



Call for Proposals from NGOs

INSTRUCTIONS

I. BACKGROUND

The United Nations Development Programme (UNDP) is the lead agency on international development of the United Nations. UNDP works in 170 countries and territories to eradicate poverty and reduce inequality. UNDP partners with people at all levels of society to help build nations that can withstand crisis, drive and sustain the kind of growth that improves the quality of life for everyone. We offer global perspective and local insight to help empower lives and build resilient nations.

This Call for Proposals (CFP) is specifically related to the UNDP project dubbed ***Preventing and Responding to Violent Extremism in the Atlantic Corridor***. The project focuses on four countries near Atlantic Corridor, and for Ghana, there is a special focus on the Northern part of the country. These activities are funded by Governments of **Denmark, Norway and Australia**. Through the project, UNDP will contribute to efforts to address the drivers of radicalization leading to violent extremism on unemployment. It will also strengthen the capacity of communities to respond and resist such threats.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to identify NGOs operating in these locations to support the implementation of activities for enhancing socio-economic livelihood of target communities for women and youth in an effort to address the drivers of violent extremism in the Sissala East (Pido/Buffiama), Bole (Nsunia), Kasena-Nankana Municipality (Manyoro) Northern part of Ghana.

1) Design and implement livelihoods interventions

- Mentorship support, including self-awareness, social bonding and diversification of social networks among at-risk youth, inter alia through the provision of individual and peer-to-peer-based group mentorship and dialogue sessions encouraging sharing of information and identification of common interests and challenges among at-risk target groups;
- Trauma counselling, emotional intelligence and coping strategies provided through training and counselling sessions with trauma counselling experts designed to reduce the impacts of stress, violence and abuse of at-risk individuals.
- Capacity building training in holistic skills-building, including life skills and business development, imparting basic business concepts to at-risk individuals such as basic book-keeping and financial management skills, followed by business development support and mentorship.
- Partnership and capacity building and financial support targeting localised value chains enabling local businesses to establish schemes to train and employ young people, including women in at-risk target locations, bringing together at-risk youth with local authorities.
- Technical and financial support to identified localised value chains and small businesses development initiatives as well as support to micro-saving initiatives (such as village savings and loan associations) in target areas in collaboration with identified local institutions and initiatives.

Detailed objective and related outputs and deliverables are provided in the Terms of Reference – **Annex 1**

Final Beneficiaries

Eligible proposals will be those focused on **socio-economic livelihoods** and targeting youth and women in the listed **communities** and their immediate environs as the direct and final beneficiaries. Supporting at least **40 direct beneficiaries with at least 50% being women**.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters to determine whether an NGO is eligible to be considered by UNDP will be based on the NGO Request for Information (RFI) template and the eligibility criteria in the TOR.

Request for Information template – **Annex 2**

IV. 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.

Each NGO is encouraged to provide one proposal choosing one locality/region considering its profile and accumulated experience with the aim to produce an added value to UNDP Ghana’s Programme and bringing new innovative approaches for delivery implementation.

V. EVALUATION CRITERIA & METHODOLOGY

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

- 1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.
- 2) High impact interventions directly targeting and responding to the needs established in the ToR.
- 3) Size of budget requested commensurate with the organization’s proven administrative and financial management capacity.
- 4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

The criteria, sub-criteria, and point system for the evaluation of the Proposals are as follows:

Criteria	Points
Adequacy of the Technical Approach and Methodology	50

i.	Alignment to the corresponding Priority Area as indicated in the call for proposal/concept (CfP)/TOR.	
ii.	Clear definition of the problem as identified in the project area.	
iii.	Quality, clarity, and linkages between the identified issues and opportunities, and the objectives proposed to tackle them.	
iv.	Solutions (strategies) proposed related to the identified problems.	
v.	Work plan to implement the project strategies.	
vi.	Indicators, monitoring and evaluation system.	
vii.	Potential for scaling-up the results after grant completion.	
Institutional Capacity		
i.	Experience in undertaking similar assignment.	20
ii.	Implementation capacity, both technical and financial management.	
iii.	Experience of Team Leader in the related field being applied.	
iv.	Partnership and working experiences with other CSOs, private sector.	
v.	General qualifications of other staff dedicated to the project.	
vi.	Experience of project team in innovative activities and working with local communities within landscapes.	
Finance and Budgeting		
i.	Alignment of proposed activities to the project.	30
ii.	Responded to the budget requirements.	
iii.	Clearly spelt out inputs	
iv.	Raised the needed matching funds.	
TOTAL SCORE		100

The minimum technical score required to pre-qualify for the NSC final evaluation is: 70 points. At this point, the CSO is deemed to have the requisite experience to carry out the assignment.

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 above 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

Proposals amounts should not exceed a maximum of cedi equivalence of **USD. 28,000** for direct interventions in a geographical area within the same region as stated in the ToR.

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 [7] months up to November 2024.

This is the fixed budget amount, and it includes monitoring, project management and administration.

CSO should also be able to show some financial and in-kind contributions to the project in its proposal.

VI. 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

VII. SUBMISSION PROCESS

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

Applicants must submit their proposals in one email to melody.azinim@undp.org :

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

- 1) Proposal Template – Annex IV
- 2) Project Synopsis
- 3) Documentation requested in the Request for Information (RFI)- Annex II Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.
- 4) CACHE - Annex III

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 in one email by **18:00 (6pm) Time on 16th April 2024.**

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 Melody.azinim@undp.org

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

The applicant accepts that information relating to the examination, evaluation, and comparison of proposals, and recommendation of contract award shall not be disclosed to you or any other person not officially concerned with such processes.

Estimate Competition Timeline

Below is an estimated timeline for this Call for Proposals.

2nd April 2024: Call for Proposal opens and relevant documents are posted online.

16th April 2024: Deadline for organizations to submit proposals under this Call.

15th 18th April 2024: Assessment and selection processes will take place.

19th – 23rd April 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. (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this 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 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 or not such conflict exists.