilience in community at rural areas; (d) Experience in needs assessments, analysis, and development of logical framework, as well as formulation of realistic activity implementation plan; (e) Excellent analytical and writing skills; Excellent teamwork and people management skills; (f) Excellent communication and interpersonal skills; (g) Good negotiation and problem-solving skills; (h) Languages required: English, Indonesian	50
3.2.2	<u>PROGRAMME ASSISTANT 1: FINANCE AND ADMINISTRATION</u> (a) Strong knowledge on review, and control the accuracy of supporting documentation of projects' interim and final financial reports, such as invoices; (b) Strong knowledge for conducting process payment requests from grantees and vendors through obtaining necessary clearances and authorizations and ensuring payments are effected promptly, and in accordance with SGP Standard Operation Procedures ; (c) Experience in maintaining close working contact with respective UNDP Focal Point and seek her/his support, advice and guidance on how better to input to Atlas systems in accordance with SGP SOPs; (a) Experience in team management for maintaining financial integrity of the programme, implement and monitor accounting system and databases of SGP country operational budget; (b) Strong knowledge in preparing and maintaining the grant disbursement table and calendar; as well as track the Country Operating Budget to ensure compliance with approved yearly budget. (c) Experience in providing monthly financial reports	40
3.2.3	<u>PROGRAMME ASSISTANT 2: KNOWLEDGE MANAGEMENT AND COMMUNICATION</u> (a) Strong knowledge in managing knowledge management, knowledge networking and visibility of SGP; (b) Sound knowledge and at least 3 (three) year-experience of; community engagement and mobilization, CBO/CSOs, University or Research Institute, youth and women organization, as well as facilitation skills. (c) Sound 3 (two) years-experience in project implementation capacity with focus on developing community initiatives on build social, economic, and socio-ecological resilience in community at rural areas; (d) Experience in direct implementation and supervision of activities with focus on developing community initiatives on build social, economic, and socio-ecological resilience in community at rural areas. (e) Experience on involving in community empowerment and community customary project is desirable. (f) Languages required: English, Indonesian	40

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No	Description of Criteria	Points obtainable
	Total	700
Financial Evaluation		Points obtainable
Utilization of Resources and Value for Money		
1	Price offered based on the price schedule format (capacity to deliver good value for money and accountability for resources)	300
	Total	300

V. REPORTING

The NGO/ CSO will provide a finalized work plan prior to implementation. The NGO/CSO needs to provide monthly financial report quarterly progress report in cumulative updates on implementation progress, results against targets, challenges and mitigation, gender targeting, changes introduce during implementation on the ground. The reports should be provided with relevant evidence and supporting documents such as attendance lists, minutes of the meeting (MoM), high resolutions photos documentation, media coverage, etc to support the activities reported. The NGO/CSO will submit a comprehensive narrative and financial completion report at the end of the assignment.

The NGO/CSO will maintain regular communication with UNDP Environment Unit and Head Quarter for UCP to provide regular feedback on implementation progress, results, challenges, and bottlenecks; as well as collaborate with UNDP to facilitate regular or ad hoc monitoring visit.

LOW VALUE GRANT PROPOSAL TEMPLATE

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Date: dd/mm/yyyy

Project Name:

Name of the RECIPIENT INSTITUTION: _____

Total Amount of the Grant (in USD): _____

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

WORK PLAN

PLANNED ACTIVITIES ¹	Timeline ²				Planned Budget for the Activity (in grant currency) ³
	T1	T2	T3	T4	
1.1 Activity					\$
1.2 Activity					\$
1.3 Activity					\$
Total					\$

1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary

2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.

3 Indicate the budget amounts in the grant currency.

3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period ...	FINAL TARGET
1.1						
1.2						

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4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/ Low)	Mitigation measures

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- GRANT BUDGET OF RECIPIENT INSTITUTION (state currency)

PERIOD COVERING FROM _____ TO _____

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	I. TOTAL
Personnel				
Transportation				
Premises				
Training/Seminar/ Workshops, etc.				
Contracts (e.g., Audit)				
Equipment/Furniture (Specify)				
Other [Specify]				
Miscellaneous				
TOTAL				

* Please note that all budget Lines are for costs related only to grant Activities.

** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

*** Add as many tranches columns as necessary

**** The prevailing UN Guideline for Harmonized Cost Rates with Implementing Partners shall be used to implement this agreement.

REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and working experience Indonesia in the following thematic/subject areas: Immediate livelihood recovery, focusing on a) Community engagement and mobilization, b) life-skills and Income Generating Activities Training, c) Provision of productive inputs livelihood recovery activities.

2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in this country.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO's alignment with UNDP requirements.

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Prescribed organizations	1. <i>Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</i>	
	2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i>	
2. Legal status and Bank Account	1. <i>Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? <u>Please provide copies of all relevant documents evidencing legality of operations.</u></i>	
	2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i>	
3. Certification/ Accreditation	<i>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</i> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures 	

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Topic	Areas of Inquiry/ Supporting documentation	Response
	<ul style="list-style-type: none"> Other 	
4. Date of Establishment and Organizational Background	1. <i>When was the CSO/NGO established?</i>	
	2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i>	
	3. <i>Who are your main donors/ partners?</i>	
	4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i>	
	5. <i>In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.</i>	
5. Mandate and constituency	1. <i>What is the CSO/NGO's primary advocacy / purpose for existence?</i>	
	2. <i>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i>	
	3. <i>Is the CSO/NGO officially designated to represent any specific constituency?</i>	
6. Areas of Expertise	1. <i>Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</i>	
	2. <i>What other areas of expertise does the CSO/NGO have?</i>	
7. Financial Position and Sustainability	1. <i>What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.</i>	
	2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i>	
	3. <i>Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</i>	
8. Funding Sources	1. <i>Who are the CSO/NGO's key donors?</i>	

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Topic	Areas of Inquiry/ Supporting documentation	Response
	2. How much percentage share was contributed by each donor during the last 2 years?	
	3. How many projects has each donor funded since the CSO/NGO's inception?	
	4. How much cumulative financial contribution was provided for each project by each donor?	
	5. How is the CSO/NGO's management cost funded?	
9. Audit	1. Did the CSO/NGO have an audit within the last two years?	
	2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
10. Leadership and Governance Capacities	1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme.	
	2. Does the CSO/NGO have a formal oversight mechanism in place?	
	3. Does the CSO/NGO have formally established internal procedures in the area of: <ul style="list-style-type: none"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • Monitoring and Evaluation • Asset and Inventory Management • Other 	
	4. What is the CSO/NGO's mechanism for handling legal affairs?	
	5. Ability to work (prepare proposals) and report in English	
11. Personnel Capacities	1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.	

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Topic	Areas of Inquiry/ Supporting documentation	Response
	2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.	
12. Infrastructure and Equipment Capacities	1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)	
	2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
13. Quality Assurance	<p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	
14. Public Transparency	1. <i>What documents are publicly available?</i>	
	2. <i>How can these documents be accessed? (Please provide links if web-based)</i>	
15. Consortium	1. <i>Do you have the capacity to manage a consortium?</i>	
	2. <i>Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.</i>	
	3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i>	
<u>Specific inquiry</u>		
16. Working Experience in target geographical areas	1. <i>Does the NGO have experience working in these geographical areas?</i>	
	2. <i>Is there any limitation to the NGO for accessing and working in those planned locations?</i>	

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Topic	Areas of Inquiry/ Supporting documentation	Response
	3. <i>Please provide any brief program implementation updates or activity report being implemented in [...]</i>	