



**CALL FOR PROPOSAL (CFP)**

**Consultancy Service for the Final Evaluation of the Peace Through Development (PTD) Project**

**GUIDELINE FOR NARATIVE (TECHNICAL) AND FINANCIAL COMPONENT IN PROPOSALS**

<p><b>TO: Interested Non-Governmental Organization and Civil Society Organization (including Universities)</b></p>	<p><b>DATE: 28 May 2012</b>  <b>CONSULTANCY SERVICE FOR THE FINAL EVALUATION OF THE PEACE THROUGH DEVELOPMENT (PTD) PROJECT</b></p>
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**Introduction**

The agenda of the 2004 – 2009 Cabinet includes three main agenda, namely: create a safe and peaceful Indonesia, establishment of a just and democratic Indonesia, and improvement of Indonesian people’s welfare. Each of the main agenda is further elaborated into a priority framework as a basis for the implementation of the work program of the entire United Indonesia Cabinet during the five–year period.

The Government of Indonesia believes that establishment of continuous peace and order cannot be achieved only through implementation of incidental and partial policies. Therefore, integrated and continuous policies are the right solution to be done. Some measures that can be taken in order to achieve this are to conduct capacity building to development actors for them to be more sensitive to conflict and to make peace an integral part of the development itself.

In cooperation with the Government of Indonesia through the National Development Planning Agency (BAPPENAS) and UNDP, the Peace Through Development (PTD) Project has been implemented since January 2006 in the target areas of Maluku, North Maluku and Central Sulawesi, a strategic framework for the creation of a long-term peace climate and national development. This project believes that peace can be achieved and maintained by making peace as the spirit of every development process.

The main objectives of the PTD Project is the strengthened governance capacity in conflict-sensitive planning to support long-term conflict prevention and peace building, improved livelihoods through peace building efforts, increased economic opportunities, and support by a legal framework. The implementation of the major outputs of the PTD Project were completed at the end of December 2011 with the achievement of substantive results. It currently is in the final stage of its exit strategy

by the end of June 2012. It is therefore necessary that a final evaluation of the overall project implementation and achievements be undertaken.

The main objective of this final evaluation is to assess the efficiency and effectiveness of the project in achieving its intended results, as well as to assess the relevance and sustainability of its outputs as contributions to medium-term and longer term outcomes. The final evaluation is also aimed at assessing the performance, outcomes, and achievements of the project as well as the level of impact to beneficiaries, government administrators, and other stakeholders. Consequently, more broadly, this final evaluation is not only intended to assess the post-conflict reintegration activities in target locations but also the synchronization of activities and results at the national level and local levels. The final evaluation will also use findings with regards to the recommendations from the Mid-Term Review of PTD project in 2009 conducted by a third party consultant. Knowledge, information and recommendations obtained from the overall evaluation will be used as a basis for better managing for results of the project activities in the new project, Peace Through Development in Disadvantaged Areas (PTDDA). The evaluation also supports public accountability of the Government of Indonesia and UNDP.

As part of UNDP's accountability to the PTD project, the results and findings of the evaluation will be an essential part of the final report that will be prepared for submission to donors. The results will also be an important input for concretizing the workplan of PTDDA, the successor and new generation of the PTD Project.

## DOC 1

<b>What are the steps in the grant decision-making process?</b>
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All non-governmental and civil society organizations (including universities) which are interested and have had experience in carrying out a final evaluation of a project or similar activities can submit a proposal for the Final Evaluation of Peace Through Development (PTD) project. An institution submitting a proposal should be a legal entity. Bidders may enter into coalitions with other qualified organisations.

An institution submitting a proposal should deliver its profile in a form provided in the attachment here to.

Documents included in this package are as follows:

Doc 1 General information about who can apply and steps to be followed

Doc 2 Terms of reference (TOR) for work which can be supported

Doc 3A General information and form to use for technical (narrative) proposals

Doc 3B General information and form to use for financial proposals

Doc 4 Checklist for submission of proposals

**Decision making process related to proposal is as follows:**

Activities	Time
Call for Proposals to interested NGO/Institutions	28May 2012
Proposal writing	28May –10June 2012
Deadline for submitting a proposal (see the manual DOC 4 on checklist of proposal delivery)	11June 2012 at 15.00 hours (Jakarta Local Time)
Proposal evaluation and selection	12 –13 June 2012
Issuance of Grant Agreement and Orientation Meeting for selected institution	25 June 2012

The review of proposals will be carried out by a Technical Review Panel. Opening and evaluation of proposals and issuance of grant agreement shall be as follows:

- A. Opening and evaluation of proposals
- Evaluation of technical proposal
  - Evaluation of financial proposal (budget)
  - Capacity Assessment of applicants as necessary
  - Consolidation of scores to determine those qualified for grant support

B. Awarding of grant agreement

Briefly, final scoring of proposals will include consideration of the following aspects of the plan:

**Table 1: Summary of Technical Proposal Evaluation Forms**

	Summary of Technical Proposal Evaluation Forms	Points Obtainable
1	Proposed Work Plan and Approach	30
2	Expertise of Firm / Organization submitting Proposal	35
3	Personnel	35
	<b>TOTAL</b>	<b>100</b>

**Table 2: Scoring Matrix for Expertise of Firm**

No	Criteria	Points Obtainable	Example of Criteria Specific to TOR
1.1	To what degree does the Bidder understand the task?	8	
1.2	Have the important aspects of the task been addressed in sufficient detail? - Demonstrating the firm's capacity to ensure international standards and local expertise and wisdom are both covered. (4 points) - Showing a solid practical approach to conduct project evaluation exercise in the areas of conflict prevention and peace building. (4 points) - Comprehensive planning to integrate into database participatory mapping information based on a strong community approach. (4 points)	12	Ability to provide a brief description of the methodology for how the organization/firm will achieve the Terms of Reference of the project.
1.3	How the proposal was developed?	5	Proposal is based on a survey of the project environment and this data input was properly used in the preparation of the proposal.
1.4	How well is the firm able to define the scope of task against the requirements in the TOR?	5	Scope of task is well defined and components are weighted in accordance to the TOR.
	<b>Points Obtainable 1</b>	<b>30</b>	
2.1.	Reputation of Organization and staff (Competence/Reliability): International reputation and network of organization and staff. (If not familiar, see Annex 1 for reference)	4	Ability to liaise and build national and local connection for the issues of conflict prevention, specifically with local governments, NGOs and CSOs.
2.2.	Litigation and Arbitration history	1	Never been convicted or involved in the substantial violation of any law.
2.3	General Organizational Capability: Ability to provide other ad-hoc services in-house e.g. monitoring and evaluation, research & information, analytical and processing support, writing skills, communications and administration skills	1	Ability to provide in-house e.g. monitoring and evaluation, research & information, analytical & processing support, writing skills and communication skills.
2.4	Quality assurance procedures, warranty	1	Reference to any ISO accreditation or other international/national accreditation
<b>2.5</b>	<b>Relevance of:</b>		
2.5.1	Experience working with local community, local government, and other stake holders focus on the conflict prevention	7	Stakeholder endorsement plan showing which entities will be consulted (ex. Local governments, private sector, NGOs, CSOs,).
2.5.2	Expertise in conducting project monitoring and evaluation in the	7	

	areas of conflict prevention and peace building		
2.5.3	Experience in obtaining and analyzing data and information on the issues of conflict prevention and peace building in the conflict prone areas	7	
2.5.4	Experience in community outreach and data validation technique	7	
	<b>Points Obtainable 2</b>	<b>35</b>	
3.1	<b>Peace building expert (Team Leader)</b> - National - General Qualification - Suitability for Project - Proposed leadership for the project	Total of 13	Relevant Education background in the field of public policy, management, social affair, community empowerment and Professional work experience in leading an evaluation team in the field of development policy (minimum 10 years)
3.1.1	Does the personnel have extensive knowledge and experience in leading an evaluation team in the field of development policy in?	5	
3.1.2	Does the personnel have substantial expertise in monitoring and evaluation, data collection, compilation, auditing, analysis processing, and validation of data?	5	
3.1.3	Does the personnel have ability to make recommendations related to the conflict prevention issues from data compilation?	3	
3.2	<b>Governance or Public Administration expert</b> - National - General qualification - Suitability for Project Proposed on the ground full-time team members for the project	Total 12	Relevant Educational background and Professional work experience in the field of government capacity improvement and conflict management (minimum 7 years)
3.2.1	Does the personnel have extensive knowledge and experience in dealing with project monitoring and evaluation?	5	
3.2.2	Does the personnel have extensive expertise in dealing with data, and extensive experience with data collection, analysis, processing, and validation?	5	
3.2.3	Does the personnel have ability to make recommendations related to conflict prevention?	2	
3.3	<b>Community Development Expert</b> - National - General Qualification - Suitability for project Proposed on the ground full-time team members for the project	Total 10	Relevant Educational background and Professional work experience in the field of social affairs, community empowerment, conflict management and conflict resolution (minimum 7 years)
3.3.1	Does the personnel have extensive knowledge and experience in dealing with project monitoring and evaluation?	4	

3.3.2	Does the personnel have extensive expertise in dealing with data, and extensive experience with data collection, analysis, processing, and validation?	4	
3.3.3	Does the personnel have ability to make recommendations related to conflict prevention?	2	
	<b>Points Obtainable 3</b>	<b>35</b>	
	<b>Total Points Obtainable</b>	<b>100</b>	

All proposals which have passed the initial assessment will subsequently be evaluated in two phases. In the first phase, Technical (Narrative) Evaluation will be carried out. Proposal obtaining a score 80% or more of the total technical evaluation scores will be eligible for Financial Evaluation. There will be 20 points for the financial evaluation which will be based on rationality of the proposed budget (6 points), justification of the individual units and prices (6 points) and best value for money (8 points).

The grant will be awarded to 1 (one) proposal with the highest scoring. A capacity assessment will also be performed prior to the contract awards process. The grants will be awarded after completion of the selection process and approval by the UNDP Country Office.

## DOC 2

**Terms of Reference (TOR)**  
**Consultancy Service for the Final Evaluation of the Peace Through Development in Disadvantaged Areas Project**

### I. Background Information

#### Overview of PTD

PTD's focus is mainly on post-conflict arenas and concentrates initially on conflict prone provinces. PTD encourages the development of conflict sensitivity skills for development practitioners and civil society alike. The PTD approach focuses on the building up of capacities for long-term development, governance and peace building among government actors, local civil society groups, higher education institutes and the private sector.

PTD's aim is to enhance the capacity of government and civil society to formulate and implement development policies and programmes that can be regarded as crisis-sensitive. PTD has been implemented since the beginning of 2006 in the provinces of Maluku, North Maluku and Central Sulawesi, specifically in 6 targeted districts, 12 sub-districts and 24 villages. The two immediate objectives of PTD which support conflict prevention and long-term peace building are:

- Strengthened governance capacity in conflict sensitive planning to support long-term conflict prevention and peace building; and
- Improved livelihoods through peace building efforts, increased economic opportunities supported by an appropriate legal framework.

The first objective is aimed to strengthen the capacity of participating districts and municipalities to undertake all elements of policymaking, planning and implementation of development programmes by using conflict-sensitive planning tools. This includes increased

access to, and participation in, the formal local decision making planning process led by government. This objective is predominantly achieved through technical assistance to synchronise with government planning cycles and systems. Key elements included increased capacities for executive government, legislative government and civil society in the planning process using the development and implementation of conflict-sensitive participatory planning and policy dialogue tools and mechanisms. It has three outputs, namely:

- Executive branches of Provincial and District Government's capacity for conflict-sensitive participatory planning and policy dialogue strengthened.
- Legislative branch of Provincial and District Government's capacity for conflict-sensitive participatory planning and policy dialogue strengthened.
- Citizens' capacity at the Provincial and district level for conflict-sensitive participatory planning and policy dialogue strengthened.

The second objective addresses the cross-cutting livelihoods-based opportunities (social and economic) within and between communities in conflict, and aims to strengthen the formal and informal networks within civil society and government associations. The development of common interests and understanding (pluralism) can potentially serve as the basis for improved mechanisms for conflict prevention, recovery and sustainable peace.

This objective is realized predominantly through the development of cross-communal economic opportunities and grants that are focused on addressing issues that cut across villages, camats/lurah and districts with a potential to bind communities together through a stronger economic and social nexus. Proposals were presented either to the Musrenbang if they are ready in time or to the Regional and District Programme Committees if these proposals are important but have missed the Musrenbang deadline. A wide range of actors benefited from grants including government organizations, CBOs, NGOs, young people, community leaders, women's groups, higher level educational institutes, the private sector and peace educators. There was a need for some technical assistance, particularly in providing support to develop stronger proposals and to strengthen financial monitoring and reporting capacity. This second objective has three outputs, namely:

- Relationships of trust built/re-built between government institutions, civil society organizations, communities and influential individuals.
- Cross-community livelihoods projects in waste management, sago and bamboo production that encourage cross-community interventions funded and up and running.
- Draft law and 3 draft regional level legal instruments on strategy for conflict resolution and peace building (one per province) completed.

This Terms of Reference serves as a guide for the consulting institution in conducting the final evaluation of the PTD Project in the three (3) focus locations, Maluku, North Maluku, and Central Sulawesi. The scope of the final evaluation will include the overall 6 target districts of Maluku, North Maluku and Central Sulawesi, 6 sub-districts from the total of 12 target subdistricts, and 12 villages from the total 24 target villages.

## **II. Objectives of Assignment**

In close consultation and guidance of the Planning, Monitoring and Evaluation Unit (PMEU) under the leadership of Mr. Angger Wibowo, Head of the Unit, jointly collaborating with the Conflict Prevention Cluster Programme Team of Crisis Prevention and Recovery Unit (CPRU), the Consultant Institution selected to this work will provide the following services:

## 1. General Objective

*To obtain valuable inputs regarding implementation of PTD project from January 2006 until end December 2011*, in order to get overall information of achievement of the objectives in accordance with the agreed indicators and targets, and an in-depth analysis regarding the successful activities implemented at the national and subnational levels, including achievements of sustainability and replicability.

## 2. Specific Objectives

The specific objectives of this final evaluation are:

- a) to assess comprehensively the effectiveness of the design of PTD project in supporting the achievement of project outputs;
- b) to assess the level of achievement of indicators and performance targets (which includes inputs, processes, outputs, results, benefits and impacts) both at national level and in each target areas.
- c) to identify problems encountered, solutions taken, as well as supporting and obstructing factors of the success of PTD project.
- d) to gain lessons learned and best practices, models, strategies and approaches that can be replicated in other regions.

## III. Scope of Work and Expected Deliverables

This evaluation will focus on assessing the implementation of the Peace Through Development (PTD) project from the initial stage of its implementation from the last quarter of 2005 until the completion of major activities at the end of December 2011. The evaluation should take into account the implementation of the project at national and subnational levels i.e. Maluku, North Maluku and Central Sulawesi provinces. All the two objectives and respective outputs described above should be evaluated. The beneficiaries of the project at national, provincial and district levels for government and NGOs/CSO should be consulted in the evaluation process through the **purposive random sampling methodology**.

The purposive random sampling methodology will be applied in the selection of areas to be evaluated in Maluku, North Maluku and Central Sulawesi Provinces such as 2 target districts of each province, 1 subdistrict for each target district, and 1 village from each target subdistricts.

The key elements of the evaluation are to find out the relevance, appropriateness, efficiency, effectiveness, sustainability and impact of the PTD project (for detailed: see pages 168-170 **Handbook on Planning, Monitoring and Evaluating for Development Results:** <http://www.undp.org/evaluation/handbook>.) Below are descriptions of these elements of the final evaluation:

- **Relevance:** evaluate the extent to which intended outputs of the PTD project are consistent with national and local policies and priorities and the needs of intended beneficiaries. Also evaluate the extent to which the PTD project was able to respond to changing and emerging development priorities and needs in a responsive manner.
- **Appropriateness:** Evaluate cultural acceptance as well as feasibility of the PTD project. While relevance examines the importance of the initiatives relative to the needs and priorities, appropriateness examines whether the initiative as it is operationalized is acceptable and feasible within the local context.
- **Effectiveness:** evaluate the extent to which the intended results of the PTD project have been achieved. This includes an assessment of cause and effect - that is attributing observed changes to project activities and outputs. Assessing effectiveness involves three basic steps: 1) Measuring change in the observed output, 2) Attributing



observed changes or progress toward changes to the initiative or determining PTD project contribution toward observed changes, and 3) Judging the value of the change (positive or negative).

- **Efficiency:** evaluate how economically resources or inputs (such as funds, expertise and time) were converted to results. An initiative is efficient when it uses resources appropriately and economically to produce the desired outputs.
- **Sustainability:** Evaluate the extent to which benefits of the PTD project continue after external development assistance has come to an end. This includes evaluating the extent to which relevant social, economic, political, institutional, and other conditions are present and, based on that assessment making projection about the national capacity to maintain, manage and ensure the development results in future;
- **Impact:** evaluate changes in human development and people's well-being that are brought about by development initiatives, directly or indirectly, intended or unintended.

#### **Specific outputs/deliverables expected from the Final Evaluation:**

- Activity 1 (25 June to 10 July 2012): Participated in the **coordination and briefing** by the Planning, Monitoring and Evaluation Unit (PMEU); **concept design and strategy of final evaluation formulated** which includes the formulation of methodology, logical framework and implementation work plan with timeframe; **data and information inventory compiled** from reading of related materials and documents of the project, and collection of other necessary information from different sources to support concept design and strategy of the final evaluation process; **field instrument for data collection formulated and finalized** in consultation with the PMEU ; **Inception report with workplan submitted** to the Head of the Unit of PMEU and CPRU's Conflict Prevention Programme Manager on 10 July 2012.

Inception Report contains the following:

- Purpose of the document
- Project Background
- Purpose of Evaluation
- Evaluation Scopes and Objectives
- Project Evaluation Approach and Methodology
- Implementation Arrangement
- Evaluation work plan
- Annex 1: Proposed list of respondents
- Annex 2: Proposed agenda

- Activity 2 (11 July to 7 August 2012): **Inception Report Feedback meeting conducted; Field evaluation and observation conducted** and primary data gathered from national to subnational level government departments and institutions such as Bappenas, Coordinating Ministry for People Welfare, Ministry of Home Affairs, LIPI Institut Titian Perdamaian , and other relevant institutions/organizations and Secondary data compiled; **Pre analysis developed** to formulate data compilation in a systematical, structured and classified manner according to the analysis model to be used as defined in the Inception Report; **Analysis developed** based from the following 2 elements:

- 1) Analyses and performance assessment. Analyses of the collected information are carried out using a correct and appropriate method. The analyses include:
  - Analysis of inputs – processes - outputs

- Analysis of relevance
  - Analysis of appropriateness
  - Analysis of effectiveness
  - Analysis of efficiency
  - Analysis of sustainability
- 2) Analysis of impacts performance assessment is conducted by comparing the prepared indicators and performance targets with the actual realization in the field. The performance assessment should cover:
- Input performance
  - Process performance
  - Output performance
  - Result performance
  - Benefit performance
  - Impact performance
  - Policy performance

**Verified and confirmed results of analysis and findings** of the final evaluation survey with project partners and related Units of UNDP in the form of an official presentation. **Midterm Report after half of implementation phase submitted** to the Head of PMEU with a copy to Conflict Prevention Cluster Programme Manager describing in details the process and preliminary findings of Activity 2 on 23 July 2012.

- Activity 3 (08 August to 31 August 2012): **Final report writing conducted** which describes overall data, findings and conclusions based on the results of analysis, recommendations and responses from related multi-stakeholders; **review overall findings, analysis and recommendations presented** to the PMEU Team, Conflict Prevention Cluster, and Implementing Partner of PTDDA . **Submission of official Final Report** to the Unit Head of PMEU with a copy to the Conflict Prevention Cluster Programme Manager by latest 31 August 2012.

Submission of expected outputs as described above are in printed and soft versions format including power point presentations, when necessary.

#### **IV. Requirements**

The consultancy service will be provided by a national consulting institution which has a track record of no less than five (5) years in executing similar final evaluation exercises in the areas of conflict prevention and peace building. The consulting institution must be legally recognized, and legal credentials must be attached to the technical proposal.

The consultancy institution must have experts that meet the following requirements:

The Consultancy Service will consist of a team of:

1. 1 (one) Team Leader (T L), with minimum qualification of Strata 2 education background in the field of public policy, management, social affair, community empowerment or other relevant fields; at least 10 years' experience in leading an evaluation team in the field of development policy;
2. 1(one) expert with minimum qualification of Strata 2 education background and 7 years' experience in the field of social affairs, community empowerment; experience in the field of conflict management and conflict resolution, or other relevant fields, and implementation of evaluation on conflict handling development programs;
3. 1 (one) expert in the field of governance, with minimum qualification of Strata 2 education background and 7 years' experience in the field of government capacity improvement and conflict management;

4. 1 (one) assistant expert in the field of social affairs and community empowerment, with minimum qualification of Strata 1 education background and 5 years experience in study activities especially in the field of community empowerment and government; ability in field data processing (statistics).

All of the above-mentioned experts must have sufficient knowledge and commitment to gender and women's empowerment issues.

#### **V. Terms of payment**

The maximum support which can be granted by this Grant Programme is IDR. 450,000,000.

Disbursement of funds for the Final Evaluation of the Peace Through Development (PTD) project activity to the selected Institution will be done in accordance with the achievement of outputs within the determined period described from Activity 1 to 3. Terms of disbursement will be done with the following stipulations:

1. Activity 1: 30% advance (after approval of the Inception Report by PMEU-UNDP)
2. Output achievement in Activity 2: 50% (after approval of the Progress Report by PMEU-UNDP)
3. Output achievement in Activity 3: 20% (after approval of the Final Report by PMEU-UNDP)

**DOC 3A**

**TECHNICAL PROPOSAL FORMAT**

**Consultancy Service for the Final Evaluation of the Peace Through Development (PTD) Project**

*Note: Technical Proposals not submitted in this format may be rejected. Price Schedule should be included in separate envelope.*

<b>Name of Proposing Organisation/Firm:</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Proposal:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Email:</b>	

**Section 1: Proposed Approach and Work Plan**

**1.1. Approach to Assignment:**

*This section should demonstrate the Bidder's responsiveness to the Terms of Reference by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the Terms of Reference.*

1.1.1. Approach to the Assignment: Please provide a brief description of the methodology for how the organization / firm will achieve the Terms of Reference of the project.

1.1.2. Technical Quality Review Mechanisms: The methodology shall also include details of the bidder's internal technical and quality review mechanisms.

1.1.3. Reporting: Please provide a brief description of the mechanisms proposed for this project for reporting to UNDP, including a reporting schedule.

**1.2. Implementing Plan:**

Kindly provide detailed implementation plan. Please see "Terms of Reference" for detailed guidelines on the scope and timing of services expected.

Bidders must submit strategy plan in details covering the following:

- Implementation and execution plan
- Timeline
- Details of proposed ideas
- Mechanism of programme

Below table shall assist in the formulation of the workplan (note that below table is an example only. Please formulate according to your proposed plans):

Activity	Description	Week			Resources	Area/Village
		1	2	3		
<i>Research &amp; creative strategy</i>	<i>Scoping and interviews of xx stakeholders on....</i>				<i>Describe resources needed</i>	
<i>Venue booking, team</i>						

<i>development, consultations, promotion material production, etc. → please provide detailed action plan separately per item line accordingly to your proposed programmes</i>					
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**Section 2: Experience of Organization / Firm**

<p><b>2.1. Management Structure:</b></p> <p>As part of their technical proposals, Bidders must submit a Description of the Organisation / Firm which includes the following details:</p> <p>2.1.1. Management Approach: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project.</p> <p>2.1.2. Personnel: Provide position descriptions for the posts to be employed for the project.</p>																		
<p><b>2.2. Organization Capability:</b></p> <p><i>This section should fully explain the bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.</i></p> <p>2.2.1. Brief description of Firm: Provide a brief description of the organization/firm submitting the proposal, including the year and country of incorporation, types of present and ongoing contracts that have a direct relationship to this requirement. Include relevant collaborative efforts your organization may have participated in.</p> <p>2.2.2. Litigation and Arbitration history: Provide a brief statement whether the organization/firm never been convicted or involved in the violation of any law.</p>																		
<p><b>2.3. Experience of Organization / Firm:</b></p> <p>The bidder shall provide details of recent corporate experience with similar to those required for the present project. The information shall include a description of the exact role of the bidder in those projects and the names of the senior people responsible for the projects. The name and contact details of the client for those projects shall also be provided.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name of project</th> <th style="width: 15%;">Client</th> <th style="width: 15%;">Contract Value</th> <th style="width: 15%;">Period of activity</th> <th style="width: 15%;">Types of activities undertaken</th> <th style="width: 20%;">Reference Contact Details (Name, Phone, Email)</th> </tr> </thead> <tbody> <tr> <td>Etc.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Etc.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Reference Contact Details (Name, Phone, Email)	Etc.						Etc.					
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Etc.																		
Etc.																		

**Section 3: Personnel**

*Please include CVs for key personnel (managerial and technical staff) that will provide support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services.*

*The quality of key personnel proposed will be an evaluation factor. The Bidder must include as part of its proposal a statement signed by each person proposed as key personnel confirming their present*



DOC 3B

**PRICE SCHEDULE**  
**Provision of Final Evaluation to the Peace Through Development (PTD) Project**

Deliverables	Descriptions	Personnel cost & Admin Cost			Total  (d) = (a)x(b)x (c)
		Unit Cost  ( a )	Unit Quantity  ( b )	Unit Type  ( c )	
<b>Activity 1</b> : a) Participation in the coordination and briefing, b) formulation of concept design and strategy of final evaluation, c) compilation of data and information inventory, d) finalization and formulation of field instrument for data collection, e) submission of Inception report with workplan	1. Team Leader / Coordinator		# person		
	Senior Experts :				
	2. Expert in the field of social affairs, community empowerment; experience in the field of conflict management and conflict resolution, or other relevant fields, and implementation of evaluation on conflict handling development program		# persons		
	3. Expert in the field of government capacity improvement and conflict management		# persons		
	Junior Expert :				
	4. Assistant expert in the field of social affair and community empowerment and ability in field data processing (statistics)		# persons		
<b>Activity 2</b> : a) Inception report feedback meeting,	5. Admin Finance Assistant		# person		

b) field evaluation and observation, c) development of pre-analysis, d) development of analysis, e) verification and confirmation results of analysis and findings, f) submission of mid term report after half of implementation phase.	6. Travel Cost	# person	
	7. Operational Cost	Lump sum	
	8. Reporting	Lump sum	
	9. Overhead Cost (max 3%)	Lump sum	
Activity 3 : a) Final report writing, b) presentation of review overall findings, analysis and recommendations, c) submission of official final report.			
	<b>Grand Total</b>		

\*\* : Please select your needs for personnel from the following list as to ensure quality outputs.

- Team Leader
- Senior Experts
- Junior Expert
- Admin Finance Assistant



## DOC 4

### CHECKLIST AND GUIDELINES FOR PROPOSAL SUBMISSION

Check your proposal and ensure that:

- The proposal is written in the required form
- The proposal is submitted to UNDP on time

**Complete Proposal has 5 parts** a Proposal which fails to contain all the following documents will be disqualified and will not be considered for receiving grant:

- \_\_\_ Technical (narrative) Proposal following guidelines includes CV
- \_\_\_ Financial Proposal (budget) following guideline provided

#### **Accompanying (other) documents**

- \_\_\_ Documentation showing legal registration of the organization (the notary public document of the establishment and the organization statues).
- \_\_\_ Power of attorney confirming that the person signing the proposal is authorized to bind the organization to a Grant Agreement
- \_\_\_ Letter of recommendation from relevant organizations.

PLEASE NOTICE THE FOLLOWINGS

#### **Signing of proposals**

All documents included in the proposal should be signed by an officer of the organization applying for support and authorized to sign for the organization. This authorization is to sign for the organization. This authorization is to be indicated by written power-of-attorney accompanying the Proposal.

A proposal shall not contain no changes, corrections, erasures, or overwriting except, as necessary to correct errors made by organizations applying for support, in which case the corrections shall be initiated by the person or persons signing the Proposal.

#### **Deadline**

The proposal should have been received by UNDP at the latest on **11 June 2012, at 1500 hours, Jakarta local time.**

#### **Electronic filling of proposal in PDF format**

Proposals which have been **duly stamped and signed should be submitted in PDF format to [sirman.purba@undp.org](mailto:sirman.purba@undp.org) with copy to [angger.wibowo@undp.org](mailto:angger.wibowo@undp.org); [maja.suhud@undp.org](mailto:maja.suhud@undp.org) and [budi.ayu@undp.org](mailto:budi.ayu@undp.org)**

Technical and Financial Proposal may be sent in separate PDF files with Technical Proposal in one file, the Financial Proposal in the second file.

The size of each email **should not exceed 3MB** to be accepted by the server.

**Please note** that there can be a time gap for email submission and email proposals sent just before the deadline may arrive after the deadline and be rejected. Therefore, please send the proposal well in advance.

**Language of the proposal and other additional information**

The proposal must be written in English. Any printed literature accompanied by an English translation of pertinent passages.

If you need additional information on process/submission of proposals, please send written questions (email) to:

**Contact Person** : **Budi Ayu**  
**Address** : UNDP, 8<sup>th</sup> Fl, Menara Thamrin, Jl. M.H. Thamrin Kav. 3, Jakarta  
**Phone** : 021 314-1308 ext. 146  
**Email** : [budi.ayu@undp.org](mailto:budi.ayu@undp.org)

For questions related to substantive issues about the proposal development, please send the written questions (email) to:

**Contact Person** : **Sirman Purba**  
**Address** : UNDP, 8<sup>th</sup> Fl, Menara Thamrin, Jl. M.H. Thamrin Kav. 3, Jakarta  
**Phone** : 021 314-1308 ext. 114  
**Email** : [sirman.purba@undp.org](mailto:sirman.purba@undp.org)

*or*

**Contact Person** : **Maja Suhud**  
**Address** : UNDP, 8<sup>th</sup> Fl, Menara Thamrin, Jl. M.H. Thamrin Kav. 3, Jakarta  
**Phone** : 021 314-1308 ext. 214  
**Email** : [maja.suhud@undp.org](mailto:maja.suhud@undp.org)

Your question will be answered as quickly as possible and any delay in providing such information will not be accepted as a reason for late submission of a proposal.

While informational support is provided to organizations developing proposals, all costs incurred in preparing proposals for support must be covered by the organization applying for support.