

Request for Expressions of Interest (EoI)

Australia-Indonesia Partnership for Decentralisation (AIPD)

Tender Name: Support to Regional Development
Data Centre (*Dukungan terhadap
Pusat Data Pembangunan Daerah
(PD2)*)

Reference Code: 007-AIPD-PD2KM

Open Date: 27 November 2011

Closing Date: 09 December 2011

Tender Type : Request for Expressions of Interest
(EoI)

Contact : tender@aipd.or.id

Support to Regional Development Data Centre *(Dukungan terhadap Pusat Data Pembangunan Daerah (PD2))*

The Australia Indonesia Partnership for Decentralisation (AIPD) is a five-year program providing technical assistance and capacity building support to local governments and civil society to better manage public resources, leading to improved service delivery and reduced poverty. AIPD is seeking an institution interested in implementing of activity called 'Support to Regional Development Data Centre or Pusat Data Pembangunan Daerah (PD2)'. The PD2 is a local based integrated resource centre that aiming at providing access of information to local development stakeholders (government and non- government). The activity is designed to be implemented in 5 provinces (NTB, NTT, Papua, Papua Barat and East Java) and 20 Districts within those provinces.

The selected institution is expected to be responsible in managing both technical and administrative work of the activity. In each provinces/districts, the institution is expected to deliver the following outputs: 1) establishment of provincial and district PD2, 2) establishment of an integrated data and information system(database), 3) establishment of information sharing mechanism/facility, 4) establishment of an online system (website), and 5) provision of relevant capacity building for PD staffs and related local unit staff (PEMDA).

All EoIs must follow the terms of this document and provide all required information. The services sought are described in detail in the Terms of Reference (ToR).

The Request for EoI is divided into four sections:

Section 1: EOI particulars

Section 2: Terms of Reference

Section 3: Selection Process and Criteria

Section 4: Documentation of past experience and list of current contract & value (form)

Section 1 - Expression of Interest (EoI) Particulars

1	Closing time	5.00 pm Central Indonesian Time - Waktu Indonesia Bagian Tengah (WITA), Friday 9 December 2011
2	Mode of submission	Electronically to tender@aipd.or.id
3	File format	PDF (Portable Document Format) *using grayscale not colour
4	Expression of Interest Validity Period	Ninety (90) days
5	Attachments to the EoI Requirements	None
6	Contact Person	John Schottler
7	Page limit	<ol style="list-style-type: none">1. A cover letter (1 page)2. CV(s) of the key personnel (max 2 pages each) proposing to lead the assignment3. Five (5) examples of experience relevant to this assignment (template attached) – max 1 page each.4. List of current contract and value – max 1 page each5. A statement (Max 3 pages) responding to the EoI and describing the candidate(s) or institution's capacity and access to resources (e.g. Expertise and Experience) required to implement the activity.

Section 2 - Terms of Reference (ToR)

Dukungan terhadap Pusat Data Pembangunan Daerah (PD2)

1. Introduction

The Australia Indonesia Partnership for Decentralisation (AIPD) is a five-year program providing technical assistance and capacity building support to local governments and civil society to better manage public resources, leading to improved service delivery and reduced poverty.

AIPD works with GOI and civil society partners to improve local governments' capacity to manage their own resources – to prioritise, plan, budget for and implement their responsibilities in health, education and infrastructure.

AIPD supports both “supply” (national, provincial and local government) and “demand” (civil society) side stakeholders, by providing technical assistance and capacity building based on demand from local partners, and utilising local expertise and institutions. On the supply side, the program works to help build capacity for improved budget planning and execution in provincial and district governments. On the demand side, the AIPD facilitates improved transparency and accountability and strengthen civil society engagement in budget planning and monitoring.

In order to support both ‘supply’ and ‘demand’ side outcome, AIPD invests their work on the Knowledge Management (KM). KM mainly focuses on the support of identification, generating, sharing, disseminating and using of knowledge about what works and what doesn't work in the context of decentralisation particularly in the sectors where AIPD is focusing (health, education and infrastructure). KM is promoting its key stakeholders with access to high-quality, relevant, targeted information products and services. Promotion will include providing of access to information through the establishment of Pusat Data Pembangunan Daerah (PD2). Key stakeholders of KM will take account of central & local government, civil society including DPRD, NGOs, Donors, Universities, Students, Media and Public in general.

2. Objectives

AIPD's end-of-program outcome (EoPO) is an improvement in resource allocation and management by provincial and district governments. The Pusat Data Pembangunan Daerah (PD2) will contribute to the EoPO by achieving following objectives:

- a. To support the provision of reliable data and information mechanism/facility on local development issue through the identification, generating, sharing and dissemination and using of knowledge.
- b. To provide key stakeholders with open access to data/information regarding planning and budgeting issues.
- c. To build capacity & capability of local government in managing efficient and relevant information to public.

3. AIPD Working Areas

AIPD program covers following provincial and district governments:

- a. NTB: Pemprov NTB, Kab. Lombok Utara, Kab. Lombok Barat, Kab. Bima, dan Kab. Dompu
- b. NTT: Pemprov NTT, Kab. TTU, Kab. Flores Timur, Kab. Ngada, dan Kab. Sumba Barat Daya
- c. Papua: Pemprov Papua, Kab. Merauke, Kab. Keerom, Kab. Peg. Bintang, Kab. Supior
- d. Papua Barat: Pemprov Papua Barat, Kab. Fakfak, Kab. Raja Ampat, Kab. Sorong Selatan, Kab. Manokwari
- e. Jawa Timur: Pemprov Jatim, Kab. Situbondo, Kab. Sampang, Kab. Trenggalek, Kab. Malang

4. Implementation Mechanism

The Pusat Data Pembangunan Daerah (PD2) will use a combination of services provided the service providers and self-managed activities by local governments. There are two generic interventions for this activity: (a) the Infrastructure Development of PD2 and (b) the Provision of Technical Assistance Support.

This EOI is only for the Technical Assistance Support. Activity development phase:

1. Phase 1: Need and readiness assessment – will be carried out by service provider in collaboration with local authorities
2. Phase 2: Development of PD2 along with provision of support facilities-will be conducted by service provider through tender process
3. Phase 3: Capacity building – will be carried out by service provider
4. Phase 4: Evaluation of the effectiveness of PD2 – will be conducted by external evaluators selected by AIPD.

5. Products Delivered

There are 5 (five) outputs to deliver from this activity namely:

1. The establishment of Pusat Data Pembangunan Daerah (PD2) at AIPD provincial and district targeted areas.
2. The establishment of integrated data & information mechanisms/facilities
3. The provision of updated data & information
4. The establishment of online system of data and information
5. Improved capacity of local government in managing data & info on development

(details of activities under each outputs will be described on the separated Term of Reference)

6. Payments

Payments will be made on the basis of a combination of reimbursable and achievement of milestones.

7. Data and Publication Property

All primary data collected and all publication materials produced during the contract must be consulted with and are the property of AIPD. The Consultant shall store all relevant data and supporting materials for a one-year period and AIPD has the right to access them at any time during that period.

8. Liaison

Overall, the implementing partner will liaise with the Communication and Knowledge Management (KM) Coordinator. In each AIPD-covered province, the partner will work with AIPD Assistant Program Director and KM Officer.

9. Timing and Duration

The activity is expected to start in February, 2012 and run for up to 12 months for the first stage.

10. Eligibility

Institutions with the following criteria and qualifications are eligible to apply:

- Extensive experience in provision of technical assistance and capacity building to local government at provincial and district level
- Proven and solid experience in developing and/or maintaining database system and website
- Proven experience in developing and facilitating information sharing mechanism.
- Excellent network and proven engagement skills with provincial and district government where AIPD is working.
- Previous excellent experience in organizing even such as public dialog on development (government and public sector) issues
- Experience in collaborating or managing related donor and/or international organization funds
- Proposed team member (specified personnel) must have an intensive and hands-on relevant experiences (will be elaborated in the CV later on)

Section 3 - Selection Process and Criteria

The selection process will be conducted in three steps:

- I. Interested institutions are invited to submit the **An Expression of Interest (EOI)** which includes the following documents:
 - a. A cover letter.
 - b. CV(s) of the key personnel (max 2 pages each).
 - c. Five examples of experience relevant to this assignment (template attached) – max 1 page each.
 - d. List of current contract and value – max 1 page each
 - e. A statement (Max 3 pages) responding to the EOI and describing the candidate(s) or institution's capacity and access to resources (e.g. Expertise and Experience) required to implement and finalize the study within the expected timeframe

- II. **Proposal Submission** - Up to three institutions will be shortlisted and invited to submit proposals to undertake the study. At notification of shortlisting, a Terms of Reference for the proposal will be provided to the shortlisted candidates. It is anticipated that a fully costed proposal will then be submitted to AIPD within 21 days for assessment.

- III. **Technical Panel Presentation** – the shortlisted candidates will then be invited to make presentation. The technical panel will recommend a candidate to AIPD.

Due date for submission of the Expression of Interest is **Friday, 9 December 2011 at 5pm WITA** .
The activity is expected to commence by February 2012.

The criteria used to shortlist the EOIs will be as follows¹:

Selection Criteria		Weight
A	Experience <ul style="list-style-type: none"> • Demonstrated institution experience in undertaking multi stakeholder program, communication and knowledge management activities including data base • Demonstrated experience working with government at each level especially areas where AIPD is working. 	40%
B	Key personnel <ul style="list-style-type: none"> • Demonstrated technical expertise and experience in communication and knowledge management activities including data base. • Managerial skills of the key personnel (s) to manage the PD2 implementation. 	30%
C	Management and network <ul style="list-style-type: none"> • Demonstrated experiences in organizing multi-stakeholder events in AIPD work areas and proven capacity to conduct events simultaneously in various regions • Demonstrated Strong network and experience with academic institutions in the AIPD work areas that possess the technical skills to conduct PD2 activities • Demonstrated strong skills and system for financial reporting 	30%

¹Different sets of criteria will be used to assess the shortlisted candidates' proposals

Section 4 – Template

Past Experience Form

Provide details of relevant activities conducted by the candidate which demonstrate his or her ability to fulfil the objectives of the activity. It must be presented in the format outlined below. This annex to the EoI **must not contain more than five (5) examples** and details of each activity must not exceed **one (1) A4 page**.

Past Experience Form

Activity Title			
Activity Value			
Location			
Duration			
Client			
Starting and completion date			
Brief description of the applicant's role			
Statement of the similarities between this activity and the requirements of the activity currently being tendered and how this activity supports your statements addressing the selection criteria			
Nominated Referees:			
Name		Name	
Address		Address	
Email		Email	
Phone		Phone	

List of Current Contract & Value Form

Provide details of contract and value currently manage by the candidate. It must be presented in the format outlined below. This annex to the EoI **must not exceed one (1) A4 page each.**

Current Contract & Value Form

Activity Title			
Activity Value			
Location			
Duration			
Client			
Starting and completion date			
Brief description of the applicant's role			
Nominated Referees:			
Name		Name	
Address		Address	
Email		Email	
Phone		Phone	