**Call for Proposals for NGOs**

**Supporting the rehabilitation of Small Businesses and Strengthening the Livelihoods of disaster affected people, returnees in Albayda, Derna and Soussa through Asset Recovery programme**

1. **Background**

The northeast of Libya was severely affected by largescale flooding when storm “Daniel” made landfall on 10 September 2023. In just 3 days, Derna City experienced an unprecedented weather event, with nearly 100 mm of rainfall, a staggering one hundred times more than the typical September average. This resulted in thousands of lives lost, while thousands more are missing, in addition to significant damage to public infrastructure and housing. The coastal city of Derna was hardest hit, following the collapse of two dams which released 30 million cubic meters of water into central Derna, resulting in the devastating destruction of critical infrastructure and countless homes. There are neighbourhoods in the city that have been flooded up to 97%, resulting in more than 800 structures destroyed and more than 3000 damaged.1  Initial assessments suggest that up to 25 percent of the city has been washed away and 30,000 people displaced, out of a pre-storm population of around 125,000. Other locations affected include the municipalities of Albayda, Almarj, Benghazi, Shahhat, Soussa, Tobruk, and Toukra and several towns: Al Owailia, Taknes, and Talmeitha.2 The Flash Appeal released by the UN in Libya makes reference to 884,000 people in need.

The Rapid Response Mechanism activated by the UN following the disaster, includes 10 thematic working groups, with UNDP coordinating the work on Early Recovery. As part of this role, UNDP collected information on the extent and scope of the destruction in the East of Libya and allowing for a more targeted response including leading the mechanisms of ‘return to life’ activities through emergency livelihoods.

Together Derna, Albayda and Soussa represent over 50% of all damaged infrastructure in the East of Libya.  *This call for proposal specifically targets beneficiaries living or originating from these three municipalities.*

At these municipalities, many affected populations are seeking to restart business and livelihoods activities. UNDP with the generous funding of the government of France, seeks to support this process through Asset recovery mechanisms. Asset Recovery will entail small grant support or in-kind equipment or goods to SMEs rehabilitating their micro and small businesses and/or replacing their damaged productive assets. Sectors supported can include trading, agriculture, transportation or services and potentially others based on the outcome of local market assessment focusing on needs of micro- and small businesses. Asset Recovery approach aims to help populations of these municipalities who lost their livelihoods productive assets due to the disaster to replace their lost assets, or recover them partially, as a boost to restart their economic activity and reestablish their livelihoods.

Specific focus of this programme is to incentivize the return of displaced populations due to floods. An estimated 6,657 households were displaced, which constitute 15 percent of Libya’s population, with Derna and Soussa bearing the brunt of housing damage and destruction. While the flood brought the risks of increased multi-dimensional poverty in broader terms, and include challenges with housing arrangements, this project’s main objectives are to address the increase in fragility measured by displacement and income loss as a result of damaged productive assets. This support ultimately will lead to increased household consumption and resumed market activity in the cities.

This Call for Proposals is specifically related to ***UNDP’s*** ***Local Peacebuilding and Resilience programme for the East of Libya, supported*** by the government of France. This is expected to contribute to strengthening economic recovery and contribute towards return of displaced residents and resumed market activity. The objective of the Call for Proposals is to engage an international or national Non-Governmental Organization (NGO) or a coalition led by Non-Governmental Organization with an access to implementation in Derna, Albayda and Soussa as a Responsible Party.

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

The overall objective of this Call for proposals is to restore lives and livelihoods in the flood affected northeast region of Libya, facilitate the timely return of displaced populations and the early recovery of the affected populations. The planned intervention will allow Libyans, including women and youth, to cope with compounded vulnerabilities following the disaster. A do-no-harm and conflict sensitivity approach and the principle of women empowerment are imperative to ensure that the response reduces the differentiated impacts of the disaster, that women benefit equally from the response.

Asset recovery is an efficient tool to support affected populations to recover their livelihood assets and reduce aid dependency. UNDP’s global experience provides strong evidence that asset recovery interventions help households to restart their lost or damaged income generating assets. Asset recovery methodology implies either in-kind replacement of lost tools and assets, or micro grants for asset recovery, which are restricted grants for the purpose of purchasing and reporting procured assets.

The key objectives of this project are to:

1. Conduct the market assessment to define qualitative and quantitative data on the impact of the flood on local SMEs.
2. Support the affected population, primarily returnees and the residing communities, to restart their livelihood activities.
3. Recover the lost/damaged livelihood productive assets of affected households and protect erosion of the household’s other remaining assets and capacities.
4. Recovery needs include skills development for the supported SMEs, specifically guiding service and commerce industry to navigate in disrupted market reality and decreased household consumption.

The above will allow Libyans to rebuild their lives and livelihoods in flood affected areas and facilitate the return of displaced people.

Detailed outputs, deliverables and key considerations are provided in the Terms of Reference included in Annex I, and in line with the Asset Recovery methodologies used in <https://www.humanitarianresponse.info/> in Emergency Livelihoods clusters.

Municipalities targeted: Derna, Albayda, and Soussa

Beneficiaries: From at least 120 to up to 180 SMEs/households (30% women-led businesses)

Assets: Farming tools and seeds, livestock or agricultural products, including climate-smart agriculture, machines, tools, kits, shop installation materials, including climate-smart agriculture

Timeline: 6 months,including livelihoods assessment and monitoring.

1. **Eligibility and qualification criteria**

The applicants must meet the following minimum criteria:

* Non-governmental, charitable, non-profit organization (or coalition led by such) operating in Libya in humanitarian or development projects for at least three years, with proven access and implementation capacity in Derna, Soussa, and Albayda Municipality (formal letters to be submitted along with application).
* At least 1 proven project in implementing asset recovery or small grant programme through distribution-in-kind to households implemented in Libya and it will be advantageous if implemented in the East of Libya,.
* At least one previous experience in conducting business training to SMEs, farmers or households in the context of emergency livelihoods is required.
* Conducted market assessments using area-based approach are an asset (to be submitted as publication along with application)
* 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 through the Capacity Assessment Checklist (CACHE – Annex III) and the Request from information (RFI – Annex II) for NGO that should be duly completed and submitted with the required supporting documents.

# 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 and do no harm/conflict sensitivity in targeting beneficiaries and securing access and context understanding of Derna, Albayda, Soussa, and project delivery mechanisms and approaches in the selected municipalities. 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 applicant implementing partner organization  | 30% | 300 |
| 2. | Proposed work plan, methodology and approach | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
|  | Total | 1000 |

The selection of the successful NGO and technically responsive applicants 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 the ToR (Annex 1) in addition to access to the beneficiaries and 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 indirect, project management and administrative costs should not exceed 25%.**

Evaluation of all technical proposals shall be carried out in accordance with above outlined evaluation criteria, and the entity that obtains the highest technical scores 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, HACT audit) 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[[1]](#footnote-1), 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 300,000.00 targeting from 120 to 180 households.** UNDP reserves the right not to award all available funds should the number and quality of applications not meet the criteria.

The awarded partner will be asked fill out a detailed budget

1. **Duration:**

The project will be taking place over a period of 6 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.

Please the deliverables table

1. **Submission Process**

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

Selected applicants must submit their proposals through email to mahezabeen.khan@undp.org by the deadline: **April 20 2024 with subject field “UNDP Libya 2024 Asset Recovery East Libya.”**

***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)**
3. **Supporting documents, including:**
	* Proof of registration as a non‐governmental organization;
	* Information regarding operational capacity in the municipalities in the East

(statements, confirmations from local partners, MOUs with the municipality or similar;

* + Information on previous projects in asset recovery in-kind to households’ or SMEs projects;
	+ Information on previous projects in conducting business training in the context of emergency livelihoods;
	+ Submitted market assessment conducted using area-based approach in Libya;
	+ Information on previous projects in project administration from the UN agencies where the organization has reported to UN or UN Agencies;
	+ Audited financial statements for the past two years.
1. Application in the form of the template attached **(Annex IV)**, including but not limited to management methodology and implementation plan:
	* Context analysis on the targeted beneficiaries in selected municipalities and inclusive strategy;
	* Strategy and methodology market assessment for asset recovery in municipalities;
	* Asset classification for selected municipalities envisioned, eg. preliminary identified sectors and livelihoods assets to be procured;
	* Strategy and methodology for beneficiaries’ selection and do-no harm approach for asset recovery;
	* Strategy and justification for asset in-kind distribution.
	* Methodology for asset valuation;
	* Methodology for business training or coaching to be conducted at Asset recovery project;
	* Communication strategy and plan for dissemination of information about the project locally, including placement of information via online resources and social networks, as well as liaison with local government stakeholders, and local peacebuilding committees established by UNDP among others.
	* Methodology for monitoring and evaluation of the projects, including all procedures of data collection, inspection, quality control methods;
	* 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.
2. At least one reference letters from previous partners reflecting the nature of projects implemented, their results and the role (preferably in Libya or in line with suggested above projects);
3. 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**.
4. 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 submitting emails no later than 5 days before the deadline for submission to UNDP Libya office with subject field “UNDP Libya 2024 Application for Asset Recovery East Libya: 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:

28 March 2024: Call for Proposal opens, and relevant documents are posted online

20 April 2024: Deadline for organizations to submit proposals, assessment and selection processes will take place.

10 May 2024: 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. 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.

1. The cost of the audit statement should be considered by the applicants. [↑](#footnote-ref-1)