**Call for Proposals for NGOs**

**Strengthening livelihood opportunities for vulnerable population through support to CSOs (Tripoli, Benghazi, Zuwara, Kikla, Tawerga, Sebha, Ubari)**

1. **Background**

UNDP Libya continues to support Libya's transition towards economic recovery sustainable development. To respond to the many challenges people in Libya are facing, UNDP approach is to help the country get on a more robust development path by helping the local authorities to restore essential services delivery and livelihoods opportunities and promote social cohesion. In this context, UNDP is implementing the “Strengthening Local Capacities for Resilience and Recovery” (SLCRR) which is a multi-phase, multi-year project that is directly implemented by UNDP.

With generous funding from the European Union, UNDP is supporting the development and implementation of local economic recovery strategies that stimulate growth through employment creation in the SLCRR Top-up. This is in line with the specific objective 3 “Strengthening economic opportunities for youth and vulnerable groups through inclusive and participatory local economic recovery” and in particular the Output 3 “Employment opportunities created, and individuals supported to develop economic income generating activities.

More specifically, the project aims at supporting the Civil Society organizations and community organizations in selected municipalities. The CSOs targeted are focused, have implemented, or plan launching new projects related to enhancing livelihoods opportunities in the communities they operate. The project will be implemented by the International NGO.

To aid this project, UNDP has recently conducted mapping of the active CSOs across Libya in the below-mentioned municipalities, as well as engaged the CSOs in the webinars in November 2022. This project also precedes an ongoing UNDP project of Low Value grants targeting Peacebuilding and PVE. This specific purpose of this Call is to support new innovative initiatives for livelihoods led by the CSOs.

It is expected that the Responsible Party engages the CSOs from **all** municipalities and encourages participation, however, the final selection is to be determined by selection criteria for innovativeness, inclusiveness and number of beneficiaries at benefit, regardless of the municipality.

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

The objective of the Call for Proposals is to engage a Non-Governmental Organization (NGO) as a Responsible Party to execute:

1. Methodology for the Call for Proposal and CSOs engagement for livelihoods projects in selected 7 municipalities;
2. Distribute grants to the CSOs and monitor project implementation;
3. Evaluate and provide collective M&E reports, and knowledge products on impact.

The objective of this project is to initiate and manage small grants for CSOs to implement livelihoods and economic recovery projects in municipalities. The project implementation strategies, selection criteria, risk management, and administration and management of grants will be handled by the Responsible Party. Detailed objectives, related outputs, deliverables and key considerations are provided in the Terms of Reference – **Annex I**.

**Output 1**: **Methodology developed for Call for proposal to CSOs**

**Output 2:** **Grant distribution mechanism implemented**

**Output 3**: **Monitoring, Evaluation strategy rolled out**

CSOs grantees: duly registered operational CSOs with projects in 7 selected municipalities.

Beneficiaries: Minimum 500 direct beneficiaries (collectively throughout the CSO-led projects).

Grant range: USD 10,000 to 20,000

Timeline: 7 months, including methodologies 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 for at least three years;
* 2 previous project (s) in Libya in implementing distribution-in-kind or cash grants to CSOs, businesses or households is an asset (proven with the reference);
* Geographical areas of operation of the NGO matches the selected municipalities or there is an ability to scale, hire local coordinators and ensure the full engagement of local CSOs;
* Availability of the expertise in livelihoods, in particular in TVET, blue economy or small businesses proven with the reference from Libya.
* 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.**

An 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 selected NGO will be subject to a specific capacity assessment. UNDP is responsible for assessing the grant-making (or grant distribution) institution to ensure it has the programmatic, financial and management capacities and systems compatible with UNDP regulations and rules to effectively undertake its roles. The assessment for on-granting includes the following areas:

* Institutional capacity for grant award management, comprising a framework/system for undertaking grant proposal evaluation, due diligence and appropriate governance, and risk management (including composition and terms of reference of the grant award evaluation committee);
* Financial resources management and systems, including analysis of granting portfolio;
* Relevant history in managing resources through grant awards;
* Relevant history in working with small organizations—including past experience in technical assistance and developing other organizations' capacity for social service delivery, competing for grants, managing grants, etc.;
* Programmatic capacity, including monitoring and evaluation;
* Capacity to assess and manage risk, including safeguarding people and the environment from harm;
* Procurement and supply management procedures with clearly defined responsibilities and applicable templates for assessing the eligibility and capabilities of potential grant recipients; and
* Transparency, including systems and processes to make information on grant recipients public.

# 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** | 40% | 400 |
| 2. | **Proposed work plan, methodology and approach** | 30% | 300 |
| 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 project management costs by the NGO should not exceed 25%. Expected cumulative grant distribution is required at 75% of the total budget.**

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 250,000.00 targeting from 10-15 CSOs with the grant range from USD 10,000 to 20,000 with minimum 500 direct beneficiaries collectively.** 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: **20th February 2023 with subject field Strengthening livelihood opportunities for vulnerable population through support to CSOs (Tripoli, Benghazi, Zuwara, Kikla, Tawerga, Sebha, Ubari)**

***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 including extensions for 2023;
	* Information regarding operational capacity in the municipalities of Libya;
	* Information on previous projects on Cash grants to CSOs, businesses or households with the reference letter;
	* Information on the sectoral expertise - TVET, blue economy, entrepreneurship;
	* Information on previous projects in project administration from the UN agencies confirmed if available with reference letter;
	* 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 launching Call for proposal to CSOs, including setting criteria for innovativeness, inclusiveness, gender balance and others;
	* Methodology for monitoring and evaluation of the projects, including all procedures of data collection, inspection, quality control methods;
	* Engagement plan to ensure high CSO participation in the selected municipalities;
	* 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
	* 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. 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**.
5. 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 “**Strengthening the Livelihoods of population through small project grants distribution to CSOs (Tripoli, Benghazi, Zuwara, Kikla, Tawerga, Sebha, Ubari): 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:

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

20th February 2023: Deadline for organizations to submit proposals, assessment and selection processes will take place.

5th March 2023: 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.