**Call for Proposals for NGOs**

**Supporting the implementation of peacebuilding local development priorities across three municipalities in Libya (Sebha, Ghat and Ubari)**

**Project Title:** Peacebuilding through Community Stabilization in the Southern Libyan Municipalities of Ghat, Sebha and Ubari

**Description of Assignment:** Supporting the implementation of peacebuilding local development priorities across three municipalities in Libya  (Sebha, Ghat and Ubari)

**Beneficiaries:**

15 CSOs in Sebha, Ghat and Ubari receive technical and financial support in reviving and enhancing traditional handcrafts and music initiatives (5 per municipality);

At least 6 women led CSOs participate in capacity building training on the role of women as peacebuilding accountability officers (2 per municipality); and

At least 45 women participate in capacity building training on the role of women in the peacebuilding process (15 per municipality).

**Duration**: 5 months

1. **Background**

Recognizing the threats to peace in Libya posed by community tensions and shortfalls in basic social services, justice, and security, and economic opportunities, UNDP has established an area-based Local Peacebuilding and Resilience Programme under its Country Programme Document for 2023-2025, to mark the transition from immediate stabilization towards longer-term development and peacebuilding. While there has been a decline in violent conflicts and related humanitarian needs since the signing of the UN-facilitated Ceasefire Agreement in October 2020, political uncertainty, instability, criminality, weak structures, lack of social cohesion, limited economic opportunities and localized conflicts have continued to challenge sustained peace in southern Libya. To mitigate the risk of escalation of conflict in the South, and by adopting a resilience-based approach to peacebuilding, this project provides a pragmatic approach for advancing stabilization and recovery programming in selected municipalities in the South of Libya. This project is funded by the UN Peacebuilding Fund (PBF).

In line with the above-mentioned programme, UNDP has supported the Departments of Community Development, established at the municipality level, in setting-up Peacebuilding Committees to develop local peacebuilding development plans in the municipalities of Sebha, Ubari and Ghat. The project built on existing conflict assessments to establish an inclusive, common understanding of challenges to peace and potential solutions in each municipality on which to base the capacity development, civic engagement, and peace planning processes. All relevant stakeholders, (including women and youth CSOs) have been recognized in the Peacebuilding Committees and engaged throughout the process to ensure maximum community ownership from the outset, including private sector partners and Departments of Community Development. Capacity building initiatives, which spoke to the specific capacity gaps in each municipality, have been jointly conceived and delivered with the Departments of Community Development. Peacebuilding priorities of each municipality have been identified by Peacebuilding Committees and prioritized into peacebuilding local development plans.

In parallel, under the said Local Peace and Resilience Programme in the South of Libya, UNDP has provided technical and financial support to several CSOs to conduct community-based interventions aimed at promoting peace and developing economic opportunities. These included using the Arts to play an important role in peacebuilding and in resolving conflicts, differences and separation among communities.

1. **Objectives and Scope of Work**

The second phase of this Peacebuilding through Community Stabilization in the Southern Libyan Municipalities of Ghat, Sebha and Ubari project entails implementation of identified priorities of the three peacebuilding local development plans for Sebha, Ubari and Ghat. The Peacebuilding Committees will be actively engaged in the implementation and monitoring of these schemes.

Building on the successful examples under previous programming, the project aims to demonstrate that the inclusive process of citizens and local authorities jointly working towards the implementation of shared goals can help further improve the citizen-state relationship as communities’ perceptions around efficiency and effectiveness of local authorities will improve. Peacebuilding challenges to be addressed under this project are based on the priorities identified in the peacebuilding local development plans, which were developed with the objectives of addressing the following challenges to peace which are common in the three targeted municipalities[[1]](#footnote-2):

* Social cohesion targeted interventions to tackle low levels of social cohesion (eroded by low trust in the state, inter-communal tensions, low levels of participation by important segments of society in public life and poor/inequitable access to services).
* Livelihood targeted interventions to remediate the lack of licit economic opportunities, especially for women and youth (fuelled by high dependence on illicit economy and insufficient public sector employment as well as challenges to access basic service such as electricity, water and infrastructure).
* Although basic services are part of the challenges identified and prioritized in the peacebuilding plans, due to the limited budget available, this assignment will implement livelihoods and social cohesion priorities only.

A conflict-sensitive lens is being applied throughout the project to ensure that the priority initiatives do not exacerbate any existing tensions and positively contribute to consolidating social cohesion.

**Priorities**

Within the above context, UNDP seeks a Responsible Party (National or International NGO or association of NGOs) to support the implementation of peacebuilding local development priorities across three municipalities in Libya (Sebha, Ghat and Ubari).

**Output 1. Workshop to finetune identified priorities for implementation from peacebuilding local development plans, is organised.**

*Activities:*

1. A workshop should be organized in close collaboration with the National Folklore Centre to review and finetune the abovementioned identified priorities to be implemented in the municipalities of Sebha, Ghat and Ubari, where peacebuilding local development plans have been designed.
2. Approximately 35 persons from the Peacebuilding Local Development Committees of Sebha, Ghat and Ubari and the National Folklore Centre are expected to attend this two days’ workshop, which will take place in Libya. The Responsible Party would be responsible for all logistical arrangements for the workshop. The agenda of the workshop will be shared with UNDP for approval.
3. The workshop should cover the following:

* The abovementioned priorities from the peacebuilding local development plans in relation to promoting intangible heritage and drive economic activities in Sebha, Ghat and Ubari will be examined and the Peacebuilding Local Development Committees will be supported in drafting three concept notes[[2]](#footnote-3) (one per municipality) for these finetuned priorities related to peacebuilding, social cohesion and livelihood[[3]](#footnote-4). Each concept notes will include the problem identification and formulation, budgeting, implementation, monitoring, evaluation and sustainability plans.
* The total cost of US$127,500 (US$42,500 per Municipality) will be allocated for the implementation of the three concept notes (one per municipality) reflecting the priorities and accompanying activities for the benefit of at least 5 CSOs in each of the 3 municipalities.

*Implementation: within 15 days from commencement of assignment.*

**Output 2: Capacity building workshop to enhance the role of women in (i) the peacebuilding process; and (ii) as peacebuilding accountability officers, are provided.**

*Activities*

1. Design, plan and implement a capacity building workshop for women in the three municipalities. This workshop will include at least 15 women from each of the three municipalities and will have representatives from at least 2 women-led CSOs in each of the three municipalities. The workshop will be held at a strategic and suitable location to enable maximum participation. The participants will be selected in collaboration with the Women Empowerment Affairs Offices and UNDP and will include women from the said Women Empowerment Affairs Offices, CSOs and women rights advocates. It is expected that these participants will include, but not be limited to, persons who are already involved in the Peacebuilding Local Development Planning Committees in the 3 municipalities. The workshop will aim to:
   * sensitize women and enhance their knowledge and understanding of their role in peacebuilding.
   * equip women CSOs to function as Peacebuilding Accountability Officers and to support monitoring and reporting on progress under the PB Plans.
2. Conduct pre and post-test to measure participants report on their ability to use the skills/tools acquired during their training to help mitigate/prevent conflicts in their communities.

*Implementation: within 30 days from commencement of implementation*

**Output 3. Peacebuilding/social cohesion and livelihoods prioritized interventions are implemented.**

*Activities:*

1. **Assessment and Documentation of existing Handcraft and Music:** The Responsible Party will conduct field research in the three municipalities (Sehba, Ghat and Ubari) to identify and catalogue existing traditional Handcrafts and Music (at least 5 per municipality). This will entail interviews with senior artisans to document historical and traditional methods and music; archiving of photographs, videos, and samples of traditional handcrafts and music and the creation of linkages of these to the existing digital library of the National Folklore Centre (Arts for Peace repository) for easy access and reference.
2. **Capacity Building of CSOs**

* through a competitive process (based on criteria to be approved by UNDP), identify at least 15 CSOs (5 per Municipality) to be considered for capacity building and ensuing support in the development of Handcrafts and Music products for the promotion of peacebuilding, social cohesion and creation of livelihood opportunities for the Artisans.
* conduct a rapid capacity assessment and accompanying capacity building programme for the selected 15 CSOs. This should be led by experienced artisans and musicians to provide mentorships, experience and lessons learnt. It should also include training on project cycle management, marketing, pricing, customer relations and monitoring and reporting, if required. In addition, it should cover the challenges and opportunities for the future of traditional handcrafts and introduction of sustainable approaches and modern techniques and tools that complement traditional methods. The workshops shall be conducted in Libya and all logistics arrangements should be undertaken by the Responsible Party[[4]](#footnote-5).

1. **Provision of support for development of CSOs Handcraft and Music products**

* The Responsible Party will select 15 proposals (5 per municipality) for the distribution of grants for the development of these Handcraft and Music products that will enhance livelihood and social cohesion in the three targeted municipalities.
* The grant amount per recipient (CSO) will be $8,500 and the total per municipality will be $ 42,500.
* The Responsible Party will be responsible for drafting a grant agreement to be approved by UNDP.
* The Responsible Party will guide, mentor, and monitor the implementation of the proposed activities by the grant recipients and provide progress reports to UNDP.
* The Responsible Party will ensure the proper use of UNDP’s resources by the grant recipients and establish mechanisms to monitor the financial progress in relation to the implemented physical activities. Monthly technical meetings to be organized with UNDP and UNDP partners to ensure implementation follow-up.

1. **Awareness and Promotion**

* The Responsible Party shall develop a brand identity for traditional handcrafts and music for each of the three municipalities (Ghat, Ubari, and Sebha) and ensure synergy and complementarity, whenever possible.
  + The Responsible Party shall upgrade the online platform (Art for Peace repository) to include a marketplace to showcase and sell products.
  + The Responsible Party shall organize music and craft fairs and exhibitions locally per each target municipality and in Tripoli in collaboration with the National Folklore Centre to celebrate (i) Ghat’s heritage and crafts (location - Ghat Old City); (ii) Ubari’s heritage and crafts (location - Ubari Castle); (iii) Sebha heritage and crafts (location - National Folklore Centre or similar venue); and (iv) overall exhibition in Tripoli (location – Old City). This should also include the establishment of an annual awards event to recognize exceptional artisans or innovative crafts and provide certificates or badges of authenticity for quality craft products.
  + The Responsible Party should facilitate collaborations with influencers and/or local celebrities to promote the music and crafts.
  + The Responsible Party should create promotional material, brochure per each target municipality, three videos (one per each municipality), and social media calendar and contents (for at least 5 months) and link these with the Art for Peace platform on social media.

1. **Partnership building**

* Facilitate at least one partnership between the National Folklore Centre and cultural institutions or universities (national and international) for research and promotion of handcraft and music.

*Implementation: 140 days*

**Output 4. Project is evaluated.**

*Activities:*

* 1. A one day closing ceremony is organised in Tripoli where relevant municipality civil servants and MoLG staffs are invited alongside UNDP, UNICEF, IOM and WFP to present implemented initiatives in the three municipalities. Approximately 40 persons to be expected. Responsible Party would be responsible for all logistical arrangements for the ceremony.
  2. Undertake a final evaluation to evaluate the achieved results according to post-project impact survey template, including a rapid impact assessment of the project interventions (to be agreed with UNDP). Document and share lessons learned.

*Implementation: 10 days*

1. **Eligibility and qualification criteria**

The applicants must meet the following minimum criteria:

* Non-governmental, charitable, non-profit organization (or coalition led by such) that is officially registered in Libya or will be undertaking the assignment with a registered Libyan partner.
* Minimum 3 years experience in project development and implementation including proposal writing and budgeting of livelihood, peacebuilding and social cohesion projects.
* At least three years experience in implementing peacebuilding or development projects, with proven access and implementation capacity in Sebha, Ghat and Ubari.
* At least one previous experience in Arts-based programming in a similar context
* Minimum of 3 years of expertise in capacity building and women empowerment
* Minimum of 3 years of experience in delivering and managing small grants to Libyan CSOs in 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 9 or more members satisfying the requirements that are provided in the Terms of Reference (TOR) – Annex I.

The Responsible Party should indicate a clear methodology including or exceeding specified activities while offering innovative approaches contextual to the South Region and specific municipalities.

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 South Libya 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 the 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** | | **Points Obtainable** |
| --- | --- | --- |
| 1. | Experience of the organization that submits proposal | 200 |
| 2. | Proposed work plan, methodology and approach | 200 |
| 3. | Management Structure and Key Personnel | 300 |
|  | Total | 700 |

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 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 (including all project personnel) 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, 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 **US265,000 dollars.** 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 5 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 to [mahezabeen.khan@undp.org](mailto:mahezabeen.khan@undp.org) by the deadline: **Sunday 5 May, 2024** with subject field **“Supporting the implementation of peacebuilding local development priorities across three municipalities in Libya (Sebha, Ghat and 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)**
3. **Supporting documents, including:** 
   * Proof of registration as a non‐governmental organization;
   * Information regarding operational capacity in the municipalities of Sebha, Ghat and Ubari (this may include statements, confirmations from local partners, MOUs with the municipality or similar);
   * Information on previous experience in peacebuilding or development projects
   * Information on previous experience in Arts-based programming in a similar context
   * Information on previous experience in capacity building and women empowerment
   * Information on previously experience in delivering and managing LVGs 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 three years.
4. Application in the form of the template attached **(Annex IV)**, including but not limited to management methodology and implementation plan:
   * Context and problem analysis in relation to building peace through support to CSOs in reviving and enhancing traditional handcrafts and music to save the intangible heritage and drive economic activities in Sebha and Ubari and Ghat
   * Clear methodology including or exceeding specified activities while offering innovative approaches contextual to different regions in Libya. This methodology should address:
     + An arts-based peacebuilding and livelihood capacity building methodology and approach including the following components: music and handcraft.
     + Capacity building programme for the enhancement of the role of women in (i) peacebuilding process and (ii) as peacebuilding accountability officers for the monitoring and reporting of progress in implementing the peacebuilding plans
     + Implementation strategy and methodology describing a) CSOs selection process; b) Arts-based capacity building to CSOs; c) support CSOs in implementing identified projects (small grants disbursement)
   * 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.
5. 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);
6. 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**.
7. 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 “**Supporting the implementation of peacebuilding local development priorities across three municipalities in Libya (Sebha, Ghat and Ubari)**” to the following address: [anne.dalitz@undp.org](mailto:anne.dalitz@undp.org).

1. **Estimated Competition Timeline**

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

24 April 2024: Call for Proposal opens, and relevant documents are posted online

5 May 2024: Deadline for organizations to submit proposals.

23 May 2024: assessment and selection processes will take place.

2 June 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.

**Annex 1 - Terms of Reference**

**Project Title:** Peacebuilding through Community Stabilization in the Southern Libyan Municipalities of Ghat, Sebha and Ubari

**Description of Assignment:** Supporting the implementation of peacebuilding local development priorities across three municipalities in Libya  (Sebha, Ghat and Ubari)

**Beneficiaries:**

15 CSOs in Sebha, Ghat and Ubari receive technical and financial support in reviving and enhancing traditional handcrafts and music initiatives (5 per municipality);

At least 6 women led CSOs participate in capacity building training on the role of women as peacebuilding accountability officers (2 per municipality); and

At least 45 women participate in capacity building training on the role of women in the peacebuilding process (15 per municipality).

**Duration**: 5 months

1. **Background**

Recognizing the threats to peace in Libya posed by community tensions and shortfalls in basic social services, justice, and security, and economic opportunities, UNDP has established an area-based Local Peacebuilding and Resilience Programme under its Country Programme Document for 2023-2025, to mark the transition from immediate stabilization towards longer-term development and peacebuilding. While there has been a decline in violent conflicts and related humanitarian needs since the signing of the UN-facilitated Ceasefire Agreement in October 2020, political uncertainty, instability, criminality, weak structures, lack of social cohesion, limited economic opportunities and localized conflicts have continued to challenge sustained peace in southern Libya. To mitigate the risk of escalation of conflict in the South, and by adopting a resilience-based approach to peacebuilding, this project provides a pragmatic approach for advancing stabilization and recovery programming in selected municipalities in the South of Libya. This project is funded by the UN Peacebuilding Fund (PBF).

In line with the above-mentioned programme, UNDP has supported the Departments of Community Development, established at the municipality level, in setting-up Peacebuilding Committees to develop local peacebuilding development plans in the municipalities of Sebha, Ubari and Ghat. The project built on existing conflict assessments to establish an inclusive, common understanding of challenges to peace and potential solutions in each municipality on which to base the capacity development, civic engagement, and peace planning processes. All relevant stakeholders, (including women and youth CSOs) have been recognized in the Peacebuilding Committees and engaged throughout the process to ensure maximum community ownership from the outset, including private sector partners and Departments of Community Development. Capacity building initiatives, which spoke to the specific capacity gaps in each municipality, have been jointly conceived and delivered with the Departments of Community Development. Peacebuilding priorities of each municipality have been identified by Peacebuilding Committees and prioritized into peacebuilding local development plans.

In parallel, under the said Local Peace and Resilience Programme in the South of Libya, UNDP has provided technical and financial support to several CSOs to conduct community-based interventions aimed at promoting peace and developing economic opportunities. These included using the Arts to play an important role in peacebuilding and in resolving conflicts, differences and separation among communities.

1. **Objectives and Scope of Work**

The second phase of this Peacebuilding through Community Stabilization in the Southern Libyan Municipalities of Ghat, Sebha and Ubari project entails implementation of identified priorities of the three peacebuilding local development plans for Sebha, Ubari and Ghat. The Peacebuilding Committees will be actively engaged in the implementation and monitoring of these schemes.

Building on the successful examples under previous programming, the project aims to demonstrate that the inclusive process of citizens and local authorities jointly working towards the implementation of shared goals can help further improve the citizen-state relationship as communities’ perceptions around efficiency and effectiveness of local authorities will improve. Peacebuilding challenges to be addressed under this project are based on the priorities identified in the peacebuilding local development plans, which were developed with the objectives of addressing the following challenges to peace which are common in the three targeted municipalities[[5]](#footnote-6):

* Social cohesion targeted interventions to tackle low levels of social cohesion (eroded by low trust in the state, inter-communal tensions, low levels of participation by important segments of society in public life and poor/inequitable access to services).
* Livelihood targeted interventions to remediate the lack of licit economic opportunities, especially for women and youth (fuelled by high dependence on illicit economy and insufficient public sector employment as well as challenges to access basic service such as electricity, water and infrastructure).
* Although basic services are part of the challenges identified and prioritized in the peacebuilding plans, due to the limited budget available, this assignment will implement livelihoods and social cohesion priorities only.

A conflict-sensitive lens is being applied throughout the project to ensure that the priority initiatives do not exacerbate any existing tensions and positively contribute to consolidating social cohesion.

**Priorities**

Within the above context, UNDP seeks a Responsible Party (National or International NGO or association of NGOs) to support the implementation of peacebuilding local development priorities across three municipalities in Libya (Sebha, Ghat and Ubari).

**Output 1. Workshop to finetune identified priorities for implementation from peacebuilding local development plans, is organised.**

*Activities:*

1. A workshop should be organized in close collaboration with the National Folklore Centre to review and finetune the abovementioned identified priorities to be implemented in the municipalities of Sebha, Ghat and Ubari, where peacebuilding local development plans have been designed.
2. Approximately 35 persons from the Peacebuilding Local Development Committees of Sebha, Ghat and Ubari and the National Folklore Centre are expected to attend this two days’ workshop, which will take place in Libya. The Responsible Party would be responsible for all logistical arrangements for the workshop. The agenda of the workshop will be shared with UNDP for approval.
3. The workshop should cover the following:

* The abovementioned priorities from the peacebuilding local development plans in relation to promoting intangible heritage and drive economic activities in Sebha, Ghat and Ubari will be examined, and the Peacebuilding Local Development Committees will be supported in drafting three concept notes[[6]](#footnote-7) (one per municipality) for these finetuned priorities related to peacebuilding, social cohesion and livelihood[[7]](#footnote-8). Each concept notes will include the problem identification and formulation, budgeting, implementation, monitoring, evaluation and sustainability plans.
* The total cost of US$127,,500 (US$42,500 per Municipality) will be allocated for the implementation of the three concept notes (one per municipality) reflecting the priorities and accompanying activities for the benefit of at least 5 CSOs in each of the 3 municipalities.

*Implementation: within 15 days from commencement of assignment.*

**Output 2: Capacity building workshop to enhance the role of women in (i) the peacebuilding process; and (ii) as peacebuilding accountability officers, are provided.**

*Activities*

1. Design, plan and implement a capacity building workshop for women in the three municipalities. This workshop will include at least 15 women from each of the three municipalities and will have representatives from at least 2 women led CSOs in each of the three municipalities. The workshop will be held at a strategic and suitable location to enable maximum participation. The participants will be selected in collaboration with the Women Empowerment Affairs Offices and UNDP and will include women from the said Women Empowerment Affairs Offices, CSOs and women rights advocates. It is expected that these participants will include, but not be limited to, persons who are already involved in the Peacebuilding Local Development Planning Committees in the 3 municipalities. The workshop will aim to:
   * sensitize women and enhance their knowledge and understanding of their role in peacebuilding.
   * equip women CSOs to function as Peacebuilding Accountability Officers and to support monitoring and reporting on progress under the PB Plans.
2. Conduct pre and post-test to measure participants report on their ability to use the skills/tools acquired during their training to help mitigate/prevent conflicts in their communities.

*Implementation: within 30 days from commencement of implementation*

**Output 3. Peacebuilding/social cohesion and livelihoods prioritized interventions are implemented.**

*Activities:*

1. **Assessment and Documentation of existing Handcraft and Music:** The Responsible Party will conduct field research in the three municipalities (Sehba, Ghat and Ubari) to identify and catalogue existing traditional Handcrafts and Music (at least 5 per municipality). This will entail interviews with senior artisans to document historical and traditional methods and music; archiving of photographs, videos, and samples of traditional handcrafts and music and the creation of linkages of these to the existing digital library of the National Folklore Centre (Arts for Peace repository) for easy access and reference.
2. **Capacity Building of CSOs**

* through a competitive process (based on criteria to be approved by UNDP), identify at least 15 CSOs (5 per Municipality) to be considered for capacity building and ensuing support in the development of Handcrafts and Music products for the promotion of peacebuilding, social cohesion and creation of livelihood opportunities for the Artisans.
* conduct a rapid capacity assessment and accompanying capacity building programme for the selected 15 CSOs. This should be led by experienced artisans and musicians to provide mentorships, experience and lessons learnt. It should also include training on project cycle management, marketing, pricing, customer relations and monitoring and reporting, if required. In addition, it should cover the challenges and opportunities for the future of traditional handcrafts and introduction of sustainable approaches and modern techniques and tools that complement traditional methods. The workshops shall be conducted in Libya and all logistics arrangements should be undertaken by the Responsible Party[[8]](#footnote-9).

1. **Provision of support for development of CSOs Handcraft and Music products**

* The Responsible Party will select 15 proposals (5 per municipality) for the distribution of grants for the development of these Handcraft and Music products that will enhance livelihood and social cohesion in the three targeted municipalities.
* The grant amount per recipient (CSO) will be $8,500 and the total per municipality will be$42.500.
* The Responsible Party will be responsible for drafting a grant agreement to be approved by UNDP.
* The Responsible Party will guide, mentor, and monitor the implementation of the proposed activities by the grant recipients and provide progress reports to UNDP.
* The Responsible Party will ensure the proper use of UNDP’s resources by the grant recipients and establish mechanisms to monitor the financial progress in relation to the implemented physical activities. Monthly technical meetings to be organized with UNDP and UNDP partners to ensure implementation follow-up.

1. **Awareness and Promotion**

* The Responsible Party shall develop a brand identity for traditional handcrafts and music for each of the three municipalities (Ghat, Ubari, and Sebha) and ensure synergy and complementarity, whenever possible.
* The Responsible Party shall upgrade the online platform (Art for Peace repository) to include a marketplace to showcase and sell products.
* The Responsible Party shall organize music and craft fairs and exhibitions locally per each target municipality and in Tripoli in collaboration with the National Folklore Centre to celebrate (i) Ghat’s heritage and crafts (location - Ghat Old City); (ii) Ubari’s heritage and crafts (location - Ubari Castle); (iii) Sebha heritage and crafts (location - National Folklore Centre or similar venue); and (iv) overall exhibition in Tripoli (location – Old City). This should also include the establishment of an annual awards event to recognize exceptional artisans or innovative crafts and provide certificates or badges of authenticity for quality craft products.
* The Responsible Party should facilitate collaborations with influencers and/or local celebrities to promote the music and crafts.
* The Responsible Party should create promotional material, brochure per each target municipality, three videos (one per each municipality), and social media calendar and contents (for at least 5 months) and link these with the Art for Peace platform on social media.

1. **Partnership building**

* Facilitate at least one partnership between the National Folklore Centre and cultural institutions or universities (national and international) for research and promotion of handcraft and music.

*Implementation: 140 days*

**Output 4. Project is evaluated.**

*Activities:*

* 1. A one day closing ceremony is organised in Tripoli where relevant municipality civil servants and MoLG staffs are invited alongside UNDP, UNICEF, IOM and WFP to present implemented initiatives in the three municipalities. Approximately 40 persons to be expected. Responsible Party would be responsible for all logistical arrangements for the ceremony.
  2. Undertake a final evaluation to evaluate the achieved results according to post-project impact survey template, including a rapid impact assessment of the project interventions (to be agreed with UNDP). Document and share lessons learned.

*Implementation: 10 days*

1. **Expected Outputs, Deliverables, Timeline and Payment Schedule**

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| --- | --- | --- | --- | --- |
| **№** | **Output** | **Deliverables** | **Anticipated date of completion** | **Payment Schedule** |
|  |  | Inception report indicate the detailed methodology and work plan following the kick of meeting with UNDP. | Within 7 days of commencement of assignment | - |
| 1. | **Output 1. Workshop to finetune identified priorities for implementation from peacebuilding local development plans, is organised.** | Report upon the completion of the listed activities under output 1 capturing:   1. Outcomes of the workshop 2. Finetuned priorities to be implemented – to be finetuned with the Peacebuilding Local Development Committees of Ghat, Sebha and Ubari 3. Three concept notes, including problem identification and formulation, budgeting, implementation, monitoring, evaluation and sustainability plans for the three municipalities. Budget for each municipality’s concept notes should amount to US$42,500. | Within 15 days of commencement of assignment. | 25% |
| 2 | **Output 2: Capacity building workshop to enhance the role of women in (i) the peacebuilding process; and (ii) as peacebuilding accountability officers, are provided.** | Progress report upon the completion of the capacity building workshop | Within 30 days of commencement of assignment. | 10% |
| 3 | **Output 3. Peacebuilding/social cohesion and livelihoods prioritized interventions are implemented** | 3.1 Interim progress report, which provides an overview of the selection process for grant recipients and includes the selected proposals, and which encompasses a summary of the objectives, targeted beneficiaries, budget details, and key indicators. The completion of the grant distribution is required to process the payment for this output. If the grants is distributed in tranches, the partner is entitled to be reimbursed the amount distributed. Full associated amount to be paid upon completion of grant distribution. | Within 45 days of commencement of assignment. | 5% |
| 2. |  | 3.2 Post implementation Report capturing:  Details of implementation of prioritized interventions, including the monitoring and evaluation, visibility and communication and lessons learnt.  Monthly progress reports to be submitted for the period of implementation (5 months). Beneficiaries to be disaggregated and reported by gender, age (youth), other marginalized groups. | 120 days of commencement of assignment. | 50% |
|  | **Output 4. Project is evaluated.** | Final report capturing:  Overall implementation of the project, including findings from final evaluation and rapid impact assessment of project interventions, with lessons learned and recommendations for future consideration, if any. | Within 150 days of commencement of assignment. | 10% |

1. **Institutional Arrangements**

The Responsible Party selected by UNDP for the delivery of services will work under the guidance and supervision of the Project Manager. The Responsible Party will be responsible for establishing and maintaining of good working relationships with municipalities/municipal councils from target municipalities, the Ministry of Local Governance and relevant line ministries and their deconcentrated offices, as well as representatives of the civil society.

The Responsible Party will be responsible for arranging all necessary transportation and logistics arrangements. All written deliverables should be agreed with UNDP and be provided in English.

1. **Duration of Work**

The estimated duration of the work is 5 months. The expected time of commencement is 2 June 2024. UNDP will require at least ten days to review the outputs, provide comments, approve or certify acceptance of outputs.

1. **Duty Station**

The Responsible Party will not be located in the UNDP office for the provision of tasks. The services will be provided in the three identified municipalities.

The Responsible Party is expected to carry out field research, organize meetings, trainings and implement activities, involving extensive travel into the selected localities, hiring local personnel, and should budget accordingly, including for related security measures.

1. **Qualifications of the Successful Responsible Party**

The offers will be evaluated based on their compliance with the general requirements specified below:

* Non-governmental, charitable, non-profit organization (or coalition led by such) that is officially registered in Libya or will be undertaking the assignment with a registered Libyan partner.
* Minimum 3 years experience in project development and implementation including proposal writing and budgeting of livelihood, peacebuilding and social cohesion projects.
* At least three years experience in implementing peacebuilding or development projects, with proven access and implementation capacity in Sebha, Ghat and Ubari.
* At least one previous experience in Arts-based programming in a similar context
* Minimum 3 years of expertise in capacity building and women empowerment
* Minimum of 3 years’ experience in delivering and managing small grants to Libyan CSOs in Libya
* Previous experience in project administration from the UN agencies is a strong asset.

1. **Qualification criteria for the technical proposal**

The offers will be evaluated based on their compliance with the technical proposal requirements specified bellow:

* Provide an arts-based peacebuilding and livelihood capacity building methodology and approach including the following components: music and handcraft.
* Provide a well-developed methodology and approach for the capacity building programme for the enhancement of the role of women in (i) peacebuilding process and (ii) as peacebuilding accountability officers for the monitoring and reporting of progress in implementing the peacebuilding plans.
* Provide an implementation strategy and methodology describing a) CSOs selection process; b) Arts-based capacity building to CSOs; c) support CSOs in implementing identified projects (small grants disbursement)

The Responsible Party should indicate a clear methodology including or exceeding specified activities while offering innovative approaches contextual to different regions in Libya.

1. **Qualification criteria for the proposed team of experts**

The offer should identify the exact number of staff who will be involved in the activities, with clear description of their experience, in Libya and internationally. Below is the minimum staffing requirement expected.

Project Managerto oversee the overall project management.

* Master’s (or equivalent) degree in Social sciences, political sciences, Public Administration, Law, Management, or related field
* Minimum 5 years of professional experience in project management, including distribution and monitoring of in-kind support and LVGs
* Fluent in English.

Workshop facilitator to facilitate the workshop on planning and validation of prioritized projects for implementation in the three municipalities.

* Bachelor’s (or higher) degree in social science, political science, management or related field
* Minimum 3 years of experience in development planning and project design, including in budgeting and proposal writing.
* Fluent in Arabic (workshops to be provided in Arabic).

Women Empowerment Specialist to support the enhancement of the role of women in (i) the peacebuilding process; and (ii) as peacebuilding accountability officers.

* Bachelor’s (or higher) degree in social sciences, political sciences, gender study or related field
* Minimum 3 years of gender experience in social cohesion and peacebuilding or any related functions
* Fluent in Arabic (capacity building will be provided in Arabic).

Art consultant to support the development of the related training material on music

* Minimum 3 years of experience in the music area (ideally a musician).
* Fluent in Arabic

Art consultant to support the development of the related training material on handcraft

* Minimum 3 years of experience in the handcrafting area.
* Fluent in Arabic

Field Coordinator to support activity coordination and LVGs implementation in Sebha

* Bachelor’s (or higher) degree in social sciences, political sciences, Economy, Entrepreneurship, Management or related field.
* Minimum 3 years of experience in project coordination of livelihood and social cohesion/peacebuilding projects.

Field Coordinator to support activity coordination and LVGs implementation in Ghat

* Bachelor’s (or higher) degree in social sciences, political sciences, Economy, Entrepreneurship, Management or related field.
* Minimum 3 years of experience in project coordination of livelihood and social cohesion/peacebuilding projects.

Field Coordinator to support activity coordination and LVGs implementation in Ubari

* Bachelor’s (or higher) degree in social sciences, political sciences, Economy, Entrepreneurship, Management or related field.
* Minimum 3 years of experience in project coordination of livelihood and social cohesion/peacebuilding projects.\

Monitoring and Evaluation Specialist to support data collection, monitoring and reporting of activities.

* Bachelor’s (or higher) degree in Engineering, Economy, Statistics, or Public Administration.
* Minimum 2 years of experience in working with Monitoring and Evaluation frameworks.

**Annex II - Request for Information from NGO.**

1. **OBJECTIVE**

This is a Request for Information (RFI) from international NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: “**Supporting the implementation of peacebuilding local development priorities across three municipalities in Libya (Sebha, Ghat and Ubari)**”

1. **INFORMATION REQUESTED**

Interested 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 NGO’s alignment with UNDP requirements.

|  |  |  |
| --- | --- | --- |
| **Topic** | **Areas of Inquiry/ Supporting documentation** | **Response** |
| 1. Proscribed organizations | *1. Is the 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 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 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?* *Please provide copies of all relevant documents evidencing legality of operations.*   *2. Does the NGO have a bank account? (Please Submit proof indicating latest date)* |  |
| 1. Certification/ Accreditation | *Is the 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 NGO established?*  *2. How has the 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 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 NGO’s primary advocacy / purpose for existence?* 2. *What is the NGO’s mandate, vision, and purpose? (no more than 2 paragraphs)*   3. *Is the NGO officially designated to represent any specific constituency?* |  |
| 1. Areas of Expertise | 1. *Does the NGO have expertise in any of the key areas identified above in this RFI?* 2. *What other areas of expertise does the NGO have?* |  |
| 1. Financial Position and Sustainability | 1. *What was the 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 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 NGOs? If yes, pls. identify and provide details.* |  |
|  | | |

**Annex III – Capacity Assessment Checklist for 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 | 1. Is the NGO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International Criminal Court? |  |
| 1. Is the NGO banned by any other institution? If, yes, please provide information regarding the institution and reasons. |  |
| 1. Funding Sources | 1. Who are the NGO’s key donors? |  |
| 1. How much percentage share was contributed by each donor during the last 2 years? |  |
| 1. How many projects has each donor funded since the NGO’s inception? |  |
| 1. How much cumulative financial contribution was provided for each project by each donor? |  |
| 1. How is the NGO’s management cost funded? |  |
| 1. Audit | 1. Did the NGO have an audit within the last two years? |  |
| 1. Are the audits conducted by an officially accredited independent entity? If yes, provide name. |  |
| 1. Leadership and Governance Capacities | 1. What is the structure of the NGO’s governing body? Please provide Organigramme. |  |
| 1. Does the NGO have a formal oversight mechanism in place? |  |
| 1. Does the NGO have formally established internal procedures in the area of:  * Project Planning and Budgeting * Financial Management and Internal Control Framework * Procurement * Human Resources * Reporting * Monitoring and Evaluation |  |
| 1. Asset and Inventory Management |  |
| 1. Other |  |
| 1. What is the NGO’s mechanism for handling legal affairs? |  |
| 1. Ability to work (prepare proposals) and report in English |  |
| 1. Personnel Capacities | 1. What are the positions in the NGO that are empowered to make key corporate decisions? Please provide CVs of these staff |  |
| 1. Which positions in the NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff |  |
| 1. Infrastructure and Equipment Capacities | 1. Where does the 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.) |  |
| 1. What resources and mechanisms are available by the NGO for transporting people and materials? |  |
| 1. Quality Assurance | 1. Please provide references who may be contacted for feedback on the NGO’s performance regarding:  * Delivery compared to original planning * Expenditure compared to budget * Timeliness of implementation * Timeliness and quality of reports * Quality of Result |  |

**Annex IV - Proposal Template**

1. **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. Target Beneficiaries:**

*Describe**the populations targeted and**principles for identifying the beneficiaries, and specific groups.*

**IV: Project design:**

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

**V. Communication strategy**:

*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.*

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**VIII. Result-Based Work Plan**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Outputs | Planned Activities | **Time Frame (Month)** | | | | | | | | | | | | **Responsible** | **Required Budget**  **(Per Output)** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Output 1: | Activity 1-1: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1-2: |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1-3: |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Output 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Project Management | (e.g., HR, M&E, reporting etc). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*\*Add Outputs as required.*

**IX. Implementation Arrangement**

1. Management structure:

*Describe how the project will be managed with key personnel/positions to engage implementation. Add the CVs in the section X.*

1. Monitoring & Evaluation (M&E) and Reporting:

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

1. Partnerships**:**

*Describe the partners needed to successfully implement the project and their roles as well as partnerships with others*

1. Risk analysis:

*Indicate the possible risks in relation to project implementation and suggested countermeasures in the table below. 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 |
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**X. Budget**

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| --- | --- | --- | --- | --- | --- | --- |
| Output |  | Budget Item | Unit Price  (USD) | Unit | Qty | Budget Amount  (USD) |
| Activity |
| Output 1: |  |  |  |  |  |  |
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| Output 2: |  |  |  |  |  |  |
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| TOTAL |  |  |  |  |  |  |

*\*Add Outputs as per TOR.*

*\*Project Management include operational and overhead costs.*

**XI. CVs of Key Personnel**

1. PBF South Project Document, 2022. [↑](#footnote-ref-2)
2. The Responsible Party to provide a draft template for the Concept Note for UNDP’s review and clearance. [↑](#footnote-ref-3)
3. UNDP would be able to finance peacebuilding, social cohesion and livelihood identified priorities by the local committees. as articulated in Output 3 of the Scope of Work in the Terms of Reference. [↑](#footnote-ref-4)
4. Three 2-day workshops to be conducted (one each for Sebha, Ghat and Ubari) covering the topics outlined in Output 3 of the Scope of Work to the TOR. Each workshop to accommodate approximately 20 participants. Venues are expected to be within the same municipality. [↑](#footnote-ref-5)
5. PBF South Project Document, 2022. [↑](#footnote-ref-6)
6. The Responsible Party to provide a draft template for the Concept Note for UNDP’s review and clearance. [↑](#footnote-ref-7)
7. UNDP would be able to finance peacebuilding, social cohesion and livelihood identified priorities by the local committees. as articulated in Output 3 of the Scope of Work in the Terms of Reference. [↑](#footnote-ref-8)
8. Three 2-day workshops to be conducted (one each for Sebha, Ghat and Ubari) covering the topics outlined in Output 3 of the Scope of Work to the TOR. Each workshop to accommodate approximately 20 participants. Venues are expected to be in the same municipality. [↑](#footnote-ref-9)