



**EARLY RECOVERY ASSISTANCE (ERA) PROGRAMME
FOR JOGJAKARTA AND CENTRAL JAVA:**

**REQUEST FOR PROPOSALS FOR SMALL GRANTS FOR NGO/CSO LIVELIHOODS
RECOVERY ACTIVITIES**

Overview

The ERA Programme, a partnership of BAPPENAS and UNDP, is currently accepting proposals from non-governmental organizations (NGOs) and other civil society organizations (CSOs) (including universities) for community-based self-help initiatives that are aimed at restoring the livelihoods of communities affected by the Earthquake in Jogjakarta and Central Java. The priority area for support in this programme is the recovery of micro enterprises and home-based industries affected by the earthquake disaster.

These initiatives will be funded by grants under the Early Recovery Assistance (ERA) programme for Jogjakarta and Central Java up to a maximum value of IDR 250,000,000 each. Activities should be fully implemented and completed within a maximum six (6) months from the date of award. The deadline for grant applications is Friday 6 October 2006 at 17:00hrs.

Background Information

An earthquake measuring 5.9 on the Richter Scale hit Yogyakarta and Central Java Provinces in Indonesia on Saturday 27 May 2006. The death toll is confirmed at 5,778, and the IDP population is estimated to range up to 600,000 people. An estimated 139,859 houses have been completely destroyed, with another 468,149 houses having suffered earthquake damage. Economic losses are largely related to lost or damaged economic assets, including markets, household enterprises and shops, affecting mostly people working in the informal economy.

On 3 July 2006, the President of the Republic of Indonesia announced that the Emergency Stage in responding to the Earthquake that hit Yogyakarta and Central Java on 27 May , 2006 has been closed. The Government has formulated an Action Plan for Post-Disaster Rehabilitation and Reconstruction in DI. Yogyakarta Province and Central Java Province, hereinafter referred as the Action Plan. This plan consists of three main elements: (1) Housing and settlements recovery; (2) Public infrastructure recovery; and (3) Economic recovery.

The Early Recovery Assistance (ERA) Programme for Yogyakarta and Central Java is a partnership of BAPPENAS, local governments in DI. Yogyakarta Province and Central Java Province, and UNDP. The programme is designed to promote early recovery from the disaster and to serve as a crucial link between immediate short-term and longer-term recovery and development activities.

Objectives of Grant Programme

One of the objectives of the ERA programme is to support the restoration of livelihoods affected by the earthquake disaster. The earthquake has had significant and wide-ranging impact on the livelihoods of people in the affected area. It is estimated that about 650,000 workers have been affected in one way or another, with approximately 2.5 million of their dependents indirectly affected by loss of earnings.

In order to support the Government's Action Plan for rehabilitation and reconstruction, the ERA Programme places priority on supporting proposals that are centered on recovery and strengthening of small enterprises and home-based industries. Some of the key livelihood systems

that have been severely impacted and require urgent support include; small scale ceramic producing units; home based handicrafts and batik producing units; small-scale food producing units; small workshops and machine repair shops.

The affected communities are already seeking ways to resume their economic activities. With support both in the form of direct financial grants, replacement of lost assets, support for access to credits, and support for recreating market chains, they can get back on their feet and be active participant in the overall recovery process. In addition to restoring the livelihood systems that existed before the earthquake, there are opportunities to create new livelihoods for the affected people. The earthquake reconstruction will require a large number of skilled building artisans as well as large quantities of building materials. New livelihood opportunities linked to the reconstruction process can be created.

Scope of Activities

The priority area for support in this programme is for community-based self-help initiatives to recovery micro enterprises and home-based industries affected by the earthquake disaster, including the following:

1. Small-scale ceramics industry;
2. Home-based garment industries;
3. Small-scale food processing and storage industries;
4. Small workshops producing agricultural implements (iron smiths etc.);
5. Handicrafts (wood masks, bamboo crafts, furniture, etc.);
6. Small traders;
7. Small farmers / livestock;
8. Restoration of building material production units;
9. Enhanced skills of building artisans in earthquake resistant building construction.
10. Etc.

The types of support that could be provided by grantees through this grants programme are as follows:

1. Replacement of lost or damaged assets, including equipment or tools
2. Repair of home-based work spaces
3. Provision of working capital
4. Trainings
5. Support for access to credit
6. Support for recreating market chains
7. Other initiatives that support income-generating activities, such as business development services.

The priority of livelihoods restoration activities supported under ERA Programme should be based on following considerations:

1. The livelihoods was directly affected by the earthquake disaster;
2. Has general economic impact, such as employment creation, contribution to the economic growth in terms of value added, immediate demand, prospective and competitive advantages, also multiplier effects;
3. Has an impact on poverty reduction through achieving food security and strengthening community resilience;
4. Has an impact on improving women participation in economic activities;

Type of supports to be provided under this grant should be based on the following considerations :

1. *Working place replacement* – priority should be given to working places which benefits micro and small entrepreneurs who were affected by the earthquake. In some cases working place replacement could also be provided for home-based industries.

2. *Assets and tool replacement* – priority should be given to business or production units whose products are immediately needed in high demand. such as construction related production units;
3. *Working capital* – priority should be given to employment of local community-based Micro Finance Institution. This institution could retransfer the funds as loan with low interest to the micro and small entrepreneurs ;
4. *Training* – priority should be given to training subjects which directly and immediately needed in the reconstruction process, such as training on earthquake resistant building construction, training on bamboo wall production, etc. In addition to that, training programme that is aimed to develop micro and small entrepreneur capacity in regard to capability to access to financial institution, wider market, market chain recovery, and on developing competitive advantages of such products, should also received considerations;
5. *Other supports* that are not covered above will be considered as long as it is inline with the principles of ERA Programme.

Eligible Organizations

This grant programme is targeting non-governmental organizations (NGOs) and other civil society organizations (CSOs) (including universities) based in Jogjakarta and Central Java. Ideally, the programme will support local organizations already engaged in livelihoods recovery programmes. Organizations must submit an organizational profile as per the format in the Annexes.

Eligible Costs

All direct costs related to the implementation of the above activities will be considered. All direct costs need to be directly attributable to the implementation of the activities. This includes:

1. Direct costs related to project inputs, such as cost of equipment or tools, repair or renovation costs, provision of working capital in the form of cash micro-grants, costs of training, etc.
2. Direct costs related to the organization's support to implement the activities, including additional staffing, transportation and monitoring costs, and office costs directly required for the implementation of the activities.
3. In addition to direct costs, the small grants programme will support "indirect costs" (overheads) not to exceed 5% of the value of the proposal. "Indirect costs" are defined as ongoing administrative expenses of a firm/organization which are not attributed specifically to the project itself, and which are hence figured as a % basis of the overall price proposal rather than being broken down as identifiable unit costs).

Timeframe for Proposals Process

Saturday 23 September 2006	Advertisement (Solicitation of proposals, invitation for workshop)
Friday 29 September 2006	Workshop for interested organizations to be held at Gedung Bank Pasar Klaten
Friday 6 October 2006	Deadline for submission of proposals (see details below)
Week of 9 October 2006	Review of proposals
Week of 16 October 2006	Feedback to recommended organizations; revisions to proposals as required; issuance of grant agreements
6 months from grant award	Implementation of activities

Submission of Proposals

Proposals may be submitted in either the English or Indonesian languages on the grant application form attached in the Annexes. The proposals should be received by the ERA Programme Office **no later than 17:00 hrs on 6 October 2006**. Proposals can be submitted by:

- (a) Email (preferred) to: livelihoods.id@undp.org ; or
- (b) Mail or hand delivery to: **ERA Livelihoods Mini Grant**
ERA Project Office
UN Coordination Office
Gedung Ditiasa
Jl. Ringroad Barat – Nogotirto
Gamping, Sleman - DIY

Please be aware that proposals emailed to UNDP will be rejected if they are received after the deadline for bid submission. As an email may take some time to arrive after it is sent, especially if it contains a lot of information, we advise all proposing organizations to send email submissions well before the deadline

Selection Criteria

Proposals will be reviewed by a panel constituted by the ERA programme. Specific criteria for the selection of the projects will be:

Technical appropriateness of the proposed activities, including demonstration that activities will achieve maximum impact and results at the local level.	25 points
Clear definition of target beneficiaries, demonstrating need for support from the programme.	25 points
Whether the applicant is a credible non-governmental or civil society organization with the institutional capacity to implement the proposed project.	25 points
Cost realism of the proposed budget and unit input prices.	25 points
TOTAL POINTS	100 Points

The Programme will award grants to the highest scoring proposals, to the maximum available funds for the grants programme

Agreement and Payments

Upon award of grant, UNDP will enter into a Grant Memorandum of Understanding (MOU) with the organization, a sample of which is available on the UNDP Indonesia Web Site at <http://www.undp.or.id/earthquake/index.asp> or from the ERA Programme Office.

Grant payments will be made in one/two advance payments, depending on the nature and time frame of activities. An amount of 10% would be retained until full completion of activities and acceptance by UNDP of the final report.

Monitoring and Reporting:

UNDP will undertake a range of activities as part of monitoring of grantee organization progress. These activities will include: regular review meetings with the grantee organization to review progress, discuss and challenges and measures to address them, and identify any corrective actions that need to be taken during implementation; Field Monitoring Visits to validate outputs on the ground; Review and Validation of grantee organization Progress Reporting; and Review of financial reports to ensure expenses are in line with the budget lines specified in the MOU and in

line with the purposes of the MOU, and that correct procurement and hiring procedures have been followed.

The grantee organization will be required to provide a final narrative and financial reports prior to final payment. This report will include description of results, challenges experienced and lessons learnt, and photographic documentation of project activities and outputs. The financial reports will include a report of expenditure against budget. Grantees must maintain complete, accurate and up-to date accounts, records and supporting documentation for all expenditures financed by the Programme, and UNDP reserves the right to review this supporting documentation. The grantee must also keep a full inventory of equipment and assets procured with support through the programme.

Any expenditure which is not appropriate to the objective, outputs and activities of the LOA will be rejected by UNDP. Likewise, any expenditure for which there is not appropriate supporting documentation will be rejected by UNDP and this amount will be deducted from the grantee organization's expenditure statement.

Reporting formats will be made available to grantees.

Further Information:

For further information regarding eligibility to submit a proposal, content of a proposal or any other matter related to the ERA Programme in Indonesia, please contact the UNDP ERA Programme Office by either of the means listed above.

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**GRANT PROPOSAL FORM
SMALL GRANTS FOR NGO/CSO LIVELIHOODS RECOVERY ACTIVITIES
FOR JOGJAKARTA AND CENTRAL JAVA**

(1) Contact Information:

Name of Proposing Organization:	
Name of Contact Person:	
Address:	
Phone:	
Fax:	
E-mail:	

(2) Target beneficiaries of the project:

Province:	
Kabupaten:	
Kecamatan:	
Desa:	
Number of target beneficiary families / total persons :	_____ families ___ women headed households _____ persons ___ Men _____ Women
Description of target beneficiaries (i.e. household enterprises) and sector (ceramics, garments, agriculture, etc.); please also explain the vulnerability condition of the selected target beneficiaries (such as poor household, widows, disabilities, etc)	

(3) Expected Results of the project:

Please describe the expected results (Goal, Purpose and Outputs) of the proposed project:

Goal:	
Purpose:	
Outputs:	1. 2. 3.

(4) Activities / Work Plan:

What specific activities will be carried out to implement the project? Please be as concrete as possible. Explain briefly how they will be done. Provide a timeline for the planned activities in the form of a bar-chart.

Activity	Month					
	1	2	3	4	5	6
1. Activity 1	X					
2. Activity 2	X	X				
3. Activity 3		X	X			
Etc.						

(5) Inputs:

Please describe the inputs required to achieve the expected results of the project, including detail on training inputs, materials and equipment, cash grants, and any other inputs required. These inputs should be reflected in the project budget.

What costs will be covered?

All reasonable and necessary costs related to the implementation of the above activities will be considered, with the exception of the following:

- Capital or recurrent funds for the construction of public infrastructure or purchase of items of a capital nature; and
- Activities that are directed at benefiting charitable organizations, general education, scholarships, study tours or fellowships.

(6) Monitoring and Evaluation:

Please provide a brief description of the monitoring, reporting and evaluation processes for the project. Please include information on how the community will be involved in monitoring and evaluation of the activity.

(7) Organizational Capability:

Provide a brief description of the organization submitting the proposal. In addition, please provide answers to the following questions:

1. Is the organization legally established?
2. Date of creation:
3. Does the organization have a governing body? Please describe.
4. Does the organization belong to any NGO networks?
5. Has the organization received funding from Government, national or international (including UN) fund sources?
6. Describe past project undertaken and with reference to fulfillment of relevant success indicators.
7. Does the organization have its own bank account?
8. Describe the financial capability of the organization e.g. funds on hand, debts, annual turnover, financial system.

(8) Organizational Experience:

Please list previous projects as follows:

Name of project	Funding Source	Contract Value	Period of activity	Types of activities undertaken	Reference from funding source/supervisor of project
Etc.					
Etc.					

(9) Signature of Proposal

The Proposal should be authorized and signed as follows:

Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax:

Annex 1 to Proposal: Logical Framework

Please complete the following table with the results and activities from the technical proposal.

Results	Verifiable indicator	Means of verification	Assumption/risk
Goal			
Purpose			
Outputs			
Main Activities			

Annex 2 to Proposal: Proposed Budget

Please fill in the budget form below or copy it. Please also attach additional information which you believe would be helpful in reviewing your application for funding. Please note that the small grants project will fund activities to a maximum value of IDR 250,000,000 each

	Unit Cost	Unit Quantity	Unit Type	Unit Quantity	Unit Type	Total
Livelihoods Materials and Equipment						
...						
...						
...						
Subtotal						
Cash Micro Grants						
...						
...						
...						
Subtotal						
Trainings / Workshops						
...						
...						
...						
Subtotal						
Other Activities						
...						
...						
...						
Subtotal						
Technical / monitoring personnel						
...						
...						
...						
Subtotal						
Travel / Monitoring Costs						
...						
...						
...						
Subtotal						
Operating & Office Costs						
...						
...						
...						
Subtotal						
SUBTOTAL						
OVERHEAD (Specify percentage to Maximum 5%)		Percent:	5%			
TOTAL						

