**Call for Proposals for NGOs**

**Implementing Cash for Work: providing immediate temporary employment and income in Ubari, Libya**

1. **Background**

Since 2011, Libya has witnessed violent conflict and political instability. The people living in Libya suffer the collapse of public services, especially education and health, higher prices through cuts to food and fuel subsidies, conflict-related loss of shelter and livelihoods and major setbacks in ensuring the safety of citizens and the rule of law. Furthermore, approximately one million people[[1]](#footnote-1), including internally displaced persons (IDPs), returnees, vulnerable non-displaced Libyans, migrants, refugees and asylum seekers, are in urgent need of humanitarian assistance, access to services and jobs. Many IDPs and returnees also face tensions with communities given the conflict history and local-level actors, including municipalities, find themselves at the frontline trying to respond to urgent needs of the local population.

In late 2020 and early 2021, violent conflict has declined, a ceasefire has been agreed to, and political dialogue and reconciliation has been progressing. In March 2021, the Libyan Parliament endorsed a national unity government. The current environment lays a foundation for a deeper recovery.

UNDP aims to initiate an emergency employment – *Cash for Work* - an approach which provides an immediate access to income generating opportunity for vulnerable populations – displaced people, resident community and migrants, and the most vulnerable youth and women among them.

This Call for Proposals is specifically related to the project ***UNDP Strengthening Local Capacities for Resilience and Recovery Project (SLCRR) Top-Up,*** funded by the EU, which aims at responding to the many conflict and human mobility induced challenges, that impact negatively citizens’ access to essential service, source of jobs and livelihoods, the social cohesion and security of communities.

The objective of the Call for Proposals is to engage an International Non-Governmental Organization (NGO) as a Responsible Party to support providing immediate temporary employment and income, while contributing to the rehabilitation projects in cooperation with selected municipality.

1. **Objectives and expected outputs/deliverables**

The objective of this project is to provide immediate temporary employment and income for the most vulnerable segments of the population in Ubari, including IDPs, women, youth, conflict affected Libyan population, refugees and migrants through projects prioritized in consultation with the municipality, including – but not limited to – rehabilitation of facilities and waste management. Detailed objectives, related outputs, deliverables and key considerations are provided in the Terms of Reference – **Annex I**, and in line with the recommendations and the Standard Operating Procedures (SOP) of Livelihood Working Group related to Cash for Work.

Municipalities targeted: Population in Ubari including – to the extent possible - local vulnerable populations, such as women, returnees, IDPs, youth, conflict affected population, migrant and refugees. Selection of the targeted groups is to be delivered in coordination with the municipality and local stakeholders. Eligible proposals will be those **targeting at least 150 as the direct beneficiaries**.

Rehabilitation projects: Ubari’s small and medium facilities, other services identified together with the municipality and local stakeholders.

Timeline: **6 months, including 20 working days** for targeted workers, and rapid impact assessment.

1. **Eligibility and qualification criteria**

The applicants have to meet the following minimum criteria:

* International Non-governmental, charitable, non-profit organization operating in Libya in humanitarian or development projects for at least one year;
* At least one proven project in implementing Cash for Work, including e-vouchers, mobile money, not limited to Libya, is required.
* Geographical areas of operation of the NGO matches the selected municipality (Ubari), or capacity to scale to the selected municipality.
* Previous experience in project implementation of the UN agencies is a strong asset.
* Previous experience in conducting safety & security training, handling the safety equipment is a strong asset.
* Availability of human resources that will ensure due quality and timely implementation of the contract. NGOs must have a team of at least four or more members satisfying the requirements that are provided in the **Terms of Reference – Annex I.**

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

Capacity Assessment Checklist (CACHE) For NGO template – **Annex III.**

# IV. Technical and financial proposal

**Proposed Methodology, Approach, Quality assurance plan and Implementation Plan.** This section needs to include the proposed project structure, activities and milestones. This section should demonstrate the Organization’s response to the Terms of Reference by including the specific components of methodology, description of activities, and how the outputs will be addressed. The Organization should demonstrate the strategy for risk mitigation in targeting beneficiaries, and project delivery mechanisms and approaches in the selected municipality. 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 project operating environment.

**Management Structure and Resources (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 and methodology**

1. **Proposals will be evaluated based on the following criteria:**

|  |  |  |
| --- | --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | **Score Weight** | **Points Obtainable** |
| 1. | **Organization’s eligibility and qualifications** | 20% | 200 |
| 2. | **Proposed work plan, methodology and approach** | 55% | 550 |
| 3. | **Management Structure and Key Personnel** | 25% | 250 |
|  | Total | 1000 |

1. **Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

The 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’s proposed approach and methodology.

NGOs shall provide their technical proposal and financial breakdown (within the budget, and clearly stating proposed implementation direct (cash transfers, materials, and other direct arrangements) and indirect costs in a single email. Under QB-FBS, assessment of best value for money focuses on maximizing transfer of value to the beneficiary user. For these reasons, it is important to provide budget in the manner that the ratio between the operating costs (indirect) and implementation costs (direct) is assessed. **Maximum accepted percentage of indirect, project management and administrative costs should not exceed 25 percent.**

Evaluation of all technical proposals shall be carried out in accordance with above outlined evaluation criteria, and the entity that obtains the highest technical score shall be selected. **NGOs exceeding the established fixed budget in their financial proposals will be rejected.**

Any NGO that is engaged to act as Responsible Party 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.

1. **Budget size:**

The overall indicative amount made available under this Call for proposal is **US dollars 200,000.00 targeting at least 150 direct beneficiaries.** UNDP reserves the right not to award all available funds should the number and quality of applications not meet the criteria. Moreover, UNDP reserves the right not to fund any proposals arising from this Request for Proposals.

1. **Duration:**

The project will be taking place over a period of 6 months. The applying organizations are requested to submit a clear and detailed work plan for each output/deliverable and the budget within the foreseen timeframe.

1. **Selection Process**

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 to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposals; and (v) Responsible Party Agreement (RPA) signature.

1. **Submission Process**

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

Selected applicants must submit their proposals through email ada.fishta@undp.org by the deadline: **27 February 2022 with subject field “UNDP Libya 2021 Cash for Work Ubari.”**

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

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

1. Request for information (RFI) from the NGO filled out **(Annex II)**
2. Capacity Assessment Checklist for NGO **(Annex III)**, including the requested documents such as:
	* Proof of registration as a non‐governmental organization;
	* A clearly defined management structure of the organization;
	* Information regarding operational capacity in the municipalities, or description of option for implementation in selected municipality;
	* Experience and strategy in conducting safety & security training, handling the safety equipment;
	* Experience in the management of Cash for Work projects;
	* Experience in project implementation of the UN agency;
	* Audited financial statements for the past 2 years.
3. Application in the form of the template attached **(Annex IV)**, including but not limited to management methodology and implementation plan:
	* Cooperation strategy and plan for projects prioritizations in selected municipality with the highest impact, and with the idea of inclusive targeting for workers (vulnerable Libyans, women, IDPs, returnees, youth, migrants)
	* Description of the selection criteria of beneficiaries responding to standard social cohesion practices, and in line with the challenges of the municipality;
	* Description of the target number and groups of beneficiaries;
	* Communication strategy and plan for dissemination of information about the project locally, including placement of information via online resources and social networks, or other methods for targeting;
	* Description of the daily wage rates and how they are calculated (based on the income levels, consumptions, inflation rates, etc.), in line with the SOP for Cash for Work designed by the Livelihoods Working Group for Libya chaired by UNDP and co-chaired by the Ministry of Labour;
	* Description of the mechanism of transferring cash (including potential use of e-vouchers, etc.);
	* Measures that will be taken to limit abuse of power in cash assistance;
	* Description of mechanisms of safety, equipment management, and materials management required for the rehabilitation projects;
	* Procedure for rapid impact assessment, monitoring and evaluation of the projects, including all procedures of data collection, inspection, quality control methods;
	* Risk log and mitigation plan;
	* A work plan with the proposed work schedule indicating the persons responsible for each area of activity, with the minimum 3 profiles recommended in the TOR.
4. At least one reference letters from previous partners reflecting the nature of projects implemented, their results and the role (preferably in Libya);
5. Management Structure and Key personnel curriculum vitae (CVs) that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities) in the **Annex IV**.
6. The Financial Proposal with a detailed cost breakdown and in the **Annex IV.**

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 application will not be accepted.

Interested NGOs may obtain further information or clarification by contacting the UNDP Libya office with subject field “UNDP Libya 2021 Application for Cash for work Ubari: Request for information” to the following address: karina.grosheva@undp.org.

1. **Estimated Competition Timeline**

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

13 February 2022: Call for Proposal opens, and relevant documents are posted online

27 February 2022: Deadline for organizations to submit proposals, assessment and selection processes will take place.

13 March 2022: 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 Request 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 proposal and thanks you in advance for your interest in UNDP activities.

1. 2020 Global Humanitarian Overview, December 2019 [↑](#footnote-ref-1)