



CALL FOR PROPOSAL

PROVISION OF SERVICES FOR CAMPAIGNING AND ADVOCATING FOR THE ACHIEVEMENT OF THE MILLENNIUM DEVELOPMENT GOALS (MDGs) IN INDONESIA

GUIDELINE FOR NARRATIVE (TECHNICAL) AND FINANCIAL COMPONENT in PROPOSALS

Interested Non-Governmental Organization and Civil Society Organization (including University)	DATE: 17 July 2009
	REFERENCE: CFP/UNDP/MDG/001/2009

Introduction

The UN Millennium Campaign is an inter-agency initiative that encourages and supports citizens' efforts to hold their governments to account for the achievement of the Millennium Development Goals (MDGs). Our work aims to contribute to hold national governments accountable to their Millennium pledges by providing leadership and inspiration required to enable a process of worldwide political and social mobilization to promote and encourage **national advocacy campaigns**. What is keeping the world from achieving the Goals is not the lack of finances or technical capability; but it is simply the lack of political will.

The UN Millennium Campaign has facilitated the leadership role and innovative work of non-state actors over the past years. In line with our mandate to support citizens in their efforts to hold governments accountable for the achievement of the Millennium Development Goals (MDGs), the UN Millennium Campaign works with citizens across six constituencies – civil society organizations, parliamentarians, local authorities, youth, media and the private sector.

1. **Activity 1: Support to CSOs** – please see detail in Doc 2 **Terms of Reference (TOR) for work which can be supported.** (Proposal Submission Deadline will be on **18 August 2009**).

2. **Activity 2: Media and Communications - please see detail in Doc 2 Terms of Reference (TOR) for work which can be supported.** (Proposal Submission Deadline will be on **18 August 2009**).
3. Activity 3: **Support to Local Governments - please see detail in Doc 2 Terms of Reference (TOR) for work which can be supported.** (Proposal Submission Deadline will be on **18 August 2009**).
4. Activity 4: **Events and Meetings - please see detail in Doc 2 Terms of Reference (TOR) for work which can be supported.** (Proposal Submission Deadline will be on **18 August 2009**).
5. Activity 5: **Parliamentarians - please see detail in Doc 2 Terms of Reference (TOR) for work which can be supported.** (Proposal Submission Deadline will be on **18 August 2009**).
6. Activity 6: **Youth Program - please see detail in Doc 2 Terms of Reference (TOR) for work which can be supported.** (Proposal Submission Deadline will be on **18 August 2009**).
7. Activity 7: **Faith – Based Organization - please see detail in Doc 2 Terms of Reference (TOR) for work which can be supported.** (Proposal Submission Deadline will be on **18 August 2009**).
8. Activity 8: **Private / Corporate Sector - - please see detail in Doc 2 Terms of Reference (TOR) for work which can be supported.** (Proposal Submission Deadline will be on **18 August 2009**).

NOTE:

Interested Non-Governmental Organization and Civil Society Organization (including University) may propose one activity or a combination of stated activities above.

The package of materials attached to this Call for Proposal document will assist in the development of proposals. We urge you to review the documents and follow the process carefully and completely so your proposal is given full consideration.

Doc 1

Who can apply? Steps of Decision Making Process

PROVISION OF SERVICES FOR CAMPAIGNING AND ADVOCATING FOR THE ACHIEVEMENT OF THE MILLENNIUM DEVELOPMENT GOALS (MDGs) IN INDONESIA CFP/UNDP/MDG/001/2009

Who can apply?

What are the steps in the decision-making process?

Who can apply?

All non-governmental and civil society organizations (including colleges and universities) can submit proposals **for one activity or a combination of stated activities, for one year or more**. An institution submitting a proposal should be a legal entity. A non-legal entity can submit a proposal provided that it has a formal partnership with a legal entity. A statement on the creation of CSO coalitions form can be found in DOC 6.

Each institution is allowed to submit a proposal for each offered activities, or for only one or two projects if preferred.

At this time priority will be given to support non-governmental and/ civil society organizations (including college and university) which have already had experience in field of development, especially in support of or demand for MDGs and poverty eradication. An institution submitting a proposal should deliver its profile in the form provided in the attachment hereto.

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 3 Official List of MDG Indicators
- Doc 4 General information and form to use for technical (narrative) proposals
- Doc 5 General information and form to use for financial proposals
- Doc 6 Checklist for submission of proposals
- Doc 7 A statement creation of CSO coalition form
- Doc 8 Glossary/terminology used in this announcement

Decision making process related to proposals is as follows:

Activities	Date
Public Call for Proposals.	17 July 2009
Conference - UNDP strongly encourage Bidders to come to the Bid Conference to obtain information and clarify questions.	23 July 2009

Non-attendance, however, will not disqualify a bidder; the bidder may still submit a proposal. Minutes of the bidder's conference will be posted at UNDP Indonesia website http://www.undp.or.id/procurement/	
Proposal writing (See the manual DOC 3 & 4)	20 July 2009 – 18 August 2009
Deadline for submitting a proposal (see the manual DOC 5 on checklist of proposal delivery)	18 August 2009
Proposal evaluation and selection	19 – 24 August 2009
Issuance of Grant Agreements and Orientation Workshops for selected institutions	01 September 2009

*tentative schedule; depending on available time of respective institutions.

The review of proposals will be carried out by a Technical Review Panel appointed by the Deputy Director for Asia Pacific, UN Millennium Campaign, and the shortlist of proposals will be reviewed by MDG Campaign and Advocacy Analyst and the Office of UN Resident Coordinator.

Opening and evaluation of proposals and issuance of grant agreements are as follows:

- A. Opening and evaluation of proposals
 - ◆ Evaluation of technical proposal
 - ◆ Evaluation of financial proposal (budget)
 - ◆ 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:

DESCRIPTION		Max. Points
1	Proposed Approach & Work Plan	
1.1	<u>1.1.1 Approach to the Assignment:</u> • Is the methodology and approach in line with the requirements of the ToR? • Is the scope of tasks well defined and corresponds to the TOR? • Is there a sub-contracting of any activity? If yes, is the selection process for the sub-contractor efficient and will it result in effective and timely implementation of the specific activity.	5 6 4
	<u>1.1.2 Reporting and Money</u> • How clear is the Bidders' Reporting plan? Does the Bidder understand UNDP's reporting requirements (as stated in the	2

	Terms of Reference)? Does the Bidder have clear monitoring and evaluation framework?	2
1.2	<u>Work Plan:</u> - Is the implementation plan clear? - Are the sequence of activities and the planning logical, timely & technically realistic and promise efficient implementation to the project?	3 4
1.3	<i>Sub-Total</i>	26
2	Capacity & Experience of Organization / Firm	
2.1	<u>2.1.1 Description of Firm – (a) General:</u> - Is the proposed project management approach and Project Management Unit structure in line with the ToR and effective for carrying out the scope of work - Quality assurance / warranty procedures - A proven record of good financial management which seen from the Bidder's Financial Statement/Balance sheet and international donor-funded with similar projects <u>2.1.1 Description of Firm – (b) Specific:</u> - Credible and well positioned in doing advocacy works with existing relationships with government institutions, DPR/DPRD, DPD, local local governments, and others? - Broad knowledge of Indonesian MDG challenges and policy advocacies . - Ability to develop, execute and convey key messages of advocacy on development issues to well-targeted groups <u>2.1.2 Litigation and Arbitration History</u> - Does the Bidder have a history that could be harmful to the project?	6 2 2 6 5 6 2
2.2	<u>Experience of Organization / Firm:</u> - Experience with developing and implementing the proposed activities - Is the Bidder's programme/project experience relevant to enable effective and high quality of deliveries? - Does the Bidder have sufficient experience and capacity to monitor the proposed programme	10 6 3
2.3	<i>Sub-Total</i>	53
3	Personnel	
3.1	Suitability of the fourteen (14) key personnel for the project (based on CVs) including: - Educational qualifications and experiences - Specific expertise in relevant area of practice/specialisation - Key technical skills related to managing, developing or delivering the proposed activities. - Project Management and/or Administration Skills	4 6 5 3

	• Experience with the proposed works, challenges and problems	3
3.2	Sub-Total	21
	Total	100

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. Proposals obtaining a score of 70% or more of the total technical evaluation scores (52.5 of a total of 75 points above) will be eligible for second stage, i.e. the evaluation of financial offers.

The Selected organization will be required to submit a monthly cash flow budget plan prior to the signing of the agreement.

The grants will be awarded to the institutions with the highest scoring proposals for each activity to the maximum available funds for the general grant programme. The grants will be awarded after completion of the selection process and approval by the UNDP Country Director

Bidder's Conference

Bidder's conference will be held on:

- Day/Date : **Tuesday, 23 July 2009**
- Time : **10:00 hours (Jakarta Local Time)**
- Place : Aceh Meeting Room, UNDP Office
Menara Thamrin 7th Floor, Jl. MH Thamrin Kav. 3, Jakarta 10250, Indonesia

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Doc 2

Terms of Reference

PROVISION OF SERVICES FOR CAMPAIGNING AND ADVOCATING FOR THE ACHIEVEMENT OF THE MILLENNIUM DEVELOPMENT GOALS (MDGs) IN INDONESIA

CFP/UNDP/MDG/001/2009

Background

The UN Millennium Campaign is an inter-agency initiative that encourages and supports citizens' efforts to hold their governments to account for the achievement of the Millennium Development Goals (MDGs). Our work aims to contribute to hold national governments accountable to their Millennium pledges by providing leadership and inspiration required to enable a process of worldwide political and social mobilization to promote and encourage **national advocacy campaigns**. What is keeping the world from achieving the Goals is not the lack of finances or technical capability; but it is simply the lack of political will.

The UN Millennium Campaign has facilitated the leadership role and innovative work of non-state actors over the past years. In line with our mandate to support citizens in their efforts to hold governments accountable for the achievement of the Millennium Development Goals (MDGs), the UN Millennium Campaign works with citizens across six constituencies – civil society organizations, parliamentarians, local authorities, youth, media and the private sector.

Our work underlined the issues related to governance accountability, social exclusion and growing inequality among various sub-segments of the population, especially women and girls of the marginalised groups. In this regards, we emphasised the need to go beyond the aggregated data and successfully highlights critical issues of the lowest castes, ethnic and religious minorities. Concurrently, the UN Millennium Campaign Asia promotes local MDG monitoring at the provincial and district levels to identify sub-national variations in delivery of basic social services. In 2009, we have continued to integrate cross cutting issues of gender inequality into the overall campaign strategy in the context of the global financial crisis. Furthermore, our campaign highlights the linkages between adaptation and mitigation of climate change and achievement of MDGs, including the impact on access to natural resources and the rural poor who depend on their environment for their livelihoods.

National Context and Objectives

Targeted Provinces: Papua, East Nusa Tenggara and Nanggroe Aceh Darussalam

Context:

The current national government is fully committed to reduce poverty and meet the MDGs. Indonesia has made progress in reducing the population living below the international poverty line \$1 a day from 20.6 per cent in 1990 to 7.5 per cent in 2006. However, about 15.9 per cent of the total population or approximately 35 million Indonesians are still living below the national poverty line in 2008. The country still faces many challenges, including impact of the recent global financial crisis, rising prices of commodity, natural as well as man-made disasters. Inequalities and disparities at the sub-national level is a challenge to accelerate the achievement of MDGs for all. In Indonesia, Papua, East Nusa Tenggara and Nanggroe Aceh Darussalam provinces are among the poorest regions despite the abundance of their natural resources.

Maternal and child mortality rates in Indonesia are relatively high compared to other countries in the Asia region. Furthermore, child malnutrition is a great challenge for some sub-regions of Indonesia. The gap between urban and rural access to safe drinking water and sanitation is still wide partly because unsuccessful reform and decentralisation in that sectors to meet the growing public demand for delivery of basic social services. The government expenditure on the health sector is among the lowest in ASEAN countries.

Key Policy Objectives

- Influence major political parties, specifically woman candidates for the National Parliament, and Presidential candidates to include MDG agenda into their election manifesto;
- Enhance resource allocation and delivery mechanisms to promote MDG progress with special attention to the poorest provinces of Indonesia: Papua, East Nusa Tenggara and Nanggroe Aceh Darussalam provinces in accordance with UNDAF priority areas; and
- Reduce maternal mortality and accelerate the progress towards health-related MDGs with particular attention to women through policy and legislative change as well as delivery mechanisms.

Scope of Work

The UN Millennium Campaign is seeking a Responsible Partner to implement campaign and advocacy works on MDGs to hold the government accountable to the achievement of MDGs in Indonesia. Range of works and targeted areas are very wide and collaboration with other Institutions or Consultant are encouraged.

Principal Activities and Products

Successful bidder(s) shall have the expertise/ability to provide the following service(s), as required:

Activity – Support to CSOs		
Outcome/s	Output/s	Activities/ Inputs
- MDG agenda appears in the election manifesto of woman candidates and political parties. - Increased commitment among parliamentary candidates especially woman candidates to improve parliamentary support for better policies & programmes, including budget allocations, to the achievement of MDGs in Indonesia.	- Forums and media discussions organized by CSOs that advocate MDG commitment with woman parliamentary candidates and/or presidential candidates during the election campaign. - MDG key budget analysis report;	CSO advocacy programmes and campaign activities to engage the local media during the election campaign to sensitize and build commitment of local constituencies and candidates toward fulfilling the achievement of the MDGs. Activities organized by the CSO will include: - Local media forums or media talkshows for political candidates to discuss issues and sensitize MDG commitment; - Perform necessary researches on MDG agenda, campaign platform and budget analysis of major political parties for public awareness on MDGs.
<i>Indicated maximum amount of this activity for one year is US\$ 20,000. For more than one year, the amount can exceed maximum to double that figure.</i>		
- MDG commitments and demand for government's actions are widely projected through campaign activities, targeting key government leaders and relevant constituencies; - Increased mass mobilization around SUTA activities; - Extensive media visibility on the key policy messages.	- Effective implementation of CSO advocacies on SUTA campaign; - Media coverage around key policy change messages of MDGs. - Mass mobilized and participated in various events organized by CSO and others.	CSO activities to mobilize people during Stand Up Take Action campaign. The CSOs will: - Formulate, coordinate and implement nationwide CSO mobilization on SUTA campaign; - Develop coherent and clear key policy messages through meetings with academicians, CSOs and UN agencies; - Develop and print generic campaign toolkits; - National and local policy dialogue meetings with key government institutions and media to bring up key policy message outcomes following SUTA campaign; - Media briefing, press conference and media liaison both at national and local levels to ensure appropriate media visibility and impacts; - Organize campaign events around

		key policy dates: Women Day (Apr), Environment Day (Jun), Independence Day (Aug) and Human Rights Day (Dec), AIDS Day (Dec).
<i>Indicated maximum amount of this activity for one year is US\$ 20,000. For more than one year, the amount can exceed maximum to double that figure.</i>		
Activity – Media and Communications		
Outcome/s	Output/s	Activities/ Inputs
• MDG agenda and commitment as appears in election manifesto of woman candidates and political parties. • Media sensitization on poverty and MDG and actions required to achieve the Goals. • Strengthen advocacies on MDG deliveries and governance, esp. in UNDAF prioritized provinces.	• Media visibility and coverage at national as well as sub-regional to hold government accountable on MDGs. • PSAs/ Op-Eds; • Communication tools: posters, brochures, etc. • Join publications or forums.	• Nationwide media talkshows on various MDG and election topics; • Local media activities including talkshows in local tv/radio stations; • Other advocacy tools: brochure, poster, leaflet, banner, and others; • In collaboration with private media, advocate the MDGs through strategic partnership to promote policy and practice change for the MDGs; • Support and revitalize UN joint media partnership;
<i>Indicated maximum amount of this activity for one year is US\$ 30,000. For more than one year, the amount can exceed maximum to double that figure.</i>		
Activity – Support to Local Governments		
Outcome/s	Output/s	Activities/ Inputs
• MDG best practices that improve service deliveries, available for adaptation by local governments in the targeted UNDAF provinces.	• Strengthened partnership of sub-regional/local governments and authority networks to promote best practices on MDG public services. • Activities that advocate the MDGs, including in workshops and others, that sensitize the MDGs to local authorities. • Best practices are available for adaptation by local	Support associations or network institutions of local authorities, to advocate MDGs and local best practices adaptable to the UNDAF priority provinces; - Develop and implement workplan and activity plan that build synergies of UNMC with and association of local authorities; - Develop and in consultation with others, best practices of local authorities on MDGs.

	authorities.	
<i>Indicated maximum amount of this activity for one year is US\$ 30,000. For more than one year, the amount can exceed maximum to double that figure.</i>		
Activity – Events and Meetings		
Outcome/s	Output/s	Activities/ Inputs
Increased awareness and pressure on national and sub-regional policy makers to commit and promote policy change objectives to achieve the MDG targets.	Broad sections of society and more people mobilized in events, with key policy makers participating in the events/ meetings.	Support to campaign and advocacy events on key MDG-related national and international moments, incl. world water day, environment day, children's day.
<i>Indicated maximum amount of this activity for one year is US\$ 20,000. For more than one year, the amount can exceed maximum to double that figure.</i>		
Activity – Parliamentarians		
Outcome/s	Output/s	Activities/ Inputs
Sensitized parliamentarians toward MDGs and their roles in promoting legislation, incl. budgeting and monitoring on key public sectors of the MDGs.	- MDG oversight caucus at national level and explore the feasibility of caucuses in UNDAF prioritized provinces and other provinces. - MDG, Woman, Election campaign materials for nationwide distribution. - Toolkit on MDGs for Parliamentarians focusing on pro-poor planning, budgeting and monitoring.	- Advocacy forums at national level to enhance policy change interactions including with UN agencies and CSOs; - Advocate the MDGs in the parliamentary election to woman candidates; - Strengthen initiatives to develop parliamentarian toolkit in collaboration with UN agencies.
<i>Indicated maximum amount of this activity for one year is US\$ 25,000. For more than one year, the amount can exceed maximum to double that figure.</i>		
Activity – Youth		
Outcome/s	Output/s	Activities/ Inputs
Strengthened youth campaign and advocacy on Youth and MDG issues.	Formulated key youth campaign and MDG policy change strategy on issues such as youth employment, primary education, health and climate change.	- Youth workshop to highlight key development issues pertinent to youth groups and create workplan for follow up that engage various youth groups/forums including media and other interested potential partners. - Involve the UN specialized agencies

	Strengthened youth forums in UNDAF prioritized provinces and districts.	that focus on promoting the achievement of MDGs for youth (particularly ILO and UNICEF).
Indicated maximum amount of this activity for one year is US\$ 10,000. For more than one year, the amount can exceed maximum to double that figure.		
Activity – Faith-based organizations		
Outcome/s	Output/s	Activities/ Inputs
- MDG agenda becomes part of interfaith pact; - Members of advocacy groups expanded, aiming to hold (new) national government accountable for the achievement of MDGs;	Interfaith dialogue on MDGs and common platform of actions and solidarity to fight against poverty.	National Interfaith Dialogue on Accelerating the Achievement of MDGs in the Poorest Provinces - Identifying key religious organizations/interfaith network to organize the dialogue in coordination with UNRCO/UNCT. - Prepare terms of reference and identify implementing organizer for the dialogue and required preparation meetings; - Engage government institutions, UNCT, other CSOs for supports.
Indicated maximum amount of this activity for one year is US\$ 5,000. For more than one year, the amount can exceed maximum to double that figure.		
Activity – Private/Corporate Sector		
Outcome/s	Output/s	Activities/ Inputs
Innovative and adaptable local MDG best practices, both through improved resource allocation and/or delivery mechanisms, targeting the poorest groups/provinces, that will be used for raising private sector's awareness on MDGs;	- Strengthened partnership to promote MDGs including with UN Global Compact, Foundation of Philanthropic Indonesia (PFI) and Indonesia Business Links (IBL) - Promotion of MDGs through joint publications of best case studies in the achievement of MDGs.	Launch MDG Awards 2009 for private companies, city and municipal authorities: - Organize meetings to prepare selection criteria and mechanism for coordinating the entire process; - Identify potential synergies with UNCT, UN Global Compact Network Indonesia and others; - Create PSA & advertisement in media to promote a wider participation of candidates for MDG Awards 2009;
Indicated maximum amount of this activity for one year is US\$ 10,000. For more than one year, the amount can exceed maximum to double that figure.		

Requirement Qualifications

Successful bidder shall have each of the following qualifications:

- Minimum of 3 years experience in field of development, especially in support of or demand for MDGs and poverty eradication is highly desirable.
- Ability to present history profile of the organisation, its management board and the last 3 years financial reports.
- Previously worked on projects with specific objectives in terms of policies and practices of governments at relevant level for the purpose of this proposal for eradicating poverty, reducing inequality and achieving/exceeding the MDGs

Deliverables

1. Event reports of the mass awareness raising campaign activities;
2. Comprehensive final narrative report on the implementation of the proposed activities which include:
 - a. Overall strategies and technical approach to project implementation;
 - b. Outcome(s) and future initiative(s) for each of the activities,
 - c. Policy recommendations;
 - d. This report should also have an impact to the communities in meeting the objectives of UNMC work plan and strategies for the 2009.
3. Outputs from the proposed activities which includes press clipping, news articles, OpEd Opinion and analysis about the activities, event photos, printing materials, publications, campaign and advocacy materials, and etc in CD and hard copy.
4. Final Financial Statements [Income Statement and Balance Sheets] certified by its senior management.

Duration of projects

The contract shall be for a period of one year to maximum three years, with possibility of renewal due to satisfactory performance and continued need based on recommendation from the National MDG Campaign and Advocacy Expert and the Asia Deputy Director of UN Millennium Campaign

Supervision

The partner organisation shall report to the National MDG Campaign and Advocacy Analyst under the overall guidance of the Asia Deputy Director, UN Millennium Campaign.

Organisations contracted under UNDP/UNMC are required to submit general work plans, activities and financial reports on a periodic agreed basis. These reports must describe in detail the services rendered, beneficiaries (total persons employed and total work days), outputs produced and their financial costs under the submitted proposal. Payment will be made by UNDP upon receipt of invoices together with a note of satisfaction from the UN Millennium Campaign.

Doc 3

OFFICIAL LIST OF MDG INDICATORS

(after the 2007 revision)

**PROVISION OF SERVICES FOR CAMPAIGNING AND ADVOCATING FOR THE
ACHIEVEMENT OF THE MILLENNIUM DEVELOPMENT GOALS (MDGs) IN
INDONESIA
CFP/UNDP/MDG/001/2009**

All indicators should be disaggregated by sex and urban/rural as far as possible.

Millennium Development Goals (MDGs)	
Goals and Targets (from the Millennium Declaration)	Indicators for monitoring progress
Goal 1: Eradicate extreme poverty and hunger	
Target 1.A: Halve, between 1990 and 2015, the proportion of people whose income is less than one dollar a day	1.1 Proportion of population below \$1 (PPP) per day ⁽ⁱ⁾ 1.2 Poverty gap ratio 1.3 Share of poorest quintile in national consumption
Target 1.B: Achieve full and productive employment and decent work for all, including women and young people	1.4 Growth rate of GDP per person employed 1.5 Employment-to-population ratio 1.6 Proportion of employed people living below \$1 (PPP) per day 1.7 Proportion of own-account and contributing family workers in total employment
Target 1.C: Halve, between 1990 and 2015, the proportion of people who suffer from hunger	1.8 Prevalence of underweight children under-five years of age 1.9 Proportion of population below minimum level of dietary energy consumption
Goal 2: Achieve universal primary education	
Target 2.A: Ensure that, by 2015, children everywhere, boys and girls alike, will be able to complete a full course of primary schooling	2.1 Net enrolment ratio in primary education 2.2 Proportion of pupils starting grade 1 who reach last grade of primary 2.3 Literacy rate of 15-24 year-olds, women and men
Goal 3: Promote gender equality and empower women	
Target 3.A: Eliminate gender disparity in primary and secondary education, preferably by 2005, and in all levels of education no later than 2015	3.1 Ratios of girls to boys in primary, secondary and tertiary education 3.2 Share of women in wage employment in the non-agricultural sector 3.3 Proportion of seats held by women in national parliament
Goal 4: Reduce child mortality	
Target 4.A: Reduce by two-thirds, between 1990 and 2015, the under-five mortality rate	4.1 Under-five mortality rate 4.2 Infant mortality rate

	4.3 Proportion of 1 year-old children immunised against measles
Goal 5: Improve maternal health	
Target 5.A: Reduce by three quarters, between 1990 and 2015, the maternal mortality ratio	5.1 Maternal mortality ratio 5.2 Proportion of births attended by skilled health personnel
Target 5.B: Achieve, by 2015, universal access to reproductive health	5.3 Contraceptive prevalence rate 5.4 Adolescent birth rate 5.5 Antenatal care coverage (at least one visit and at least four visits) 5.6 Unmet need for family planning
Goal 6: Combat HIV/AIDS, malaria and other diseases	
Target 6.A: Have halted by 2015 and begun to reverse the spread of HIV/AIDS	6.1 HIV prevalence among population aged 15-24 years 6.2 Condom use at last high-risk sex 6.3 Proportion of population aged 15-24 years with comprehensive correct knowledge of HIV/AIDS 6.4 Ratio of school attendance of orphans to school attendance of non-orphans aged 10-14 years
Target 6.B: Achieve, by 2010, universal access to treatment for HIV/AIDS for all those who need it	6.5 Proportion of population with advanced HIV infection with access to antiretroviral drugs
Target 6.C: Have halted by 2015 and begun to reverse the incidence of malaria and other major diseases	6.6 Incidence and death rates associated with malaria 6.7 Proportion of children under 5 sleeping under insecticide-treated bednets and Proportion of children under 5 with fever who are treated with appropriate anti-malarial drugs 6.8 Incidence, prevalence and death rates associated with tuberculosis 6.9 Proportion of tuberculosis cases detected and cured under directly observed treatment short course
Goal 7: Ensure environmental sustainability	
Target 7.A: Integrate the principles of sustainable development into country policies and programmes and reverse the loss of environmental resources	7.1 Proportion of land area covered by forest 7.2 CO2 emissions, total, per capita and per \$1 GDP (PPP), and consumption of ozone-depleting substances 7.3 Proportion of fish stocks within safe biological limits 7.4 Proportion of total water resources used
Target 7.B: Reduce biodiversity loss, achieving, by 2010, a significant reduction in the rate of loss	7.5 Proportion of terrestrial and marine areas protected 7.6 Proportion of species threatened with extinction
Target 7.C: Halve, by 2015, the proportion of people without sustainable access to safe drinking water and basic sanitation	7.7 Proportion of population using an improved drinking water source 7.8 Proportion of population using an improved sanitation facility
Target 7.D: By 2020, to have achieved a significant improvement in the lives of at least 100 million slum dwellers	7.9 Proportion of urban population living in slums (ii)

Goal 8: Develop a global partnership for development	
Target 8.A: Develop further an open, rule-based, predictable, non-discriminatory trading and financial system	<i>Some of the indicators listed below are monitored separately for the least developed countries (LDCs), Africa, landlocked developing countries and small island developing States.</i>
Includes a commitment to good governance, development and poverty reduction – both nationally and internationally	<u>Official development assistance (ODA)</u>
Target 8.B: Address the special needs of the least developed countries	8.1 Net ODA, total and to the least developed countries, as percentage of OECD/DAC donors' gross national income
Includes: tariff and quota free access for the least developed countries' exports; enhanced programme of debt relief for heavily indebted poor countries (HIPC) and cancellation of official bilateral debt; and more generous ODA for countries committed to poverty reduction	8.2 Proportion of total bilateral, sector-allocable ODA of OECD/DAC donors to basic social services (basic education, primary health care, nutrition, safe water and sanitation)
Target 8.C: Address the special needs of landlocked developing countries and small island developing States (through the Programme of Action for the Sustainable Development of Small Island Developing States and the outcome of the twenty-second special session of the General Assembly)	8.3 Proportion of bilateral official development assistance of OECD/DAC donors that is untied
Target 8.D: Deal comprehensively with the debt problems of developing countries through national and international measures in order to make debt sustainable in the long term	8.4 ODA received in landlocked developing countries as a proportion of their gross national incomes
	8.5 ODA received in small island developing States as a proportion of their gross national incomes
	<u>Market access</u>
	8.6 Proportion of total developed country imports (by value and excluding arms) from developing countries and least developed countries, admitted free of duty
	8.7 Average tariffs imposed by developed countries on agricultural products and textiles and clothing from developing countries
	8.8 Agricultural support estimate for OECD countries as a percentage of their gross domestic product
	8.9 Proportion of ODA provided to help build trade capacity
	<u>Debt sustainability</u>
	8.10 Total number of countries that have reached their HIPC decision points and number that have reached their HIPC completion points (cumulative)
	8.11 Debt relief committed under HIPC and MDRI Initiatives
	8.12 Debt service as a percentage of exports of goods and services
Target 8.E: In cooperation with pharmaceutical companies, provide access to affordable essential drugs in developing countries	8.13 Proportion of population with access to affordable essential drugs on a sustainable basis
Target 8.F: In cooperation with the private sector, make available the benefits of new technologies, especially information and communications	8.14 Telephone lines per 100 population
	8.15 Cellular subscribers per 100 population
	8.16 Internet users per 100 population

Doc 4

Information & format for technical (narrative) proposal

Part A. Technical (Narrative) Proposal

PROVISION OF SERVICES FOR CAMPAIGNING AND ADVOCATING FOR THE ACHIEVEMENT OF THE MILLENNIUM DEVELOPMENT GOALS (MDGs) IN INDONESIA CFP/UNDP/MDG/001/2009

Note:

Proposals not following this format may be rejected.

Once you have prepared your Technical and Financial proposals please refer to and follow DOC 6 "checklist for submission of proposal" to guide you in submitting a proposal for consideration

Applicant Information

Name of organisation:

Country:

Address:

Name of at least two contact persons responsible for the application:

Contact telephone no:

Contact fax no:

Email address:

Website URL:

I. CONTEXT

a) What are the challenges to eradicate poverty, reducing inequality and achieving the MDGs in your country / state – province / district, and/or socially and economically marginalised group that you work with?

b) What challenges you plan to address and with what output and expected outcomes?

a) Did you ever organise events or actions in support of or demand for MDGs and the target established for each of the goal in the past? (Please see ANNEX IV: Official list of MDG indicators after the 2007 revision)

b) If so, please summarise actions / events briefly. Also highlighting the impact on laws, policies, budget provisions and improvement in delivering implementation mechanism, which in your opinion were directly or indirectly achieved through these actions and events.

What would you do different and/or differently under this project to enhance Policy and Practice change under the present proposal?

II. PARTNER PROFILE

- a) Brief history of your organisation, its management board and the last 3 years financial reports.
- b) Please describe your financial management and internal control.
- a) Specify thematic and geographical areas of work, specifically highlighting your engagement with women and, excluded and marginalised group.
- b) Please outline specific strengths of your organisation in relation to advocacy and public campaigning.

Note: Answers to Question 1 and 2 could be added as an Annexure.

III. PRESENT PROPOSAL; OBJECTIVES, STRATEGY, ACTIVITIES YOU ARE PLANNING

- 1) What are the specific objectives in terms of policies and practices of governments at relevant level for the purpose of this proposal for eradicating poverty, reducing inequality and achieving/exceeding the MDGs? *(please be **specific** in terms of policy and practice change objectives / asks with clear timeline)*
- 2) How will you create political will to meet these objectives? e.g.
 - a) mass mobilisations / stand up actions
 - b) parliamentary pressure
 - c) media advocacy
 - d) budget monitoring
 - e) local monitoring of MDGs delivery and;
 - f) other
- 3) How will you link and engage with;
 - a)
 - i) Governments and its institution at appropriate level
 - ii) Elected representatives at appropriate level of governments
 - iii) UN System
 - b) Other constituencies;
 - i) Women's group / movement
 - ii) Existing issues-based campaigns
 - iii) Trade unions
 - iv) Youth groups
 - v) Other

c) Media

- 4) How will you ensure that social exclusion and gender is taken into account in your project proposal? (Please think of integrating it into: problem analysis, objectives, outputs, and outcomes. Examples: male and female beneficiaries, policy and practice changes affecting excluded groups (Dalits, Nomadic Tribes and Denotified tribes), including women).
- 5) What will be your key movement(s) of actions? Outline calendar of activities and events including Stand Up actions 2008 (Please fill-in Annex VI: Budget and Activity Timeline Format)

IV. BUDGET (please note that the percentage given are per suggested outline)

- | | |
|---------------------------------------|---|
| 1) Programmes (activities and events) | 70% |
| 2) Personnel | 20% |
| 3) Infrastructure services |  |
| 4) Overhead cost | |
| | 10 |

V. REPORTING

A narrative report in line with Section III above is required at the end of the contract period. This should contain a detailed description of the campaign activities that were performed, highlighting direct interest policy and practice changes achieved or promoted during the contract period.

a) A detailed income and expenditure report in line with Section IV above is required at the end of the contract period. Receipts for all expenditure incurred in carrying out the campaign activities should be retained and made available, if so required.

b) The financial report should be presented in the form of variance analysis (showing planned income and expenditures versus actual income and expenditures)

Reporting schedule: Depending on the contract duration, a campaign report may be required midway through the contract period and again at the end of the contract period in order for the final payment to be made. Exact details of the reporting schedule will be stipulated in the final contract.

Declaration:

I confirm my intention to serve in the stated proposal and present availability to serve for the term of the proposed contract.

Signature

CV Format

Please use the format below to provide max. two pages CV for each key staff.

Name:		
Position in the pilot project		
Nationality:		
Information contact:		
Language skill:		
Education and other qualifications:		
Summary of experience: <i>Highlight experience</i>		
Relevant experiences (listed from the latest):		
Period: from – to	Name of project or activities /funding organization	Job Title and Activities undertaken:
<i>Dst</i>		
References:	<i>(Name/Position/Organization or Organization/Information Contact– Phone; Email)</i>	
Statement: I confirm my intention to serve in the stated position and my present availability to serve for the term of the proposed contract. _____ Signature		

Doc 5

Information and format for financial proposal (Budget)
PROVISION OF SERVICES FOR CAMPAIGNING AND ADVOCATING FOR THE
ACHIEVEMENT OF THE MILLENNIUM DEVELOPMENT GOALS (MDGs) IN INDONESIA
CFP/UNDP/MDG/001/2009

Note:

Once you have prepared your Technical and Financial Proposals, please refer to and follow DOC 5, "checklist for submission of proposal" to guide you in submitting your proposal for consideration

Activity Timeline – Project Proposal to United Nations Millennium Campaign for Funding Support 2009					
Organization: State/Country:		Project Officer: Tel/Cell/Email:			
Time-Frame (From-To)	Activity and Details	Target Group(s) & Area Covered (i.e. provinces/states)	Key Policy and Practice Change / Objective(s)/ Policy Message(s)	Output / Expected Outcomes	Budget (USD)

Total proposed budget :

Duly authorised to sign Proposal for and on behalf of _____ (entity name)

 Signature/Stamp of entity/Date

Name of representative: _____

Address: _____

Telephone/Fax: _____ Email add: _____

Note: This acknowledgement Form shall be part of Proposal

PART B : FINANCIAL (Budget) PROPOSAL

Note :

Please remember when submitting your Proposal that the technical proposal (Part A of your Proposal) and this financial proposal should be in separate envelopes

1. Budgets should be presented in US dollars.
2. The budget proposal must provide a detailed cost breakdown for each item and unit and submit it along with the project financial proposal.
3. The components comprising the total price must provide sufficient detail to allow the Evaluation Panel to determine the appropriateness of the proposed budget to the Technical Proposal and compliance with Terms of Reference and guidelines in this Call for Proposals.

For every activity stipulated in the budget, the details of of budget shall be explained in the way as follows:

1. All personnel must be matched with the duty and position in the project staff, also indicating how many months or working days.
 2. All sub-contracts being proposed shall be explained in accordance with the purpose of the contract.
 3. All expenses related to each activity shall be listed, including, but not limited to:
 - a. honorarium,
 - b. venue,
 - c. documentation,
 - d. refreshment, etc.
 - e. For travel expenses, the place of departure and destination, the mode of transportation, and the number of tickets/persons in the travel shall be indicated.
 4. All equipment must be explained including the type and the number of unit need to be purchased. All goods and equipment purchased with grant scheme funds must be used exclusively for the purpose of the project funded by the grant. Correct use of the goods and equipment will be monitored by the UN monitoring team and CSOs will be required to replace any goods or equipment lost or damage due to misuse. Correct use of the equipment will be a major factor in deciding whether the equipment will be transferred to the CSO at the successful conclusion of project activities
 5. No funds may be expended to third parties or retained by the CSO or its staff in circumstances where there is a conflict of interest or the appearance of a conflict of interest eg payments to an organisation involving family members of the CSO staff. All potential conflicts of interest need to be disclosed to UNDP in advance of expenditure. Failure to do so can lead to cancellation of the Project and return of the funds.
4. All prices/ rates quoted must be inclusive of all taxes.

5. The format provided is to be followed as the model in preparing your budget.
6. If errors are made in calculation of the budget they will be corrected by the Fund Manager when the budget is evaluated. The lower price will be accepted. If the organization/ group/ network do not accept the correction of errors, the Proposal will be rejected. If there is a discrepancy between words and figures related to budget matters the words will be accepted and the figures be dismissed.

Doc 6

Checklist & Guidelines for Proposal Submission

PROVISION OF SERVICES FOR CAMPAIGNING AND ADVOCATING FOR THE ACHIEVEMENT OF THE MILLENNIUM DEVELOPMENT GOALS (MDGs) IN INDONESIA CFP/UNDP/MDG/001/2009

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
- ◆ The proposal is put in sealed envelopes which are appropriately marked.

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 (DOC 4). This proposal should not include the financial proposal (budget) information.
- _____ Financial Proposal (budget) following guideline provided (DOC 5)

Accompanying (other) documents

- _____ Documentation showing legal registration of the organization (the notary public document of the establishment and the organization statutes) and/or a statement of creation of CSO coalition form (DOC 7).
- _____ Letter of Registration Remarks (Surat Keterangan Terdaftar/SKT) from: the Ministry of Home Affairs or other government institutions or local government as set out in Article 7 of Rules of Ministry of Home Affairs No.38 of 2008
- _____ 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

Two copies of the Proposal should be supplied with one marked “**Original Proposal**” and the other “**Copy of Proposal**” as appropriate. If there is any difference between the original and copy, the original shall govern.

All documents included in the proposal should be typed or written with permanent ink and signed by an officer of the organization applying for support and authorized 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/groups/networks applying for support, in which case the corrections shall be initialed by the person or persons signing the Proposal.

Sealing and marking of proposals

The proposal should be sealed in one large envelope which contains three separate inner envelopes:

- ◆ The first envelope contains the Technical (narrative) Proposal
- ◆ The second envelope contains a Financial Proposal (budget)
- ◆ The third envelope contains other documents - registration form, power of attorney, and recommendation for relevant organizations.

(a) The outer envelope should be addressed to:

Country Director UNDP Indonesia
8th Fl, Menara Thamrin,
Jl. M.H. Thamrin Kav 3,
Jakarta 10250

Up. Procurement Unit

The **outer envelope** should also be clearly marked to indicate the field of work of the Proposal on the upper left side of envelope and marked :

**PROVISION OF SERVICES FOR CAMPAIGNING AND ADVOCATING FOR THE
ACHIEVEMENT OF THE MILLENNIUM DEVELOPMENT GOALS (MDGs) IN
INDONESIA
CFP/UNDP/MDG/001/2009**

Name of Proposed Activity / Activities:.....

Each of the **3 inner envelopes** should be sealed and clearly numbered and marked to indicate:

- The content: (1) Technical Proposal (the first proposal), (2) Financial Proposal (the second proposal), or (3) Other documents

→ Name of the organization seeking support.

Note: If the inner envelopes are not sealed and marked as per instructions in this clause, UNDP will not assume responsibility for the Proposal's misplacement or premature opening.

Deadline

The proposal should be sent via courier or hand delivered. The proposal for the three pilot projects should have been received by UNDP at the latest on **18 August 2009**

The proposal should be addressed to:

**Country Director UNDP Indonesia
8th Fl, Menara Thamrin,
Jl. M.H. Thamrin Kav 3,
Jakarta 10250**

Up. Procurement Unit

Electronic filing of proposal in PDF format is permitted.

Proposals which have been **duly stamped and signed** (see DOC 6) **may be submitted electronically in PDF format to <bids.id@undp.org>**. Technical and Financial Proposal should be sent in separate PDF files with Technical Proposal in one file, the Financial Proposal in the second file. If the two proposals are submitted in the same PDF file, they will be rejected.

Organization can send emails as much as needed, however, the size of each email **should not exceed 4MB** to be accepted by the server.

Please note that there can be a time gap for e-mail submission and e-mail 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 Proposals prepared by the Bidder and all correspondence and documents relating to the Proposal exchanged by the Bidder and UNDP shall be written in the English language. Any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

If you need additional information on process/ submission of proposals, please send written questions (e-mail or fax) to:

Contact Person	: Yusef Saiful M.
Address	: UNDP, 8 th Fl, Menara Thamrin, Jl. M.H. Thamrin Kav 3, Jakarta
Phone	: 021 314-1308 ext 416
Facsimile	: 021 314 5251
E-mail	: yusef.millah@undp.org

cc to bakhtiyor.khamraev@undp.org and
francisca.soesanto@undp.org

For questions related to substantive issues about the proposal development can be directed as e-mail or fax to:

Contact Person : **Wilson T.P. Siahaan**
Address : MDG Campaign and Advocacy Analyst, United Nations
Millennium Campaign, Indonesia
Phone : 021 314 1308 ext 226
Facsimile : 021 31900003
E-mail : wilson.siahaan@undp.org and siahaan@un.org cc to
yusef.millah@undp.org

Your questions will be answered as quickly as possible, but any delay in providing such information will not be accepted as a reason for late submission of a proposal. Questions and answers will be posted on the web sites: <http://www.undp.or.id/procurement/> for the benefit of all seeking to understand the proposal process. **The last date of submission of questions will be 7 (seven) days prior the closing date**

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.

Note

Any time prior to the deadline for submission of proposals, UNDP, may modify instructions in this Call for Proposals by amendment, including through provision of supplementary information.

Applicants for support are therefore advised to consult the website of UNDP Indonesia regularly (<http://www.undp.or.id/procurement/>) for changes, amendments, or supplementary information related to proposal submission.

Doc 7

Statement of the Creation of CSO Coalition
PROVISION OF SERVICES FOR CAMPAIGNING AND ADVOCATING FOR THE
ACHIEVEMENT OF THE MILLENNIUM DEVELOPMENT GOALS (MDGs) IN
INDONESIA
CFP/UNDP/MDG/001/2009

STATEMENT OF THE CREATION OF CSO COALITION
AND
DESIGNATION OF HEAD, DEPUTY AND MEMBERS

Name of Project	:	
Name of Lead CSO	:	
Name of Coalition Manager (including contact details)	:	
Name of Deputy Coalition Manager (including contact details)	:	
List of CSOs in Coalition	:	
Name of Contact Person (including contact details)	:	

We the undersigned confirm:

- That we have formed a coalition for the purpose of implementing the Project named above;
- That the CSO _____ is the Lead CSO and as such takes full responsibility for ensuring project activities are implemented and that _____ is the Head of the Lead CSO and as such becomes the Coalition Manager and takes full responsibility for ensuring project activities are implemented
- That the Head of _____ CSO, by the name of _____, is appointed Deputy Coalition Manager
- That the following CSOs have joined the Coalition: _____, _____, _____, _____, _____
- That the Coalition Manager bears the sole right to sign the Grant Agreement between the CSO Coalition and UNDP.

- That in the event that the Coalition Manager is unable to perform his/her functions, s/he may be replaced by the Secretary or Finance Officer of the Lead CSO.
- That a Contact Person is nominated, whose responsibility is to communicate with UNDP and all other stakeholders and partners.

Place, time and date of signing

Coalition Manager and Name of CSO

Deputy Coalition Manager and name of CSO

Name of CSO and CSO Head

Name of CSO and CSO Head

Name of CSO and CSO Head

Name of CSO and CSO Head

Name of CSO and CSO Head

Name of CSO and CSO Head

Doc 8

Glossary/ terminology

Statement of the Creation of CSO Coalition

PROVISION OF SERVICES FOR CAMPAIGNING AND ADVOCATING FOR THE ACHIEVEMENT OF THE MILLENNIUM DEVELOPMENT GOALS (MDGs) IN INDONESIA CFP/UNDP/MDG/001/2009

ACRONYMS

AWP	–	Annual Work Plan
BAPPENAS	–	National Planning Board
CFP	-	Call for Proposal
MDGs	-	Millennium Development Goals
CSO	–	Civil Society Organization (NGO, Faith-based organization/ group),
M & E	–	Monitoring and Evaluation
TOR	–	Terms of Reference
UNDP	–	United Nations Development Programme