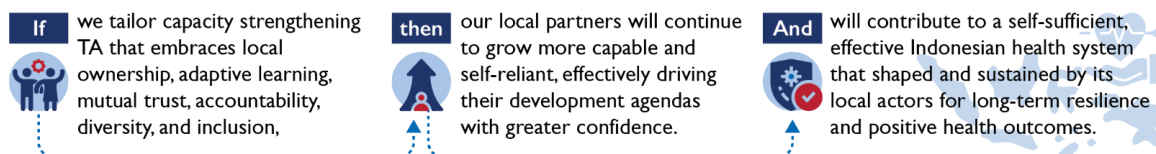


Solicitation Title:	Local Operations Expert Consultant
Solicitation Number:	APRO-BANTU II-004
Submit Proposal to:	<a href="mailto:MEmbon@fhi360.org">MEmbon@fhi360.org</a>
Date of Issue of RFP:	July 10, 2024
Date Proposal Due:	July 22, 2024
<b>Method of Submittal:</b>	
Respond via e-mail with attached document in MS Word / pdf format. <i>Please put "Local Operations Expert Consultant – APRO-BANTU II-004"</i> in the email subject line.	
<b>Quote Validity:</b>	
The Consultant agrees to hold the prices in its offer firm for <b>60 days</b> from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.	

## Background

USAID’s Health Technical Assistance Project (BANTU II) is a five-year project awarded to Integra in partnership with FHI 360. BANTU II provides specialized technical assistance to support USAID Indonesia’s health programs and the Government of Indonesia, sub-national government, non-governmental organizations, academic institutions, and research institutes. As a follow-up to BANTU I, BANTU II is the next-generation health sector support mechanism designed to enable USAID to continue providing practical and adaptive technical assistance while accelerating local ownership and Indonesian self-reliance goals. To achieve this, BANTU II will strengthen the capacity and sustainability of USAID local partners so that these organizations can better fulfil their mandates to improve health outcomes in Indonesia. The project’s overarching theory of change posits that:



Five principles underlie and inform local capacity strengthening processes implemented over the course of BANTU II.

1. Local ownership and leadership: BANTU II supports local actors to lead their development, set their priorities, and make impactful decisions, fostering an environment where they are the primary architects of change.
2. Adaptive learning, feedback and customization: BANTU II employs an adaptive learning approach for continuous capacity strengthening that builds on existing strengths, incorporates client feedback, and responds to changing needs. TA is aligned to local priorities, embedded within local systems, and tailored to fit the unique contexts and maturity levels of local partners.
3. Collaboration based on trust and mutual accountability: Our strategy – informed by JSI’s Critical Shifts TA approach – emphasizes trust and mutual accountability, through which local actors have their voices heard and exercise their unique capabilities.
4. Results and impact-focused: All TA activities aim for measurable results that contribute to both local organization and USAID goals, utilizing tools like the Organizational Performance Index (OPI)<sup>1</sup> for capacity improvement assessments.
5. Diverse and inclusive engagement: BANTU II appreciates that each CSO is different, develops uniquely, and has varying levels of agency, power, and resource access. We strive to foster equity, inclusion, and diversity throughout local capacity-strengthening processes.

To build and sustain the capacities of local organizations in Indonesia, BANTU II will provide a specialized expertise for building institutional capacity. Note that these organizations are established Indonesian organizations and have all been deemed grant-worthy to received direct USAID funding. However, they have gaps and special award conditions in operational standards, regulations and administrative system that need to be filled, specific for each organization.

In 2024, USAID has highlighted that capacity strengthening focus should be directed to five direct USAID implementing partners that receive or will soon receive USAID resources to work in Indonesia’s health sector. Note that these organizations have all been deemed grant-worthy through the initial assessment but may have gaps and special award conditions that need to be filled, specific for each partner.

To support these partner, BANTU II will specifically provide a training and mentoring on operations management, including establishment of standards operating procedures (SOPs). As part of these activities, BANTU II is looking for a **Local Operations Expert Consultant** to support the Capacity Strengthening Advisor and the Finance Manager in preparing and delivering a suite of technical assistance offerings that strengthen the organizational capacities of targeted partners.

**\*\* This consultancy is subject to project award and funding\*\***

## **Position Summary**

The Indonesian Operations Expert Consultant will work under the direction of Finance Manager and Capacity Strengthening Advisor. S/he will assist the BANTU II to consult with USAID Indonesia Activity Managers/Agreement Officers, review all scope of work operations resource documents of the partners, participate in the meeting with partners and support co-development of organization capacity strengthening partnership action plans; provide training, reviewing, and mentoring support for the development, adaptation and/or utilization of operation SOPs.

## **Scope of Work (SOW)**

- Support capacity strengthening efforts on SOPs development, adaptation and/or utilization of operation SOPs to the local partners.
- Conduct training and mentoring sessions for BANTU II partner organizations on development, adaptation, utilization of operation SOPs, and fostering a strong understanding and adherence to established SOPs.
- Review documents BANTU II partners organizations to ensure accuracy, compliance, and adherence to USAID regulations.
- Develop and/or assemble a suite of capacity strengthening advanced training and/or mentoring tools that will be utilized throughout the life of project. Undertake any other duties as assigned by management.

## **Deliverable/Milestone**

- Capacity mapping of partners and tools for capacity strengthening for the development, adaptation and/or utilization of operation SOPs.
- Facilitation and review capacity assessments of BANTU II partners specifically on SOPs development, adaptation, and/or utilization of operation SOPs.
- Capacity strengthening action plan, training and/or mentoring tools, and progress report of each partner.
- Provision of training and/or mentoring TA to targeted partners.
- Report on the result of BANTU II mentoring and/or training to the partners.

**Location of Work:** Jakarta, Indonesia

**Travel:** The consultant is expected to visit local CSOs in Jakarta/outside Jakarta to provide on-site technical assistance on an as-needed basis.

## **Qualifications:**

- Bachelor's degree in business administration, finance, or a related field is required.
- Minimum of seven years of experience in an operations and finance capacity, specifically within the context of NGOs.

- Minimum of seven years of relevant experience in the development sector, managing contracts, finances, human resources/personnel, and operations on USAID or other international donor-funded projects, is considered a valuable asset.
- Experience in training and mentoring facilitation on SOPs development, adaptation, and/or utilization of operation SOPs.
- Experience in gender equity and social inclusion (GESI) mainstreaming through the capacity strengthening.
- Excellent communication skills and proficiency in both written and spoken Bahasa Indonesian and English are essential.

**Evaluation Criteria:** Proposals will be evaluated in accordance with the following criteria:

Area	Indicators	Scale
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of bachelor’s degree in business administration, finance, or a related field</li> </ul>	35 (Max. Points)
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of seven years of experience in an operations and finance capacity, specifically within the context of NGOs.</li> <li>• Minimum of seven years of relevant experience in the development sector, managing contracts, finances, human resources/personnel, and operations on USAID or other international donor-funded projects, is considered a valuable asset.</li> <li>• Experience in training and mentoring facilitation on SOPs development, adaptation, and/or utilization of operation SOPs.</li> <li>• Experience in gender equity and social inclusion (GESI) mainstreaming through the capacity strengthening.</li> </ul>	45 (Max. Points)
<b>Cost</b>	<ul style="list-style-type: none"> <li>• Daily rate in IDR</li> </ul>	20 (Max. Points)
<b>Total</b>		100 points

## Timetable and Address for Submission

Proposals are due no later than 5:00 PM on July 22, 2024. Required documentation listed below must be e-mailed to [MEmbon@fhi360.org](mailto:MEmbon@fhi360.org)

**Required Documentation:** Proposals must include the following components:

- Applicant's CV
- Cover letter outlining experience in responding scope of work and deliverables.
- Proposed daily rate in IDR; and
- Two references, including contact information.

## FHI 360 Disclaimers

- FHI 360 may perform a background check on any selected Consultant candidates.
- FHI 360 may cancel the solicitation and not award.
- FHI 360 may reject any or all responses received.
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions.
- FHI 360 will not compensate any offeror for responding to solicitation.
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- FHI 360's supplier terms and conditions can be found [here](#) while our consultant terms and conditions can be found [here](#)

Women are encouraged to apply.