

Request for Quote/Proposal (RFQ/RFP) – Amendment

Commodity/Service Required:	Evaluation of the Indonesia Development Forum (IDF) 2019
Type of Procurement:	One Time Purchase Agreement
Type of Contract:	Not to Exceed Ceiling Price
Term of Contract:	June 2019 – March 2020
Contract Funding:	DFAT (Project Nr 1301001)
This Procurement supports:	Knowledge Sector Initiative (KSI) Project
Submit Proposal To:	The Selection Committee Knowledge Sector Initiative Project Ratu Plaza Office Tower 9th Floor Jl. Jend Sudirman 9 Jakarta 10270 Phone : 021 7278 9921
Date of Issue of RFP:	14 May 2019
Date of Questions from supplier:	24 – 28 May 2019
Date of Questions from supplier Answered :	29 May 2019
Date Proposal Due:	9 June 2019 (submission extension from 23 May 2019)
Date Purchase Order Issued to Supplier (s)	Approx. Mid June 2019
Method of Submittal:	Respond via e-mail with attached document in MS Word / pdf format to procurement_team@ksi-indonesia.org (quotation with pdf file) The Offeror agrees to hold the prices in its offer firm for 60 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.
Solicitation Number:	PRF - 1905014
<u>Attachments to RFP:</u> All bidders are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.	1. Attachment “A” – Commodity Specifications 2. Attachment “B” – Instructions to Offerors/Sellers 3. All PO Terms and Conditions are listed on our website at www.rti.org/potermis

Attachment A

Commodity Specifications or Statement of Work

Statement of Work

I. Background and objectives

Indonesia is a large and diverse country facing increasingly complex policy challenges. Decision makers working on public policies to address these challenges need access to quality and timely evidence about the potential – and actual – impacts of their decisions.

The Knowledge Sector Initiative (KSI) supports Indonesian policymakers to develop more effective development policies through better use of research, data and analysis. KSI works with research providers and key government agencies to strengthen the quality and policy-relevance of research and how it is used for policymaking and to improve the broader environment to enable evidence-based policy-making.

KSI is a partnership between the governments of Indonesia and Australia. It is funded by the Department of Foreign Affairs and Trade (DFAT) and implemented in cooperation with the Ministry of National Development Planning/National Development Planning Agency (*Kementerian Perencanaan Pembangunan Nasional/Badan Perencanaan Pembangunan Nasional*, Bappenas).

KSI's End-of-Program Outcome 3 aims to increase interaction, knowledge sharing and collaboration between researchers, policy analysts, policymakers and other key players in the knowledge sector through establishing sustainable mechanisms that enable this interaction. One of these mechanisms is the Indonesia Development Forum (IDF). The IDF is envisaged as an increasingly sustainable national dialogue on development, convened annually by Bappenas. The IDF seeks to present quality research to inform development policy and provide space for researchers, policymakers, policy analysts and other key stakeholders in the knowledge sector to engage with one another and share knowledge, discuss ideas and identify opportunities for collaboration to strengthen the use of evidence in policy processes in Indonesia.

The IDF is implemented on annual basis. The first IDF was conducted on 9 – 10 August 2017 in Jakarta with the theme of "Fighting Inequality for Better Growth". The event convened almost 1500 national and local government policymakers, academics, civil society organisations and domestic and international development partners around the issue of inequality in Indonesia. A survey was conducted after the event to collect feedback and input.

The second IDF was conducted on 10 – 11 July 2018 in Jakarta with the theme of "Pathways to Tackle Regional Disparities across the Archipelago". More than 1,600 participants participated in the conference including local officials. An evaluation of the event covering the conference itself and post-IDF experiences was conducted using a mix quantitative and qualitative methods, including a survey and in-depth interviews. Road to IDF events were also held in the lead-up to the conference in selected regional cities.

The third IDF was launched on 29 January 2019 and will be conducted on 22 – 23 July 2019 in Jakarta. The theme of the 2019 IDF is “Mission Possible: Seizing Opportunities of Future Work to Drive Inclusive Growth”. An expected output from IDF 2019 is a roadmap for improving employment in Indonesia. Expectations of the IDF 2019’s impact on departmental planning decisions are high this year given the policy-relevance of the topic to a broad range of government stakeholders.

The format for IDF 2019 will include selected plenary sessions, approximately eight parallel sessions (based on sub-themes related to employment) using various participatory facilitation methods and market-place sessions where speakers pitch innovative ideas and interact with the audience. Some sessions will be focused around a selected Indonesian province. Road-to-IDF events are being held in selected cities in the lead-up to IDF to profile IDF and gain regional perspectives for the conference. Following IDF, Bappenas and KSI will convene selected ‘Initiate’ workshops to enable key stakeholders to develop a Roadmap on Employment informed by IDF findings.

KSI and its stakeholders have set several expected outcomes in 2019 in relation to IDF:

1. IDF is increasingly sustainable.
2. Increased profile of IDF as premier development event.
3. Quality assurance processes and selection/preparation of speakers ensure that quality policy research, practices and innovations are presented at IDF 2019.
4. Knowledge presented at IDF is disseminated to a wider audience.
5. GESI perspectives are well-represented at IDF sessions and women and socially-excluded groups participate as speakers, hosts and participants.
6. IDF participants report increased interaction and collaboration on policy issues in the lead up to, during and after the conference.
7. Uptake of IDF 2018 knowledge is tracked. Roadmap for improving employment in Indonesia is informed by IDF knowledge and has buy in of relevant ministries.

To assess the achievement of these outcomes and to find out whether IDF is having a positive impact on the Government of Indonesia’s development planning and implementation, KSI seeks a qualified evaluation or research organisation to conduct an evaluation of the IDF 2019. A longitudinal trend on IDF 2017 – 2019 should also be part of this evaluation analysis. The evaluation will be used by the KSI team and Bappenas to improve its approach to supporting IDF in future years and maximise interaction and collaboration across stakeholder groups and policy influence. The evaluation findings will also be used to communicate the results of IDF to DFAT, Bappenas and other key stakeholders.

I. Evaluation team specifications

KSI seeks a qualified evaluation or research organisation to conduct an evaluation of the IDF 2019. This organisation should propose an evaluation team which at a minimum includes:

- An evaluation team leader – an international or Indonesian consultant with strong evaluation or research experience and strong analytical and English writing skills who at a minimum can oversee and quality assure the evaluation process and outputs (this may include writing or overseeing preparation of the evaluation plan and reports).

- One or more Indonesia-based consultant/s or research assistant/s who can support data collection and logistics in-country.

The Sub-contractor should propose any additional resourcing the evaluation team may need, such as enumerators, interpreters or copy-editors.

The evaluation team should collectively have the following skills and experience:

1. Demonstrated practical experience and skills in mixed methods research and evaluation methodology, conduct and management. This includes in developing sound methods and tools, conducting data collection activities, analysing data, interpretation and dissemination of results and report preparation. Experience with use of methods and tools relevant to this assignment, including structured observations of group dynamics and social network analysis, would be an advantage.
2. Experience in evaluating international development programs.
3. A high standard of report writing and oral communication skills in both English and Bahasa Indonesia. Please note most data collection will be conducted in Bahasa Indonesia, while reports will be written in English.
4. Strong interpersonal and team management skills.
5. Cultural and gender sensitivity.

II. Specific tasks

A Sub-Contractor will be engaged to carry out an evaluation of IDF 2019. Under the direction of KSI's Performance Monitoring and Evaluation (PME) Lead, the Sub-Contractor will undertake the following tasks:

- Review key documents.
- Conduct briefings with KSI's PME and IDF Teams.
- Develop an evaluation plan (including methodology and tools).
- Lead the evaluation of IDF 2019, procure enumerators, research assistants, interpreters, travel arrangements and other logistics as needed in relation to this evaluation process.
- Lead and conduct data collection and analysis, starting at IDF 2019.
- Present preliminary evaluation findings to KSI and other key stakeholders by August.
- Write the interim and final evaluation reports in English, taking on board feedback from KSI and other key stakeholders.

The work will be home-based, with travel to Jakarta and other areas as required for data collection and presentation of preliminary findings. The Sub-Contractor will be supervised by and report to KSI's Performance Monitoring and Evaluation Team Leader. The Sub-contractor will also coordinate closely with the program team.

The Sub-Contractor will apply mixed methods and approaches to address the following key evaluation questions:

1. To what extent has IDF facilitated interaction and collaboration between researchers, policy analysts, policy-makers and other key players in the knowledge sector (in particular between stakeholder groups and between government departments)? What is the quality of that engagement?
2. What is the quality and relevance of research presented at IDF to the needs of policy-makers, including Bappenas, other ministries and agencies, and local governments?
3. To what extent are Gender Equality and Social Inclusion (GESI) perspectives well-represented at IDF sessions and women and socially-excluded groups actively participating as speakers, hosts and participants?
4. How has the IDF informed policy-making in Indonesia, especially on economic/labour reform?
5. To what extent is IDF gaining profile as a premier development event?
6. To what extent is IDF likely to be a sustainable forum?
 - To what extent is Bappenas likely to be able to run IDF in future years?
7. For all of the questions above, what factors have enabled and/or inhibited that situation?
8. How has KSI contributed to these changes?
9. To what extent does the IDF represent value for money?

III. Evaluation approach and timing

The evaluation will be conducted in two stages as outlined below. The exact approach, inputs and timing will be determined based on discussions with the Sub-Contractor.

Stage 1: June to September 2019

The purpose of Stage 1 will be to evaluate the IDF 2019 conference to be held on 22-23 July 2019 in Jakarta, focusing on the following questions:

- appropriateness of the conference design for enabling interactions
- level and quality of engagement between participants
- initial impressions at the IDF from participants of the usefulness and relevance of IDF to their needs and intention to further collaborate after the conference
- quality of research and evidence presented at the conference
- the efficiency and effectiveness of implementation of the event, including the likelihood of IDF to be sustainably run by Bappenas in future years.

To do this, the Sub-contractor will:

1. Review key documentation.
2. Participate in a briefing with the KSI team and DFAT.
3. Prepare an evaluation plan with possible methods as follows:
 - Structured observation of IDF sessions, including post-forum workshops to develop policy-recommendations
 - Participant survey
 - Interviews with participants (during and after the conference)
 - Assessment of a sample of IDF submissions and the peer review mechanism

Some data collection tools (participant survey, observation sheets, interview guides and criteria for assessing the quality of proposals) have already been prepared and tested during 2018 evaluation. These tools may be adapted for the 2019 IDF evaluation.

The Sub-Contractor should explain in the evaluation plan the strategy for ensuring a good response rate from participants, particularly if a survey is proposed. This may include using innovative measures (such as social media polling).

As part of examining how IDF has contributed to interaction and collaboration between different stakeholder groups and between government agencies, KSI is interested in conducting social network analysis of the networks being formed through IDF (both in 2019 and longitudinally since IDF commenced in 2017). It is likely that an online conference application called 'Whova'¹ may be used at IDF, which could provide potential data for social network analysis. The evaluation plan should consider the extent to which social network analysis is feasible, to what scale and outline a proposed approach.

4. Lead and conduct data collection in line with the evaluation plan. This should include travelling to Jakarta to attend the IDF 2019 Conference and conducting follow-up interviews with key stakeholders as soon as practicable after the conference.

5. Present the preliminary findings of the evaluation to IDF Stakeholders.

6. Analyse the data and draft the interim evaluation report.

The Sub-contractor will review key documentation and design the evaluation plan from their home-base. Data collection and presentation of preliminary findings will be conducted in Jakarta. The Sub-contractor will analyse data and draft the interim evaluation report from their home-base.

Stage 2: October 2019 – March 2020

The purpose of Stage 2 is to evaluate the extent to which participants or resource persons in the IDF 2019 conference have continued to engage and collaborate with each other on policy issues, networks that have started to form and the extent to which IDF has been used to inform policy.

At a minimum, methods will include:

- Online follow-up survey and in-person interviews (could be in a form of phone call interviews with a representative number of IDF participants)
- Case studies of examples of collaboration and policy influence which IDF has contributed to. This should include following up on case studies examined during the IDF 2018 evaluation.

Data collection will be conducted in Indonesia, with the location to be determined depending upon the selection of case studies of collaboration. Upon completing data collection, the sub-contractor will present preliminary findings from Stage 2 to KSI and other key stakeholders.

¹ <https://whova.com/>



At this stage, the Sub-Contractor will conduct data analysis and prepare a draft evaluation report covering findings from Phase 1 and 2. The Sub-Contractor will prepare the final evaluation report taking into consideration feedback from KSI and other key stakeholders.

IV. Key deliverables

The Sub-Contractor will produce the key deliverables below in English. Exact timing for submission will be confirmed following approval of the evaluation plan.

Deliverable	Timing for submission
<p>Final Evaluation plan (including methodology). This should be developed in consultation with KSI and include:</p> <ul style="list-style-type: none"> • Outline of the evaluation approach • More detailed evaluation questions based on this Scope of Work • Description of the methods that will be employed to gather information to answer each evaluation question, including key respondents to be consulted • Developed tools to be used for the evaluation (eg survey instrument, survey platform, interview guide, observation checklist) • List of respondents • Recruitment of enumerators • Clearly allocating responsibilities between team members; and • Travel arrangements. 	Mid-to-late June 2019
<p>Final Interim Evaluation Report. This document should report on data collected and analysed from Phase 1 of the evaluation. It should include:</p> <ul style="list-style-type: none"> • An executive summary (up to 3 pages) • Summary of the methodology • Findings and analysis which addresses the key evaluation questions, including explaining underlying factors accounting for the changes or issues observed and implications. • References to the evidence being used to supporting findings. • Conclusions which logically flow from the analysis. 	End of August/early September 2019
<p>Final Evaluation Report. This document should report on data collected and analysed from Phase 1 and 2 of the evaluation. It should include:</p> <ul style="list-style-type: none"> • An executive summary (up to 3 pages) • Summary of the methodology 	February/March 2020

<ul style="list-style-type: none"> • Findings and analysis which address the key evaluation questions, including explaining underlying factors accounting for the changes or issues observed and implications. • References to the evidence being used to support findings. • Conclusions and recommendations which logically flow from the analysis and are feasible to implement. 	
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II. Cost of Evaluation

The Sub-Contractor should submit a proposal that consists of proposed research design and method and proposed budget to cover all evaluation costs.

The Sub-Contractor will need to conduct any further procurement (for example of research assistants) to support the evaluation.

Required Documents for Proposal Submission

The proposal as the firm's statement of qualifications shall be limited to a maximum of 25 pages (excluding front and back covers, section dividers and attachments). Font size shall be minimum 11-point Arial. The proposal includes the following:

- a. Cover Letter – Proposals shall include a letter signed by a principal or authorized representative who can make legally binding commitments for the entity.
- b. Technical Proposal: Proposal shall include an outline which demonstrates the firm's understanding of the scope of work. This outline should include anticipated approach, tasks necessary for successful completion, deliverables, and suggestions or special concerns that the KSI should be made aware of. Identify any assumptions and/or exclusions used in preparation of the scope of work.
- c. Firm and Team Experience: Proposal shall include a profile of the firm's experience. Include resumes of project team/sub-contractors who will be providing services that outline their technical and design experience. Potential bidder should also demonstrate their ability to procure necessary consultants and logistic for this evaluation.
- d. Relevant Project Experience: Proposal shall include a list of projects which your firm or personnel have completed within the last 5 years, including significant work with government of Indonesia agencies at national and subnational level. Potential bidder with knowledge on Indonesia Development Forum (IDF) is preferred. Project information should include project description, year completed, client name, along with a person to contact and their telephone number.
- e. Schedule: Proposal shall include a timeline to complete the project.
- f. Financial Proposal: consist of all relevant expenses estimations to conduct this evaluation. The expenses should reflect the proposed activities in the technical proposal.
- g. References: Proposal shall include a listing of relevant projects with references for three public entities for which Proposer has performed similar work within the past 5 years.



Evaluation Criteria

- Technical Proposal 20 point
- Relevant Project Experience 20 point
- Firm and Team Experience 15 point
- Schedule 10 point
- Financial Proposal 20 point
- References 15 point

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment "B" Instructions to Offerors/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single "approved" supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International) – KSI Project**, located at Ratu Plaza Office Tower 9th Floor, Jl Jend Sudirman Kav 9 Jakarta 10270 who has a purchase requirement in support of a project funded by **DFAT**. RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.
3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI's evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller's offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI's office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is "late" and may not be considered at the discretion of the RTI Procurement Officer. The Seller's proposal shall include the following:
 - A. The solicitation number
 - B. The date and time submitted
 - C. The name, address, and telephone number of the seller (bidder) and authorized signature of same.
 - D. Validity period of Quote
 - E. A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - F. **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to **Procurement Team** at the email address procurement_team@ksi-indonesia.org
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
 - a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - b) Packing List
 - c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in www.rti.org/potermis. Payment will be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.



9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI – KSI Project Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this R F Q / RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- Technical Proposal 20 point
- Relevant Project Experience 20 point
- Firm and Team Experience 15 point
- Schedule 10 point
- Financial Proposal 20 point
- References 15 point

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer. This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal.**

Acceptance:

Seller and buyer agree, as evidenced by signatures below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

BY: RTI INTERNATIONAL – KSI Project

BY: SELLER COMPANY NAME

Signature:  _____

Signature: _____

Name: **Desty Mustika Ratu**

Name: _____

Title: **Procurement Coordinator**

Title: _____

Date : **21 May 2019**

Date: _____