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United Nations
Peacebuilding



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of Foreign Affairs



Clarification #1 on Call for Proposal

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

Issued on March 7, 2023

Ser #	Question	UNDP’s Response		
1	What is the maximum permissible overhead cost?	The maximum permissible overhead cost should not exceed 25%.		
2	Can companies participate in the call for proposal?	The Call for Proposals seeks to attract CSOs/NGOs. Profit organizations are not eligible to participate.		
3	Some of the Indicators in the TOR relate to implementation of the peacebuilding plan but the assignment does not require implementation. How would these be measured?	The indicators should read as follows:		
		Groups	Locations	Indicators
		Group 1	Sebah, Ubari, Ghat	<ul style="list-style-type: none">- At least 6 occasions (including trainings and workshops) for the Peacebuilding Committees to take action to mitigate a threat to peace in the municipality during the project duration.- At least 3 gender-sensitive conflict assessment.- At least 70% of women trained feel that they can use the skills/tools acquired during their training to help mitigate conflict in their communities.- At least 12 women and youth led CSOs are actively engaged in monitoring and reporting on progress under the PB plan.- % increase in the stakeholders who feel they have to capacity to play a productive role in peacebuilding in their municipality.- % increase in number of participants who say they feel welcome in their community following project implementation.- % of community member who participate in capacity building exercise under this programme who have increases knowledge about the challenges to peace in their municipality.- At least 80% of all community members engaged during the consultation process endorse the priorities identifies in the Peacebuilding Plan in their municipality.

Ser #	Question	UNDP's Response		
				At least 33% of all initiatives are prioritised for implementation in the next phase of the Peacebuilding project.
		Group 2	Kufra, Brak, Murzuq	<ul style="list-style-type: none"> - 80% increase in knowledge by project beneficiaries as a result of social cohesion, peace building awareness raising activities (by gender and by Municipality). - 60 community members trained on social cohesion, and conflict mediation. - 9 local activities/initiatives are prioritized for implementation towards social cohesion.
		Group 3	Gurda, Sharguiya, Bint Baya	<ul style="list-style-type: none"> - 60 community members participated in capacity-building exercises and increased knowledge about the challenges to peace in their municipality (disaggregated by gender, age and geographic location). - 120 community members endorsed the priorities identified in the Peacebuilding Plan in their municipality (disaggregated by gender, age and geographic location). - At least 3 initiatives identified in the PB Plan are prioritized for implementation (one per municipality).
4	The heading on Annex IV says: "Strengthening livelihood opportunities for vulnerable population through support to CSOs (Tripoli, Benghazi, Zuwara, Kikla, Tawerga, Sebha, Ubari)". Is this correct?	The incorrect versions of Annexes II, III and IV were inadvertently published. The correct versions are attached below and published on the website. The previous versions have been removed from the website and should not be used in submissions.		

REQUEST FOR INFORMATION (RFI) FROM CSO/(I)NGO

1. OBJECTIVE

This is a Request for Information (RFI) from international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: **“Developing Peacebuilding local development plans and Tension Monitoring Platform across nine municipalities in Libya”**.

2. INFORMATION REQUESTED

Interested CSOs/(I)NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, **please provide information and documentation relating to your permits and licenses for your local presence in this country.**

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO's alignment with UNDP requirements.

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p><i>1. Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</i></p> <p><i>2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i></p>	
2. Legal status and Bank Account	<p><i>1. Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? <u>Please provide copies of all relevant documents evidencing legality of operations.</u></i></p>	

	2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i>	
3. Certification/ Accreditation	<p><i>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</i></p> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
4. Date of Establishment and Organizational Background	<p>1. <i>When was the CSO/NGO established?</i></p> <p>2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i></p> <p>3. <i>Who are your main donor/ partners?</i></p> <p>4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i></p> <p>5. <i>In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.</i></p>	
5. Mandate and constituency	<p>1. <i>What is the CSO/NGO's primary advocacy / purpose for existence?</i></p> <p>2. <i>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i></p> <p>3. <i>Is the CSO/NGO officially designated to represent any specific constituency?</i></p>	
6. Areas of Expertise	<p>1. <i>Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</i></p> <p>2. <i>What other areas of expertise does the CSO/NGO have?</i></p>	

7. Financial Position and Sustainability	<p>1. <i>What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.</i></p> <p>2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i></p> <p>3. <i>Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</i></p>	
8. Public Transparency	<p>1. <i>What documents are publicly available?</i></p> <p>2. <i>How can these documents be accessed? (Pls provide links if web-based)</i></p>	
9. Consortium	<p>1. <i>Do you have the capacity to manage a consortium?</i></p> <p>2. <i>Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.</i></p> <p>3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i></p>	

3. CLOSING DATE

A completed RFI with requested attachments must be submitted to:

United Nations Development Programme

Mahezabeen Khan: mahezabeen.khan@undp.org

They should be received no later than **18 March 2023, 24.00 midnight (Libya time).**

Annex III – Capacity Assessment Checklist for CSO/NGO

Interested NGOs are requested to fill out the below questionnaire, attaching supporting documentation as much as possible.

If you are an international NGO, please provide information relating to your local presence in this country only.

Please note that attachments should be provided to support each answer. Extraneous information not directly responding to the questions will constrain the ability of UNDP to positively assess the NGOs alignment with UNDP requirements.

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Proscribed organizations	a. Is the NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International Criminal Court?	
	b. Is the NGO banned by any other institution? If, yes, please provide information regarding the institution and reasons.	
2. Funding Sources	a. Who are the CSO/NGO's key donors?	
	b. How much percentage share was contributed by each donor during the last 2 years?	
	c. How many projects has each donor funded since the CSO/NGO's inception?	
	d. How much cumulative financial contribution was provided for each project by each donor?	
	e. How is the CSO/NGO's management cost funded?	
3. Audit	a. Did the CSO/NGO have an audit within the last two years?	
	b. Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
4. Leadership and Governance Capacities	a. What is the structure of the CSO/NGO's governing body? Please provide Organigramme.	
	b. Does the CSO/NGO have a formal oversight mechanism in place?	
	c. Does the CSO/NGO have formally established internal procedures in the area of:	

	<ul style="list-style-type: none"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • Monitoring and Evaluation 	
	d. Asset and Inventory Management	
	e. Other	
	f. What is the CSO/NGO's mechanism for handling legal affairs?	
	g. Ability to work (prepare proposals) and report in English	
5. Personnel Capacities	a. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff	
	b. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff	
6. Infrastructure and Equipment Capacities	a. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)	
	b. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
7. Quality Assurance	a. Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding: <ul style="list-style-type: none"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	

PROPOSAL TEMPLATE

(Should be completed in English)

I. Basic Information

Project Name	
Organization Name	
Contact Information	(Name and Title) (E-mail Address) (Phone Number)
Expected Output(s)	
Beneficiaries	
Geographical location	
Funding Requested	
Execution period	

II. Context and Problem Analysis:

Describe the situation, highlighting needs and challenges on the relevant focused areas and provide brief description of emerging opportunities and key objectives;

III. Justification:

Describe analysis of why it is important to implement the proposed project.

IV. Project Design:

Stipulate strategies, methodologies and approaches that your organization proposes to adopt or utilize in pursuit of the project's objectives.

V. Target Beneficiaries:

Describe the populations targeted and principles for identifying the target groups or beneficiaries (reference to baseline information such as the needs assessment conducted, if any, will be useful).

VI. Expected Project Outcomes, Outputs and Planned Activities:

State the expected outputs and outcomes the project aims to achieve and describe activities corresponding to each output.

VII. Result-Based Work Plan

Expected Outputs	Planned Activities	Time Frame (Month)						Responsible Unit/Partners	Required Budget (Per Output)
		1	2	3	4	5	6		
Output 1:	Activity 1-1:								
Indicators:	Activity 1-2:								
Baseline:									
Targets:									
Output 2									
Indicators:									
Baseline:									
Targets:									
Project Management	(e.g., recruitment of staff, M&E, reporting etc).								
TOTAL									

**Add Outputs as required.*

XIII. Implementation Arrangement

a) Management structure/mechanisms:

Describe how the project will be managed with key personnel/positions to engage implementation

b) Monitoring & Evaluation (M&E) and Reporting:

Describe how the organization will conduct M&E and ensure quality reporting to the UNDP.

c) Partnerships:

Describe the partners needed to successfully implement the project and their roles as well as partnership with local CSOs/NGOs

Risk analysis:

Indicate the possible risks in relation to project implementation and suggested countermeasures in the table below. Livelihoods and Effect/Impact of the risk can be scaled High, Medium and Low

Risk	Likelihood of risk occur-ring	Effect on the achievement of expected results	Risk management strategy/Countermeasures

X. Budget

Output	Budget Item	Unit Price (USD)	Unit	Qty	Budget Amount (USD)
Output 1:					
Output 2:					
Output...					
Project Management					
TOTAL					

**Add Outputs as required.*

**Project Management include operational and overhead costs.*

