

**Call** **for** **Proposals:** **Voter** **and** **civic** **education** **campaign**

**Submission** **deadline:** 15 Oct 2020

**Starting** **date:** 02 November 2020

**Grant** **Amount:** 10,000 up to 40,000 LYD

**Project** **timeline:** From one month up to four months, with possibility of extension.

**1.** **BACKGROUND**

The United Nations Development Programme (UNDP) and the United Nations Support Mission in Libya (UNSMIL) are supporting the Central Committee for Municipal Council Elections (CCMCE) to run a comprehensive voter and civic education campaign to improve Libyan citizens’ knowledge about municipal elections and the role of municipal councils, as well as to encourage voters to register and participate in upcoming local elections.

**OBJECTIVES** **AND** **EXPECTED** **OUTPUTS/** **DELIVERABLES**

The overall objective of this grant is to strengthen the Libyan democratic process through raising awareness on the significance of electoral processes among Libyan voters and increase their participation in municipal council elections.

**Specific** **objectives:**

1) Increase the percentage of voter registration by raising awareness on the importance of participation in elections; enhance awareness about the residency criteria for participating in elections and what CCMCE foresees in terms of **change** **of** **residence** **for** **eligible** **voters;**

2) Enhance confidence in the electoral process carried out by the Central Committee (CCMCE) by increasing the knowledge of and awareness of elections of potential voters;

3) Raise citizen awareness of the neutrality of the CCMCE;

4) Raise voter turnout for the voting process and increase women’s, youth and differently-ableδ persons participation in the electoral process;

5) Educate the voters to understand the role of municipal councils and their local administration, the meaning of local democracy and more generally, the value of democratic decision-making for the people of Libya through elected institutions;

6) Promote the concept of peaceful electoral processes and the meaning of democracy for the well-being of the people of Libya;

7) Encourage the media to speak accurately and professionally about the electoral process.

**3.** **SUGGESTED** **APPROACH**

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Project awareness and knowledge campaign/ proposals should be innovative and attractive and must take into account the current context of COVID-19 and applicable preventive and precautionary measures. That means integrating public health protective and precautionary messages and instructions for the prevention of the infection. The proposed campaigns can include the use of local dialects for written texts and songs. Projects should target voters directly, communicate with them, monitor reactions to messages related to the electoral process and the role of municipal councils, as well write suggestions and recommendations for each activity based on interaction with targeted audience.

The overall concept for the activities and campaigns proposed must center around the importance of the democratic process, putting emphasis on inclusive citizen participation in local elections to achieve increase of voter registration and participation. In addition, projects should promote an understanding of the role of municipal councils and their functions, especially in the context of crises by highlighting the services provided by them during a pandemic.

**All** **types** **of** **activities** **whose** **implementation** **requires** **direct** **communication** **with** **citizens** **or** **that** **may** **cause** **mass** **gatherings,** **or** **the** **distribution** **of** **posters** **or** **brochures** **to** **citizens** **are not accepted.** **Some** **examples** **for** **eligible** **awareness** **campaign** **activities** **in** **the** **context** **of** **COVID-19** **include:**

 Media campaigns (Radio, Broadcast, TV & social media campaigns);  Live streaming through social media;

 Short video/animation (30 - 90 seconds), short films (1 – 2 minutes);  Infographic videos.

 Special designs for social media;  Stickers for streets;

 Billboards;

 Composing posts for social media and SMS messages;  Stand-up Comedy shows (Video).

 Comics.  Mems.

 Creative ideas to reach-out to targeted groups on the ground without physical communication.

All content (script and story board) of the mentioned activities must be approved by the civic and voter education team of the UNDP Local Elections Project before publishing.

All proposed activities must be accompanied by a survey / questionnaire(s) before and after the election.

**4.** **GEOGRAPHICAL** **COVERAGE**

As the municipal council elections are not held in the same day all over Libya, campaigns can cover a specific region, municipality or a larger neighborhood, or target specific groups. Candidates should be specific to indicate the geographic and thematic coverage of their proposals.

**Proposals** **musttargetALLmunicipalitiesinonegroup.** **Exceptionsmust** **howeverbevery** **well** **justified** **but** **can** **be** **rejected.** **One** **organization** **can** **submit** **a** **proposal** **to** **cover** **one** **group** **or** **submits** **proposals** **for** **several** **groups.**

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**Group** **3**

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| Gaser Al Akhiyar | Poly Qura | Al Asabaa | Al Shgega |

**Group** **4:**

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| Al Rujban | Al Jufra | Al Sbeaa | Souq Al Khamis | Zawia West |

**Group** **5:**

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| --- | --- | --- | --- | --- | --- |
| Suwani Bani Adam | Gaser of Ben Ghashir | Tarhouna | Alkufra | Harawa | Daher Aljabal |

**Group** **6:**

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| --- | --- | --- | --- | --- | --- | --- |
| Tripoli Center | Ain Zara | Hay Al Andalus | Abu Salim | Souq Al Jumaah | Tajoura | Al Beida |

**2.** **ELIGIBILITY** **&** **QUALIFICATION** **CRITERIA**

Eligible proposals will be those focused on voter and civic education targeting the voters for municipal council elections. All Libyan voters are the direct and final beneficiaries, however, the proposals must pay special attention to youth, women, minority groups, as well as persons with special needs. Moreover, the proposals submitted must abide by national health-protective instructions to avoid transmission of COVID-19. Furthermore, the organization should:

1) Be a Libyan civil society organization holding a valid legal registration in Libya;

2) Have experience implementing capacity building and awareness programmes and media projects; have experience in organizing events (workshops, forums, conferences, etc.) and have extensive knowledge of CSOs in the field.

3) Have a neutral political orientation;

4) Have at least 2 years of experience in social development and civic engagement in Libya;

5) Have at least 2 years of experience in awareness for women and youth projects in Libya;

6) Have capacity to design, implement and monitor institutional development programmes;

7) Be fluent in Arabic and English, both oral and written (essential);

8) Have good knowledge of the status of elections in Libya (desirable);

9) Have experience in local government functions.

All projects should target voters directly, communicate with them, monitor their reactions on awareness raising activities related to the electoral process and the role of municipal councils, and write suggestions and recommendations for each activity. Also, projects must take into account public health protective and precautionary measures under the current pandemic of COVID-19.

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**6.** **SUBMISSION** **PROCESS**

The following documents must be submitted **in English**; submission of original documents in Arabic is accepted for the organization’s activity and financial reports, as well as the valid legal registration:

1) Project Proposal Template;

2) Project Budget Template in **Libya Dinar**;

3) Organization’s activity reports of past two years, or of 2017, 2018 if not available for 2019;

4) Financial reports of past two years, or of 2017, 2018, if not available for 2019, including financial expenditure, payments, income/outcome;

5) Curriculum Vitae of Project team; e.g. Project manager, Finance manager, project coordinators, etc.;

6) Organization’s bank account in Libya **(accounts** **outside** **Libya** **are** **not** **accepted)**; 7) Organizational structure or organigram;

8) Valid registration or licence.

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

**7.** **SUBMISSION** **DEADLINE**

Proposals with supporting documents, should be submitted to [**procurement.ly@undp.org**](mailto:procurement.ly@undp.org) according to the following deadlines:

**Group 3: Thursday 15 October 2020, 12.00 a.m. EET.**

**Group 4: Thursday 15 October 2020, 12.00 a.m. EET.**

**Group 5: Thursday 15 October 2020, 12.00 a.m. EET.**

**Group 6: Thursday 15 October 2020, 12.00 a.m. EET.**

For questions or queries related to submissions for this Call for Proposals, please e-mail [procurement.ly@undp.org.](mailto:procurement.ly@undp.org.%20) Questions must be submitted no later than **12** **October** **2020**, by interested parties.

**8.** **EVALUATION** **CRITERIA** **&** **METHODOLOGY**

**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 withthe 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.

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

**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\_FINA](http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) [L\_june\_2011.pdf a](http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf)nd <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 thepreparation and/or design of the programme/project related to theservices 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.

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