**Call for Proposals.**

**for Implementation Partner**

**Supporting local communities and livelihoods by fostering the adaptation of agricultural systems to the impacts of climate change**

**INSTRUCTIONS**

1. **BACKGROUND**

Climate change, environmental degradation, and biodiversity loss, referred to as the triple planetary crisis, are already manifesting in Kosovo[[1]](#footnote-2). The latest IPCC report suggests that the Western Balkans will experience significant impacts due to climate change. Kosovo is expected to face rising temperatures and shifts in precipitation patterns, leading to an increased risk of forest fires, droughts, crop damage, soil erosion, and flooding. Some of these impacts are already being felt, as Kosovo is experiencing increased temperatures, heatwaves, forest fires, decreased snow cover, heavy rainfall, and floods, posing substantial challenges for the ecosystem, agriculture, water resources, and overall socio-economic well-being. The flash floods of 2023 (January, May, and June), which led to loss of life, damage to household buildings, crop losses, and temporary evacuation of hundreds of people, are the latest examples of such impacts.

Agriculture in developing countries is extremely vulnerable to climate change, as increasing temperatures, changing rainfall patterns, rising sea levels, increasing climate variability and more climate extremes such as droughts and floods all negatively affect crop, livestock, aquaculture, and fisheries. Crop production will be affected by climate change through water scarcity, the shifting spread of pests and diseases, changing soil conditions, and the different lengths of growing seasons. These impacts result in many places in food insecurity, vulnerability, poverty, non-resilient livelihoods, increased gender inequality and migration. Appropriate adaptation measures need to include long-term options to increase food production under changing climate conditions, to avoid climate change impacts leading to great food insecurity and poverty.

Two NGO-s implementing partners in the project will support project implementation in two aspects (1) Capacity building for farmers both in greener farming practices, as well as use of smart farming to adapt to the changing climate and (2) access to funding for the implementation of adaptation solutions. Specific actions involved in the implementation are working with local NGOs to ensure outreach to the most vulnerable farmers, and participation of both Albanian and Serbian beneficiaries in the program. The NGO in the technical proposal must propose one specific/ administrative region that the program will cover with support to farmers. The proposal must provide a clear justification for the criteria of the selection of the region.

**OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES**

To address the development challenge above and contribute to peace, the activity which UNDP Kosovo is currently implementing as part of the Local Climate Action efforts will cover:

(1) Capacity building for farmers both in greener farming practices, as well as use of smart farming and agroforestry to adapt to the changing climate. This activity will introduce the farmers to the cultivation of diverse and drought-resistant crops that reduce the risk of crop failure, use of new and efficient water management techniques, Agroforestry etc. The capacity building approach will foster collaboration between Albanian and Serb farmers through joint participation in the events and support to local farming cooperatives.

To ensure that climate action is peace positive and reaches communities affected the most, the activity proposes supporting farmers in both majority Albanian and Serb municipalities through capacity building that advances both climate mitigation and adaptation, as well as fosters inter-ethnic dialogue through promoting economic security and advancing access to funding.

The activity will aim to enhance capacity building for farmers both in greener farming practices, as well as use of smart farming, agroforestry to adapt to the changing climate as well access to funding for the implementation of adaptation solutions.

2) Access to funding for the implementation of adaptation solutions. Specific actions involved in the implementation working with 2 local NGOs which will work in specific regions to ensure outreach to the most vulnerable farmers, and participation of both Serb and Albanian beneficiaries in the program. This action encompasses providing access to funding for the successful implementation of agricultural adaptation solutions while simultaneously integrating crucial peacebuilding elements. It involves forging strategic partnerships with local NGOs to ensure targeted engagement with farmers who are most vulnerable to the impacts of climate change, promoting social inclusivity and stability. Moreover, by actively involving beneficiaries from both Albanian and Serbian communities, the project fosters cross-cultural collaboration, enhancing mutual understanding and harmony. In doing so, it not only bolsters the resilience of the agricultural sector but also contributes to nurturing peaceful relations and sustainable coexistence within and between communities.

Detailed objective and related outputs and deliverables are provided in the Terms of Reference **– Annex I**

*Final Beneficiaries*

Eligible proposals will be those focused on greener farming practices targeting 20 farmers (1 NGO in specific Region 10 farmers , 1 NGO in specific region 10 farmer) to enhance their capacities through training delivery with 30% women and youth and 8 farmers (1 NGO in specific selected region 4 farmers and 1 NGO 4 farmers in specific selected region with 30% women are supported with Adaptation Grants and access to funding for the implementation of adaptation solutions.

**ELIGIBILITY & QUALIFICATION CRITERIA**

The parameters that will determine whether a NGO is eligible to be considered by UNDP will be based on the NGO Request for Information (RFI) template.

Request for Information template – **Annex II**

1. **PROPOSAL**

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO’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; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring 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 a quality assurance.

Management Structure and Resource (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.

1. **EVALUATION CRITERIA & METHODOLOGY**

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

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

Detailed sub-criteria are provided in Annex III

**b) 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 CSO/ NGO proposed approach and methodology. CSO have to 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 below outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. CSOs/ NGOs exceeding the established fixed budget in their financial proposals will be rejected.

Proposals have to translate community needs into implementable activities by the NGOs/CSOs. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

**c) Budget size and duration**

**The proposed total amounts should range to a maximum up to EUR 35.000, out of which the amount for distribution of grants should be 25.000 EUR.**

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities. In principle, project duration will not exceed 2 months.

1. **SELECTION PROCESS:**

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

1. **SUBMISSION PROCESS**

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

Applicants must submit their proposals in one document with subject: **Supporting local communities with adaptation of agricultural systems to the impacts of climate change.**

to: [**procurement.ks@undp.org**](mailto:procurement.ks@undp.org)

**- Number of copies:**

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

1) Proposal Template

2) Project Synopsis

3) Documentation requested in the Request for Information (RFI)

5) Financial statements for past two years, including management report and footnotes that accompany the financial statements.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

**Submission Deadline**

Proposals, with supporting documents, should be submitted by **[16:00 CET] on 16.10.2023.**

Potential applicants should refer to the “Frequent Asked Questions” posted in UNDP’s website.

For additional questions about the Call for Proposals Guidelines or application forms, please e -mail [procurement.ks@undp.org](mailto:procurement.ks@undp.org)

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

**Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals.

|  |  |
| --- | --- |
| Design the training curricula for the greener farming practices, as well as use of smart farming to adapt to the changing climate. | October 20, 2023 |
| Deliver trainings for SMEs/farmers both in greener farming practices, as well as use of smart farming to adapt to the changing climate. | November 5, 2023 |
| Support to SMEs/farmers (Adaptation Grants) and access to funding for the implementation of adaptation solutions. | November 20, 2023 |
| Final report on the summary of the results and impact reached through the program | December 05, 2023 |

**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 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 interest’s paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and ac t 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.

**Annex I**

**Terms of Reference**

**Supporting local communities and livelihoods by fostering the adaptation of agricultural systems to the impacts of climate change**

**Duration:** October 20, 2023 – December 20, 2023 (2 months)

**Expected Starting Date:** 20 October 2023

**Offerors:** NGOs

**Duty Station:** Kosovo

**Department/Unit:** Climate and Security Project, Inclusive Growth and Climate Resilience

1. **Project Background**

Climate change, environmental degradation, and biodiversity loss, referred to as the triple planetary crisis, are already manifesting in Kosovo. The latest IPCC report suggests that the Western Balkans will experience significant impacts due to climate change. Kosovo is expected to face rising temperatures and shifts in precipitation patterns, leading to an increased risk of forest fires, droughts, crop damage, soil erosion, and flooding. Some of these impacts are already being felt, as Kosovo is experiencing increased temperatures, heatwaves, forest fires, decreased snow cover, heavy rainfall, and floods, posing substantial challenges for the ecosystem, agriculture, water resources, and overall socio-economic well-being. The flash floods of 2023 (January, May, and June), which led to loss of life, damage to household buildings, crop losses, and temporary evacuation of hundreds of people, are the latest examples of such impacts.

Agriculture in developing countries is extremely vulnerable to climate change, as increasing temperatures, changing rainfall patterns, rising sea levels, increasing climate variability and more climate extremes such as droughts and floods all negatively affect crop, livestock, aquaculture, and fisheries. Crop production will be affected by climate change through water scarcity, the shifting spread of pests and diseases, changing soil conditions, and the different lengths of growing seasons. These impacts result in many places in food insecurity, vulnerability, poverty, non-resilient livelihoods, increased gender inequality and migration. Appropriate adaptation measures need to include long-term options to increase food production under changing climate conditions, to avoid climate change impacts leading to great food insecurity and poverty.[[2]](#footnote-3)

Two NGO-s implementing partners in the project will support project implementation in two aspects (1) Capacity building for farmers both in greener farming practices, as well as use of smart farming to adapt to the changing climate and (2) access to funding for the implementation of adaptation solutions. Specific actions involved in the implementation are working with local NGOs to ensure outreach to the most vulnerable farmers, and participation of both Albanian and Serbian beneficiaries in the program. The NGO in the technical proposal must propose one specific/ administrative region that the program will cover with support to farmers. The proposal must provide a clear justification for the criteria of the selection of the region.

1. **Scope of Work, Terms and Conditions**

To address the development challenge above and contribute to peace, the activity which UNDP Kosovo is currently implementing as part of the Local Climate Action efforts will cover:

(1) Capacity building for farmers both in greener farming practices, as well as use of smart farming and agroforestry to adapt to the changing climate. This activity will introduce the farmers to the cultivation of diverse and drought-resistant crops that reduce the risk of crop failure, use of new and efficient water management techniques, agroforestry etc. The capacity building approach will foster collaboration between Albanian and Serb farmers through joint participation in the events and support to local farming cooperatives.

To ensure that climate action is peace positive and reaches communities affected the most, the activity proposes supporting farmers in both majority Serb and Albanian municipalities through capacity building that advances both climate mitigation and adaptation, as well as fosters inter-ethnic dialogue through promoting economic security and advancing access to funding.

The activity will aim to enhance capacity building for farmers both in greener farming practices, as well as use of smart farming to adapt to the changing climate as well access to funding for the implementation of adaptation solutions.

2) Access to funding for the implementation of adaptation solutions. Specific actions involved in the implementation working with 2 local NGOs which will work in specific regions to ensure outreach to the most vulnerable farmers, and participation of both Serb and Albanian beneficiaries in the program. This action encompasses providing access to funding for the successful implementation of agricultural adaptation solutions while simultaneously integrating crucial peacebuilding elements. It involves forging strategic partnerships with local NGOs to ensure targeted engagement with farmers who are most vulnerable to the impacts of climate change, promoting social inclusivity and stability. Moreover, by actively involving beneficiaries from both Albanian and Serbian communities, the project fosters cross-cultural collaboration, enhancing mutual understanding and harmony. In doing so, it not only bolsters the resilience of the agricultural sector but also contributes to nurturing peaceful relations and sustainable coexistence within and between communities.

Eligible proposals will be those focused on greener farming practices targeting 20 farmers (1 NGO in specific Region 10 farmers , 1 NGO in specific region 10 farmer) to enhance their capacities through training delivery with 30% women and youth and 8 farmers (1 NGO in specific selected region 4 farmers and 1 NGO 4 farmers in specific selected region with 30% women are supported with Adaptation Grants and access to funding for the implementation of adaptation solutions.

**The local partner will support the UNDP Kosovo on the following activities:**

**Activity 1: Capacity building for farmers both in greener farming practices, as well as use of smart farming to adapt to the changing climate.**

* Develop open competitive application process for training including relevant documents and selection criteria.
* Select applicants based on criteria at least 20 farmers (farmers (1 NGO in specific Region 10 farmers , 1 NGO in specific region 10 farmer) to enhance their capacities through training delivery with 30% women and youth.
* Design the training curricula for the greener farming practices, agroforestry as well as use of smart farming to adapt to the changing climate.
* Deliver trainings for farmers both in greener farming practices, as well as use of smart farming to adapt to the changing climate.
* Each activity requires prior approval of UNDP.

**Activity 2: Support to farmers (Adaptation Grants) and** access **to funding for the implementation of adaptation solutions.**

* Develop fair and competitive criteria and application process among trained beneficiaries for the selection of farmers who will benefit from the support.
* Select the potential SMEs/farmers 1 NGO in specific selected region 4 farmers and 1 NGO 4 farmers in specific selected region with 30% women.
* Provide adaptation grants to the selected SMEs/farmers.
* In cooperation with UNDP Kosovo, monitor the implementation of the grants and support the businesses with expertise throughout the process.
* Provide mentorship to the selected recipients throughout the grant implementation period.
* Develop a mentoring brief that presents the progress of the recipients.
* Organize at least two networking events where participants will showcase their progress and the benefits of the program.
* All documents and activities designed and delivered require prior approval by UNDP Kosovo

**Activity 3: Final report on the summary of the results and impact reached through the program.**

* The implementing partners, track acceleration progress and impact of participants.
* Gather and summarize feedback from impact of the trainings and grants.
* Summarize and present results and learnings in a final impact report.
* All documents and activities designed and delivered require prior approval by UNDP Kosovo.

1. **Proposed Methodology for the Completion of Services**

The service provider will be responsible for developing and proposing its own methodology to carry out the tasks described above, including, but not limited to:

* Capacity building for farmers both in greener farming practices, as well as use of smart farming to adapt to the changing climate.
* The training curriculum should introduce the farmers to the cultivation of diverse and drought-resistant crops that reduce the risk of crop failure, use of new and efficient water management techniques, including agroforestry.
* The capacity building approach will foster collaboration between Albanian and Serb farmers through joint participation in the events and support to local farming cooperatives.
* The proposed activity must ensure sustainable livelihoods through secure produce and inclusion in the business acceleration services for the farmers.
* The NGO in the methodology must propose one specific/administrative region that the program will cover with support to farmers. The proposal must provide a clear justification for the criteria of the selection of the region.
* The proposed methodology must provide access to funding (grants) for the implementation of adaptation solutions for the successful implementation of agricultural adaptation solutions.
* Provide regular updates on the advancement of the assignments, findings, and observations.

1. **Expected Outputs**

|  |  |  |
| --- | --- | --- |
| **#** | **Outputs/Deliverables** | **Due date** |
| 1. | Design and deliver the training curricula for the greener farming practices, as well as use of smart farming to adapt to the changing climate. | October 20, 2023 |
| 2. | Deliver trainings for farmers both in greener farming practices, as well as use of smart farming to adapt to the changing climate. | November 5, 2023 |
| 3. | Support to farmers/SMEs (Adaptation Grants) and access to funding for the implementation of adaptation solutions. | November 30, 2023 |
| 4. | Final report on the summary of the results and impact reached through the program | December 05, 2023 |

1. **Institutional Arrangements**

Climate Security Activity accelerating peace building and the climate resilience of local communities by fostering the adaptation of agricultural systems to the impacts of climate change is the property of UNDP and is specifically branded. Therefore, all educational materials and internal and external communications must refer to its branding in affiliation with UNDP.

Given the complexity of the tasks, strong cooperation and clear internal communication are essential. Therefore, the implementing partner will work under the overall guidance of the designated officer at the UNDP Kosovo office. By coordinating our efforts, the project will advance smoothly and on schedule. This guarantees that everyone on the team is clear on the project's objectives and knows exactly what is required of them. Therefore, the UNDP Kosovo team and the local partner will have periodic meetings to align their activities and plans.

The official language for all documents will be English.

1. **Reporting**

The local contractor is required to report to UNDP on a weekly basis (every Friday, EOB). This report shall include information conforming to the proposed chart time plan. In addition, the report shall include information on backlogs or possible delays, for which UNDP has full right to inquire and change the contractor’s working schedule and priorities to contain possible extensions of the final product delivery date. In any case, cumulative delays cannot exceed 2 weeks from the proposed time plan. If the contractor faces these problems, it shall be reported separately, and UNDP reserves the right to reconsider the situation and take the necessary actions. UNDP reserves the right to visit the contractor during business hours, and the contractor is responsible for being transparent in providing project updates.

1. **Schedule of payments**

Payment will be made in four (3) installments upon timely completion and acceptance of each respective output as described above, based on the signed acceptance acts and narrative reports for each deliverable. The time allocated for each deliverable should realistically reflect its percentage relation to the entire task.

|  |  |  |
| --- | --- | --- |
| **#** | **Outputs/Deliverables** | **Payment percentage to be made to the Contractor** |
| 1 | Design curriculum of the training and deliver trainings for the greener farming practices, as well as use of smart farming to adapt to the changing climate. | 30% of the total contract amount will be paid upon signature of the contract. |
| 2 | Support to SMEs (Adaptation Grants) and access to funding for the implementation of adaptation solutions. | 60% of the total contract amount will be paid upon certification of UNDP. |
| 3 | Final report on the summary of the results and impact reached through the program | 10% of the total contract amount/final payment will be made upon certification of UNDP. |

Evaluation of outcomes is the responsibility of UNDP Kosovo.

In case the conditions of the Terms of Reference are not met the contract may be terminated or the fee charged by the service provider may be reduced.

1. **Required qualifications and application package.**

The service provider should demonstrate its capability and thorough understanding of the work outlined in the Terms of Reference. It should present a clear methodology for task implementation, as well as the ability to mobilize resources and experts to successfully carry out the tasks as per the Terms of Reference.

**The service provider is required to submit the following:**

***Presentation of Expertise:***

* At least three years of proven experience in the fields of organizational development or executive education, including design and delivery of training materials and grant distribution.
* A team comprised of qualified experts, with a demonstrated track record in developing and delivering quality of agricultural systems to the impacts of climate change, including knowledge, and understanding of adult learning approaches and methodologies.
* Desirable thematic expertise include:
  + Green business transformation
  + Innovation for social impact
  + Scale-up strategies
  + Resource mobilization, fundraising and investment strategies.
  + Customer development and market scale-up
  + Product development, innovation, technology commercialization
  + B2B business development
  + Financial analysis, financing, and capital attraction
  + Green farming infrastructure
  + Digitalizing services and products etc.
* Have a portfolio of projects of at least 20.000 EUR during the last year.

***Proposed methodology, approach, and implementation plan:***

The proposal should include a proposed task implementation approach, including detailed description of implementation methods, milestones, and steps to carry out the task; and a detailed work plan with timelines for the Deliverables/Outputs.

***Management structure and key personnel:***

The service provider should have a strong team of experts with professional capacities. Resumes (CV) of at least two main experts, trainers, and mentors with proven experience in developing learning content, training modules, and methodology, conducting trainings, designing, and delivering educational content should be provided. One of the experts should act as a Team Leader.

***Financial Proposal:***

Detailed budget breakdown per main expenditures. The service provider should identify all the detailed budget table expenditures including venue, local experts, lecturers, mentorships, and grant distribution cost.

**Annex II**

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

1. **OBJECTIVE**

This is a Request for Information (RFI) from national CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas:

* Expertise in the fields of organizational development or executive education, including design and delivery of training materials and grant distribution.
* Demonstrated track record in developing and delivering quality of agricultural systems to the impacts of climate change, including knowledge, and understanding of adult learning approaches and methodologies.
* Relevant expertise in supporting innovative green solutions, by focusing particularly on innovations that promote greener business practices.
* Expertise in the implementation of pilot solutions and ideas for green MSME practices and more resilient practices towards natural disaster risks.
* Relevant experience to build capacities of up MSME with a high business potential to transition towards environmental sustainability on a green recovery from the pandemic by focusing on sustainable business models, risk management and disaster resilience.

1. **INFORMATION REQUESTED**

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested.

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.

All CSOs/NGOs whose information is found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

A copy of the CACHE is attached **for information only. Please do not submit the CACHE form at this stage.**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Areas of Inquiry/ Supporting documentation** | **Response** |
| 1. Proscribed organizations | *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?*  *2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.* |  |
| 1. Legal status and Bank Account | 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?* *Please provide copies of all relevant documents evidencing legality of operations.*   *2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)* |  |
| 1. Certification/ Accreditation | *Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:*   * Leadership and Managerial Skills * Project Management * Financial Management * Organizational standards and procedures * Other |  |
| 1. Date of Establishment and Organizational Background | *1. When was the CSO/NGO established?*  *2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)*  *3. Who are your main donor/ partners?*  *4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.*  *6. 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.* |  |
| 1. Mandate and constituency | 1. *What is the CSO/NGO’s primary advocacy / purpose for existence?* 2. *What is the CSO/NGO’s mandate, vision, and purpose? (no more than 2 paragraphs)*   3. *Is the CSO/NGO officially designated to represent any specific constituency?* |  |
| 1. Areas of Expertise | 1. *Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?* 2. *What other areas of expertise does the CSO/NGO have?* |  |
| 1. Financial Position and Sustainability | 1. *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.* 2. *What is the CSO/NGO’s actual and projected inflow of financial resources for the current and the following year?* 3. *Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).* |  |
| 1. Public Transparency | 1. *What documents are publicly available?*   *2. How can these documents be accessed? (Pls provide links if web-based)* |  |
| 1. Consortium | 1. *Do you have the capacity to manage a consortium?* 2. *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.*   *3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.* |  |
|  | | |

1. **CLOSING DATE**

A completed RFI with requested attachments must be submitted to: [procurement.ks@undp.org](mailto:procurement.ks@undp.org)

United Nations Development Programme

procurement.ks@undp.org

They should be received no later than 16 October 2023 .

**Annex III – Detailed Sub-Criteria**

|  |  |  |
| --- | --- | --- |
| **Technical proposal Evaluation Breakdown** | | **Points Obtainable** |
| 1. General Organization and Financial Capability (eligibility and qualifications) | | |
| A | **General Organizational and Financial Capability**   * The organisations total operational years (55 points); * The organisation (and partners) have Project Management Capacity to manage grants (including staff, equipment, facilities and ability to handle budget for the activities) (70 points); * The organisations experience with engaging in partnership for implementing similar action/grants (55 points); * The organisations experience in working with international organisations/donors is an advantage (40 point). * The organisations experience in successfully managing of funds from institutions and/or development partner (50 points) * The organisation has adequate financial/accounting system in place to manage similar grants (30 points). | 300 |
| 1. Proposed Methodology, Approach, Implementation Plan | | |
| A | **Appropriateness of Proposed Methodology, Approach and Implementation Plan:**   * Alignment to the Terms of Reference (ToRs) and clear articulation of proposal elements and budget estimation costs (objectives, activities, results, resources and budget) (100 points); * The methodology clearly describes the aim of the project and clearly lays out the implementation timetable (work plan/dynamic plan) (100 points); * Proven experience in the implementation of similar/related type of activities (80 points); * The proposal methodology has clear justification for the criteria of the selection of the specific region (60 points); * Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions (60 points). | 400 |
| 1. Management Arrangement, Resources and Qualifications of Key Personnel | | |
| A | **Management Arrangement, Resources and Qualifications of Key Personnel**   * Competence of the organization’s staff (100 points); * Qualification of key personnel (70 points); * Previous experience in related fields (70 points); * Availability of skills and training including CV (60 points). | 300 |
| Total | | 1000 |

**Annex IV –NGO/CSO Proposal Template**

**NGO/CSO PROPOSAL TEMPLATE**

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| Please complete the following proposal template as part of the NGO/CSO application process providing responses where relevant to the applying organization or group of organizations, and the overall project.   |  | | --- | | **Organization Profile** | | For this section, provide a summary of the organization to include the following information, where relevant. For proposals that bring together two or more organizations, please complete with the information of all organizations. Where possible, please provide supporting documents when requested. | | **1. Name of (s):**  Insert the name of the NGO/CSO (including office address, postal address, contact person for the project, contacts and email address)? | | **2. Organization Summary**  Provide a summary about the organization(s) to include the primary advocacy area, mandate, vision, and purpose. (no more than 2 paragraphs for each organization)? | | **3. Date of Establishment & Total Years of Operation**  State the date the organization was founded and number of years it has been operating? | | **4. Registered in Kosovo/Legal status**  Indicate whether the organization is legally registered in Kosovo. (Please provide supporting documentation)?  Yes / No | | **5. Financial system**  Indicate whether the organization or lead organization has an accounting system in place. (E.g. possesses an accounting software or process)?  Yes / No  Explain: | | **6. Internal Human Resources**  Identify the internal human resources and corresponding skill set and key competencies that the organization(s) possess relevant to the TOR? | | **7. Official presence and resources**  Identify other resources that the organization(s) has at its disposal. This may include (field offices, equipment, software, technical data bases, etc.)? | | **8. Institutional and/or development partner funding**  List any funding received from institutions and/or development partners and the corresponding areas of support over the last 2 years. This may include operations and management support, project support, and/or staffing together with the names of key donors. (Please provide any audit reports, if available, and/or any project evaluation documents, etc.)? | | **9. Partnerships**  Describe any partnerships established or joint projects undertaken by the organization(s). This may include partnerships with other CSOs, NGO’s, private sector, central institutions, or development institutions? | | **10. Main beneficiaries**  Indicate the major beneficiaries of the products and/or services provided by the organization(s). This would include target groups and communities/parishes/ electoral divisions, if relevant? | |
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| **PROJECT PROPOSAL**   1. **General information about applicant organisation (maximum of 2 pages)**   1.1 Main areas of expertise – describe your organization’s main competencies. Describe your organization’s mission.  1.2 Describe main types of activity that your organization carries out.  1.3 Explain what kind of in-house or outside experts your organization involves in its usual work.  1.4 Provide a brief list of your organization’s three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets and donors).   1. **Relevant experiences (maximum of 1 page)**   2.1 Provide evidence of your organization’s experience and describe the work performed by your organization that demonstrates its capability to work with target groups.  2.2 Describe specific results achieved by your organization in the areas of work relevant to this Call for Proposal.   * 1. Explain how your organization’s experience will help to reach project’s goals.  1. **Project Summary (maximum of ½ page)**   Describe project proposal’s objectives, main activities, stakeholders and expected results.   1. **Problem Analysis (maximum of ½ page)**   Describe main problem(s) that your project proposal will address and why these issues are important to the target groups and Kosovo society in general.   1. **Project Objectives (maximum of ½ page)**   Describe your project proposal’s goals and objective.   1. **Expected Results (maximum of 1 page)**   6.1 Describe specific short-term and long-term results that you plan to achieve with your project.  6.2 Explain what positive changes in the life of the target groups will be achieved through your project.   1. **Target audience (maximum of ½ page)**   7.1 Describe project’s main target provide a **clear justification for the criteria of the selection of the specific region**.  7.2 Specify the group of people whose interests and rights your project will help to promote. Indicate their age and gender when relevant.  7.3 Explain if and how your project will cooperate with relevant institutional bodies.  7.4 Explain why the specific region has been selected provide details on importance for selecting specific region to work.  7.5 Explain if and how your project will ensure youth integration.     1. **Project Activities (maximum of 2 pages)**   Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives of the Call for Proposal.   1. **Communication strategy (maximum of ½ page)**   Describe your project’s key messages, audiences, information products and communication channels.   1. **Work plan (maximum of 4 pages)**   10.1 Provide project’s work plan according to the following format:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Timeline | Activity | Location | Topic | Implementers | Panned Results/  deliverables | |  |  |  |  |  |  | |  |  |  |  |  |  |   Results shall not be merely actions taken but progress in the solution of the problem addressed by your project, and specific positive changes in the life of the target audience.  10.2 Provide project’s dynamic/implementation plan for the proposed duration of the Call for Proposal.   1. **Events (maximum of 2 pages)**   Provide more details on agendas and format of the project’s activities and other public events.   1. **Project Monitoring and Evaluation (maximum 1 page)**   Please include a monitoring and evaluation framework (preferably in table form) that describes how you will monitor project implementation and evaluate its results, as well as means and moments of verification.   1. **Future activities (maximum of ½ page)**   How will your organization ensure sustainability in its support to the issue targeted by your project after its completion? How will it further develop the project’s achievement?   1. **Budget (maximum of 2 pages)**   Provide project budget in according to the following format:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item No. | Description of activity | Unit/staff | Rate/Cost | Estimated amount | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  1. **Staff (maximum of 2 pages)**   Briefly describe education, qualification and relevant experience of each project staff person and invited expert (Provide CV of each project staff). |
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1. All references to Kosovo should be understood to be in the context of United Nations Security Council resolution 1244 (1999). [↑](#footnote-ref-2)
2. <https://www.greenclimate.fund/sites/default/files/event/accelerating-action-towards-climate-resilient-future.pdf> [↑](#footnote-ref-3)