



REQUEST FOR PROPOSAL (RFP)

To Interested Company	DATE: September 13, 2022
	REFERENCE: RFP/UNDP/BRC-0000195737/027 /2022 – Tailoring of the Social Innovation Platform to Indonesia context, Development of training material, and facilitator's Pocket book

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **Tailoring of the Social Innovation Platform to Indonesia context, Development of training material, and facilitator's Pocket book**

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

Date/Time : 20-September-2022, starting 14.00 GMT +7

Place : Zoom On Line Meeting

Meeting Link : <https://undp.zoom.us/j/84580388393?pwd=bzlJR2xtclBzUGY1aEkxQ1hXWGRJdz09>

Meeting ID : 845 8038 8393

Password : 090887

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: 0000013643**

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-September-2022** 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 and rida.trisna@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,

DocuSigned by:

21B257514E5748B
Martin Stephanus Kurnia
Head of Procurement Unit
13-September-2022

Annex 1

Description of Requirements

Context of the Requirement	Tailoring the Social Innovation Platform (SIP) to Indonesia context, Development of training material, and facilitator's Pocket book
Implementing Partner of UNDP	The Ministry of Villages, Development of Disadvantaged Regions, and Transmigration (Kemendesa PDTT)
Brief Description of the Required Services ¹	Objective of this RFP is to engage an Indonesia Institution to work on tailoring the Social Innovation Platform approach's steps to Indonesia context and align them to the current Village Planning Process in producing the Mid-term Village Plan (RPJMDes) and Village Annual Plan (RKPDDes), develop training material for ToT and for facilitators, and to develop Pocket book for facilitators.
List and Description of Expected Outputs to be Delivered	<p>1. Report on the Tailored SIP steps into the current village development planning (both RPJMDes and RKPDDes process) The SIP methods need to be tailored to the Indonesia's context and be integrated into the countries' rural development planning process (included RPJMDes and RKP), taken into consideration, the time frame of the process, the steps mandated by ministerial regulations, and the overall structures and capacity of all stakeholders. In other words, SIP will be use within the Musrenbang, and thus tailoring process, is how to insert SIP into Musrenbang process. The tailoring will include simplification of each of the SIP steps, without compromising the core elements of SIP; inclusiveness and democratic process – to result an effective planning result.</p> <p>2. Development of Training modules of tailored SIP steps into Village Development Planning Process The tailored SIP steps will be developed into Modules for Training on SIP steps – to train trainers which consists of national and sub national MoV (Ministry of Village/Kementrian Desa) officials/ trainers, and to train villages facilitators.</p> <p>3. Development of SIP Pocket-book for Village Facilitators A step-by-step guideline on SIP process will be developed to be used by village facilitators, as the main source of information in implementing SIP, in developing RPJMDes and RKPDDes.</p>
Person to Supervise the Work/Performanc	Senior Advisor on Program Integration and Development Analyses

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.

e of the Service Provider																				
Frequency of Reporting	Please refer to the TOR (Annex 3)																			
Progress Reporting Requirements	Please refer to the TOR (Annex 3)																			
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal																			
Expected duration of work	4 (four) months																			
Target start date	1 October 2022																			
Latest completion date	31 January 2023																			
Travels Expected	Yes <table border="1"> <thead> <tr> <th>Destination</th> <th>Purpose of Travel</th> <th>Duration</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Ngada</td> <td>Field visit to core village</td> <td>3 days</td> <td>2 times</td> </tr> <tr> <td>Maluku</td> <td>Field visit to core village</td> <td>3 days</td> <td>2 times</td> </tr> <tr> <td>West Halmahera</td> <td>Field visit to core village</td> <td>3 days</td> <td>2 times</td> </tr> </tbody> </table>				Destination	Purpose of Travel	Duration	Frequency	Ngada	Field visit to core village	3 days	2 times	Maluku	Field visit to core village	3 days	2 times	West Halmahera	Field visit to core village	3 days	2 times
Destination	Purpose of Travel	Duration	Frequency																	
Ngada	Field visit to core village	3 days	2 times																	
Maluku	Field visit to core village	3 days	2 times																	
West Halmahera	Field visit to core village	3 days	2 times																	
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 type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others N/A																			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to the TOR (Annex 3)																			
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 IDR mandatory for <u>Local Bidders</u>																			

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 (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 ³	<table border="1"> <thead> <tr> <th>Deliverables/Output</th><th>Due Date</th><th>Payment</th></tr> </thead> <tbody> <tr> <td>Deliverable 1: Report on the tailored SIP steps into Village Development Planning Process</td><td>6 week upon signing contract</td><td>40 %</td></tr> <tr> <td>Deliverable 2: Training Modules of tailored SIP steps into Village Development Planning Process</td><td>12 week upon signing contract</td><td>30 %</td></tr> <tr> <td>Deliverable 3: SIP pocket-book for village facilitators</td><td>16 week upon signing contract</td><td>30 %</td></tr> <tr> <td>Total</td><td>16 weeks</td><td>100%</td></tr> </tbody> </table>			Deliverables/Output	Due Date	Payment	Deliverable 1: Report on the tailored SIP steps into Village Development Planning Process	6 week upon signing contract	40 %	Deliverable 2: Training Modules of tailored SIP steps into Village Development Planning Process	12 week upon signing contract	30 %	Deliverable 3: SIP pocket-book for village facilitators	16 week upon signing contract	30 %	Total	16 weeks	100%
Deliverables/Output	Due Date	Payment																
Deliverable 1: Report on the tailored SIP steps into Village Development Planning Process	6 week upon signing contract	40 %																
Deliverable 2: Training Modules of tailored SIP steps into Village Development Planning Process	12 week upon signing contract	30 %																
Deliverable 3: SIP pocket-book for village facilitators	16 week upon signing contract	30 %																
Total	16 weeks	100%																
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	Senior Advisor on Program Integration and Development Analyses																	

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

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

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 (28%) <input checked="" type="checkbox"/> Gender Equality and Social Inclusion – An additional 2% will be given to an organization demonstrates significant commitment to value diversity, promote equality and sensitivity towards women and social inclusion of other marginal groups, for example internal company policy documents on women empowerment, people with disabilities, or membership of institutions/associations promoting such issues. <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (40%) <p><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 <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁴	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p>

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

Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (<i>Annex 3</i>) <input checked="" type="checkbox"/> Others ⁶ : Sample written self declaration
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Rida Dian Trisna and Yusef Saiful Millah</i> <i>Procurement Unit</i> Rida.trisna@undp.org / yusef.millah@undp.org</p> <p>Mandatory subject of email: RFP/UNDP/BRC-0000195737/027/2022 – Tailoring of the Social Innovation Platform to Indonesia context, Development of training material, and facilitator’s Pocket book</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>
Other Information <i>[pls. specify]</i>	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ 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

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/list of referees (name, email address and phone number)*
- 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.*

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Report on the tailored SIP steps into Village Development Planning Process	30%	
2	Training Modules of tailored SIP steps into Village Development Planning Process	30%	
3	SIP pocket-book for village facilitators	40%	
	Total	100%	

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

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

Description of Activity	Total Period of Engagement	No. of Personnel	Remunerati on per Unit of Time	Total Rate
I. Personnel Services				
a. Team Leader Expert	40 working days	1		
b. Senior in Public Policy	40 working days	1		
c. Senior in Developme nt Studies	40 working days	1		
d. Field	40 working days	1		

Officers					
II. Out of Pocket Expenses					
1. Travel Costs	Destination	Duration	Frequency		
	Ngada, NTT	3 days	2 times	4	
	West Seram, Maluku	3 days	2 times	4	
	West Halmahera, North Maluku	3 days	2 times	4	
2. Daily Allowance	9 days			4	
3. Communications					
4. Reproduction					
5. Equipment Lease					
6. Others					
III. Other Related Costs					

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

[Designation]

[Date]

TERM OF REFERENCE
Engaging Institution to Develop SIP Module and Training SIP Facilitators

Service	Tailoring of the Social Innovation Platform to Indonesia context, Development of training material, and facilitator's Pocket book
Duty Station	Home-based
Duration	TBA

A. BACKGROUND

In 2021, The Ministry of Villages, Development of Disadvantaged Regions, and Transmigration (Kemendesa PDTT) allocates Village Fund (Dana Desa) of USD 5 billion to support development of more than 70,000 villages across Indonesia. As outlined in the Minister of Villages, Development of Disadvantaged Regions and Transmigration Regulation Number 13 Year 2020 (Permendesa PDTT No. 13/2020), the priority of the 2021 Village Fund are on building forward from the COVID-19 crisis and on achieving SDGs at village level.

Achieving SDGs requires thorough and inclusive planning processes – adhering to one of SDGs principles of “Leave No One Behind”. The Government of Indonesia (GoI) provides guidance on village development planning process by issuing the Minister of Home Affairs Regulation Number 114 Year 2014 on the Guidelines on Village Development (Permendagri No.114/2014 tentang Pedoman Pembangunan Desa). The Regulation require Village Government to prepare Village Mid-term Development Planning (RPJM Desa) and Village Annual Development Planning (RKP Desa); and to ensure inclusiveness by exercising broad consultation with village actors (i.e., Musrenbang Desa).

Village development planning as regulated in Permendagri No. 114 of 2014 and Permendesa No. 21 of 2020 however does not mandate a specific methodology. Although the regulation states that the village development planning process needs to involve the village community, the absence of a clear method of participation causes the planning process tends to fulfill the administrative procedures required by the regulation. As such, it is necessary to explore a methodology which will strengthen the current planning process, ensuring inclusiveness and deliberative democracy in the process.

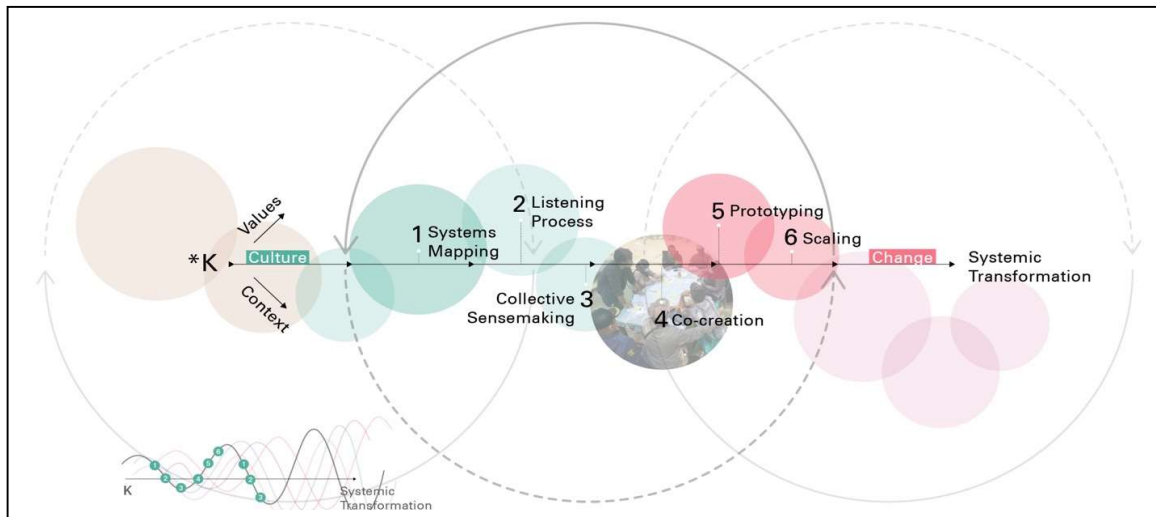
In strengthening its works, Kemendesa PDTT collaborates with development partners, such as UN Agencies. Kemendesa PDTT partners with International Fund for Agricultural Development (IFAD) to implement Integrated Village Economic Transformation Project (*Transformasi Ekonomi Kampung Terpadu*/TEKAD) in Papua, West Papua, Maluku, North Maluku and East Nusa Tenggara provinces.

TEKAD aims to empower village communities' contributions to rural transformation and inclusive growth in eastern Indonesia by leveraging the potential of the Village Law and the Village Fund. It seeks to enable rural households to develop sustainable livelihoods, taking advantage of strengthened village- and district-level governance. TEKAD introduces a household approach to support existing village planning processes.

Social Innovation Platform

Social Innovation Platform (SIP) is a local level planning method developed by Agirre Lehendakaria Center (ALC) in collaboration with UNDP aiming at increasing participation of all groups of community, including women, elderly, fishers and farmers, as well as youth groups, and provide ways for a meaningful participation and democratic process that make community subject of their own development agenda, and to increase quality of the planning process. SIP method consist of 6 steps; Mapping, Listening, Sense-making, Co-creation, Prototyping and Scaling. It is an inclusive methodology resulting in a coherence 5 impact level portfolio. The impact levels are: community initiative, small/medium scale project, large scale project, new services, and new regulation. Below is the graphical representation of SIP.

Social Innovation Platform Steps.



UNDP and Ministry of Village has piloted the SIP approach successfully in two provinces: Gorontalo and West Java. Further to the pilot implementation, UNDP have commissioned an academic study of SIP, conducted by a team from Institute Technology of Bandung. The study concluded that SIP approach is a methodology which is inclusive and fostering democratic process at the village level, and with that characteristic, the study suggested that SIP Approach can be used to strengthen the current planning processes at village level, in formulating village midterm development plan (RPJMDes), as well as annual plan (RKP). As TEKAD Project is designed to use the current planning process, SIP will be replicated in about 100 locations in TEKAD provinces: Maluku, North Maluku and East Nusa Tenggara.

It is against this background, UNDP is seeking to engage an institution to support the integration of SIP approach into the current village development process, with the following scope of work:

B. SPECIFIC OBJECTIVE

Objective of this RFP is to engage an Indonesia Institution to work on tailoring the Social Innovation Platform approach's steps to Indonesia context and align them to the current Village Planning Process in producing the Mid-term Village Plan (RPJMDes) and Village Annual Plan (RKPDDes), develop training material for ToT and for facilitators, and to develop Pocket book for facilitators.

C. SCOPE OF WORK

The scope of work will include:

1. *Tailoring and Integrating SIP into the current village planning (both RPJMDes and RKPDes process)*

The SIP methods need to be tailored to the Indonesia's context and be integrated into the countries' rural development planning process (included RPJMDes and RKP), taken into consideration, the time frame of the process, the steps mandated by ministerial regulations, and the overall structures and capacity of all stakeholders. In other words, SIP will be use within the Musrenbang, and thus tailoring process, is how to insert SIP into Musrenbang process. The tailoring will include simplification of each of the SIP steps, without compromising the core elements of SIP; inclusiveness and democratic process – to result an effective planning result.

2. *Development of Training materials*

The tailored SIP steps will be developed into Modules for Training on SIP steps – to train trainers which consists of national and sub national MoV (Ministry of Village/Kementrian Desa) officials/ trainers, and to train villages facilitators.

3. *Development of Pocket-book for Facilitators*

A step-by-step guideline on SIP process will be developed to be used by village facilitators, as the main source of information in implementing SIP, in developing RPJMDes and RKPDes.

D. APPROACH AND METHODOLOGY

We envisioned that this work would require the following approach; 1) understanding of SIP process, both the overall approach, and the individual steps, 2) Understanding of the current village planning process as stipulated in the Ministerial Regulations, 3) Aligning process of the two methodologies, 4) development of training material based on the aligned method, and 4) development of pocket book of the aligned method.

A visit to selected villages of TEKAD locations can be arranged to gain insight from village leaders as well as communities.

E. DELIVERABLES AND SCHEDULE / EXPECTED OUTPUTS

Deliverables/Output	Due Date
Deliverable 1: Report on the tailored SIP steps into Village Development Planning Process	6 weeks week upon signing contract
Deliverable 2: Training Modules of tailored SIP steps into Village Development Planning Process	12 weeks upon signing contract
Deliverable 3: SIP pocket-book for village facilitators	16 weeks upon signing contract
Total	16 weeks

F. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

UNDP shall disburse payments to the successful institution against the milestones and each payment shall be made upon UNDP's satisfaction with the expected deliverables. The final payment for each phase shall be made to the successful institution only when UNDP is fully satisfied with the final deliverable in this assignment. Eventually, if the deliverables are not met as per specifications, the contract may be terminated as per UNDP Procurement rules and regulations.

G. GOVERNANCE AND ACCOUNTABILITY

The selected research institution will;

- Work closely with and report to UNDP Indonesia Senior Advisor on Program Integration and Dev Analyses.
- Also work with the UNDP-IFAD-MoV Task Force on SIP Integration process
- UNDP will provide the following support where deemed appropriate:
 - i. Consultative process for substantive inputs and quality control of deliverables.
 - ii. Online platform or offline office space for meetings when needed.
 - iii. Any other substantive support where deemed appropriate.

H. FACILITIES TO BE PROVIDED BY UNDP

UNDP will support the service provider in gaining access to relevant and needed information. If requires, the service provider will identify the need for the meetings and will conduct the consultation meetings in collaboration with UNDP.

The service provider will have sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility on the part of UNDP. This shall include the following:

- The welfare of its staff including payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown.
- Arrangements for logistics across all aspects of the assignment including in-country transportation for its operations, accommodation, and any visa requirements.
- Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage.
- Ensure adequate communication with UNDP.

The service provider should identify any additional technical support cost that will deployed during the missions must be included in the financial proposal.

I. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT

The period of the assignment will be for 4 months starting from October 2022

J. DUTY STATION

This assignment will be home based, with travel to selected pilot locations. 1 travel to be done to 2 locations in 3 pilot provinces; Central Maluku District (Maluku), West Halmahera District (North Maluku), and Ngada District (East Nusa Tenggara).

K. PRICE AND SCHEDULE OF PAYMENTS

Deliverables/Output	Payment
Deliverable 1: Report on the tailored SIP steps into Village Development Planning Process	40 %
Deliverable 2: Training Modules of tailored SIP steps into Village Development Planning Process	30 %
Deliverable 3: SIP pocket-book for village facilitators	30 %
Total	100%

L. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL

The successful institution should have valid registration and at least involved in 5 projects within 10 years related to Musrenbang, village development, village plan, BUMDES, and other related work.

Additional consideration will be given to an organization demonstrates significant commitment to value diversity, promote equality and sensitivity towards women and social inclusion of other marginal groups, for example internal company policy documents on women empowerment, people with disabilities, or membership of institutions/associations promoting such issues.

Interested institution shall propose the composition of the team to ensure sufficient personnel to carry out above-mentioned activities. The following is preferred/indicative requirement:

1. One **Team Leader Expert** shall meet the following minimum requirements:

- Postgraduate degree (preferably PhD level) in political sciences, public administration, social sciences, public policy, or related fields.
- At least 10 years of proven work experience in empirical and policy research on and expertise in relevant fields such as institutions, governance, public administration, and public policy.
- Proven record (company profile or project portfolio) showing experience on working in multicultural settings and engage with a diverse set of stakeholders

2. One **Senior in Public Policy** shall meet the following minimum requirements:

- Postgraduate degree in political sciences social sciences development studies, public administration, public policy and/or related fields.
- At least 7 years of proven experience in empirical research (quantitative/qualitative) on and expertise in in relevant fields such as institutions, governance, community development, public administration, and public policy.
- At least 5 years in research, qualitative and quantitative data, and strategic level analysis.

3. One **Senior Development Studies** shall meet the following minimum requirements:

- Postgraduate degree in political sciences, social sciences (e.g., sociology or anthropology), development studies, public administration, public policy and/or related fields.

- At least 7 years of proven experience in empirical research (quantitative/qualitative) on and expertise in in relevant fields such as SDGs, governance, public administration, and public policy.
 - Proven record (with evidence of the project portfolio or showing in the CVs) of at least 5 meeting or training facilitation.
4. One **Field Officers** shall meet the following minimum requirements:
- Minimum bachelor's degree with 3 (three) years of experience in urban planning, public policy, anthropology, development studies, or other related fields.