
GEF-SGP CALL FOR PROPOSAL PROCESS

The GEF-SGP “call for proposal” will follow four steps in the selection of the best proposal



Discovery

- The call is open to all eligible civil society organizations who are interested in undertaking the assignment. All interested CSO will express interest in undertaking the assignment by completing the Expression of Interest Format. [Annex A]
- An internal team will meet to review the expression on interest based on the eligibility criteria in the call for proposal.
- Eliminate vendors that do not meet the eligibility criteria.
- Qualified CSO would be required to complete the full proposal document within specified time.

Draft and Issue

- The team’s responses will allow for a collaborative review and interaction with the SGP to get the necessary briefing on the project.
- The SGP secretariat will make sure vendors understand the COMDEKS project so that their responses could be measured against other vendor responses.
- Set clear timelines for vendors and internal stakeholders.
- Clarify any questions that come in from vendors about the project.

Score and Shortlist

- This is a low risk assignments. Therefore a Simplified Technical Proposal (STP) format that blends with the usual project proposal guidelines will be used as indicated in this document. The criteria, sub-criteria, and point system for the evaluation of the Proposals has been specified.
- All proposal would be evaluated by the National Steering Committee. They will recommend the selection of only one proposal
- Make sure you check all reviews and contact references.

Select the Winner and Contract

- The selected CSO would be contacted to accept the offer.
- Negotiate with the selected CSO on the assignment and complete realistic timelines.
- The UNDP will sign Memorandum of Agreement with the selected CSO
- Funding disbursement would be made in three tranches of 50-30-20
- The project will be subjected to strict monitoring and meeting timelines.