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**Call for Proposals: Civic and Voter Education Campaign about Municipal Council Elections**

**Submission deadline:** 24 August 2022

**Starting date:** 15 September 2022

**Grant Amount:** 20,000 up to 50,000 LYD

**Project timeline:** Three months, with the possibility of extension.

**Note:** At the end of the implementation of the projects that will win the grant, the implementation process will be evaluated (the success and efficiency of each CSO's performance), and according to the evaluation result, a decision will be taken to extend the agreement with the possibility of increasing the budget. (In the event of extending the Local Election Project for the year 2023)

1. **BACKGROUND**

The United Nations Development Programme (UNDP) and the United Nations Support Mission in Libya (UNSMIL) are supporting the Central Committee for Municipal Council Elections (CCMCE) to run a comprehensive civic and voter education campaign to improve Libyan citizens’ knowledge about municipal elections and the role of municipal councils, as well as to encourage voters to register and participate in upcoming local elections.

1. **OBJECTIVES AND EXPECTED OUTPUTS / DELIVERABLES**

The overall objective of this grant is to strengthen the Libyan democratic process through raising awareness on the significance of electoral processes among Libyan voters and increase their participation in municipal council elections.

**Specific objectives:**

1. Increase the percentage of voter registration by raising awareness on the importance of participation in elections, also enhance the awareness about temporary **change of residence for the voters;**
2. Enhance confidence in the electoral process carried out by the Central Committee (CCMCE) by increasing the knowledge and awareness of elections of potential voters;
3. Raise citizen awareness on the neutrality of the Central Committee (CCMCE);
4. Raise voter turnout for the voting process and increase women’s, youth, and differently-abled persons participation in the electoral process;
5. Educate the voters to understand the role of municipal councils and their local administration, the meaning of local democracy, and more generally, the value of democratic decision-making for the people of Libya through elected institutions;
6. Promote the concept of peaceful electoral processes and the meaning of democracy for the well-being of the people of Libya;
7. Encourage the media to speak accurately and professionally about the electoral process;
8. Introducing the electoral system (the list system) and the mechanism of candidacy for elections.

**3. SUGGESTED APPROACH**

Project awareness and knowledge campaigns/ proposals should be innovative and attractive and must take into account the current context of COVID-19 and applicable preventive and precautionary measures. That means integrating public health-protective and precautionary messages and instructions for the prevention of the infection. The proposed campaigns can include the use of local dialects for written texts and songs. Projects should target citizens and voters directly, communicate with them, monitor reactions to messages related to the electoral process and the role of municipal councils, as well write suggestions and recommendations for each activity based on interaction with the targeted audience.

The overall concept for the activities and campaigns proposed must center around the importance of the democratic process, emphasizing inclusive citizen participation in local elections to achieve an increase in voter registration and participation. In addition, projects should promote an understanding of the role of municipal councils and their functions, especially in the context of crises by highlighting the services provided by them.

**Some examples for eligible awareness campaign activities include:**

* Creative ideas to reach the targeted groups on the ground. Field campaigns (educational institutions - hospitals - supermarkets - streets - parks – door to door ... etc.);
* Stickers for streets;
* Billboards;
* Flyers;
* Media campaigns (Radio, Broadcast, TV & social media campaigns);
* Special designs for social media, Comics, Mems;
* Composing posts for social media and SMS messages;
* Short video/animation (30 - 90 seconds), short films (1 – 2 minutes);
* Infographic videos;
* Cartoon drawings;
* Photographs;
* Songs;
* Mural paintings;
* Comedy shows;
* Workshops, seminars, and conferences with specific target groups;
* Simulation activities (direct voter registration campaigns and voting simulation).

Or any other activities that the organization deems appropriate to achieve the objectives.

All content (script, storyboard and agendas) of the mentioned activities must be approved by the civic and voter education team of the UNDP Local Elections Project before publishing.

All proposed activities must be accompanied by questionnaires before and after the election.

Physical activities must be 60% to 70% of all the proposed activities (CSOs specialized in media are excepted from this condition).

**4. GEOGRAPHICAL COVERAGE**

As the municipal council elections are not held on the same day all over Libya, campaigns can cover a specific region, municipality, or target specific groups. Candidates should be specific to indicate the geographic and thematic coverage of their proposals.

Proposed projects must target ALL the municipalities in one of the locations (the selected location to be targeted with the campaign) as below:

**Location 1: East**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Benghazi | Derna | Al Beyda | Tobruk | Ajdabiya | Shahat | Soussa |

**Proposals which are not targeting the whole location of the above municipalities will not be accepted.** **It should also be considered that the neighboring municipalities will be targeted in one way or another, considering the possibility of replacing some of the mentioned municipalities according to the electoral schedule.**

**Location 2: South**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Awbari | Trajan | Zuweila | Al Sharqiah | Murzuq |

**Proposals which are not targeting the whole location of the above municipalities will not be accepted.** **It should also be considered that the neighboring municipalities will be targeted in one way or another, considering the possibility of replacing some of the mentioned municipalities according to the electoral schedule.**

**Location 3: Central Region**

|  |  |  |  |
| --- | --- | --- | --- |
| Sirt | Al Jufra | Harawah | Kalij Al Sidra |

**Proposals which are not targeting the whole location of the above municipalities will not be accepted.** **It should also be considered that the neighboring municipalities will be targeted in one way or another, considering the possibility of replacing some of the mentioned municipalities according to the electoral schedule.**

**Location 4: West 1**

|  |  |
| --- | --- |
| Tarhouna | Bani Walid |

**Proposals which are not targeting the whole location of the above municipalities will not be accepted.** **It should also be considered that the neighboring municipalities will be targeted in one way or another, considering the possibility of replacing some of the mentioned municipalities according to the electoral schedule.**

**Location 4: West 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yafren | Geryan | Zawia | Abu Salim | Ain Zara | Janzur | Qasr bin Ghashir |

**Proposals which are not targeting the whole location of the above municipalities will not be accepted.** **It should also be considered that the neighboring municipalities will be targeted in one way or another, considering the possibility of replacing some of the mentioned municipalities according to the electoral schedule.**

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

LVGs (Low Value Grants) can be awarded to national civil society organizations. Private sector and commercial entities, and governmental organizations (e.g. regional governments, municipalities, etc.) are currently not eligible to receive LVGs

Eligible proposals will be those focused on voter and civic education targeting the voters for municipal council elections. All Libyan voters are the direct and final beneficiaries, however, the proposals must pay special attention to youth, women, minority groups, as well as persons with special needs. Moreover, the proposals submitted must abide by national health-protective instructions to avoid transmission of COVID-19. Furthermore, the organization should:

1. Be a Libyan civil society organization holding a valid legal registration in Libya;
2. Have experience implementing capacity building and awareness programmes and media projects; have experience in organizing events (workshops, forums, conferences, etc.) and have extensive knowledge of CSOs in the field;
3. Have a neutral political orientation;
4. Have at least 2 years of experience in social development and civic engagement in Libya;
5. Have at least 2 years of experience in awareness for women and youth projects in Libya;
6. Have the capacity to design, implement and monitor institutional development programmes;
7. Be fluent in Arabic and English, both oral and written (essential);
8. Have good knowledge of the status of elections in Libya (desirable);
9. Have experience in local government functions.

All projects should target citizens and voters directly, communicate with them, monitor their reactions on awareness-raising activities related to the electoral process and the role of municipal councils, and write suggestions and recommendations for each activity. Also, projects must take into account public health-protective and precautionary measures under the current pandemic of COVID-19.

Eligible costs include honorarium/salary, workshops and trainings, rental for workshops and trainings, stationery and office equipment, printing and translation, creation of online tools and resources, and other costs directly related to this assignment. Proposals with the project staff salary costs exceeding 25% of the total budget will be disqualified without further consideration. **Expenditures such as infrastructure improvement, equipment, maintenance, utilities, overhead and similar costs are ineligible for this grant proposal.**

**6. SUBMISSION PROCESS**

The following documents must be submitted **in English**; submission of original documents in Arabic is accepted for the organization’s activity and financial reports, as well as the valid legal registration:

1. Project Proposal Results and Resources Framework Template; **Annex A. Attached**
2. Project Budget Template in **Libyan Dinar**; **Annex B. Attached**
3. Organization’s activity reports of past two years, or of 2019, 2020 if not available for 2021;
4. Financial reports of past two years, or of 2019, 2020, if not available for 2021, including financial expenditure, payments, income/outcome;
5. Curriculum Vitae of Project team; e.g. Project manager, Finance manager, project coordinators, etc;
6. Organization’s bank account in Libya **(accounts outside Libya are not accepted)**;
7. Organizational structure or organigram;
8. Valid registration or licence.

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

**7. SUBMISSION DEADLINE**

Proposals with supporting documents should be submitted to [**procurement.ly@undp.org**](mailto:procurement.ly@undp.org) according to the following deadlines:

**Location 1: Monday 24 August 2022, 12.00 a.m. EET.**

**Location 2: Monday 24 August 2022, 12.00 a.m. EET.**

**Location 3: Monday 24 August 2022, 12.00 a.m. EET.**

**Location 4: Monday 24 August 2022, 12.00 a.m. EET.**

For questions or queries related to submissions for this Call for Proposals, please e-mail [procurement.ly@undp.org](mailto:procurement.ly@undp.org). Questions must be submitted no later than **21th August 2022.**

**8. EVALUATION CRITERIA & METHODOLOGY**

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

1. Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.
2. High impact interventions directly targeting and responding to the needs established in the ToR.
3. Size of budget requested commensurate with the organization’s proven administrative and financial management capacity.
4. Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

|  |  |  |  |
| --- | --- | --- | --- |
| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable |
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| 1. | CSO Eligibility and qualifications | 30% | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
|  | Total | | 1000 |

**Attached documents**:

**Annex A.** Proposal and Results and Resources Framework Template

**Annex B.** Budget Form

**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 Call 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 or not such conflict exists.