

Annex I - Terms of References

Project title: Stabilization to Recovery Transition (START) in Libya Project

Description of the assignment: Providing immediate temporary employment and short-term income by contributing to the rehabilitation of schools and hospitals

Country/place of implementation: Libya

Duration of assignment (if applicable): 5 months

Supervisor of this assignment: Project Management Specialist for START Project

1. BACKGROUND

Libya has witnessed progressively deepening political conflict, insecurity and economic challenges, especially since the outbreak of fighting in June 2014. The intensification of the conflict since July 2014 led to a significant loss of life and to the displacement of hundreds of thousands of Libyans. In August 2018, clashes broke out between rival armed groups in southern Tripoli, particularly in the Salaheddin, Ain Zara, Mashroua, Al Hadhba and southern mahalas. These clashes quickly escalated and spread throughout Tripoli with shells falling on wide swathes of the city. Critical infrastructure has sustained significant damage, while the Government has had to minimise spending because of significant declines in oil revenues. In the most affected areas, the delivery of basic social services is disrupted, together with the capacity of state institutions to maintain a safety net. In April 2019, a military operation led by the Libya National Army (LNA) was launched towards Greater Tripoli, and the Government of National Accord (GNA) military operations took over all areas surrounding the Tripoli city administrative area again in June 2020. During this period, particularly, the southern area of Greater Tripoli was heavily affected by the armed conflict and destroyed.

UNDP's project *Stabilization to Recovery Transition (START) in Libya*, funded through the government of Japan, is a one year initiative aiming at supporting local authorities in Libya to respond to the many conflicts and human mobility induced challenges - by strengthening the local resilience and recovery mechanisms - that impact negatively people access to essential services, sources of jobs and livelihoods, the social cohesion and security of communities.

UNDP Libya will be launching a Call for Proposal to select an Non-Governmental Organizations (NGO) / Civil Society Organizations (CSO) that can support providing immediate temporary employment and short-term income by contributing to the rehabilitation of schools and hospitals in southern Tripoli.

II. MAIN GOALS AND OBJECTIVES

The overall objective of this assignment is to provide immediate temporary employment and short-term income for the most vulnerable segments of a population. So, the beneficiaries can generate their income and buy food or other necessities for immediate use and according to the priorities of the individuals.

The project shall provide **temporary employment opportunities and short-term income** for the most vulnerable population, such as IDPs, women and conflict affected population, refugees and migrants through the rehabilitation of schools and hospitals in Southern Tripoli.

III. SCOPE OF WORK AND EXPECTED OUTPUTS

The NGO/CSO shall provide **temporary employment opportunities and short-term income** for the most vulnerable population.

1. Design and prepare the implementation plan

- Develop a complete workplan for the assignment implementation, including a description of the method and the mechanism of providing temporary employment opportunities and short-term income for the vulnerable population;
- Prepare a beneficiary selection criteria (exemplary vulnerability criteria; IDPs, returnees, conflict affected population, single-woman headed households, people with disabilities, people who are not on government payroll, etc.) and define the target beneficiary group;
- Complete a risk assessment (including a risk mitigation plan);
- Define the payment modality for beneficiaries, plan security measures to be undertaken during cash distribution (including e-vouchers, mobile money, any innovative modality may be accepted);
- Define payment schedule (weekly payments, monthly payments) and develop a proof of payment to beneficiaries (signature upon payment);
- Sign framework agreements with stakeholders, partners if necessary;
- List and acquire equipment to be used for the implementation of the project – including equipment for the safety of the workers;
- Define a monitoring framework (set up indicators to be monitored per week related to activities);
- Foster and maintain relationships with related local authorities.

Expected execution timeframe 30 calendar days after the Agreement starting date.

2. Implementation period

- Select the beneficiaries using the previously prepared selection criteria
- Provide basic training on health and safety to participants (raising their awareness about hazards in the workplace such as use of dangerous tools, noise at work, contagion of communicable diseases...)
- Providing protective equipment¹ for health and safety reasons
- Prepare contracts to be signed with beneficiaries.
- Implement cash-for-work activities.
- Set up beneficiaries' registration and identification systems as well as daily attendance sheet.

¹ There are two kinds of protective equipments: **basic personal equipment/clothing** and **specialized working equipment**. The personal equipment is aimed to protecting CASH FOR WORK participants from basic health and safety risks of the activity. Examples of personal equipment provided to participants would be: gloves, boots, helmets, overall clothing and mask, some hygiene kits to clean hands depending on the working area. The need for specialized working equipment needs to be assessed at the beginning of the project by mapping all potential risks. This type of equipment is typically used if construction/debris works are involved and they are machinery to protect participants from work accidents.

Expected execution timeframe 90 calendar days after the Agreement starting date.

3. Final stage

- Define the ownership of the equipments/materials after the project completion (to be kept within the organization of the activities continue, or to be donated to the beneficiaries or to be donated to local authorities)
- Design a scale-up plan (how to replicate the project in other geographical zones where there is a need)
- Undertake a final evaluation including measuring immediate impact project had.
- Document and share lessons learned.

Expected execution timeframe 100 calendar days after the Agreement starting date.

RECOMMENDATIONS TO METHODOLOGY OF SERVICE PROVISION:

Recommendations to methodology of service provision:

The Contractor is responsible for ensuring proper security of project team members and newly recruited staff.

Recommendations on the Implementer's team composition:

To optimize the time of the assignment the composition of the project team should include, in addition to the Team Leader, Technical Experts indicated in Chapter V of this ToR. CV of Team Leader and all members of Experts shall be submitted in proposal.

IV. BUDGET SIZE AND DURATION

The estimated total funds allocated for the implementation of Cash for Work support amounts to **200,000.00 US dollars**. The amounts of Cash for Work daily fee will be decided based on the Cash for Work SOP which approved by the Livelihoods WG.

All activities are expected to be delivered within the 5 months period upon the signature of the Agreement. The anticipated implementation period is September 2020 – January 2021.

V. MONITORING/REPORTING REQUIREMENTS

The Responsible Party shall report to UNDP, Project Manager of START Project, on the implementation of the activities and achievement of the outputs, specifically the RP shall provide following narrative and financial reports:

- (i) inception, 1st and 2nd interim reports must be submitted within the below timelines;
- (ii) final narrative and financial report, due within thirty (30) days after the completion of all the activities including a summary of activities and results, lessons learned and conclusions reflecting the whole implementation period. Data should be disaggregated by gender, age groups and other categories as required by UNDP;
- (iii) weekly operational email reports on current results, implementation and issues of the small business grants programme;
- (iv) additional reports related to the activities as may be reasonably required by UNDP during the implementation period.

Reports must be written in **English** languages.

Payments to cover administrative (management and operational) costs shall be linked to the outputs and shall be made in several installments as per the schedule stipulated by the Agreement.

The Responsible Party shall comply with the system of monitoring, evaluation and quality control introduced by UNDP, and also provide the necessary information, reports and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The reports shall follow the pre-set template agreed with UNDP that includes both substantial and financial parts and shall be shared with the respective official.

As a quality assurance measure, UNDP reserves the right to initiate spot-checks of grantees to conduct interviews and receive feedback on the quality of the Responsible Party's work. The Responsible Party shall facilitate the process by presenting UNDP with all necessary contacts of the grantees and shall refrain from influencing the impartiality of the assessment procedures.

The Contractor must adhere to the system of monitoring, evaluation and quality control implemented by the UNDP and provide the necessary information, reports and tools according to the preset schedule or as soon as possible (within a reasonable time).

All reports for UNDP shall be transmitted electronically (Formats of: * .docx, * .xlsx, * .pptx, * .pdf) on electronic source or in the form of electronic communication with the attached final product, which is also accompanied by an official letter in paper version of the Contractor about the data transmission of products to the UNDP.

The proposed schedule of services and payments

Below is a description of the % of the total budget will be paid after receipt of the following outputs:

| Nº | Output description | Deliverables | Anticipated date of completion |
|----|---|---|---|
| 1. | Developed a complete workplan for the assignment implementation, including a description of the method and the mechanism of providing temporary employment opportunities and short- | Submit Inception Report, including workplan, a beneficiary selection criteria, a risk assessment, the payment modality and schedule, List and | Up to 15 days after the start of the assignment |

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|----|--|--|--|
| | term income for the vulnerable population | acquire equipment, a monitoring framework and approved by UNDP. | |
| 2. | Selected the beneficiaries using the previously prepared selection criteria. Provided basic training on health and safety to participants. Provided protective equipment for health and safety reasons. Signed contracts with beneficiaries. | Submit 1st Interim Report, including list of beneficiaries, training curriculum, signed contracts with beneficiaries, and approved by UNDP. | Up to 30 days after the start of the assignment |
| 3. | Implemented cash-for-work activities. Set up beneficiaries' registration and daily attendance sheet. | Submit 2 nd Interim Report, including progress on the implementation and attendance sheer of beneficiaries, and approved by UNDP. | Up to 90 days after the start of the assignment |
| 4. | Define the ownership of the equipments/materials after the project completion Design a scale-up plan (how to replicate the project in other geographical zones where there is a need) Undertake a final evaluation including measuring immediate impact project had. | Submit Final Report, including all activities, deliverable, lesson learns and recommendation, and approved by UNDP. | Up to 100 days after the start of the assignment |

UNDP will pay the negotiated amount in 4 tranches as per deliverables/outputs outlined above.

Delivery of output 1 – 20% of the total payment

Delivery of output 2 – 20% of the total payment

Delivery of output 3 – 40% of the total payment

Delivery of output 4 – 20% of the total payment

UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and agreed by UNDP.

The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the Project Manager signs the certification of acceptance.

VI. INSTITUTIONAL ARRANGEMENT

Roles and Responsibilities of the Engaged Responsible Party

- Allocate the proper and needed skilled personnel to carry out the project's outputs;
- Be responsible of all logistics related to the completion of this assignment including remuneration of staff /experts / administrative issues related to implementation of activities; all materials and tools required for activities completion; transportation; rental; communication; allowances; etc.;
- Ensure proper reach out to beneficiaries;
- Implement and constantly monitor the activities;
- Provide required and ad-hoc comprehensive reports on a timely manner (focusing as well on the outcome).

Role of UNDP

- Provide field supervision and quality assurance by UNDP's personnel;
- Follow up, monitor and evaluate the progress of implementation of activities and manage/mitigate potential risks;
- Approve progress/final reports;

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

V. EXPERIENCE AND QUALIFICATION REQUIREMENTS

- Non-governmental, charitable, non-profit organization implemented humanitarian or development projects in Libya for at least 3 years
- Proven experience in implementing Cash for Work, including e-vouchers, mobile money, etc., not limited in Libya
- Previous experience in grant administration will be a strong asset
- Previous experience in conducting safety & security training will be a strong asset
- Availability of human resources that will ensure due quality and timely implementation of the contract

The project team will include Team leader and Technical Expert:

- **Team Leader:**
 - Master's (or equivalent) degree in Economy, Public Administration, Law, Management, Entrepreneurship or related field;
 - Minimum 5 years of professional experience in project management,

- Minimum 3 years of experience in implementing projects/programmes/provision of grants or credit loans to fund business plans, or any related projects;
- Excellent knowledge of English.
- **Activity Supervisor:**
 - Bachelor's (or higher) degree in Economy, Entrepreneurship, Management or related field;
 - Minimum 3 years of experience in local coordinator, monitoring field activities, or any related functions;
 - Experience in the evaluation of project, particularly Cash for Work or any grant projects is a strong asset;
 - Excellent knowledge of Arabic and English will be a strong asset.
- **Administration staff:**
 - Bachelor's (or higher) degree in Economy, Public Administration, Entrepreneurship, Management or related field;
 - Minimum 3 years of experience in administrative and organizational work;
 - Minimum 2 years of experience in working with clients.
 - Excellent knowledge of Arabic, and English will be a strong asset.

VII. EVALUATION CRITERIA

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% (or 490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

In the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria.

In the Second Stage, the price proposals of all offerors, who have attained minimum 70% score in the technical evaluation, will be reviewed.

Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be devoted to the bidder that submitted the winning proposal.

Evaluation and comparison of proposals

| Summarized evaluation form of the technical proposal | | Share of evaluation | Maximum score | Company / Other organ | | | |
|--|--|---------------------|---------------|-----------------------|--|--|--|
| 1 | Experience of the organization that submits proposal | 30% | 210 | | | | |
| 2 | Proposed work plan, methodology and approach | 45% | 315 | | | | |
| 3 | Staff and invited experts / consultants | 25% | 175 | | | | |
| Total score | | 100% | 700 | | | | |
| Remarks | | | | | | | |

Technical evaluation forms are provided at the next pages. The maximal points obtainable as per each criterion indicate the relative importance or score weight in general evaluation process.

Technical Evaluation Forms:

Form 1. Experience of the company / organization submitting the proposal

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel and invited experts/consultants