

INVITATION TO BID / REQUEST FOR PROPOSAL

Title of Service: INKLUSI Local MEL Support Partner

RFQ Ref. Number: INKLUSI RFQ -2024-07

The Australia-Indonesia Partnership Towards an Inclusive Society, or INKLUSI, is working to increase the participation of marginalised groups in, and their benefit from, Indonesia's socio-cultural, economic, and political development. INKLUSI works with government and civil society partners to advance their work in gender equality, the rights of persons with disabilities and social inclusion. INKLUSI supports the Government of Indonesia's agenda for inclusion, including through national development plans and the Sustainable Development Goals.

INKLUSI is an 8-year (2021-2029) Australian Government program with a budget of up to AUD 120 million. It is partnering with 11 Indonesian civil society organizations, 8 research partner institutions and their networks across 32 provinces, 120 districts and 686 villages in Indonesia.

Considering the need for Monitoring Evaluation and Learning of program implementation with the Partners, INKLUSI invites any qualified and eligible company / organisations to submit a Proposal for our upcoming activity: **"INKLUSI Local MEL Support Partner."**

- Please refer to the attached Terms of Reference / TOR (Annex. A) for more detailed information about the scope of the service.
- Proposal Submission:
 1. **The latest of proposal submission is June 5th, 2024, COB (17.00 WIB / Western Indonesia Time)**
 2. Proposal addressed to: INKLUSI Procurement, and sent by email to procurement@inklusi.or.id
 3. Please write "Proposal [Activity Title]" as the subject of email.
 4. The proposal must consist of:
 - a) Cover Letter as a confirmation of organisation's interest to bid.
 - b) Technical Proposal
 - Description of methodology on how the organization will approach the services including roles and responsibilities of respective team members.
 - List of personnel and copy of CVs that illustrate relevant knowledge, skills, and experiences.
 - List of organization's experience which most related to this activity.
 - Brief workplan and timeline for the project implementation
 - The proposal should be based on this TOR but could be adapted as the applicant sees fit.
 - c) Financial Proposal
 - The financial proposal should describe the following:
 - Level of effort and daily rates of team members
 - Management fee calculated from the total personnel fees
 - Reimbursable costs required which related to implementation of activities (system license, trainings, workshops, and related expenses, etc).
- Terms & Conditions:
 1. This request for Proposal is issued by INKLUSI under the terms and conditions, INKLUSI reserves the right to seek quotes from any organisation, accept or reject any quote, to terminate, extend, or vary its selection process for the Services, evaluate bids as INKLUSI sees appropriate; and negotiate with any one or more organisations.
 2. Bidder **MUST** submit all required documents as stated in the Proposal. Failing to provide these requirements will cause proposal rejection.

3. All Quotes must contain price, terms, and tax included which do not exceed the standing offer agreement (*applied for bidders that listed on INKLUSI PANEL*).
4. The bidder/seller agrees to hold the price in its offer firm for 30 days from the date specified.

- **Questions**

Any questions or request for clarification related to this RFP could be addressed by email to:

INKLUSI Procurement, Email: procurement@INKLUSI.or.id

- Annexes: Annex A. Terms of Reference
 Annex B. Template of Cover letter, Technical & Financial Proposal

Terms of Reference

INKLUSI LOCAL MONITORING EVALUATION AND LEARNING (MEL) SUPPORT PARTNER

BACKGROUND

The Australia-Indonesia Partnership Towards an Inclusive Society, or INKLUSI, is working to increase the participation of marginalised groups in, and their benefit from, Indonesia's socio-cultural, economic and political development. INKLUSI works with government and civil society partners to advance their work in gender equality, the rights of persons with disabilities and social inclusion. INKLUSI supports the Government of Indonesia's agenda for inclusion, including through national development plans and the Sustainable Development Goals.

INKLUSI is an 8-year (2021-2029) bilateral Australian and Indonesian Government program with a budget of up to AUD 120 million. It is partnering with 11 Indonesian civil society organisations, 8 research partner institutions and their networks across 32 provinces, 120 districts and 686 villages in Indonesia.

The INKLUSI Secretariat is seeking to engage a MEL partner to provide a range of MEL support for INKLUSI and its CSO partners (Mitra). A priority is supporting annual MEL processes with Mitra, especially **annual reflections and setting of annual performance expectations**. In addition, support is needed for ad hoc MEL capacity-building for Mitra and developing knowledge products to capture good practice and learning across the program.

1) Annual reflections and setting performance expectations.

Each of INKLUSI's 11 national partners and their local partners have developed their own multi-year project designs to contribute to INKLUSI's EOPOs, with support from INKLUSI. These designs include a program logic and MEL plan.

To measure incremental progress towards their EOPOs, each year Mitra are asked to propose key annual achievements (KAA) which represent the key achievements they hope to make that year to contribute to achievement of their EOPOs. These KAA are a mix of quantitative and qualitative indicators which align with their program logic. Mitra's key annual achievements inform the development of INKLUSI program-level key annual achievements and targets, which are specified in INKLUSI's Annual Workplan. Mitra and INKLUSI have previously developed KAA for 2023 and most recently 2024.

INKLUSI held its first round of Participatory Analysis and Reflection (PAR) workshops (2.5 days) with each national Mitra and their local Mitra in August to September 2023. During these workshops, Mitra and their partners reflected upon progress towards their own project EOPOs and KAA, reflected on progress in applying INKLUSI's principles and used these findings to identify their KAA for 2024. Following the PARs, further follow-up sessions (0.5 days online sessions) were held with each national Mitra (and in some cases local Mitra representatives) to help document finalise their KAA and targets for 2024 and some remote support (eg commenting on drafts) was also required.

INKLUSI plans to hold PAR workshops for Mitra annually in 2024 and 2025. The primary purposes of the PAR workshops are to:

- Support and strengthen Mitra and their partners' capacity for reflection, learning and adaptation.
- Support Mitra strategic planning, by helping to ensure identification of KAAs for the upcoming year are informed by and based in evidence, analysis and learning.
- Balance between ensuring Mitra have strong ownership of their KAA and these Mitra KAA being able to be aggregated into INKLUSI-level KAA which can communicate adequate progress towards INKLUSI's program outcomes.

The secondary purpose of the PAR is to meet INKLUSI's information needs and inform INKLUSI-level learning, reflection, and annual planning. In particular, identification of Mitra KAA for the upcoming year

informs the development of INKLUSI's Annual Work Plan and KAA for 2024.

2) Updating Mitra designs

Phase 1 of INKLUSI finishes in January 2026, while Phase 2 will run from February 2026 to the end of 2028. Mitra will require support to update their project designs for Phase 2, to ensure ongoing relevance.

OBJECTIVE

The objective of the MEL partner is to support Mitra to engage in and implement important INKLUSI MEL processes, provide MEL capacity-building where there is demand and a need, and develop knowledge products.

SCOPE OF SERVICES REQUIRED.

INKLUSI is seeking to engage a sub-contractor (known as the 'MEL Partner') to provide a team to work with the INKLUSI MERLA team on a range of MEL support for INKLUSI and its Mitra. This MEL Partner may be an organisation or a consortium of organisations. The contract period will run from June 2024 to end of September 2025, with an option to extend to 31 January 2026, once Phase 2 has been confirmed with an approved budget for the fiscal year 2025-26. The contract will be **up to 1,170** input days (inclusive of all team members, including any program support and note takers for recording workshop discussions and process).

The MEL Partner will provide the following services, as needed by the INKLUSI Secretariat:

1. Support Participatory Analysis and Reflection (PAR) workshops and Key Annual Achievement (KAA) development for Mitra in 2024 (up to 304 days)

- a. In 2024, this process will require:
 - i. Preparing, facilitating, and documenting the process and results of 11 Participatory Analysis and Reflection workshops with each national Mitra and their local Mitra. These workshops should be held from late July to September 2024. The location of PAR workshops may be in the greater Jakarta area or Mitra's project locations.
 - ii. Facilitating workshops with each 11 groups of Mitra and providing remote support to Mitra to develop and document their KAA for the following year, which should be informed by the PAR findings. INKLUSI's experience is that the PAR workshops can include initial identification of KAA, which can then be finalised through separate online workshops. INKLUSI requires Mitra's KAA by October 2024, to inform INKLUSI's annual planning and governance process which runs from October to December 2024.
 - iii. INKLUSI anticipates around 2 to 3 teams of facilitators may be needed, so that some PAR/KAA development processes can be held in parallel to each other.
- b. The approach and timing for PAR workshops and KAA development in 2025 will be agreed with INKLUSI, as this process is expected to be combined with the process for re-designing Mitra's projects for Phase 2.

2. Support Mitra in PAR, project re-design and KAA development in 2025 (up to 620 days)

- a. This will require running workshops with each 11 Mitra and their local Mitra to reflect upon their progress and consider the implications for their projects in Phase 2 of INKLUSI. This will use the PAR approach (or an adapted version of the PAR approach). Through workshops and remote support, the MEL Partner will support each group of Mitra to update their multi-year project designs for Phase 2, which runs from early 2026 to end of 2028. This will require supporting Mitra to update their design document, program logic and MEL plan as needed. Finally, the MEL Partner will support Mitra to develop their KAA for 2026.
- b. These processes with Mitra may be staggered throughout 2025, rather than conducted in one large block. This could potentially happen in March to May and July to September 2025.
- c. INKLUSI anticipates at least 2 teams of facilitators will be needed, so that these processes with Mitra may be held in parallel to each other.

- d. Mitra's updated designs for Phase 2 and KAA for 2026 will need to be finalised by September 2025, to ensure sufficient time for development and approval of their Annual Work Plans for 2026 and to inform development of INKLUSI's Annual Work Plan for 2026.

3. Provide targeted technical MEL capacity-building for Mitra (up to 96 days)

- a. This may involve developing and delivering ad hoc technical training and mentoring to all Mitra to support them to better meet INKLUSI's MEL requirements, as well as targeted mentoring for individual Mitra where there is demand and need.
- b. The implementation schedule will depend on the availability of Mitra and therefore this activity is scheduled over the contract period (2024 – 2025)

4. Analysis on changes in Mitra organisational capacity (up to 43 days)

- a. This would involve online interviews with national Mitra and selected local Mitra and analysing and writing up findings. This would be conducted around November 2024 and November 2025.

5. Support the development of knowledge products (up to 84 days)

- a. This will require collecting data (secondary and sometimes primary) and analysing this to produce a range of documents to capture good practices and learning across the program.

6. Provide other ad hoc MEL advice and support as required (up to 22 days)

- a. This could include, for example, facilitating ad hoc reflections (eg After Action Reviews), planning workshops, data collection, analysis, and reporting; or providing MEL advice.

The requirements for each service will be agreed between the INKLUSI Secretariat and the MEL Partner, which will confirm the scope, input days, deliverables, and timing for particular tasks. Support will be a combination of in-person and remote support. Travel will be required to greater Jakarta and other locations throughout Indonesia. INKLUSI's main Mitra are in Jakarta, Yogyakarta, Sumatera, and Makassar.

SKILLS AND EXPERIENCE REQUIRED.

- Demonstrated facilitation skills and experience facilitating performance reflection and learning workshops
- Experience with participatory MEL techniques
- Experience developing and updating program logic
- Experience with developing program design documents
- Experience developing and implementing MEL plans, including developing indicators, targets and data collection tools
- Experience delivering MEL capacity-building
- Ability to communicate effectively in Bahasa Indonesia and English (written and spoken)
- Understanding of the CSO context in Indonesia
- Experience working with CSOs, with DFAT MEL and MEL with marginalised groups in Indonesia is very desirable.
- Strong cultural sensitivity and demonstrated respect for diversity and/or differences; with strong ability to work in a multicultural team and with people from diverse socio-cultural backgrounds, regardless of sex, gender identity, ability, age, religion/faith, race and ethnicity, location, etc.

DELIVERABLES

This will be an input-based contract. The MEL Partner will invoice INKLUSI based on the actual number of days worked on monthly basis or other periodic terms as agreed by INKLUSI and the selected consultant. The MEL Partner will be required to submit individual Timesheet and brief activity reports of each consultant involved in this assignment together with the agreed deliverables of that period.

Annex B. Template Proposal / Quotation

B1. Cover Letter

Attn. To:

INKLUSI – Australian-Indonesia Partnership Towards an Inclusive Society

Jl. Patra Kuningan IX No. 6

Kel. Kuningan Timur, Kec. Setiabudi, Jakarta Selatan 12950, INDONESIA

Jakarta, Indonesia

We, the undersigned, declare that:

- a) We have read, understood, and hereby accept the Terms of Reference describing the duties and responsibilities in accordance with the Request for Proposal *<insert RFP reference number and service title>*, and hereby confirm our interest to participate in through the submission of the Proposal which is attached hereto.
- b) We confirm that our Proposal is made in full conformity with the RFP and its attached Specification/ Requirement or services.
- c) We hereby confirm that we are available for the entire duration of the assignment, and shall perform the services in the manner described in the proposed approach / methodology which is attached hereto.
- d) Our proposal shall be valid for a period of 30 (thirty) days from the date of proposal submission, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- e) We understand that this request for Proposal is issued by INKLUSI under the terms and conditions of the INKLUSI Services Standing Offer. INKLUSI reserves the right to seek quotes from any individuals / organisations; accept or reject any quote; terminate, extend, or vary its selection process for the Services; seek information or negotiate with any organisation that has not been invited to submit a quote; terminate negotiations at any time and commence negotiations with any other organisation; evaluate bids as INKLUSI sees appropriate; and negotiate with any one or more individuals / organisations.
- f) We recognize that the payment of the above-mentioned amounts due to shall be based on our delivery of outputs within the timeframe specified in the TOR, which shall be subject to INKLUSI's review, acceptance, and payment certification procedures.
- g) After carefully reviewing the Terms of Reference, we hereby propose our consultancy services as described on the following attachments:

- Annex A. Technical Proposal
- Annex B. Financial Proposal
- Annex C. Curriculum Vitae (CV) of Personnel

Sign : _____
Name : _____
Title : _____
Date : _____

B2. Technical Proposal

1. GENERAL INFORMATION

Activity Title:	
RFP Reference No.:	

2. APPLICANT'S DETAIL

Please provide the following details:

Full legal and trade names of company / organisation/ institution	
Business office address (google map link if available)	
Certificate of organisation establishment number and / or Business Registration Number (<i>NIB – Nomor Induk Berusaha</i>)	
Tax Registration Number (NPWP)	
Postal and email address; and website (if applicable)	
Contact details of the Respondent's contract person	
<ul style="list-style-type: none"> • Full name 	
<ul style="list-style-type: none"> • Position title 	
<ul style="list-style-type: none"> • Email address 	
<ul style="list-style-type: none"> • Phone number 	

3. TECHNICAL PROPOSAL

3.1. Organizational Capacity

3.1.1. Provide description about the ability, resources, networks, and capacity of your organization to carry out the project.

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3.1.2. Provide examples of other similar projects/ assignments that you or your organisation has undertaken.

No.	Project Title	Employer / Client *)	Service Period
1			[Period of contract]
2			[Period of contract]
3			
...

*) State the name of organization, contact person, and contact number

3.2. Resource Plan & Key Personnel

3.2.1. Provide names, position, gender, qualifications, and experience of relevant team members who will undertake this project using the table format below.

No.	Name	Position / Role	Gender	Diffability	Qualification	Experience
1						
2						
3						
...			

3.2.2. Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time that have not listed on the CSSO agreement. Highlight the relevant academic qualifications, specialized trainings and pertinent work experience. Please provide a link or evidence of the previous relevant work

3.3. Proposed Workplan & Methodology

[Provide a description of work plan and approach / methodology for how to achieve the required scope of works as described on the TOR.]

....

3.4. Timeline & Deliverables

[Provide a detailed description of timeline, deliverables, and reporting of how the management for the requested services /works will be implemented]

....

Note:

Applicant may add information/evidence that is necessary / important to clarify and strengthen the proposal.

B3. Financial Proposal

FINANCIAL PROPOSAL

1. Personnel & Management Fee

No.	Description	QTY	UNIT	Daily Rate *)	Total Amount
A. PERSONNEL FEE.					
1	<i>name</i>	[...]	days	IDR/AUD	IDR/AUD
2					
3					
TOTAL PERSONNEL FEE (A)					
B. MANAGEMENT FEE.					
1	Management Fee <i>(calculated as percentage of the Total Personnel Fee)</i>	[... %]		[Total Personnel Fee]	
TOTAL MANGEMENT FEE (B)					
TOTAL PERSONNEL & MANAGEMENT FEE (A+B)					

2. Expenses (Reimbursable)

No.	Description	QTY	UNIT	Daily Rate *)	Total Amount
C. EXPENSES (REIMBURSABLE)					
1					
2					
3					
TOTAL EXPENSES / REIMBURSABLE COST (C)					
TOTAL PROPOSED BUDGET (A+B+C)					

3. Payment Terms

No	Payment Description	Due Date	Amount
1	Personnel & Management Fee		
1.1.	Milestone (1, 2, 3, etc...)		
TOTAL Personnel & Management Fee			
2	Personnel & Management Fee		
3.1.	Advance (1, 2, 3, etc...)		
TOTAL Expenses / Reimbursable Costs			
TOTAL AMOUNT			

Notes:

1. Currency should be in IDR or AUD only.
2. All rates should be inclusive all taxes.
3. For applicant listed in INKLUSI Panel, the personnel & management fee shall not exceed the rates agreed on the standing offer agreement.
4. Please submit your financial proposal in excel format (template as attached)