Call for Proposal

**Project Title:** Developing Peacebuilding local development plans and Tension Monitoring Platform across nine municipalities in Libya.

**Description of the assignment:** In collaboration with the Ministry of Local Government, Departments of Community Development and target municipalities, setting-up Peacebuilding (MoLG)Committees, training them and supporting them in developing local peacebuilding development plans. Furthermore, in coordination with MoLG, establishing an online Tension Monitoring Platform.

**Country/place of implementation:** In Libya, in nine municipalities: Kufra, Brak Al shati, Murzuq, Sebha, Ubari, Ghat, Gurda, Sharghuiya and Bint Baya

**Duration of assignment:** 9 months

1. **BACKGROUND**

Recognizing the threats to peace in Libya posed by community tensions and shortfalls in basic social services, justice, and security, and economic opportunities, UNDP has established an area-based Local Peacebuilding and Resilience Programme under its Country Programme Document for 2023 – 2025, to mark the transition from immediate stabilization towards longer-term development and peacebuilding.

While there has been a decline in violent conflict and related humanitarian needs since the signing of the UN-facilitated Ceasefire Agreement in October 2020, political uncertainty, instability, criminality, weak governance structures, lack of social cohesion, limited economic opportunities and localized conflicts have continued to challenge sustained peace in southern Libya. To mitigate the risk of escalation of conflict in the South, and by adopting a resilience-based approach to peacebuilding, this project would provide a pragmatic roadmap for advancing stabilization and recovery programming in selected municipalities in the South of Libya.

1. **MAIN GOALS AND OBJECTIVES**

In 2021, the Libyan Minister of Local Governance (MoLG) has adopted a unified organizational structure of municipalities, better known under the Resolution No.1500. This Resolution has been adopted to strengthen decentralization and enhance coordination between the municipalities, the civil society, and the central government. The unified organizational structure of municipalities consists of five sets of division: The municipal council and its affiliates; the mayor of the municipality; the city manager; ten departments and twelve offices. However, a set of Articles has been developed to identify new local structures, their operationalization is still pending. UNDP Libya has been approached by the MoLG to support Departments of Community Development (Article 17) in developing a Standard Operating Procedure (SoP) to assist them in the implementation of points 24,25,28 and 29[[1]](#footnote-1) of the above-mentioned Article 17 in nine municipalities in the South. This support should be completed by September 2023.

The objective of this project is to support MolG and the Departments of Community Development and municipalities in setting up Peacebuilding Committees, training them and supporting them in developing local peacebuilding development plans in the following nine municipalities: Kufra, Brak Al shati, Murzuq, Sebha, Ubari, Ghat, Gurda, Sharghuiya and Bint Baya. The selected PeacebuildingCommittees would receive a set of capacity building training courses to build on a common understanding of challenges to peace and identify potential solutions in each municipality. Furthermore, In coordination with the MoLG, a Tension Monitoring platform will be developed as an early mechanism system.

Therefore, a well-developed approach to select, train and support Peacebuilding Committees in developing peacebuilding local development plans will be provided, including:

1. Selecting Peacebuilding Committees in the nine targeted municipalities based on interest, availability, representativity vis-à-vis the local population.
2. Providing capacity building trainings to PeacebuildingCommittees to support them in developing local peacebuilding and development plans.
3. Supporting PeacebuildingCommittees in developing local development road maps.
4. Sharing Peacebuilding local development plans with the MoLG, UNDP and its partners for review and organizing a launching ceremony to officially endorse them.

In addition, a well-developed approach to define, collect, monitor, analyze, and provide feedback and recommendations to support the establishment and the sustainability of an online Tension Monitoring platform will be provided, including:

1. Organizing consultation meetings with the MoLG and UNDP to define and identify areas of tension; identify data/sources of information; and ensure sensitivity, sustainability and accountability of data collection and publication.
2. In consultation with the MoLG, developing a Tension Monitoring platform roadmap.
3. Generating the Tension Monitoring platform online.
4. Organizing a launching ceremony to officially present the online Tension Monitoring platform.
5. **SCOPE OF WORK AND EXPECTED OUTPUTS**

Ensure engagement and guidance of selected Peacebuilding Committees in writing peacebuilding local development plans based on identified local priorities in: Kufra, Brak Al shati, Murzuq, Sebha, Ubari, Ghat, Gurda, Sharghuiya and Bint Baya. Proposals may only be submitted for all 9 locations together.

Ensure a close coordination with the MoLG and the Peacebuilding Committees in defining and identifying areas of tension. The objective is to generate an online Tension Monitoring Platform to serve as a local early warning system.

Detailed objectives, related outputs, deliverables, and key considerations are provided in the Terms of Reference – **Annex I**

1. **EXPERIENCE AND QUALIFICATION REQUIREMENTS**

The International NGO should ensure the following minimum requirements:

* + - Officially registered company/organization (or work through a registered implementing partner).
    - Minimum 3 years of experience in project development.
    - At least 3 years’ experience in supporting organizational bodies in developing local development plans.
    - At least 3 years of capacity building training expertise in context assessment, women empowerment, conflict sensitivity, social cohesion, climate risks/environment sensitive, PCM.
    - Ability to avail a team that is qualified and experienced in developing training material and support Peacebuilding Committees in developing local plans (at least one expert with minimum 3 years of relevant experience in developing local development plans; plus one expert with minimum 3 years of capacity building training expertise; and at least 3 field staffs to cover 9 municipalities.)
    - Ability to avail a team that is qualified and experienced in developing online tension monitoring platform (with at least a project manager with 5 years of experience to supervise the coordination with the MoLG and an IT Specialist with a minimum of 2 years of experience to support the creation of the online platform).
    - Ability to collect and analyse large quantities of data within strict and limited time frames and to produce high quality and timely reports.
    - Language proficiency in written and oral English and Arabic (or ability to work with internal translation) is required.

1. **TECHNICAL AND FINANCIAL PROPOSAL**

**Proposed methodology, approach, quality assurance plan and implementation plan:** this section should demonstrate the NGO’s/CSO’s response to the Terms of Reference by identifying the specific components proposed, how the outputs/delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring the appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and quality assurance.

**Management Structure and Resource (Key Personnel):** This section should include a 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. It should clearly define the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

1. **EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria and methodology:

|  |  |  |  |
| --- | --- | --- | --- |
| **Summarized evaluation form of the**  **technical proposal** | | **Share of**  **evaluation** | **Maximum score** |
| 1 | **Experience of the organization that submits proposal** | **30%** | **210** |
| 2 | **Proposed work plan, methodology, and approach** | **45%** | **315** |
| 3 | **Staff and invited experts / consultants** | **25%** | **175** |
|  | **Total score** | **100%** | **700** |
|  | **Remarks** |  |  |

**Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the NGO/CSO proposed approach and methodology.

NGO/CSO shall provide their best technical proposal and financial breakdown (within the budget) in one single envelope (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out, in accordance with the above-mentioned evaluation criteria, and the entity that obtains the highest technical score shall be selected. NGOs/CSOs exceeding the established fixed budget in their financial proposals will be rejected.

Any NGO/CSO that is engaged to act as responsible party (RP) 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.

1. **BUDGET SIZE AND DURATION**

The estimated total funds allocated for “Developing Peacebuilding local development plans and Tension Monitoring Mechanism across nine municipalities in Libya” amounts to 752,000 USD.

The anticipated implementation period is 09 months (April 2023 – December 2023).

**VIII. SUBMISSION PROCESS**

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

**Applicants must submit their Technical and Financial proposals in electronic format to** [**mahezabeen.khan@undp.org**](mailto:mahezabeen.khan@undp.org)

*Please note that bids received through any other address will not be considered.*

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

***Applicants are solely responsible for ensuring that all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.***

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

* **Request for Information (RFI) (Annex II)**
* **Capacity Assessment Checklist for NGO/CSO****(Annex III)**
* **Preliminary methodological approach** to be used
* Information regarding required resources including **curriculum vitae (CVs)** of key personnel that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities).
* **Narrative and Financial proposal (Annex IV),** including proven track record in the implementation of similar/related activities (as requested by the ToR) and a work plan with the proposed work schedule indicating the persons responsible for each area of activity

**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 applications will not be accepted.**

Interested (I)NGOs may obtain further information or clarification by contacting UNDP Libya through the following email address: **sarah.chardonnens@undp.org**

Note: UNDP reserves the right not to fund any proposals arising from this Call for Proposals.

**Submission Deadline:**

Proposals, with supporting documents, should be submitted by **18 March 2023, at 24.00 midnight (Libya time).**

**Estimated Completion Timeline:**

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

23 February 2023: Call for Proposal opens, and relevant documents are posted online.

18 March 2023: Deadline for organizations to submit proposals under this Call.

23 March 2023: Assessment and selection processes will take place.

30 March 2023: Selected applicant will be notified.

An online meeting will be organized by UNDP Libya on Monday 6 March at 2pm (Libya time) where questions on the above call for proposal would be addressed. Potential interested bidders are welcome to join following the **Zoom Meeting link:** [**https://undp.zoom.us/j/84831463757**](https://undp.zoom.us/j/84831463757)

**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 a 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 engaged with 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
* 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 proposals and thanks to you in advance for your interest in UNDP activities.

1. [1] The Resolution of the Minister of Local Government No. (1500) for the year 2021. The four mentioned points under Article 17 are as below:

   *24. Strengthening the role of civil society organizations, supporting, developing them, and preserve their independence.*

   *25. Working with civil society organizations in order to create an effective partnership in the field of activities and programs aimed at developing awareness in society.*

   *28. Coordinating with the Shura Council regarding the study and evaluation of the proposals submitted to the municipality.*

   *29. Implementing of community meetings in coordination with the competent organizational units of the municipality* [↑](#footnote-ref-1)