

Call for Proposals for NGO/CSO

Engaging an NGO/CSO as Responsible Party for providing immediate temporary employment and short-term income by contributing to the rehabilitation of schools and hospitals

I. BACKGROUND INFORMATION

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer a global perspective and local insight to help empower lives and build resilient nations.

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 aims to initiate an approach which combines socio-economic development and prevention of violent extremism (PVE) by improving access to income generating opportunities as well as undertaking activities for prevention of extremism for vulnerable populations – displaced people, host communities and migrants living among host communities – focusing particularly on youth and women in the West, South and East of Libya (targeted municipalities will be identified by the assessment). The approach cross cuts areas of intervention as gender inclusion and empowerment of women, empowerment of youth, the resilience of vulnerable host communities and migrants living with host communities.

This Call for Proposals (CFP) is specifically related to the UNDP Libya, *Stabilization to Recovery Transition in Libya* Project (START). START project, 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 a 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. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

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.

Detailed objectives, related outputs, deliverables and key considerations are provided in the Terms of Reference – **Annex I**

Final Beneficiaries:

Local vulnerable populations, such as women, IDPs, youth, conflict affected population, migrant and refugees.

III. ELIGIBILITY & QUALIFICATION CRITERIA

Interested NGOs/CSOs must meet the following criteria to be eligible for the selection:

- The 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

NGOs/CSOs must have a team of at least three members satisfying the requirements that are provided in the Terms of Reference – **Annex I**.

The parameters that will determine whether an NGO/CSO is eligible to be considered by UNDP will be based on the Capacity Assessment Checklist (CACHE) for NGO/CSO that should be duly completed and submitted alongside supporting documents request.

Capacity Assessment Checklist (CACHE) For NGO/CSO template – **Annex II**.

IV. TECHNICAL AND FINANCIAL PROPOSAL

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO's/CSO' 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; proposals should be aligned with the Standard operating procedure (SOP) developed by the Livelihoods Working Group.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring the 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 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.

V. EVALUATION CRITERIA & METHODOLOGY

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

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
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			700

Please refer to Annex II for detailed sub criteria.

1) 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 NGO/CSO proposed approach and methodology.

NGO/CSO shall 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 below outlined evaluation criteria, and the entity that obtains the highest technical score shall be selected. NGOs/CSOs exceeding the established fixed budget in their financial proposals will be rejected.

Any NGO/CSO that is engaged to act as RP is subject to and must comply with the HACT policy (i.e., micro-assessment and assurance activities) that must be validated through performance measures and quality certified by an independent assessor engaged by UNDP.

2) Budget size and duration

The overall indicative grant pool amount made available under this Call for proposal is **USD 200,000.00**. UNDP reserves the right not to award all available funds should the number and quality of applications not meet the criteria.

The duration of the proposed activities should not exceed the period of five (5) months.

The anticipated implementation period is September 2020 – January 2021. The organizations are requested to submit a clear dynamic plan for the achievement of all outputs within the foreseen timeframe.

The schedule and amounts of payments will be linked to outputs and will be agreed with the Responsible Party before the start of the assignment.

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 Technical and Financial proposals in electronic format to yuka.heya@undp.org . Please note that bids received through any other address will not be considered.

PLEASE make all efforts to provide your proposal not exceeding 10 MB size.

Applicants are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.

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

1. Applications (project proposals) in the form of the template attached (**Annex II – Capacity Assessment Checklist for NGO/CSO**), including organizational profile with the following details:
 - Proof of registration as a non-governmental/non-commercial organization including copies of the registration certificate;
 - A clearly defined management structure of the organisation;
 - Proven track record of experience in the implementation of similar/related type of activities;
 - Experience in the management of Cash for Work or grant programmes;
 - Experience in project implementation or execution of contracts for the provision of professional services in the area of grant programmes management;
 - Audited financial statements for the past two years.
 - A work plan with the proposed work schedule indicating the persons responsible for each area of activity;
2. Description of the management methodology and implementation of the Cash for Work programme, which should include the following:
 - Communication strategy and plan for dissemination of information about the contest, including cooperation with the media and NGOs, placement of information via online resources and social networks;
 - Description of organization of all stages of the project proposals evaluation process with proposed criteria for evaluating business plans and evaluation procedures;
 - Description of the mechanism of transferring cash (including e-vouchers, etc.);
 - Description to indicate measures they will take to limit abuse of power in cash assistance;
 - Description of the selection criteria of beneficiaries;
 - Description of the target number of beneficiaries;
 - Description of the daily wage rates and how they are calculated (based on the income levels, consumptions, inflation rates, etc.)
 - Procedure for monitoring and evaluation of the projects, including the admission procedures and inspection reports description, quality control methods;
 - Description of communication tools available for interaction with applicants and site owners;
 - Quality assurance plan.

3. At least 1 reference letter from previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;
4. Information regarding required resources including **curriculum vitae (CVs)** of key personnel that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities).
5. The Financial Proposal with a detailed cost breakdown, **Annex III**.

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 applications will not be accepted.

Interested NGOs/CSOs may obtain further information or clarification by contacting the UNDP office in Libya/Tunis through the following email address: yuka.heya@undp.org

Submission Deadline

Proposals, with supporting documents, should be submitted by **14 September 2020, at 24:00.**

Estimated Competition Timeline

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

- 25 August 2020:* Call for Proposal opens, and relevant documents are posted online.
14 September 2020: Deadline for organizations to submit proposals under this Call.
21 September 2020: Assessment and selection processes will take place.
30 September 2020: 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](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 a 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 such conflict exists.

UNDP looks forward to receiving your proposals and thanks to you in advance for your interest in UNDP activities.

