
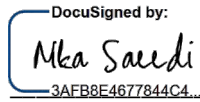




Empowered lives.
Resilient nations.

Low Value Grant Agreement
[Reference No. CSO 2022/002]

| | | | | |
|----|--|---|---------------------|--|
| 1. | Country: Indonesia | | | |
| 2. | Recipient Institution: SurveyMETER incorporated under the laws of Indonesia with address at Jl. Jenengan Raya No. 109, Maguwoharjo, Depok, Sleman, Yogyakarta 55282 | | | |
| 3. | Project Number and Title: 00106768 and HEART | | | |
| 4. | Implementation Period: From 5 April 2022 to 31 October 2022 | | | |
| 5. | Budget: Up to the amount of US\$ 149,225.62 (One hundred and forty-nine thousand two hundred twenty-five point sixty-two United States Dollars) equivalent to IDR 2,142,879,833.33 (Two billion one hundred forty-two million eight hundred seventy-nine thousand eight hundred thirty-three point thirty-three Indonesian Rupiah) based on UNORE March 2022 \$1= IDR 14,360 | | | |
| 6. | Schedule of Disbursement of Funds to Recipient Institution: | | | |
| | <u>Disbursement Date/Milestone</u> | <u>Amount</u> | | |
| | Payment | Expected Deliverables and Indicators | Target Dates | % |
| | | Amount in Rupiah¹ | | |
| 1 | Upon UNDP's approval on submission covering: a. Study work plan b. Literature review report c. Report on study design workshop | 15 May 2022 | 20% | IDR 428,575,966.67 Or equal to USD 29,845.12 |
| 2 | Upon UNDP's approval of submission of narrative report and financial progress report covering: a. Report on training for enumerators b. Data Collection and Data Analysis report (qualitative and quantitative) | 31 July 2022 | 50% | IDR 1,071,439,916.67 Or equal to USD 74,612.81 |
| 3 | Upon UNDP approval and satisfactory of final narrative and financial report for completing the activities covering: a. Study dissemination report upon completion of study b. A final report (narrative and financial report). The report incorporates feedback gathered from the study results dissemination event The amount to be paid will be based on the actual expenditure in the final report. | 31 October 2022 | 30% | Up to IDR 642,863,950.00 Or equal to USD 44,767.68 |

| | |
|---|---|
| <p>7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed:</p> <p>Account Name: SurveyMETER Account Title: Tabungan Giro Rupiah Account Number: 137-00-0498955-0 Bank Name: BANK MANDIRI Bank Address: Sleman DI Yogyakarta Bank SWIFT Code: BMRIIDJA852 Bank Code: 008 Routing instructions for disbursements: [Click here and enter any additional instructions]</p> | |
| <p>8. Notices to Recipient Institution:</p> <p>Name: SurveyMETER Address: Jl. Jenengan Raya No, 109A, Maguwoharjo, Depok, Sleman. D.I Yogyakarta</p> <p>Tel: (0274) 4477464 Fax: Email: sm@surveymeter.org</p> | <p>9. Notices to UNDP:</p> <p>Name: Nika Saeedi Address: Gedung Menara Thamrin, Lantai 7-9, Jl.M.H Thamrin Kav.3 10340 Jakarta</p> <p>Tel: 021 3141308 Fax: Email: nika.saeedi@undp.org</p> |
| <p>10. Signed for SurveyMETER by its Authorized Representative</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 45%;"> <p>Date: <u>04-Apr-2022</u></p> <p>Name: Dr. Ir. Ni Wayan Suriastini, M.Phil</p> </div> <div style="width: 45%; text-align: center;"> <p>Signature: </p> <p>Title: Executive Director</p> </div> </div> | |
| <p>11. Signed for the United Nations Development Programme by its Authorized Representative</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 45%;"> <p>Date: <u>03-Apr-2022</u></p> <p>Name: Nika Saeedi</p> </div> <div style="width: 45%; text-align: center;"> <p>Signature:  <small>3AFB8E4677844C4...</small></p> <p>Title: Deputy Resident Representative, a.i.</p> </div> </div> | |
| <p>The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter:</p> <p>this face sheet ("Face Sheet") Standard Terms and Conditions Annex A – Accepted Grant Proposal Annex B – Reporting Format Annex C – Project Document for the Project funding this Grant Agreement</p> | |

STANDARD TERMS AND CONDITIONS

This **Low Value Grant Agreement** (hereinafter referred to as the "Agreement") is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP"), and the Recipient Institution named in block 2 of the Face Sheet (the "Recipient Institution," and together with UNDP, the "Parties").

WHEREAS, UNDP [is the Implementing Partner] *or* [provides support services to {name of partner}, the Implementing Partner]¹ of the project named in block 3 of the Face Sheet (hereinafter referred to as "the Project") and more specifically described in the project document [Insert project number and title] attached as **Annex C** (the "Project Document"), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to the Recipient Institution in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the "Funds"), and on the terms and conditions hereinafter set forth; and

WHEREAS, the Recipient Institution is ready and willing to accept such Funds from UNDP for the activities (the "Activities") described in the accepted Grant Proposal in **Annex A** (the "Proposal") on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

1.0 Responsibilities of the Recipient Institution

1.1 The Recipient Institution agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by the Recipient Institution and used solely for the Activities to produce results specified in the Proposal.

1.2 The Recipient Institution agrees to reach the performance targets (the "Performance Targets") as indicated in the accepted Proposal. If the Recipient Institution fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any given year, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until the Recipient Institution has achieved the relevant Performance Targets.

1.3 The Recipient Institution shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

2.0 Duration

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both the Recipient Institution and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

¹ Select only the relevant option and delete the other

3.0 Payments

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to the Recipient Institution in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to the Recipient Institution meeting the Performance Targets.

3.2 All payments shall be deposited into the Recipient Institution's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Recipient Institution in the performance of the Activities under this Agreement.

4.0 Records, Information and Reports

4.1 The Recipient Institution shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, the Recipient Institution shall maintain the records for a period of at least five (5) years.

4.2 The Recipient Institution shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Recipient Institution.

4.3 The Recipient Institution shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 30 days before the expected release of the next tranche or at least annually within 30 days after the end of year until the activities have been completed. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by the Recipient Institution's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within 60 days after completion of the Activities, the Recipient Institution shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

5.0 Audits and Investigations

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Recipient Institution's related books and records as it may require, and to have access to the books and record of the Recipient Institution, as necessary.

5.2 The Recipient Institution acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the Recipient Institution generally. The right of UNDP to conduct an investigation and the Recipient Institution's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The Recipient Institution shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, the Recipient Institution's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Recipient Institution's premises at reasonable times and on reasonable conditions in connection with such access to the Recipient Institution's personnel and relevant documentation. The Recipient Institution shall require its agents, including, but not limited to, the Recipient Institution's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from the Recipient Institution for any amounts shown by such audits and investigations to have been used by the Recipient Institution other than in accordance with the terms and conditions of the Agreement. The Recipient Institution also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to the Recipient Institution for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

6.0 Representations and Warranties

6.1 The Recipient Institution represents and warrants that:

(a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.

(b) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

(c) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

(d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Recipient Institution to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Recipient Institution shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Recipient Institution's personnel or any other person who may be engaged by the Recipient Institution to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of

citizenship of such personnel or such other person who may be engaged by the Recipient Institution to perform any services under the Agreement.

(e) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The Recipient Institution shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The Recipient Institution acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". The Recipient Institution hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The Recipient Institution acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to the Recipient Institution, without any liability for termination charges or any other liability of any kind.

7.0 General Provisions

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The Recipient Institution shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the Recipient Institution shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Project Board. If at any time the Steering Committee/Project Board is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Recipient Institution as described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Recipient Institution insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Recipient Institution.

7.4 The rights and obligations of the Recipient Institution are limited to the terms and conditions of this Agreement. Accordingly, the Recipient Institution and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 The Recipient Institution shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of the Recipient Institution (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to the Recipient Institution Personnel. The Recipient Institution may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The Recipient Institution may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, the Recipient Institution shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve the Recipient Institution of any of its obligations under this Agreement.

7.6 The Recipient Institution shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of the Recipient Institution, Recipient Institution Personnel or other persons hired for the management of the present Agreement and the Project. The Recipient Institution shall be responsible for, and deal with all claims brought against it by any Recipient Institution Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of the Recipient Institution. The Recipient Institution shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by the Recipient Institution in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights ("Intellectual Property Rights") to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and the Recipient Institution shall promptly return any unutilized Funds to UNDP.

7.10 The Recipient Institution acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Recipient Institution, actual disbursements will be based upon the Recipient Institution meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, the Recipient Institution acknowledges that UNDP will have no further obligation to the Recipient Institution as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The Recipient Institution may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the Recipient Institution will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The Recipient Institution shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

ANNEX A

Low Value Grant Proposal

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Project Number: 00106768

Date: 29 March 2022

Project Title: HEART

Name of the RECIPIENT INSTITUTION: SurveyMETER

Total Amount of the Grant (in USD): 149,225.62

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
 - This grant will be used for a joint study with ADP and World Bank on rapid cost effectiveness of SMILE which aims to assess the efficiency of SMILE in areas of vaccines logistics and management; assess the health impact of SMILE regarding improved program coverage (Childhood Vaccination Program Coverage and COVID-19) and reduced Vaccine Preventable Illness; and Conduct an economic assessment (Return on Investment) of SMILE on immunization programme as well as for the health systems as a result of disease averted due to improvements in vaccine delivery. In addition, results on the study will also be used to propose the recommendations to Ministry of Health to refine the SMILE business model and scale-up based on research finding and to provide key lessons that could help other countries in making similar policy decisions to implement similar vaccine management and logistics systems.
 - Expected outputs from this grant are:
 - a. Study work plan
 - b. Literature review report
 - c. Report on study design workshop
 - d. Report on training for enumerators
 - e. Data Collection and Data Analysis report (qualitative and quantitative)
 - f. Study dissemination report upon completion of study
 - g. A final report (narrative and financial report).

Explain why the grantee is uniquely suited to deliver on the objectives

SurveyMETER is a non-governmental research institution, established in February 2002 with main office located in Yogyakarta, Indonesia. SurveyMETER's name comes from an abbreviation of Survey, Measurement, Training, and Research." The formal establishment of SurveyMETER in 2002 formalized the working relationship between our core members of staff, who have collaborated in data collection, analysis, and research projects regularly for more than 20 years. Over the years, SurveyMETER has become known as one of the best organization in the field of survey management. The organization has attracted a diversity of donors and its services are sought after in a number of policy relevant sectors. In recent years, the management team has transformed the organization mindset from prioritizing data collection to influencing public policy through the provision of quality research and data analyses.

SurveyMETER has long experiences to conduct data collection from health centers, health workers as well as Indonesia's health-system beneficiaries across Indonesia's archipelago, employing quantitative or qualitative or both. Thank to proven survey management and consistent high quality data delivery, SurveyMETER has been contracted to conduct following surveys:

- **“Endline Survey for the Transparency for Development Project (T4D) in Indonesia”** for The Harvard Kennedy School, Ash Center for Democratic Governance and Innovation and JPAL. The study was conducted in November 2017 to January 2018.

- **“Data Collection, Data Management and Data Quality Review of Sentinel Site Monitoring for The Community-Based Health and Nutrition Project”** in 2016 - 2017 for Millennium Challenge Account – Indonesia.
- **“Assessing Public Expenditure and Service Delivery for Universal Health Coverage at the Primary Care Level in Indonesia”** (in Collaboration with Center for Health Policy and Management, UGM), May 2015-October 2016 for The World Bank.
- **“Data Collection for the Baseline Survey of the Community-Based Health and Nutrition to Reduce Stunting Project”** for Millenium Challenge Account-Indonesia in September 2014 - May 2015. Baseline survey for an impact evaluation of the Community-Based Health and Nutrition to Reduce Stunting Project.
- **“End Programme Evaluation of the Averting New HIV Infection among Young People In Papua and West Papua, Indonesia: Education Sector Response to HIV and AIDS”** for UNICEF. Conducted in December 2013 to April 2014, This End Programme Evaluation is intended to explore changes in the achievement of output results for this programme and the extent to which the summation of these outputs contributed towards the achievement of outcome results.

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives

1. Preparation

a. *Questionnaire Development*

Pretest and Finalization of questionnaire/qualitative instrument

Upon receiving draft questionnaires, it will be reviewed. In the case that the questionnaires are in English, the translator will translate them into Bahasa Indonesia, then the draft of questionnaire will be formatted in a standard format of questionnaire. We will do the back-translating each instrument after the pretest. We shall pretest the survey instruments to test the length of the questionnaire and highlight questions that are problematic. It is also to ensure that the length of the questionnaire meets the expected duration (length) of interview. We will allocate 5 days of field pilot test to pretest the survey instrument, both quantitative and qualitative. We propose to conduct the pilot test in Temanggung District, Central Java. Team leader and/or research associates will lead a team of 7 enumerators to conduct the pilot test. We plan to have maximum of 30 respondents for this pretest. During the pretest, team will stay in Temanggung. Beside for testing the length of questionnaires and identifying problematic questions, the pilot test will also help team to identify:

- indications that some questions are misunderstood, answered incorrectly because of ambiguities, or not answered at all;
- clarity of time reference;
- the interaction between the enumerator and the respondent, indications as to the latter being puzzled or reluctant, extent of cooperation and response, evidence of uncertainty on the part of the respondent in answering certain items.
- verify that the digital data collection proceeds smoothly with skip patterns appropriately coded and error/consistency checks appropriately applied.

We will prepare and submit a report summarizing results from the pilot to the UNDP which will include information about the length of interview, strategies for approaching respondents, and proposals for adapting the survey instrument and/or the data collection process. The data from the pilot will also be generated in STATA format and submitted to UNDP. The report will be used by the UNDP and SM team to improve the design of the survey instrument, sample frame, and data collection process, as well as inform the content of the enumerator-training program. Based on the pilot, we will adjust the implementation manual, training program for enumerators and field operators, and the CAPI based questionnaire.

b. *Design Data Entry Program for quantitative survey*

The programmer will design a suitable data entry program to enter data from all interviews. The use of predesign data entry program to be used for direct edits and enter data in the field has been proved efficient in checking errors and directly could be corrected in the field. Entry data will be done using CSPRO in which the data could be easily transformed into STATA for analyses. The data entry program will be designed with built in consistency check across modules and control check for outliers. We will use CAPI (Computer

Assisted Personal Interview). The whole interview will be recorded. The data entry program is designed to fit this purpose. The use of CAPI has many advantages compared to interview with pen and pencil. For example, skip patterns are now programmed into the data entry program, so interviewers won't make errors with respect to skips. It is now straightforward to use randomization in the program.

c. *Develop data entry and training manuals*

Manuals will be developed based on the questionnaires such that each questionnaire has an associated manual. Manual will include: explanations of all survey questions, data collection protocols and procedures (eg, consent, guidelines around protection of human subjects, how to approach a respondent, building rapport, follow up procedures if respondent require revisiting, how to fill out correct answer, make correction of wrong answer, description of non-response codes, etc). The manual also contains team composition, the job description and responsibilities of each field staff. Data entry manual should include how to install the program, step by step of application of commands, explanation of various data entry menu as well as trouble shooting when encountering problems. All manuals will be in Bahasa Indonesia.

d. *Recruitment of Field Staff*

We plan to recruit 14 enumerators and 4 supervisors for qualitative survey. A team of two enumerators will be deployed to each target districts. To anticipate more challenging data collection condition in Kota Bogor, Kota Pekanbaru, Kota Padang and Kota Balikpapan, one team supervisor will be deployed to supervise team in those districts. Whereas for quantitative survey, a total of 22 enumerators and 7 supervisors will be recruited. In routine immunization districts, each team will consist of 4 enumerators and 1 supervisor, while in non-routine immunization districts, each team will consist of only 2 enumerators and 1 supervisor.

2. *Training*

A fundamental premise for interviews is that the interviewer has a clear understanding not only about the design and content of the instruments but also of how to administer these instruments in a manner that does not introduce unintended biases into the response patterns. Training will be conducted centrally.

The advantage of centralized training is that we have standardized concepts and understanding and it is time efficient. Additional number of reserves will be included to allow us to select best candidates. The reserve, if qualified, could also be trained as independent data entry during the data cleaning while also serve as replacement in case some field staff discontinued before the fieldwork ended. Training will be conducted offline. We allocate 5 days of in-class enumeration training and 2 days of field practice. The interviewer training will cover protocol and interview technic (that includes how to introduce to the respondent, protection of confidentiality, inform consent, method of probing, how to handle refusals etc.), discussion of concepts and each question in the module, group discussion and field practice interview. Evaluation will be given based on in class performance and field practice performance and at the end of the training session, selection of the candidate for field staff will be done based on their performance.

3. *Data Collection*

We will organize the field team into 7 teams for each district in the qualitative survey. We estimate they will need an average of 22 days to complete three FGDs in each district. These 22 days include days for confirmation, moving in between location, interviewing and transcribing. For quantitative survey, a team will also be deployed to each target districts for completing interview to 90 newborns and 45 adults of Covid-19 recipients in routine vaccination districts, the team will spend an average of 35 days, while in non-routine vaccination districts, for interviewing 45 adults of COVID-19 vaccine recipients, a team will need to spend approximately 28 days.

4. *Data Security*

All data collected in this survey are confidential and cannot be released to any other than the UNDP team. All information regarding the identification of respondents and place of interview will be secured by giving unique code and before the data is to be released all identifiers will be removed. Inform consent will be sought prior to interview which spells out, among other things the confidentiality of the information. During the training, the field staff are informed about the importance of keeping and maintaining the confidentiality of information given by respondent.

5. *Data Monitoring and Data Cleaning*

All completed data entry file and/or transcripts will be sent daily by uploading it to the server provided for it. Notification of uploaded data should be sent by email to (a)The team leader (b) data manager, and (c) UNDP. The Data manager will check the data and send regular message to the team on any discrepancies found. Communication between the data manager and the field team could be done either through the web, telephone call or text message. For quantitative survey, data cleaning process will be done by checking

outliers and randomly listen to the recording by independent data specialists (5%). Any errors will be corrected and the modified data will be saved with different file names.

6. Data Delivery and Field Report

The quantitative final datasets submitted to UNDP will be in STATA format with full variable labels and code book. Final report will contain survey operation, noting how tasks were allocated for preparation, questionnaire pilots, developing training manual, selection of field staff, conducting training, collecting field work, and processing data collection, entry, and cleaning. It also highlights any difficulties encountered during data collection data entry, data cleaning, response rate, error rate, and experience of the team in conducting interview such as difficult terrain, difficult respondent, difficult question. Suggestions for improvement of all of these problems should also be included as future reference.

- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

The beneficiaries will get data and information on the effectiveness of SMILE application in monitoring vaccines distribution across the country based on the study results. Our beneficiaries are Government of Indonesia, Ministry of Health, Health Services Facility (Puskesmas), Provincial and District Health Office, and Local Government.

WORK PLAN

| PLANNED ACTIVITIES ¹ | Timeline ² | | | | Planned Budget for the Activity (in grant currency) ³ |
|---|-----------------------|-------|---------|------------|--|
| | T1 | T2 | T3 | T4 | |
| Develop study work plan, literature review report, and study design workshop | | 15May | | | \$ 29,845.12 |
| Training enumerators (including questionnaire testing), quantitative and qualitative data collection, data analysis | | | 31 July | | \$74,612.81 |
| Study dissemination, and final report writing based on dissemination results, and final financial report | | | | 31 October | \$44,767.68 |
| Total | | | | | \$149,225.62 |

1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary

1 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.

2 Indicate the budget amounts in the grant currency.

- Study work plan
 - Literature review report
 - Report on study design workshop
 - Report on training for enumerators
 - Data Collection and Data Analysis report (qualitative and quantitative)
 - Study dissemination report upon completion of study
 - A final report (narrative and financial report).
- The report incorporates feedback gathered from the study results dissemination event

2- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

| INDICATOR(S) | DATA SOURCE | BASELINE | MILESTONES | | | | | | | FINAL TARGET |
|--|---|--|------------|-----|------|------|-----|------|-----|---|
| | | | April | May | June | July | Aug | Sept | Oct | |
| <p>Study workplan is in place, and explain detail sample sites/entities, selection procedures, timelines, quantitative and qualitative data collection instrument and protocols, and sampling approach that includes SMILE and non-SMILE districts in 7 provinces</p> <p>Rapid Literature Review is in place which covered:</p> <ol style="list-style-type: none"> 1. Challenges and gaps of the immunization programme in Indonesia 2. The use of SMILE for vaccine distribution 3. Methodologies for economic assessment of SMILE or other non-digital vaccine distribution system developed <p>A workshop on study design is conducted inviting stakeholders from the MoH donors of the study and other relevant party.</p> <p>This stage will be in close consultation with ADP and the World Bank researcher</p> | <i>List of participants, photos, report of activities, survey manual dataset, transcripts</i> | <p>Determine sample puskesmas, sample selection procedures, including random and replacement. List of samples is provided by UNDP team</p> | X | | | | | | | <p>Final puskesmas samples, list of respondents, selection procedures (including random and replacement)</p> |
| | <i>List of participants, photos, report of activities, survey manual dataset, transcripts</i> | <p>training of enumerators, conduct field data collection</p> | X | X | X | X | | | | <p>Final qualitative and quantitative instrument & data entry program, survey procedure & protocol, manual, dataset, final report</p> |

| | | | | | | | | | | |
|---|--|---|--|--|---|---|---|---|---|--|
| A training for enumerators is conducted | <i>Report of activities, Dataset, transcripts, list of participants, photos</i> | Draft on data collection protocols, data analysis methods (based on feedback from UNDP team, ADP and World Bank researcher) | | | X | X | X | | | Final qualitative and quantitative data collection, data analysis report |
| Data collection to 7 provinces is conducted | | | | | | | | | | |
| Data collection report and data analysis completed, | | | | | | | | | | |
| Dissemination on study results to gather feedback for final report | <i>List of participants, photos, report of activities, dissemination material & report, feedback</i> | Conduct dissemination with UNDP team to SMILE stakeholders, finalized report & analysis based on input from dissemination, draft recommendation | | | | | X | X | X | <i>Study results, dissemination report, final narrative and final report</i> |
| A final narrative and financial report. Narrative report includes recommendations to encourage massive acceleration of digitization for the health sector (SMILE scale up) and key lessons to help other countries in making similar policy decisions in vaccine cold chain management and logistics provided | | | | | | | | | | |

3- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

| Risk | Risk rating* (High/Medium/Low) | Mitigation measures |
|---|--------------------------------|---|
| Study clearance from BRIN is delayed | Medium | Survey Meter will register the study to BRIN in parallel with the preparation stage |
| COVID-19 infection, followed with closure or access limitation to areas | High | We have proposed two scenarios of data collection plan to anticipate this risk. We also include budget for COVID-19 prevention, such as for masks, sanitizer, etc |
| Expert from the World Bank is not functioning as expected | Medium | Close coordination with the World Bank with routine meeting, or hiring local researcher (IC – SMILE UNDP) for this study separately. |

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

4- **GRANT BUDGET OF RECIPIENT INSTITUTION (USD, UNORE 1 March 2022 – IDR14,360)**

PERIOD COVERING FROM 5 April 2022 TO 31 October 2022

| General Category of Expenditures | Budgeted Amount |
|---|---------------------|
| Personnel, Data Collection, Data Cleaning, Data Analysis, and Report Writing | \$38,755.8 |
| Pilot Testing | \$2,552 |
| Laptop Rent | \$5,640.7 |
| Permission to BRIN, Kemendagri, Provincial Level, District Level, and Puskesmas | \$2,984 |
| Training Enumerators | \$14,213.1 |
| Quantitative and Qualitative Data Collection | \$82,294.6 |
| Operational Cost | \$2,785.42 |
| TOTAL | \$149,225.62 |

* Please note that all budget Lines are for costs related only to grant Activities.

** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

*** Add as many tranches columns as necessary

Annex B
REPORTING FORMAT

THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.

Recipient Institution: _____

Year _____

Period covering this report:

- This report must be completed by the Recipient Institution and accepted by UNDP
- The Recipient Institution must attach any relevant evidence to support the activities reported
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

1- Workplan Performance (cumulative, including the current period)

| COMPLETED ACTIVITIES | Timeline ² | | | | Planned Budget for the Activity (in grant currency) ³ | Funds Delivered for the Activity (in grant currency) |
|----------------------|-----------------------|----|----|----|---|---|
| | T1 | T2 | T3 | T4 | | |
| 1.1 Activity | | | | | \$ | |
| 1.2 Activity | | | | | \$ | |
| 1.3 Activity | | | | | \$ | |
| Total | | | | | \$ | |

2- Performance Targets

| INDICATOR(S) | Data Source | Baseline | Reporting Period Milestone/Target | Reporting Period Actual Performance Against the Target |
|--------------|-------------|----------|--------------------------------------|--|
| 1.1 | | | | |
| 1.2 | | | | |

3- Challenges and Lessons Learned:

Financial Reporting: *Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

| General Category of Expenditures | Budgeted Amount | Actual Expense |
|----------------------------------|-----------------|----------------|
| Personnel | | |
| Transportation | | |
| Premises | | |
| Training, Workshops, etc. | | |
| Contracts (e.g., Audit) | | |
| Equipment/Furniture (Specify) | | |
| Other [Specify] | | |
| Miscellaneous | | |
| TOTAL | | |

ANNEX C PROJECT DOCUMENT

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| EXPECTED OUTPUTS | OUTPUT INDICATORS | DATA SOURCE | BASELINE | | Target | | | DATA COLLECTION METHODS & RISKS |
|---|--|--|---|-----------|--|--|---|--|
| | | | Value | Year | 2020 | 2021 | 2022 | |
| | | | | | related to health technology and health system | | technology and health system | |
| | 1.5. Extent to which an effective national framework and digital regulatory health governance to improve one data policy on health program | | | | National framework for e-health established | regulatory health governance for one data policy on health program improved | Monitoring system on one data dashboard improved | |
| Output 2 By 2021, the performance of national programmes is improved and positively impacts the coverage and the sustainability of services delivery. | 2.1. Established innovative supply chain monitoring system for drug, vaccines, and Health Equipment Products | 2 districts pilot-initiated SMILE system for in-country routine immunization | Metadata SMILE Pilot Report Lesson learned from current GDF experiences | 2017-2018 | i) SMILE scale-up in 600 Health Centers; ii) Techno-economic assessment of SMILE; iii) Preliminary report on interoperability from SMILE to MoH e-Logistic and DHIS2 | i) SMILE scale-up in 1800 cumulative health centers ii) Final report on interoperability system from SMILE to MoH e-Logistic and DHIS2 iii) Pilot project in 2 districts for integrated logistics management | i) SMILE scale-up in 3,600 cumulative health centers ii) Scaling up Pilot project in 2 provinces for integrated logistics management information system with existed ATM | Process scaling up is done through developing cost-benefit analysis and scale-up planning scenarios. |

Enclosure:



Prodoc HEART_.pdf