REQUEST FOR PROPOSAL – RFP
Services
Ref: JAK/QUO/20/SC/PCB/018

Regional Science, Engineering, Technology and Innovation (SETI) Needs and Assets Mapping
(Please quote this UNESCO reference in all correspondence)

Date 18 September 2020

Dear Sir/Madam,

You are invited to submit an offer for Regional Science, Engineering, Technology and Innovation (SETI) Needs and Assets Mapping in accordance with the present solicitation document. The Request for Proposal (RFP) consists of this cover page and the following Annexes:

Annex I Term of Reference
Annex II Application Form
Annex III Template for Cover Letter

Please send your offer comprising of technical proposal and financial proposal to:

Email:  a.sugiura@unesco.org with copy to fa.nurritasari@unesco.org
Subject: Regional Science, Engineering, Technology and Innovation (SETI) Needs and Assets Mapping (Ref: JAK/QUO/20/SC/PCB/018)
Deadline: 2 October 2020 17:00 (UTC+7)

This letter is not to be construed in any way as an offer to contract with your firm/institution. Your proposal could, however, form the basis for a contract between your company and UNESCO.

You are requested to acknowledge the receipt of this letter and to indicate whether you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact Ms Ai Sugiura (a.sugiura@unesco.org) with copy to Ms Fitrie A. Nurritasari (fa.nurritasari@unesco.org).

For and on behalf of UNESCO

Shahbaz Khan
Director and Representative
UNESCO Regional Science Bureau for Asia and the Pacific
Annex I
Term of Reference
Sub-Regional Science, Engineering, Technology and Innovation (SETI) Needs and Assets Mapping

In the framework of UNESCO’s programme to strengthen the capacity of Asia-Pacific member states to develop and monitor inclusive Science, Engineering, Technology and Innovation (SETI) policies and knowledge systems, UNESCO Office Jakarta is seeking partner institutions to conduct the SETI needs and assets mapping in the region. This study will provide the regional landscape on SETI development, capacity gaps, identified needs of supports and available pools of SETI resources. The results of this study will help mobilizing the resources and supports as well as bridging the science and policy decisions to meet the societal needs. This activity will contribute to attaining 2030 Agenda on Sustainable Development Goals, especially Goal 9 (Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation).

The partner institutions should submit a proposal on SETI Needs and Assets Mapping including statistical data on at least one of the following themes:

1. Science policy including open science,
2. Capacity building including capacities in engineering,
3. Women in Science,
4. Scientific and Ethical Dimensions of AI,
5. SDG ready technologies and innovations,
6. Science communication and citizen science,

that covers Asia and the Pacific with, at least, one country per sub-region (Central Asia, South Asia, South-East Asia, East Asia or Pacific).

Eligibility and Requirement
UNESCO Category 2 Centres and Institutions, UNESCO Chairs, universities and any non-profit research institutions from UNESCO’s member states in the region of Asia and the Pacific are eligible to participate in this call.

The partner institution must also fulfil the following requirements:
1. Internationally recognised institution specializing in SETI with previous engagement with any of UNESCO’s Science programme, competencies and challenges of delivering the Agenda 2030 on SDGs;
2. Proven experience in research, analytical reviews, synthesizing, reporting and linking with multiple and multilevel stakeholders.

Expected Output
The expected outputs of this activity are:
1. Documented analysis and map of SETI needs on the chosen theme in the region based on statistical data.
2. Documented analysis and map of SETI assets on the chosen theme in the region based on statistical data.

Budget
Maximum funding for a proposal is USD 2,000.
Timeframe
Maximum period to conduct the overall activities is up to 3 months

Submission Process
Please submit the Application Form, following the format in the annex, together with a cover letter addressed to Director of UNESCO Jakarta, no later than 2 October 2020 17:00 (UTC+7) through Dr Ai Sugiura (a.sugiura@unesco.org) with copy to Ms Fitrie. A. Nuritasari (fa.nuritasari@unesco.org).
**Annex II. Application Form**
*Please delete any guidance text in blue when you submit the application.*

**APPLICATION FORM**

<table>
<thead>
<tr>
<th>Institution Name</th>
<th></th>
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<tbody>
<tr>
<td>Mapping Location</td>
<td><em>(Please indicate the chosen country per sub-region)</em></td>
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<tr>
<td>Theme</td>
<td><em>(Please indicate the chosen theme)</em></td>
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<tr>
<td>Estimated start date of project</td>
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<tr>
<td>Estimated end date of project</td>
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<tr>
<td>Overall budget of the project</td>
<td>USD</td>
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<tr>
<td>Funding requested from UNESCO</td>
<td>USD</td>
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<thead>
<tr>
<th>Institution:</th>
<th>Legal representative of the Institution</th>
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<tbody>
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<td>Legal Address:</td>
<td>Name:</td>
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<td>Full postal address:</td>
<td>Title:</td>
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<td>Phone:</td>
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<td>Website</td>
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<td>Social Media:</td>
<td>Email:</td>
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<tr>
<th>Other members of the project team:</th>
<th>Project Manager</th>
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<tr>
<td><img src="https://latex.codecogs.com/svg.image?%5Ccdot" alt="bullet" /> (names, positions, emails)</td>
<td>Name:</td>
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Please provide a brief **description** of the project:

*(maximum 150 words)*
1. Introduction (500 – 1000 words)

Background

Please explain the importance of your chosen countries of focus and theme in detail, is it relevant with the current SETI issues especially in attaining UNESCO’s programme?

Objective

Please describe the objective of your study

2. MAPPING METHODOLOGY (500 – 1000 words)

Please describe the detail of your proposed methodology to conduct the needs and assets mapping activities.

And list down the detail activities to be implemented, and the workplan in the table below. Please provide the timeframe for each activity (mark “x” under the month each activity will take place). Activities should be listed in chronological order; month 1 signifies the first month of the project.

<table>
<thead>
<tr>
<th>No.</th>
<th>Detail Activity</th>
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*) maximum period 3 months

4. BUDGET

Provide a detailed proposed budget in a table (or excel format)

5. ORGANIZATION DESCRIPTION

<table>
<thead>
<tr>
<th>Country of registration</th>
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<tr>
<td>Registration number</td>
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<tr>
<td>Date of registration</td>
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<tr>
<td>Issued by</td>
<td></td>
</tr>
<tr>
<td>Registered as: (e.g. foundation, association, governmental organization, etc.)</td>
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<tr>
<td>Name of institution official bank account*</td>
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</table>
Bank account number

Bank name and address

*) If your institution is selected, bank documentation and legal registry document of your institution will be required for further process. Please also ensure the bank account holder name is the same as the institution’s name (not a personal account).

**Mission**

A short statement of, among others, why your institution exists, what its overall goal is, etc. (100 – 150 words).

**Governance of the Organization**

Provide the structure of your institution, number of people working in your institution, their status (e.g. fixed term staff, project-based, volunteers) (100 – 150 words).
Annex II. Template for Cover Letter

OFFICIAL LETTERHEAD

DATE

To :

Prof. Dr. Shahbaz Khan
Director of UNESCO Jakarta
Jalan Galuh II no 5, Kebayoran Baru
Jakarta 12110, Indonesia

Subject : Proposal for XX

Dear Sir,

Please find enclosed proposal for XX (briefly describe your proposal and funding required).

Regards,

Signature

Official Representative Name and Title
Institution Address
Representative of Institution Email
Representative of Institution Phone Number