REQUEST FOR PROPOSAL (RFP)

To: All interested bidders	DATE: 23 Aug 2021
	REFERENCE: RFP/UNDP/ACHIEVE/132346/025/2021 – Provision of Long-Term Agreement for SDG Academy Indonesia New Courses & Learning Materials and Programs Development

Dear Interested Bidders,

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **Provision of Long-Term Agreement for SDG Academy Indonesia New Courses & Learning Materials and Programs Development**

A **bidder's conference** will be held on:
Date   : 26 Aug 2021
Time   : 1000 hours (GMT +7, Jakarta Time)
Venue   : Zoom Online Meeting
Meeting ID : https://undp.zoom.us/j/86281045995?pwd=b3dQY1lOLzkzS0lubkhhL2hyQTMxQT09
(862 8104 5995)
Passcode   : 297047

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (https://etendering.partneragencies.org) **Event ID: 0000010038**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in https://etendering.partneragencies.org.

NOTE: The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL",as appropriate. Each document shall include the Proposer's name and address.

The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be openednor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1. Failed to meet this requirement, proposal will be rejected.**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure thatit is

submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.
 Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, andfree from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED**. **Failed to meet this requirement, proposal will be rejected.**

NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets).

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking **"Accept Invitation"** but not later than **26 August 2021**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:
Username: event.guest Password: why2change

The step-by-step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached "Instructions Manual for the Bidders". Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to armada.pratama@undp.org and yusef.millah@undp.org.

Please note that ATLAS has following minimum requirements for password:
1.	Minimum length of 8 characters;
2.	At least one capital letter; and
3.	At least one number.

New proposer registering for the first time, the system will not accept any password that does notmeet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change yourpassword in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issueswith the re-tendering system.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate inUNDP procurement opportunities.

Sincerely yours,

Martin Stephanus Kurnia
 Head of Procurement Unit
8/23/2021

Annex 1
Description of Requirements

Context of the Requirement	Provision of Long-Term Agreement for SDG Academy Indonesia New Courses & Learning Materials and Programs Development
Implementing Partner of UNDP	Ministry of National Development Planning / National Development Planning Agency
Brief Description of the Required Services[1]	The consultant firm is expected to develop New Courses & Learning Materials and Programs for SDG Academy Indonesia. Please refer to the Annex 3: Terms of Reference for detailed explanation on required services.
List and Description of Expected Outputs to be Delivered	Reports that meet the requirements of the Annex 3: Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	Director of SDG Academy Indonesia
Frequency of Reporting	Refer to the Annex 3: Terms of Reference
Progress Reporting Requirements	Weekly
Location of work	☐ Exact Address ☒ At Contractor's Location
Expected duration of Work	1 year from September 2021
Target start date	September 2021
Latest completion date	September 2022
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-Activities	☒ Required
Names and curriculum vitae of individuals who	☒ Required

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[1] *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.*

will be involved in completing the services	
Currency of Proposal	☒ United States Dollars OR ☒ **Local Currency for Local Bidders**
Value Added Tax on Price Proposal[2]	☒ must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☒ 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	☒ Not permitted
Payment terms[3]	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. ☒ Other (Please refer to the payment schedule mentioned in the TOR)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of Payment	Director of SDG Academy Indonesia
Type of Contract to be Signed	☒ Professional Service Contract
Criteria for Contract Award	☐ Lowest Price Quote among technically responsive offers ☒ Highest Combined Score (based on the 70% technical offer and 30% priceweight distribution) ☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC).This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

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[2] *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BUrequiring the service.*

[3] *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage,or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.*

Criteria for the Assessment of Proposal	**Technical Proposal (70%)** ☒ Expertise of the Firm 20% ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% ☒ Management Structure and Qualification of Key Personnel 30% ***NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened*** **Financial Proposal (30%)** To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	☒ One and only one Service Provider ☐ One or more Service Providers, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]*
Contract General Terms and Conditions[4]	☐ General Terms and Conditions for contracts (goods and/or services) ☒ General Terms and Conditions for de minimis contracts (services only, less than $50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/ how-we-buy.html
Annexes to this RFP[5]	☒ Description of Requirements (Annex 1) ☒ Form for Submission of Proposal (Annex 2) ☒ Detailed TOR (Annex 3) ☒Others *sample written self-declaration of impartiality*
Contact Person for Inquiries (Written inquiries only)[6]	*Armada Eras Pratama/Yusef Millah* *armada.pratama@undp.org; yusef.millah@undp.org* *Procurement Unit* Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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[4] *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*

[5] *Where the information is available in the web, a URL for the information may simply be provided.*

[6] *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.*

<div align="right">**Annex 2**</div>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[7]

<mark>*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[8])*</mark>

<div align="right">[insert: *Location*].</div>
<div align="right">[insert: *Date*]</div>

To: [*insert: Name and Address of UNDP focal point*]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

> *The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*
>
> a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
> b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
> c) *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
> d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
> e) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

> *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

C. Qualifications of Key Personnel

> *If required by the RFP, the Service Provider must provide :*
> a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
> b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
> c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

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[7] *This serves as a guide to the Service Provider in preparing the Proposal.*

[8] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

D. **Cost Breakdown per Deliverable***

No.	Deliverables [list them as referred to in the RFP]	Estimated Number of Working Days
1	1 (one) SDG course module related to Social Pillar (Goal 1, 2, 3, 4, 5) for SDG Leadership Program and/or Mobile Learning Program and/or digitization of learning materials	1 and a half month (within 35 working days)
2	1 (one) SDG course module related to Economic Pillar (Goal 7, 8, 9, 10, 17) for SDG Leadership Program and/or Mobile Learning Program and/or digitization of learning materials	1 and a half month (within 35 working days)
3	1 (one) SDG course module related to Environmental Pillar (Goal 6, 11, 12, 13, 14, 15) for SDG Leadership Program and/or Mobile Learning Program and/or digitization of learning materials	1 and a half month (within 35 working days)
4	1 (one) SDG course module related to Law and Governance Pillar (Goal 16) for SDG Leadership Program and/or Mobile Learning Program and/or digitization of learning materials	1 and a half month (within 35 working days)
5	1 (one) Program Curriculum for SDG Executive Leadership	2 months (within 45 working days)
6	1 (one) Program Curriculum for SDG Study Abroad	2 months (within 45 working days)
7	1 (one) Program Curriculum for the SDGs Forum	2 months (within 45 working days)

*This shall be the basis of the payment tranches

E. **Cost Breakdown by Cost Component:**

Description of Activity	Unit Price	Duration	UoM	No. of Personnel	Total Rate
I. Personnel Services					
1. Services for Course Development and Digitization Process **(Applicable for Deliverable 1-4)**					
a. Project Leader				1	
b. Subject Matter Experts (per SDG Pillar) as curriculum designer				4	
c. Associates to support the experts				2	
d. Lead Production Designer				1	
e. Assistant Production Designer				1	
f. Camera Operator				1	
g. Content-based Officer				1	
2. Services for Program Development **(Applicable for Deliverable 5-7)**					
a. Project Leader				1	
b. Subject Matter Experts (per SDG Pillar) as curriculum designer				4	
c. Associates to support the experts				2	
Other personnel (if any, please specify)					
II. Out of Pocket Expenses (If any, please provide in detail)					
1. Travel Cost					
2. Daily allowance					
3. Communications					
4. Equipment					
5. Others (If any, please specify)					
III. Other Related Costs (if any, please specify)					
Management fee (if any, please specify in percentage)					
Others (If any, please specify)					
Total					

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

Annex 3
Terms of Reference
Provision of Long-Term Agreement for SDG Academy Indonesia New Courses & Learning Materials and Programs Development

I. Background

In the UN Sustainable Development Summit held in September 2015, UN countries member agreed on a common development agenda which will be achieved in 2030. This agenda is called Sustainable Development Goals (SDGs). SDGs has 17 goals and 169 targets that are measured with more than 300 indicators. Since its official launched in 2016, Indonesia has been on the front row on the SDG implementation. To Indonesia, "implementing national development agenda is implementing SDGs".

The government of Indonesia (GoI) translated their commitment in adopting the SDGs by launching Presidential Decree No. 59 the Year 2017, which mandated 4 important aspects; 1) governance and institutional arrangement; with BAPPENAS as the leading agency – with 4 groups of stakeholders; government and parliament, academics, private sectors and philanthropy, CSO and media, 2) planning of SDGs; Roadmap and Action Plan, 3) monitoring, evaluation, and reporting and 4) financing of SDGs. Since its issuance, the Presidential Decree has given the high-level guidance and perceived as a political commitment which ignited interest and encourages active participation from all stakeholders. Such movement has resulted in significant achievement and progress of SDGs in Indonesia, with its governance (dedicated Secretariat for SDGs), financing (various blended financing modalities) as well as with the achievement of various goals.

In spite of that, given the archipelago's size and other various complexities, implementing SDG remains a massive task for Indonesia. Several issues have been identified as limiting factors, for example: 1) low institutional capacity, 2) insufficient effective program and finance for SDGs, 3) unreliable data, and 4) limited innovative solutions to SDG challenges. Additionally, the COVID-19 pandemic has pushed back some of the nation's SDG progress.

To address this need, UNDP Indonesia establishes ACHIEVE (Assistance for Enhanced Innovation for the Achievement of the SDGs in Indonesia) Programme. ACHIEVE will engage with the government (BAPPENAS and line ministries), non-state actors and development partners and work in 4 major components: 1) Institutional Strengthening and Policy advocacy, 2) innovative solution for development, 3) capacity building and knowledge sharing, and 4) strategic partnership. In all its work, ACHIEVE will use 'innovation' as the most important enabler.

SDG Academy Indonesia is one example of Innovative Capacity Building Program developed by UNDP in collaboration with BAPPENAS and Tanoto Foundation. Aiming at enhancing capacity of Indonesia's state and non-state actors with sub-national government as its main target – together with other stakeholders (including private sectors, philanthropies, NGOs/CSOs, UN Agencies and media), both at national as well as sub-national level to facilitate the accelerated process of SDG achievement.

SDG Academy Indonesia will offer program that covers from 'governance and policy' innovative solutions, and monitoring and reporting. Three main programs of SDG Academy Indonesia are 1) SDG Leadership Program, 2) Mobile Learning Program, and 3) SDG Study Abroad. The Academy also aims to develop its pipeline Program, that is 4) SDG Executive Leadership.

Stepping into SDGs' Lane, in March 2021, the SDG Academy Indonesia has embarked the launching of its SDG Mobile Learning Program and SDG Leadership Program. The **SDG Mobile Learning Program** is designed to provide access to audience who are interested and are involved with SDG area, through self-paced mobile learning applications, currently offering as much as 13 courses. All of its materials are presented in Indonesian language. As for **SDG Leadership Program**, it is a 5 months program that covered 3 modules in its implementation; SDG topics, leadership and management, and capstone project (blended learning approach meant to be implemented – nevertheless, due to the COVID-19 pandemic, the first batch is being implemented fully online with 33 participants from various background). Upon assessment and program completion, the graduate will earn the title of "SDG Certified Leader".

For further development of the above-mentioned Programs, the SDG Academy Indonesia aims to develop new set of course module(s) that detail impactful learning experiences which will engage wider range of participants and enrich their knowledge in SDGs issues.

In accordance to that, the Service Provider is expected to develop a set of comprehensive modules around specific SDGs topics/issues in Indonesian context using fully online and/or blended learning approach. The SDGs topics/issues will be divided based on the listed SDGs Pillars (Diagram 1) – solicited by the SDG Academy Indonesia team.

Diagram 1. SDGs Pillars
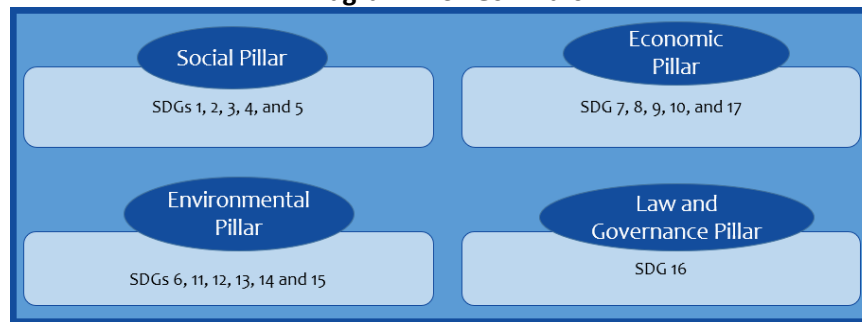
Upon development of curriculum, the learning materials will need to be transformed into digital form. Hence, conversion of learning materials to online contents as follows and as required by the Academy team:

1) Into a form of short learning video(s) including provision of script and story board (with combination of host and animation);
2) Into a form of Power Point Presentation (PPT) video(s) using template provided by the Academy team, creating attractive presentation design and providing voice over (VO) for each PPT.

Aside of the role out of the first two (2) Programs, the Service Provider is entailed to provide service for curriculum design of the newly SDG Study Abroad as well as the SDG Executive Leadership Programs. The **SDG Study Abroad Program** takes selected participants to a leading University and/or Institution in the Academy's country partner to strengthen their leadership and managerial skills to solve current and pressing SDGs issues. This program will be followed up by online coaching and individual project. In addition, to ensure gender balance, efforts to reach female participants and people with disabilities in the participating organizations as needed. As for the **SDG Executive Leadership Program** initiative**,** it is intended as a 2-3 days learning program for SDG Leadership and Management for Board of Directors / C-Levels both from public and private sectors. Lastly, **SDGs Forum** that consists of higher-level officials, private sector actors, youth, and academician. The purpose of this forum is to share the practical knowledge on certain issues, not only best practices but also know – how to solve pressing issues related to SDGs. The idea is to conduct four (4) workshops per batch.

II. Objective

The overall purpose of this RFP will result in a Long-Term Agreement (LTA) with a Service Provider for an initial period of one year and is <u>renewable up to a period of three years</u> subject to satisfactory performance in providing development of New Courses & Learning Materials and Programs for SDG Academy Indonesia. The estimate value for three (3) years will be USD 150,000. However, the LTA does not guarantee an estimate volume of sales. The following are the main objectives:

To develop a set of high-quality and comprehensive course modules around specific SDG topics/issues in Indonesian context using fully online and/or blended learning approach;

1) To digitize the SDG Academy Indonesia learning materials;
2) To develop a new curriculum design for SDG Academy Indonesia's Program(s).

III. Scope of Work, Activities and Deliverables
#### 1) SDG course module development
a. Learning materials development
   i. To make a team within Higher Education Institution or to create a consortium consists of institution and other Subject Matter Experts;
   ii. Using the SDG Academy Indonesia curriculum framework, as follows:

Curriculum Framework to develop comprehensive course modules of the SDG topics/issues mentioned in the previous section. The modules will be written in Bahasa Indonesia.	📄 PDF SDG Academy Indonesia - Curriculun

   iii. Ensure the content and activities of the course modules represent the most updated knowledge of the content and its relevance to Indonesian context, under consultancy with the SDG Academy Indonesia team;
   iv. Each module should consist of the following components (Diagram 2):

Diagram 2. Components of the Course Modules
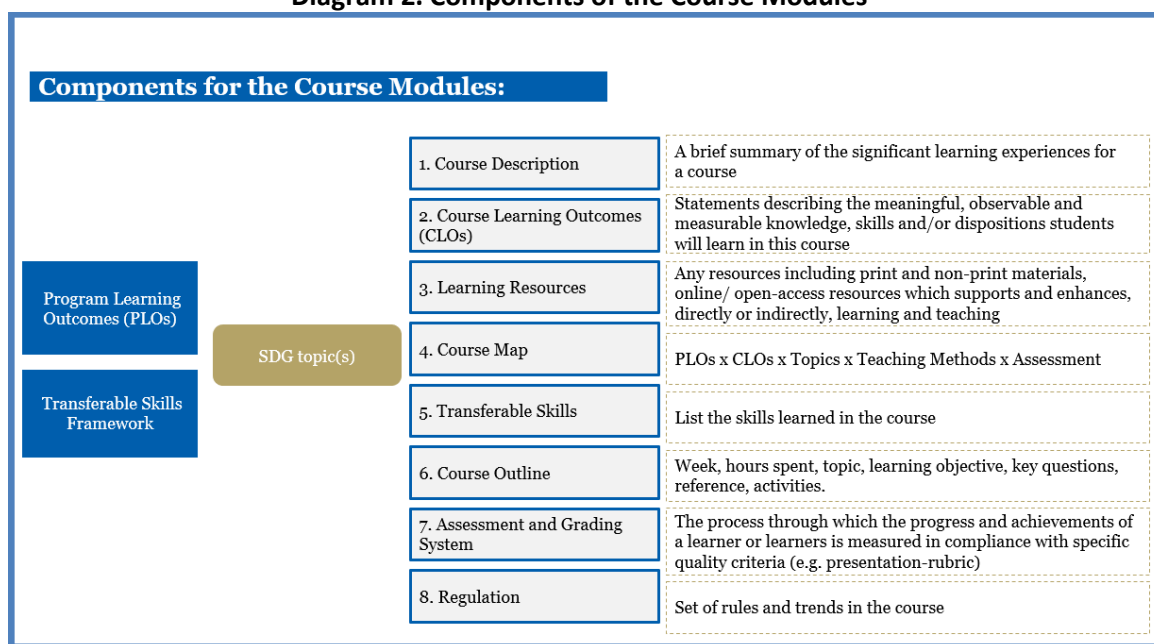
   v. Share the draft modules with key Subject Matter Expert(s) (SME) assembled by SDG Academy Indonesia for their review; incorporate comments and finalize the modules. SMEs will be further informed to the Service Provider.

b. Learning materials digitization
   i. Process of digitization from content analysis and creation of attractive design for learning materials including providing script, story board and talents for short learning video(s), as well as PPT video(s) including Voice Over and talents;
   ii. For the short learning video(s), provision of shooting equipment and post production editing equipment is required;
   iii. Content quality control process by content analyst and content management process via admin-dashboard. The details are as shown in Diagram 3.

Diagram 3. Digitization Process
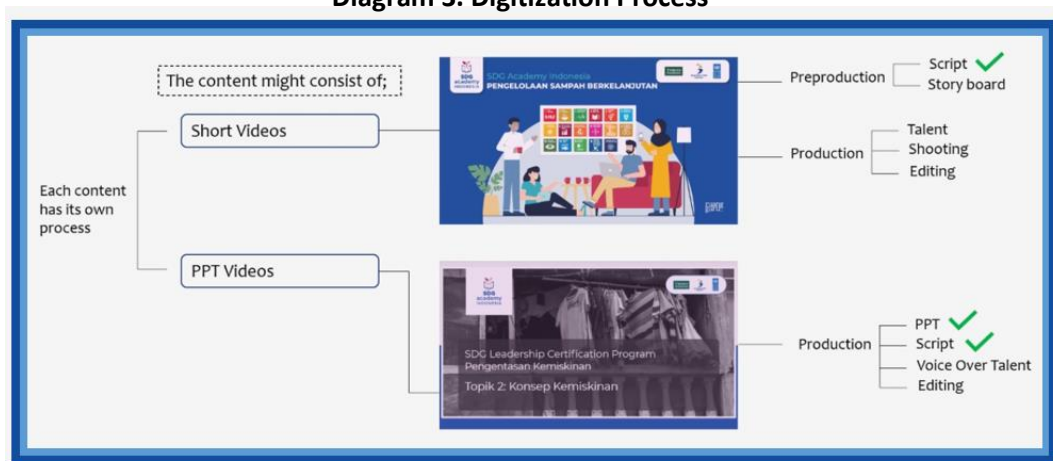
2) **Program Curriculum Design**

The development of curriculum design of the SDGs Academy Indonesia will consist of the following aspect:

  i. Skills framework based on five (5) clusters:
- Knowledge and understanding;
- Cognitive skills;
- Functional work skills;
- Personal skills; and
- Ethics and professionalism.

  ii. Core competencies which are leadership, management and learning competencies

  iii. Learning approaches which might include, but not limited to;
- Project-based learning;
- Problem-based learning;
- Personalized learning;
- Collaborative learning; and
- Online learning.

Note: In the case that some urgent/immediate new/changed arrangement or production or any problems and challenges that may possibly arise, the selected Service Provider must consult with the SDG Academy Indonesia team.

IV. Overall Requirement

The Service Provider shall have the qualifications as follows:

a) At least 5 years of experience in development, assessment and evaluation of curriculum, teaching and learning resources, preferably higher education institution.

b) Any experience related to SDGs will be an added advantage.

c) Experience having 1 previous/on-going project related to blended and fully online learning approaches. Any experience with the project-based learning and/or problem-based learning approaches will be an added advantage.

d) Experience having 1 previous/on-going project related to facilitation in training for teaching and learning purposes (training for teachers or course instructors).

e) For a state-owned institution/organization e.g. state owned university must provide a statement letter that describe legal autonomy, financial autonomy, and its mandate to engage in the RFP.

The team shall include (but not limited to) the following:

1) **Course(s), Learning Materials Development and Program Development**
a) A team of experts with lead expert in the fields relevant to all SDG topics/issues, with recommended structure as follow:
1. 1 lead expert as Project Leader
   - Master degree in Social Science and/or Applied Science and/or Development Studies and/or, Economic and Management Science, or other relevant fields with minimum of 15 years of experience in designing curriculum and learning materials to nurture continuous learning;
   - Having experience in handling at least 3 previous/on-going projects related to adult learning programs both in blended learning and fully online learning approaches; and
   - Having at least 3-year experience in delivering strategic capacity building initiatives both in regional and national level.
2. Four (4) Subject Matter Experts (per SDG Pillar) as curriculum designer
   - Master degree in Social Science and/or Applied Science and/or Development Studies and/or, Economic and Management Science, or other relevant fields with minimum of 10 years (or bachelor degree with 15 years) of experience in developing learning materials using blended learning and fully online learning approaches;
   - Having experience in handling at least 2 previous/on-going projects in designing assessment methods and tools of learning programs; and
3. 2 associates to support the experts
   - Bachelor degree holder in Social Science and/or Applied Science and/or Development Studies and/or, Economic and Management Science, or other relevant fields with minimum of 3-year experience in supporting learning materials development; and
   - Having experience in handling at least 1 previous/on-going project related to teaching, learning facilitation, and learning evaluation process.
B) Each of team member has to reflect below competencies:
   - Familiar with SDGs topics and its relation to Indonesia / local context
   - Able to create ease learning tools for adult to understand complex issues related to SDG
   - Having knowledge in policy making process both in public (national / regional level) and private sector (organization level)
   - Understand the adult learning methodologies and creating culture of continuous learning through various approaches
   - Excellent writing, editing, and oral communication skills in English and Bahasa Indonesia.

2) **Learning Materials Digitization**
A team of Production expert experienced in facilitating learning materials digitization, with recommended structure as follow:
1. One Lead Production Designer;
   - Bachelor's degree in visual communication design, visual, graphic design, or any other relevant fields.
   - 3 years design experience in a creative agency or similar creative production environment
   - Relevant experience in the preparation of 2D Digital materials, communication media, motion graphic videos, animated videos, web design and web development will be an added advantage.
2. One Assistant Production Designer;
   - 3 years Diploma in visual communication design, visual, graphic design, or any other relevant fields.
   - Having 1 previous/on-going project in a creative agency or similar creative production environment
   - Relevant experience in assisting the preparation of 2D Digital materials, communication media, motion graphic videos, animated videos, web design and web development will be an added advantage.
3. One Camera Operator;

- At least 1-year proven experience as camera operator, which include excellent theoretical knowledge of filming and capturing footage, ability to understand and follow camera scripts, and ability to arrange studio sets to best suit the settings on the camera, and control the lighting equipment, film stock, audio and cameras to get the result the director desires from the film.

4. One Content-based Officer.
- Bachelor's degree in visual communication design, visual, graphic design, or any other relevant fields.
- Having at least 1 previous/on-going project in digital learning
- Having at least 1 previous/on-going project related to reviewing scripts and aligned with target audience and course, and analyses as well as align the course goals and target audience
- Relevant experience in conducting research to identify course proposition, attractiveness, competitiveness, and user insight will be an added advantage.
- Relevant experience in quality check and give improvement feedback to the digital learning content will be an added advantage.

3) **Technical Proposal should be as follow:**
- A thorough understanding of this term of reference;
- Include a description of the methodology to be adopted in accomplishing the task;
- Demonstrate previous experience in conducting related tasks relevant to the assignment;
- Demonstrate inclusivity, gender equality, ethical principles, and non-discrimination in the development of all course modules;
- Detailed technical plan on the execution and operationalization of the assignment;
- A proposed timeline indicating activities/sub-activities to be undertaken and the corresponding outputs;
- Full details of proposed consultancy team members, including their CVs which relate their experience and skills, etc. to this undertaking;
- Names, physical and email addresses and telephone numbers of three references for the consultancy organization which must relate to major work done within the last three years; and
- Full names, post office box number, telephone number(s), e-mail address, physical address and contact person(s) of the consultant(s).

4) **Financial proposal, which outlines costs of the various components as required completing the assignment successfully, that includes:**
- Itemized consultancy fees/costs (professional fees);
- Itemized field expenses, including lines for enumerator compensation and transportation (if any);
- Itemized administrative expenses;
- Out of pocket expenses (if any);
- Transportation cost (if any); and
- Management fee/overhead cost (if any).

V. Payment Schedule

No.	Deliverables [list them as referred to in the RFP]	Remarks	Estimated Number of Working Days
1	1 (one) SDG course module related to Social Pillar (Goal 1, 2, 3, 4, 5) for SDG Leadership Program and/or Mobile Learning Program and/or digitization of learning material		1 and a half month (within 35 working days)

2	1 (one) SDG course module related to Economic Pillar (Goal 7, 8, 9, 10, 17) for SDG Leadership Program and/or Mobile Learning Program and/or digitization of learning material	**Deliverable 1-4 are optional and will be on call basis.** Per year, there will be 1 up to 2 new course(s) developed. It will be determined by the SDG Academy Indonesia.	1 and a half month (within 35 working days)
3	1 (one) SDG course module related to Environmental Pillar (Goal 6, 11, 12, 13, 14, 15) for SDG Leadership Program and/or Mobile Learning Program and/or digitization of learning material		1 and a half month (within 35 working days)
4	1 (one) SDG course module related to Law and Governance Pillar (Goal 16) for SDG Leadership Program and/or Mobile Learning Program and/or digitization of learning material		1 and a half month (within 35 working days)
5	1 (one) Program Curriculum for SDG Executive Leadership	**Deliverable 5 is required.** This program curriculum has been set to be developed within timeframe of either 2021 / 2022. The detail timeline will be determined by the SDG Academy Indonesia.	2 months (within 45 working days)
6	1 (one) Program Curriculum for SDG Study Abroad	**Deliverable 6 is required.** This program curriculum has been set to be developed within timeframe of either 2021 / 2022. The detail timeline will be determined by the SDG Academy Indonesia.	2 months (within 45 working days)
7	1 (one) Program Curriculum for the SDGs Forum	**Deliverable 7 is required.** This program curriculum has been set to be developed within timeframe of either 2021 / 2022. The detail timeline will be determined by the SDG Academy Indonesia.	2 months (within 45 working days)

**Submitted deliverable of service(s) will be reviewed for approval by the Director of SDG Academy Indonesia, followed by revision and/or correction as necessary before recommendation for payment.