**Call for Proposals for NGOs**

**Supporting the Creation of Small Businesses and Strengthening the Livelihoods of affected population in Kikla through Asset Recovery.**

1. **Background**

Since 2011, Libya has witnessed violent conflict and political instability. The people living in Libya suffer the collapse of public services, especially education and health, higher prices through cuts to food and fuel subsidies, conflict-related loss of shelter and livelihoods and major setbacks in ensuring the safety of citizens and the rule of law. Furthermore, approximately 0.8 million people[[1]](#footnote-1), including internally displaced persons (IDPs), returnees, vulnerable non-displaced Libyans, migrants, refugees and asylum seekers, are in urgent need of humanitarian assistance, access to services and jobs. Many IDPs and returnees also face tensions with communities given the conflict history and local-level actors, including municipalities, find themselves at the frontline trying to respond to urgent needs of the local population.

Kikla is a town of approximately 10,000 inhabitants in Libya, most of whom are of Arab with a minority of Amazigh descent. It is approximately 150 kilometers south-west of the country's capital, Tripoli. Kikla society is comprised of 19 tribes, each of which lives in a distinct ‘village’ in the Municipality. The term ‘Kikla’ does not refer to a particular tribe, but over time has come to signify the collection of these tribes, each representing relationships with Zintan, Tripoli and thus differently affected during the period of conflict.

In October 2015, armed groups shelled and laid siege to Kikla leading to internal displacement. Displacement from Kikla has been extensive, with 2,311 displaced families distributed around Tripoli, Al Zawiyah, Gariboli, Gazer Ben Ghashir and Ghariyan. Municipality representatives estimates that over 90% of families are still displaced with their primary point of accommodation outside Kikla; although individual family members may spend short periods of time in Kikla, e.g. to work on reconstruction projects.

Infrastructure and economic activities run by Kikla residents have been seriously affected leaving many residents without former means for income generation. The peace deal that came into force in January 2016 has created physical security and sense of stability that is allowing families to consider returning to Kikla. However, the process has been slow, for the different reasons, including the damages and inability for the municipality to ensure sufficient economic activity resulting in majority of the youth choosing to reside in Tripoli.

UNDP aims to initiate an Asset Recovery initiative for Kikla an approach which helping residents and returnees to Kikla who lost their livelihoods productive assets due to the conflict, to replace their lost assets, or recover them partially, as a boost to restart their economic activity and reestablish their livelihoods.

This Call for Proposals is specifically related to the project ***UNDP Strengthening Local Capacities for Resilience and Recovery Project (SLCRR) Top-Up,*** funded by the EU, which aims at responding to the many conflict and human mobility induced challenges, that impact negatively citizens’ access to essential service, source of jobs and livelihoods, the social cohesion and security of communities.

The objective of the Call for Proposals is to engage an Non-Governmental Organization (NGO) as a Responsible Party to support Asset Recovery in Kikla.

1. **Objectives and expected outputs/deliverables**

Asset recovery is a quick and efficient way to support affected population to recover their livelihood assets and reduce aid dependency. Global UNDP experience provides strong evidences that assets recovery interventions help households to restart their lost or damaged income generating assets. This approach may also provide an opportunity to the affected people to diversify their income activities. Asset recovery methodology implies either in-kind replacement of lost tools and assets, or micro grants for assets recovery, which are restricted grants to the purpose of purchasing and reporting procured assets.

The key objectives of this project are:

1. The affected population is capable of supporting themselves through the restart of their livelihood activities and reduce dependency on aid for longer period.
2. Recover the lost/damaged livelihood productive assets of affected households and protect erosion of the household’s other remaining assets and capacities.

Detailed objectives, related outputs, deliverables and key considerations are provided in the Terms of Reference – Annex I, and in line with the Asset Recovery methodologies used in <https://www.humanitarianresponse.info/> in Emergency Livelihoods clusters and detailed guidelines on this are available on CaLP resources ([www.cashlearning.org](http://www.cashlearning.org/)).

Municipality targeted: Kikla

Beneficiaries: From at least 80 to up to 120 households

Assets: Machine, tools, kits, shop installation materials, livestock or agricultural products.

Timeline: 7 months,including livelihoods assessment and monitoring.

1. **Eligibility and qualification criteria**

The applicants have to meet the following minimum criteria:

* Non-governmental, charitable, non-profit organization operating in Libya in humanitarian or development projects for at least one year;
* At least 1 proven project in implementing Asset Recovery through distribution-in-kind or Cash grants to households implemented in disaster or conflict settings, not limited to Libya, is required.
* Geographical areas of operation of the NGO matches the selected municipality (Kikla).
* Previous experience in conducting business training in the context of emergency livelihoods is a strong asset.
* Previous experience in project administration from the UN agencies is a strong asset.
* Availability of human resources that will ensure due quality and timely implementation of the contract. NGOs must have a team of at least four or more members satisfying the requirements that are provided in the **Terms of Reference (TOR) – Annex I.**

**The parameters that will determine whether an NGO is eligible to be considered by UNDP will be based on the Capacity Assessment and risk assessment that will be conducted by reviewing the information provided by the NGO trough the Capacity Assessment Checklist (CACHE) and the Request from information (RFI) for NGO that should be duly completed and submitted alongside supporting documents request.**

Capacity Assessment Checklist (CACHE) For NGO template – **Annex III.**

# IV. Technical and financial proposal

**Proposed Methodology, Approach, Quality assurance plan and Implementation Plan.** This section needs to include the proposed project structure, activities and milestones. This section should demonstrate the Organization’s response to the Terms of Reference by including the specific components of methodology, description of activities, and how the outputs will be addressed. The Organization should demonstrate the strategy for risk mitigation in targeting beneficiaries, and project delivery mechanisms and approaches in the selected municipality. Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the Terms of Reference, while ensuring appropriateness of the approach to the local conditions and the project operating environment.

**Management Structure and Resources (Key Personnel)** – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

**V. Evaluation criteria and methodology**

1. **Proposals will be evaluated based on the following criteria:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | | **Score Weight** | **Points Obtainable** |
| 1. | **Experience of the organization that submits proposal** | 30% | 300 |
| 2. | **Proposed work plan, methodology and approach** | 40% | 400 |
| 3. | **Management Structure and Key Personnel** | 30% | 300 |
|  | Total | | 1000 |

The selection of the successful NGO and technically responsive candidate will be based on the ability of the bidder to demonstrate in the technical proposal the required area of expertise and experience as per the stated criteria in this ToR in addition to access to the beneficiaries, in addition to the above stated criteria. The total budget for this engagement is disclosed under the budget section. The bidders are expected to submit a detailed financial proposal aligned with the estimated budget along with a deliverable-based work plan

**Maximum accepted percentage of indirect, project management and administrative costs should not exceed 25%.**

Evaluation of all technical proposals shall be carried out in accordance with above outlined evaluation criteria, and the entity that obtains the highest technical score shall be selected. **NGOs exceeding the established disclosed budget in their financial proposals will be rejected.**

Any NGO that is engaged to act as Responsible Party is subject to and must comply with the HACT policy (i.e., micro-assessment and assurance activities) that must be validated through performance measures and quality certified by an independent assessor engaged by UNDP. The applicant will have to submit upon completion of the project activity audited financial statements, and certified forms on activity’s financial position and expenses.

1. **Budget size:**

The overall indicative grant pool amount made available under this Call for proposal is **US Dollars 200,000.00 targeting from 80 to 120 households.** UNDP reserves the right not to award all available funds should the number and quality of applications not meet the criteria. Moreover, UNDP reserves the right not to fund any proposals arising from this Request for Proposals.

1. **Duration:**

The project will be taking place over a period of 7 months. The applying organizations are requested to submit a clear and detailed work plan for each output/deliverable and the budget within the foreseen timeframe.

1. **Selection Process**

UNDP will review proposals through a five-step process: (i) determination of eligibility through the capacity and risk assessments; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposals; and (v) Responsible Party Agreement (RPA) signature.

1. **Submission Process**

Applicants shall bear all costs related to proposal preparation and submission.

Selected applicants must submit their proposals through email mahezabeen.khan@undp.org by the deadline: **10th July 2022 with subject field “UNDP Libya 2022 Asset Recovery Kikla.”**

***PLEASE make all efforts to provide your proposal not exceeding 10 MB size.***

The following documents must be submitted in order for the submission to be considered:

1. Request for information (RFI) from the NGO filled out **(Annex II)**
2. Capacity Assessment Checklist for NGO **(Annex III)**, including the additional requested documents such as:
   * Proof of registration as a non‐governmental organization;
   * Information regarding operational capacity in the municipality in Libya: Kikla;
   * Information on previous projects in Asset recovery or Cash grants to households’ projects;
   * Information on previous projects in conducting business training in the context of emergency livelihoods;
   * Information on previous projects in project administration from the UN agencies;
   * Audited financial statements for the past two years.
3. Application in the form of the template attached **(Annex IV)**, including but not limited to management methodology and implementation plan:
   * Strategy and methodology for livelihoods, or market assessment for Asset Recovery in Kikla;
   * Asset classification for Kikla;
   * Strategy and methodology for beneficiaries’ selection for Asset Recovery;
   * Strategy and justification for asset in-kind distribution or cash grants. Methodology for asset valuation or cash transfer;
   * Methodology for business training or coaching to be conducted at Asset recovery project;
   * Communication strategy and plan for dissemination of information about the project locally, including placement of information via online resources and social networks, or other methods for targeting
   * Methodology for monitoring and evaluation of the projects, including all procedures of data collection, inspection, quality control methods;
   * Risk log and mitigation plan;
   * A work plan with the proposed work schedule indicating the persons responsible for each area of activity, with the profiles recommended in the TOR.
4. At least one reference letters from previous partners reflecting the nature of projects implemented, their results and the role (preferably in Libya or in line with suggested above projects);
5. Management Structure and Key personnel curriculum vitae (CVs) that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities) in the **Annex IV**.
6. The Financial Proposal with a detailed cost breakdown and in the **Annex IV.**

Only one submission per organization is allowed. Organizations may not participate in more than one proposal. Once the application is complete and submitted, revised versions of proposal documents will not be accepted. Partial application will not be accepted.

Interested NGOs may obtain further information or clarification by contacting the UNDP Libya office with subject field “UNDP Libya 2022 Application for Asset Recovery Kikla: Request for information” to the following address: karina.grosheva@undp.org.

1. **Estimated Competition Timeline**

For reference purposes only, please consider the following indicative timeline:

19 June 2022: Call for Proposal opens, and relevant documents are posted online

10 July 2022: Deadline for organizations to submit proposals, assessment and selection processes will take place.

25 July 2022: Selected applicants will be notified.

**IMPORTANT ADDITIONAL INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See <http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf> and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies) In responding to this Request for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

\* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

\* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

\* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP’s confirmation on whether such conflict exists.

UNDP looks forward to receiving your proposal and thanks you in advance for your interest in UNDP activities.

1. OCHA 2022 Global Humanitarian Overview, December 2021 [↑](#footnote-ref-1)