



## Professional Human Resource Development Project III (PHRDP-III)

LOAN Number IP – 535

### REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

#### ASSIGNMENT TITLE: Distance Learning System Configurator

The National Development Planning Agency (BAPPENAS) of the Government of Indonesia (GOI) has received a loan from the "JICA" toward the cost of the Professional Human Resource Development project, III (PHRDP-III) and intends to apply it to the part of the proceeds for engineering services.

The Executing Agencies, acknowledged as BAPPENAS (hereinafter referred to as "the Employer"), will implement the Project to establish a Distance Learning System (DLS) with synchronous and asynchronous modes. DLS will be used to support the Project component namely Enhancement of Planner Development Center (EPDC), which provides role for servicing the education and training needs of government planner in Indonesia and realize Tele-conference between/among BAPPENAS, BAPPEDA and universities in Indonesia and in Japan

Scope of services of the consulting engineering services is to suggest overall strategic plan, advise technical and managerial scheme, conduct operation and maintenance training, and develop and update courseware to enhance using of Distance Learning System (DLSC).

The Procurement Committee now invites eligible company ("consulting") to indicate their interest in providing the engineering services. The company shall submit the Expression of Interest (EOI) demonstrating that company provides the required qualifications and relevant experience to perform the services, i.e. presenting company profile, legality of company, description of similar assignments in last few 7 years (completed with: assignment location/country, name of employer/client, type of services provided, narrative description of project, period of contract [starting date and completion date], and contract value), and qualifications and competency of key personnel's. Interested company may obtain qualification document on the BAPPENAS website <http://bappenas.go.id/index.php?CID=3939>.

The duration of assignment is expected to be around two (2) years, starting in October 2014.

Company may associate with other firms in the form of a joint venture or a sub consultancy to enhance their Qualifications.

Expression of Interest must be delivered to the address below before 15:00 (WIB) on March 12, 2014.

Procurement Committee, BAPPENAS  
Gudung Madiun Lt. Basement, Jl. Taman Suropati, No. 2,  
Tel/Fax: (62 – 21) 31931392  
Jakarta 10310, Indonesia  
Email: [pengadaanphln@bappenas.go.id](mailto:pengadaanphln@bappenas.go.id)

## Section 4

### Terms of Reference

---

#### 1. Background

Assisted by the Japan International Cooperation Agency (JICA), the Enhancement of Planner Development Center (EPDC) at National Development Planning Agency (BAPPENAS) will launch the Professional Human Resource Development Project (PHRDP), Phase III, over a period of seven years (2007 – 2013) to establish a Distance Learning System (DLS) with synchronous and asynchronous DLS modes. DLS will be used to support EPDC role for servicing the education and training needs of government planner in Indonesia and realize Tele-conference between/among BAPPENAS, BAPEDA and universities in Indonesia and in Japan.

The Project will recruit both local and International Distance Learning System Configurator (DLSC) who will suggest overall strategic plan, advise technical and managerial scheme, conduct operation and maintenance training, and develop and update courseware to enhance use of DLS to the Project.

#### 2. Objectives

Distance Learning Consultants (DLC) has to be functioned as a technical consultant to BAPPENAS conducting following major works;

- 1) to provide professional comments to BAPPENAS during bid evaluation period and contract negotiation with the lowest evaluated bidder for Package A.
- 2) to conduct equipment acceptance under procurement Package A,
- 3) to produce and update web-site,
- 4) to produce and update courseware to be distributed under DLS,
- 5) to provide technical services for operation, maintenance and update of DLS,
- 6) to develop Learning Management System,
- 7) to realize broadcasting of courseware not only on TCP-IP but also ISDN, Smart Phone or tablet or other portable devices.
- 8) to improve use of DLS and
- 9) other work related to DLS.

Above tasks are distributed into two stages, which are Supervising Stage and Operation and Maintenance Stage. Venue to provide such services is distributed into total of 12 sits.

6 universities:	UI, ITB, UGM, UNPAD, UNHAS and UNSYIAH
BAPPENAS:	Vice Minister Meeting room, BAPPENAS
	SG Room, BAPPENAS
	SS Meeting Room, BAPPENAS
	Multi-function Meeting Room
	Head of CPDET, Proklamasi Building
	Planner Laboratory Room, Proklamasi Building

### **3. Scope of Works**

#### **A. Tender Stage (during bid evaluation of Package A)**

Provide professional and technical advice to BAPPENAS for evaluation of bid and contract negotiation.

#### **B. Supervising Stage (during the contract period of Package A)**

1. Assist in BAPPENAS for managing the procurement work under Package A in terms of supervise equipment installation and commissioning such as Provisional Acceptance Test (PAT), Equipment Acceptance Test (EAT) and other related works under procurement Package A assisted by PFM Consultants<sup>1</sup>.
2. Supervise and monitor the renovation work for 6 sites at BAPPENAS.
3. Approval of technical documentation submitted by Package A supplier.
4. Engaging operation and maintenance training organized by the Supplier of Package A.
5. Other related work for installation and commissioning, and operation and maintenance training.

#### **C. Operation and Maintenance Stage (after hand-over of the Goods to BAPPENAS)**

1. Conduct the operation and maintenance of DLS to the representative of users from 6 universities and 6 sites at BAPPENAS.
2. Establish operation and maintenance manual.
3. Develop web site.
4. Develop courseware to be broadcasted under the network and DLS on the Synchronous and Asynchronous basis. Types of courseware is as follow.
  - 206 sessions for First Planner Staff Development Program.
  - 152 sessions for Younger Planner Staff Development Program.
  - 67 sessions for Middle Planner Staff Development Program.
  - 24 sessions for Main Planner Staff Development Program.
6. Organize the periodical meeting on operation and maintenance, system management, etc.
5. Development of Learning Management System (LMS) with a Synchronous and Asynchronous basis on DLS.
6. Invite Technical Assistance from Japan, who will be recommended by BAPPENAS.
7. Database software and Non-Linear Video Editing System will be supplied by BAPPENAS.
8. Other related work for DLS operation and maintenance, and courseware and contents development.

In order to deliver fruitful results to the project and complete above specific mission perfectly, maintaining team work between PFM and EEO<sup>2</sup> is highly recommended.

### **4. Reporting Requirements**

The DLS are required to submit reports to BAPPENAS. Reporting of activities form an integral part of the DLS duties and must be delivered on time as specified. These reports should reflect the independent and objective analysis and professional judgment of the DLS. The required reports are;

1. Inception report within 1 month from mobilization.
2. Operation and Maintenance Manual for DLS and LMS.

---

<sup>1</sup> Planning and Financial Management Consultants conducted by Oriental Consultants.

<sup>2</sup> Consulting Services of Educational Exchange Office Service conducted by AsiaSEED.

3. Quarterly Progress Reports.
4. Annual Progress Report.
5. Project Completion Reports.
6. Preparation of annual budget presenting optimum solutions for the sustainable use of DLS.

## 5. Assignment, Tasks, and MM Allocation

Assignment	MM	Main Task	Qualification
Team Leader	29	Coordinate the team toward final target of the Project.	Master
Network Engineer - 1 (Co-team Leader)	17	Responsible for all aspects of technical issues.	Bachelor
Network Engineer - 2	15	Responsible for operation and maintenance of DLS.	Bachelor
Network Engineer - 3	9	Operation and maintenance of DLS.	Bachelor
Application Programmer - 1	13	Responsible for development of LMS.	Bachelor
Application Programmer - 2	13	Development of LMS.	Bachelor
Web Designer	3	Responsible for development of web-site.	Bachelor
Multimedia Designer	13	Responsible for designing overall structure of courseware.	Bachelor
Multimedia Engineer	20	Development of courseware.	Bachelor

## 6. Required Qualification and Experience

The DLS for both International and Local experts for this assignment are expected to possess:

### 6.1 Team Leader

- a. Period of Work: 3 years from August 2014
- b. Total Man-Months: 29 MM
- c. Main Task: Manage and coordinate the Project in terms of both technical and administrative aspects.

#### Qualifications

- a. Provides Master degrees with at least ten (10) years of experience in system development, operation, management or administration of large scale network, distance learning or tele-conference system through various types of communication and networking protocol.
- b. At least three (3) years of experience on the development or operation of education / research network.
- c. At least three (3) years of working experience in a team composed with national or international ICT Specialists.
  - a. Good skill for operation of Java, C, C++, Visual Basic, PHP, JavaScript, Go, etc.
  - d. A good understanding of the higher education system and network system in Indonesia.
  - e. Good communication skill in English (report writing and speaking).

### Tasks Rendered

- a. Managing, administrating and coordinating the Project not only in hardware and software aspects but also team work among engineers in the team, PFM and EEO Consultants to maximize the performance of DLS.
- b. Stations in Jakarta and responsible for coordination of report and documents submission.
- c. Responsible for giving managerial and administrative advice to BAPPENAS during;
  - 1) Tender stage: provide professional and technical advice to BAPPENAS during bid evaluation and contract negotiation.
  - 2) Supervising stage: conduct installation commissioning, engage operation and training program, supervising the renovation work and hand-over of equipment with PFM Consultants
  - 3) Operation and Maintenance stage: establishing training program to users, development of LMS, contents and teaching material on DLS.
- d. Responsible for supervising the overall work required under TOR and coordinating technical problems with Senior Network Engineer.
- e. Preparation of annual budget giving optimum solutions for the sustainable use of the system.
- f. Other related work.

### 6.2 Network Engineer - 1 (Co-Team Leader)

- a. Period of Work: 2 years from August 2014
- b. Total Man-Months: 17 MM
- c. Main Task: Support Team Leader from technical aspects and coordinate the Project.

### Qualifications

- a. At least Bachelor (S1) degrees with at least five (5) years of experience in system development of large scale network, distance learning or tele-conference system through various types of communication and networking protocol.
- b. At least three (3) years of experience on the development or operation of network.
- c. At least three (3) years of working experience in a team composed of national or international ICT Specialists.
- d. Good skill for operation of Java, C, C++, Visual Basic, PHP, JavaScript, Go, etc.
- e. A good understanding of the higher education system and network system in Indonesia.
- f. Good communication skill in English (report writing and speaking).

### Tasks Rendered

- a. Main task rendered to Network Engineer - 1 is to coordinate all technical aspects of the Project to support Team Leader.
- b. Network Engineer stations in Jakarta and coordinate technical issues at all sites of DLS.
- c. Responsible for supervising overall technical aspects of the Project giving professional and technical advice to BAPPENAS during tender, supervising and operation and maintenance stage.
- d. Responsible for identifying and analyzing technical problems and find solutions with Team Leader.
- e. Establish operation and maintenance manual and coordinate training plan to all sites.
- f. Preparation of annual budget giving optimum solutions for the sustainable use of the system with Team Leader.
- g. Other related works.

### 6.3 Network Engineer-1

- a. Period of Work: 2 years from April 2014
- d. Total Man-Months: 15 MM
- e. Main Task: To develop and improve use of DLS.

#### Qualifications

- a. At least Bachelor (S1) degrees with three (3) years or more experience in development of network or DLS on the various type of communication protocol.
- b. Good skill for operation of Java, C, C++, Visual Basic, PHP, JavaScript, Go, etc.
- c. A good understanding of the network system in Indonesia.
- g. Good communication skill in English (report writing and speaking).

#### Tasks Rendered

- a. Main task rendered to Network Engineer-1 is to support Team Leader and Senior Network Engineer during supervising stage and operation and maintenance stage such as installation and commissioning, engagement to operation and maintenance training organized by the Supplier, conduct operation and maintenance training to users, development of operation and maintenance manual, etc.
- b. Responsible for report current status and technical problems to Senior Network Engineer in a timely manner and recommend solutions.
- c. Coordinate Network Engineer-2 with the task rendered to DLC.
- d. Other related work.

### 6.4 Network Engineer-2

- a. Period of Work: 1 years from April 2014
- b. Total Man-Months: 9 MM
- c. Main Task: To develop and improve use of DLS.

#### Qualifications

- a. At least Bachelor (S1) degrees with three (3) years or more in development of network or DLS on the various type of communication protocol.
- b. Good skill for operation of Java, C, C++, Visual Basic, PHP, JavaScript, Go, etc.
- c. A good understanding of the network system in Indonesia.
- d. Fair communication skill in English (report writing and speaking).

#### Tasks Rendered

- a. Main task rendered to Network Engineer-2 is to support Team Leader, Senior Network Engineer and Network Engineer-1 during supervising stage in terms of installation and commissioning, engagement to operation and maintenance training organized by the Supplier, conduct operation and maintenance training to users, development of operation and maintenance manual, etc.

- b. Report current status and technical problems to Senior Network Engineer and Network Engineer-1 in a timely manner and recommend solutions.
- e. Other related work.

#### 6.5 Application Programmer-1

- a. Period of Work: 1.5 years from December 2014
- b. Total Man-Months: 13 MM
- c. Main Task: Support Team Leader, Senior Network Engineer in development of Learning Management System.

##### Qualifications

- a. Master (S2) degrees with at least three (3) years of experience in database programming or application programming.
- b. Good skill, at least, operation of Java, C, C++, Visual Basic, PHP, JavaScript, Go, etc.

##### Tasks Rendered

- a. Main task rendered to Software Design & Development Engineer-1 is to develop Learning Management System (LMS) to manage overall aspects of DLS through development of database such as registration, enrolment and credit, track record, etc., which detail will be discussed with BAPPENAS.
- b. Design and improve use of LMS.
- c. To set the higher level of network security to avoid access by the third party and threat, and control authority for database access within and from outside of intranet.
- d. Update or improvement of LMS at least 2 times a year responding feedback from users.
- e. Detailed discussion with BAPPENAS should be required to develop functional LMS.
- f. Other related works.

#### 6.6 Application Programmer - 2

- a. Period of Work: 1.5 years from December 2014
- b. Total Man-Months: 13 MM
- c. Main Task: Support Team Leader, Senior Network Engineer and Application Programmer-1 in development of Learning Management System.

##### Qualifications

- a. Bachelor (S1) degrees with at least two (2) years of experience in database programming.
- c. Good skill, at least, operation of Java, C, C++, Visual Basic, PHP, JavaScript, Go, etc.

##### Tasks Rendered

- a. Main task rendered to Application Programmer-2 is to support development Learning Management System (LMS) with Application Programmer-1 to manage overall aspects of DLS through development of database such as registration, enrolment and credit, track record, etc., which detail will be discussed with BAPPENAS.

- b. Design the higher level of network security to avoid access by the third party and threat, and control authority for database access within and from outside of intranet.
- c. Detailed discussion with BAPPENAS should be required to develop functional LMS.
- d. Other related works.

#### 6.7 Web Designer

- a. Period of Work: 1 years from August 2015
- b. Total Man-Months: 3 MM
- c. Main Task: Development Web-site to be operated DLS.

#### Qualifications

- a. Bachelor (S1) degrees with at least two (2) years of experience in database programming.
- b. Good skill, at least, operation of Java, C, C++, Visual Basic, PHP, JavaScript, Go, etc.

#### Tasks Rendered

- a. Main task rendered to Web-Designer is to develop Web-site to become a platform of DLS, broadcasting courseware and operate LMS.
- b. Detailed discussion with BAPPENAS should be required to develop effective courseware.
- c. Other related works.

#### 6.8 Multimedia Designer

- a. Period of Work: 1 years from January 2015
- b. Total Man-Months: 13 MM
- c. Main Task: To develop structure of courseware based on the Synchronous and Asynchronous mode with Multimedia Engineer.

#### Qualifications

- c. Bachelor (S1) degrees with at least two (2) years of experience in database programming.
- d. Good skill, at least, operation of Java, C, C++, Visual Basic, PHP, JavaScript, Go, etc.

#### Tasks Rendered

- d. Main task rendered to Multimedia Designer is to design structure of courseware on the Synchronous and Asynchronous bases.
- e. Detailed discussion with BAPPENAS should be required to develop effective courseware.
- f. Other related works.

## 6.9 Multimedia Engineer

- a. Period of Work: 1 years from January 2015
- b. Total Man-Months: 20 MM in total
- c. Main Task: To develop Synchronous and Asynchronous bases courseware.

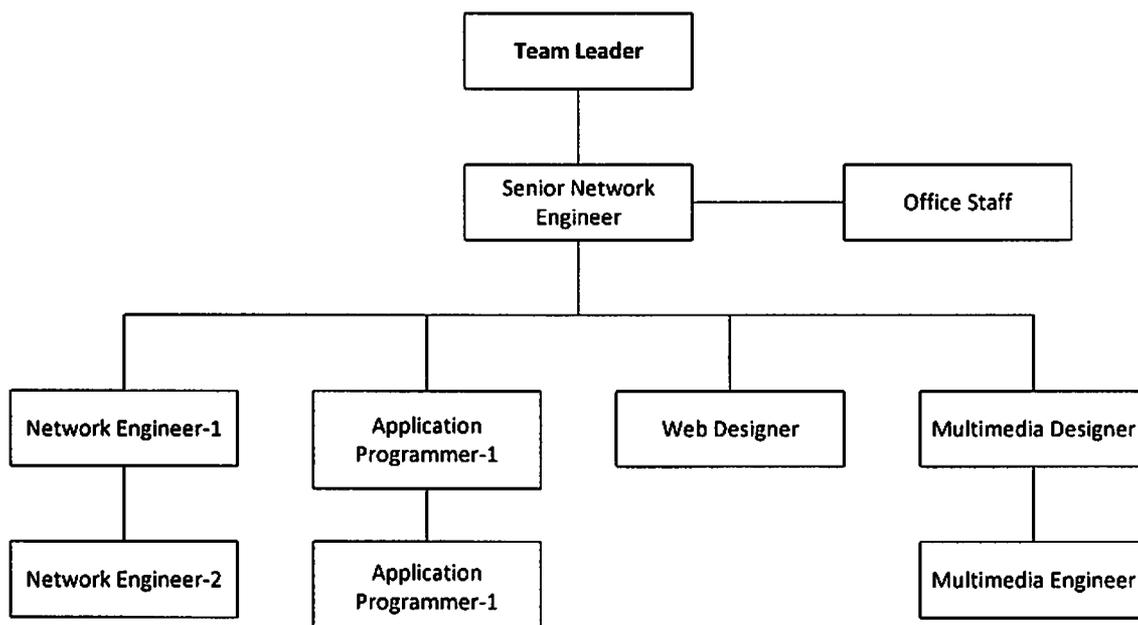
### Qualifications

- a. Bachelor (S1) degrees with at least two (2) years of experience in database programing.
- b. Good skill, at least, operation of Java, C, C++, Visual Basic, PHP, JavaScript, Go, etc.
- c. Tasks Rendered
  - a. Main task rendered to Multimedia Designer-1 is to develop contents to be broadcasted on DLS on the Synchronous and Asynchronous bases.
  - b. Detailed discussion with BAPPENAS should be required to develop effective courseware.
  - c. Other related works.

## 6.10 Technical Advisor (Expatriate from Japan)

To be suggested by BAPPENAS.

## 7. Organization Chart of DLC



## Expression of Interest (EOI) Consulting Firms

<b>Project Number</b>	
<b>Project Name</b>	
<b>Project Country</b>	

### I. Consulting Firm Information

<b>Consultant Name:</b>	<b>Country of Incorporation:</b>
-------------------------	----------------------------------

### Associations (Joint Venture or Subconsultancy)

Consultant	Country	Joint Venture	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

- Documentation regarding our corporate structure including beneficial ownership must attached in EOI's Document.
- Documentation regarding our Board of Directors must attached in EOI's Document.
- A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners.

JICA reserves the right to reject the proposal of an association if member(s) of the association is changed/dropped without valid reason after the association has been shortlisted. However, should valid reasons exist (e.g. associate partner was sanctioned by JICA, associate partner went out of business, etc.), satisfactory evidence in support of such reasons should be sent to JICA for consideration.

### II. Assignment Specific Qualifications and Experience

Your EOI shall demonstrate technical competence based on project references.

#### A. Experience

Cross-referencing the selected from your projects, present experience in similar project (completed with : assignment of project title, narative description of project, country of project, loading name of employer/client, type of service provided, periode of contract (starting date and completion date), and contract value) .

**B. Technical Competence**

---

Cross-referencing the selected from your projects, highlight the technical qualifications of your entity/consortium in undertaking relevant assignments.

Provide details of past experience working with relevant project authorities and provide your key experts.

**C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)**

---

1. How will your firm/ consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?
2. How will you ensure the quality of your firm's/ consortium's performance over the life of this assignment?
3. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/ replacements of personnel and to ensure the continuity of professional services once contracted.
4. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident and life insurance coverage during the assignment.
5. Please describe your organization details and attached your firm legality.

**D. Other Information (maximum of 500 words)**

---

**III. Comments on Terms of Reference**

**IV. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)**

**V. EOI Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated

## **VI. Eligibility Declaration**

We, the undersigned, certify to the best of our knowledge and belief:

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its associate or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/ consortium.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in JICA-funded, -supported and -administered activities.
- The lead entity and associates are NOT currently sanctioned by the JICA. Neither the consulting firm nor the associates has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify JICA should any member of the consortium become ineligible to work with JICA or be convicted of an integrity-related offense or crime as described above.
- Associate/s, including all proposed consultants named in this EOI, have confirmed their interest in this activity in writing.
- Associate/s, including all proposed consultants named in this EOI, have confirmed their eligibility to participate in this activity in writing.
- Associate/s, including all proposed consultants named in this EOI, have authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortium are subsidiaries of and/or dependent on the Executing or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with JICA's Anticorruption Policy.