



Call for Proposals from NGOs

INSTRUCTIONS FOR PROPOSERS - Reference: LEB/CO CFP/26/17

I. BACKGROUND

This Call for Proposals (CFP) is specific for **Improving Living Conditions in Palestinian Gatherings Host Communities: Towards More Comprehensive and Sustainable Solutions (00097505)**.

Some 135,000 host and new Palestinian refugees living in forty-two Palestinian gatherings distributed along the regions of Lebanon suffer from dire conditions that have long existed in the gatherings. In addition to poverty caused by insufficient household income, legal restrictions imposed on Palestinian refugees in Lebanon contribute to the worsening of their socio-economic conditions. In spite of the recent limited changes in labor regulations, Palestinian refugees in Lebanon remain excluded from economic life in general due to the restrictions applied to their working in many professions in the formal sectors. In addition, Palestinian refugees are unable to own property assets in the country since 2001 and required to bequeath them to religious authorities, if they have already purchased them. Palestinian Gatherings remain excluded from wider sector development plans or local projects. The situation was worsened since the Syrian crisis that entailed some 25% population rise in these already impoverished areas. As a result, Palestinian gatherings have been witnessing unmet demand on services and infrastructure networks, unprecedented pressure on available shelters and spaces, and additional competition over resources, jobs and relief. All these factors have contributed not only to worsening the living conditions of Palestinian refugees in the gatherings, but also to the rise of tensions within the gatherings as well as with their surrounding communities.

In order to improve the living conditions of refugees living in the gatherings and to address tensions between neighboring communities, the UNDP project introduced in 2016 a component that addresses socio-economic empowerment of women and youth in order to enable them to be the agents of change in their communities. In this context, UNDP aims at partnering with an NGO to economically empower vulnerable Palestinian (PRL and PRS), Syrian and Lebanese women living in Sabra area in Beirut. Taking into consideration its historical background, this area has been witnessing increased insecurities and conflicts in the past three decades. Conflict has taken immeasurable toll on human lives, often exposing women and youth to acts of violence which seriously undermine their human rights and deny those opportunities arising from gender inequality. Three Palestinian Gatherings exist in the area namely Daouk, Gaza Buildings and Said Ghawash hosting some 5,000 Palestinian refugees from Lebanon, 1,300 Palestinian and Syrian refugees displaced from Syria and 1,500 Lebanese dwellers.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The main objective is to provide socio-economic support to 170 Lebanese, Syrian and Palestinian underprivileged women living in Sabra area in Beirut, including the three Palestinian Gatherings of Daouk, Gaza Buildings and Said Ghawash. This shall be done mainly through building the skills and capacities of women and through providing them with the necessary support to apply the set of learned skills in income

generating activities. The second part is crucial for creating a sustainable impact for those women who prove capable and willing to engage in income generating activities. The project's long-term goals are to:

- Improve economic opportunities for Lebanese, Syrian, and Palestinian women living in the impoverished areas of Beirut, by transferring income-generating skills and creating spaces for income-generating activities.
- Provide women with an opportunity to develop their personal skills to participate in their community development.
- Create a sustainable opportunity for empowering women participants and increasing their productive role within their communities.

Detailed objective and related outputs and deliverables are provided in the Terms of Reference – **Annex 1**.

Final Beneficiaries

Eligible proposals will be those focused on responding to the socio-economic empowerment of vulnerable Palestinian (PRL and PRS), Syrian and Lebanese women living in Sabra area in Beirut through training and provision of income generating opportunities.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether a NGO is eligible to be considered by UNDP will be based on the NGO Simplified Capacity Assessment for engagement in a humanitarian context template (SCAN) and its related supporting documents.

NGO Simplified Capacity Assessment template – **Annex 2**.

IV. PROPOSAL

Interested NGO (s) must submit the following within their proposal(s).

- Proposed Methodology, Approach, quality assurance plan and Implementation Plan:

The NGO should demonstrate its response to the Terms of Reference (TOR) in Annex 1, 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.

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 rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

- Management Structure and Resource (Key Personnel):

The NGO 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

Proposals will be evaluated based on the following Technical criteria:

- Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.

- High impact interventions directly targeting and responding to the needs established in the TOR.
- Size of budget requested commensurate with the organization's proven administrative and financial management capacity.
- Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

Technical Proposal Evaluation		Score Weight	Points Obtainable
1	NGO Eligibility and qualifications	35%	350
	A minimum of 10 years of relevant experience socio-economic empowerment of women and youth		50
	Knowledge of the social and cultural context of underprivileged women groups in Beirut		50
	Capacity and resources to support outstanding trainees to engage in income-generating activities or market/sell their products		200
	Previous cooperation with international UN organizations and / or international NGOs in similar fields.		50
2	Methodology	40%	400
	Proposed methodology, approach and workplan		300
	Ability to reach out to and recruit women from different underprivileged community groups in Beirut		100
3	Management and Structure	25%	250
	Experience of personnel nominated for this assignment (focal point, facilitators, and support staff)		100
	Accessible, appropriate and equipped center that could host training sessions in the previously identified domains in the heart of Beirut.		150
Total			1,000

VI. EVALUATION METHODOLOGY

Quality based under Fixed Budget Selection (QB-FBS)

All proposals shall have the same maximum overall price, which cannot exceed the fixed budget amount of **USD 170,000**; this amount is **all inclusive** which means that all costs (professional fees, travel costs, living allowances, communications, consumables, human resources, materials; logistical support, venues, etc.) that could possibly be incurred by the NGO are inclusive in the proposal.

The selection shall focus on the quality of the proposal and the NGO proposed approach and methodology.

NGOs have to 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 the evaluation criteria outlined in section V, and the institution which obtains the highest technical score shall be selected.

NGOs exceeding the established fixed budget in their financial proposals will be rejected.

Proposals have to translate community needs into implementable activities by the NGOs.

Budget size and duration

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities.

In principle, the project duration will not exceed 15 March 2018.

VII. SELECTION PROCESS:

The UNDP will review received proposals within the deadline through a five-step process:

1. Determination of eligibility;
2. Technical review of eligible proposals;
3. Scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section V to identify highest ranking proposal;
4. Round of clarification (if necessary) with the highest scored proposal;
5. Responsible Party Agreement (RPA) signature.

VIII. SUBMISSION PROCESS

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

Applicants must submit one copy of their proposals in a sealed envelope to:

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon
Address:	Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500

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

- 1) Project Synopsis and methodology
- 2) Dully completed Simplified Capacity Assessment (SCAN) – Annex 2
- 3) Documentation requested in the Simplified Capacity Assessment (SCAN)
- 4) Proposal Template – Annex 3

Submission Deadline

Proposals, with supporting documents, should be submitted maximum **by Friday 10 March 2017 at 03:00 pm Beirut Local Time.**

Potential applicants should refer to the “Frequent Asked Questions” posted in UNDP’s website.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail to

procurement.lb@undp.org

Note: UNDP reserves the right not to fund any proposals arising from this Call for Proposals.

IX. 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 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 interest’s 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 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 or not such conflict exists.