



## Call for Proposals for Daldhis (Build Your Country); Peace Building Fund in Somalia

UNDP/SOM/CFP/2017/009

---

### Daldhis (Build Your Country) Project

## INSTRUCTIONS

### I. BACKGROUND

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 global perspective and local insight to help empower lives and build resilient nations

This Call for Proposals (CFP) is specifically related to Daldhis (Build Your Country) project; the Peace Building Fund in Somalia through the UNDP Somalia Poverty Reduction & Environment Protection (PREP) Programme.

#### Background

This project aims to present a renewed commitment to working with local community leaders, elders, formal and informal justice services and newly selected local governments, in collaboration with state ministries, to entrench stability and peace, enhance social service delivery, provide economic opportunities for young men and women and provide an accessible system for resolution of people dispute and determination of their rights. In effect, by improving the demand and the offer of governance, this project constitutes the first concerted programmatic effort to translate the Community Recovery and Extension of State Authority and Accountability (CRESTA) in to practice.

The project combines successful elements of past and on-going UN joint programmes aimed at rule of law, local governance, social reconciliation, community stabilization and youth employment. In order to achieve these outcomes, this project proposes to support the implementation of activities from three existing joint programmes, namely the Joint Programme for Local Governance and Decentralized Service Delivery, the Joint Programme for Rule of Law, and the Youth Employment for Somalia through, an area based approach, in **Jubbaland** and **South West State** of Somalia.

The youth employment component of this project aims to provide the 200 youth at risk (IDPs, refugees, and youth at risk of engaging in illicit activities) with social rehabilitation support, market-based vocational training and education and/or basic business skills (approximately 100 in Jubbaland and 100 in South West) and rehabilitating at least four productive and/or community assets (two in Jubbaland and two in South West), examples might include hospitals, water points, feeder roads and community assets.

## II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to implement the youth employment component of Daldhis Project (Build Your Country);

**Outcome 2:** Communities in South and Central Somalia generate the demand for, and benefit from local governance, security, justice, economic and social solutions.

*2.3 Strengthened enabling environment through Youth Engagement / Employment / PPP dialogue and local economic development.*

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

### Final Beneficiaries

Eligible proposals will be those focused on **achieving the specified results** and targeting 200 youth at risk (IDPs, refugees, and youth at risk of engaging in illicit activities) in **the Southwest State and the Jubbaland State** as the direct and final beneficiaries.

## III. PROPOSAL

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO's 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.

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) – 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.

The following proposed format can be used – **See Annex 2**

#### **IV. EVALUATION CRITERIA & METHODOLOGY**

##### **a) 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 Terms of Reference (ToR).
- 3) Size of budget requested commensurate with the 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.

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Score Weight</b>	<b>Points Obtainable</b>
1.	Introduction including NGO/CSO Eligibility, Experience and Qualifications	15%	150
2.	Operations: Management Arrangement, Project Management, Implementation and Support	15%	150
3.	Budget and Finance: Fund Management Capacity in Somalia (including HACT assessment rating), proposal budget and Project Cost Effectiveness and Efficiency)	20%	200
4.	Design, Methodology, Approach, Quality Assurance Plan, M&E and Implementation Plan	25%	250
5.	Resources and Qualifications of Key Personnel	25%	250
<b>Total</b>		<b>100%</b>	<b>1000</b>

## **b) 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 CSO/ NGO proposed approach and methodology. CSOs 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 below outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. CSOs/ 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/CSOs. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

## **c) Budget size and duration**

As this component of Daldhis project will have two identical sub-projects, one in Baidoa district and the other in Kismayo district, proposals' amounts should range from a maximum of **USD 200,000** for direct interventions in a single community/ activity (in Baidoa or Kismayo districts) to a maximum of **USD 400,000** for direct interventions in both Baidoa and Kismayo districts as stated in the ToR. The potential partner who want to apply for the two sub-projects for both locations, should be aware of the criteria of selection. In addition, they should know that based on the criteria, applicants will be evaluated separately for each location.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. Project duration will not exceed **12 months**. Regarding the budget of the technical proposal of the partner, UNDP retains the right to negotiate with the partner, prior to signing agreement, to ensure value of money.

## **V. 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 outlined in the previous section to identify highest ranking proposals;
- (iv) round of clarification (if necessary) and verification (office presence, license to operate in target state/districts) with the highest scored proposals; and
- (v) Responsible Party Agreement (RPA) signature.

## **VI. SUBMISSION PROCESS**

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

Applicants must submit their proposals in one envelope to:

**For electronic submission:**

United Nations Development Programme  
[bids.so@undp.org](mailto:bids.so@undp.org)  
Asha Shidane  
SUBJECT LINE SHOULD BE: UNDP/SOM/CFP/2017/009

**For hard copy submission Nairobi:**

United Nations Office in Nairobi (UNON),  
UN Avenue, Gigiri  
Pre-fab D5  
P.O Box 28832-00200, Nairobi Kenya  
Attn: Registry

NOTE: For hand deliveries security clearance, must be sought at least 24hrs prior to the day of submission and the following information will be required to be emailed to [asha.shidane@undp.org](mailto:asha.shidane@undp.org) ;

Full names

I.D No.

Time of arrival

Vehicle/Motorcycle registration number

**For hard copy submission Mogadishu:**

UNDP Somalia, United Nations Common Compound, Airport rd., Mogadishu, Somalia c/o Shuayb Abdulkadir, email: [shuayb.abdulkadir@undp.org](mailto:shuayb.abdulkadir@undp.org), cc: [anab.hassan@undp.org](mailto:anab.hassan@undp.org)

NOTE: For hand deliveries security clearance, must be sought at least 24hrs prior to the day of submission and the following information will be required to be emailed to [shuayb.abdulkadir@undp.org](mailto:shuayb.abdulkadir@undp.org),cc: [anab.hassan@undp.org](mailto:anab.hassan@undp.org)

Full names

I.D No.

Time of arrival

Vehicle/Motorcycle registration number

OUTER ENVELOPE must include name of Offeror and the following reference:

Outer envelope should have the following information:

- Name of bidder
- ATTENTION: REGISTRY
- REF. No.: UNDP/SOM/CFP/2017/009
- Closing date of the CFP: format (17/07/2017 AT 12 NOON KENYAN/SOMALIA TIME)

## Number of copies: 3 (1 original and 2 copies)

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

- a) Detailed Proposal
- b) CVs of key personal proposed
- c) Information and details of facility proposed for this youth focused project including photos of classes, training equipment and the GPS of the location. All in PDF format
- d) Audited financial statements for past two years, including management report.
- e) Copy of the registration certificate both at federal level and regional state level.
- f) Any recommendation and endorsement letters from UN partners, INGOs and federal and the local administrations
- g) Annex 3 – Request for Information Form
- h) Annex 4 – CACHE form

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

### Submission Deadline

Proposals, with supporting documents, should be submitted by **27<sup>th</sup> July 2017 at 12 noon Kenyan/Somalia time.**

Potential applicants should refer to the “Frequent Asked Questions” posted in UNDP’s website. [http://www.undp.org/content/undp/en/home/operations/about\\_us/frequently\\_askedquestions.html](http://www.undp.org/content/undp/en/home/operations/about_us/frequently_askedquestions.html)

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail [asha.shidane@undp.org](mailto:asha.shidane@undp.org), cc: [iryna.malykh@undp.org](mailto:iryna.malykh@undp.org)

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

### **Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals.

**21.06.2017:** Call for Proposal opens and relevant documents are circulated.

**27.07.2017:** Deadline for organizations to submit proposals under this Call.

**17.08.2017:** Assessment and selection processes will take place.

**24.08.2017:** 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 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 or not such conflict exists.

## Terms of Reference

### Daldhis (Build Your Country) Project

#### 1. Project Description

This project aims to present a renewed commitment to working with local community leaders, elders, formal and informal justice services and newly selected local governments, in collaboration with state ministries, to entrench stability and peace, enhance social service delivery, provide economic opportunities for young men and women and provide an accessible system for resolution of people dispute and determination of their rights. In effect, by improving the demand and the offer of governance, this project constitutes the first concerted programmatic effort to translate the Community Recovery and Extension of State Authority and Accountability (CRESTA) in to practice.

The *Daldhis* project was designed in response to both Peacebuilding Priority Plan outcomes:

1. Government structures and institutions at Federal, regional, district and community level are strengthened, more accountable and transparent and better able, to respond to the various needs of the population in South and Central Somalia.
2. Communities in South and Central Somalia generate the demand for, and benefit from local governance, security, justice, economic and social solutions

This project is contributing to both outcomes of the priority plan as it will simultaneously build the capacity of the Jubbaland and South West States and District authorities to be more accountable, effective and transparent in their provision of security, justice, service delivery and economic opportunities while empowering communities to demand and access these services.

In order to achieve these outcomes, this project proposes to support the implementation of activities from three existing joint programmes, namely the Joint Programme for Local Governance and Decentralized Service Delivery, the Joint Programme for Rule of Law, and the Youth Employment for Somalia through, an area based approach, in Jubbaland and South West State of Somalia.

The project will also build upon a number of on-going UNDP and UNIDO initiatives to *promote local economic development and sustainable employment creation in Jubbaland*, including the Local Economic Development Somalia (LEDS) project funded by Italian Cooperation, the Community Stabilization Project (funded by the Government of Japan), Vocational Skills Training for Economic Growth in Urban Areas in South-Central Somalia (funded by Italian Cooperation)



and Community Stabilization through Restoring Livelihoods for at Risk Youth along Key Border Areas between Kenya and Somalia (Dhobley) (funded by the Government of Japan). The project targets both citizens and governmental institutions in these locations in order to rebuild the social contract between them.

The youth employment component of this project aims to provide the 200 youth at risk (IDPs, refugees, and youth at risk of engaging in illicit activities) with social rehabilitation support, market-based vocational training and education and/or basic business skills (approximately 100 in Jubbaland and 100 in South West).

## 2. Target Locations and Beneficiaries

The selection of project locations/target areas is based on a range of criteria including priority communities identified by UNHCR on the basis of existing levels of displacement and the potential for high levels of return. In general, priority is given to towns in the Jubbaland Administration of Kismayo and the South West Administration of Baidoa that are strongly affected by violence but which have recently seen encouraging developments in the establishment and consolidation of governmental structures and authority.

The target beneficiaries for this initiative are young adults between the ages of 18 and 29 years. The youth employment component of this project targets a minimum of 50% IDPs and 30% girls and women as direct beneficiaries. Youth who are known to be serious crime offenders and affiliated with murder, rape, terrorism, high-level piracy will not be qualified for the project. Youth currently in jail will not be qualified unless referred to the project by their communities upon serving their sentences. In accordance with established best practices, the project will ensure that youth who are not engaged in troublesome or criminal behaviour also augment the caseload.

In both districts, no more than 100 adult youth will be selected during the project to enrol into the social and economic reintegration components of the project. Following the successful experience of the 'Youth for Change project,' project beneficiaries will be selected in close consultation with community representatives in Baidao and Kismayo and a system of full-time local mentors will be established.

Specific to the selection of beneficiaries UNDP project team, with the support of selected local partner, will engage with the communities and local authorities to ensure that there is a thorough understanding of the project objectives and targeted groups in order to facilitate outreach and identification, as well as be better able to manage those expectations of the community at large.

Community members, local authorities and traditional leaders will be approached to assist in the screening processes for the identification and selection of the target youth. Based on the established criteria above, once the greater pool of potential beneficiaries is established, the youth themselves are approached and given the opportunity to voluntarily enrol into the program. See annex A for detailed selection criteria.

	Region	Suggested Districts	Youth (18 – 29)
1	South West Administration	Baidoa	100
2	Jubbaland Administration	Kismayo	100
	TOTAL		200

The above locations were identified for implementation of the activities. However, these may or can change depending on the prevailing security situation and availability of suitable partners in the locations at the time of implementation.

### 3. Strategy and Activities

UNDP will be engaging with partner organizations that will be selected through this competitive process to implement, contribute and support the achievement of the following outcomes and delivery of the project activities. The project approach is that while the social rehabilitation component of the project will ensure that youth acquire the social and civic skills required to become engaged and active community members, the economic integration components will significantly increase their prospects of obtaining sustainable employment, thus contributing to poverty reduction and increased community resilience.

UNDP project team will also conduct extensive orientation selected partner staff to familiarize them with the overall scope and structure of the project as well as specific project interventions. Every effort will be made to disseminate ‘lessons learned’ from previous projects such as ‘Youth for Change’ and ‘Alternative Livelihoods to Piracy.’

#### 3.1. Social Rehabilitation

*The social rehabilitation component will mainly focus on the following key activities: -*

##### ***Sensitization, Outreach and Identification***

Selected communities in Baidoa and Kismayu will be engaged by UNDP and the selected partner to ensure that there is a thorough understanding of the project objectives and targeted youth groups in order to facilitate outreach and identification, and manage community expectations. During this outreach phase, community members, local authorities and traditional leaders will be approached to assist in screening processes for the identification and selection of the youth beneficiaries. Once a pool of potential beneficiaries is established, the youth themselves will be approached and given the opportunity to voluntarily enrol into the project.

##### ***Social Rehabilitation for Young Adults***

With the support of the local communities and authorities, youth will commence the social rehabilitation process and will receive structured training in peacebuilding, social skills,

governance and rule of law, youth empowerment and leadership, gender and the environment. These courses will be complemented with trauma healing, arts, drama, sports, Islamic education, and community volunteer activities. The social rehabilitation classes will be implemented over a **three-month period**.

### ***Mentoring***

Recognized and respected individuals from the selected communities will be chosen to act as 'role models' and provide personalized monitoring and coaching for individual beneficiaries throughout the social rehabilitation process. They will be chosen from prominent elders, religious leaders, members of the District Safety Committees or young people who have successfully concluded other recognized social and civic rehabilitation programmes. Mentors will be required to undergo a standardized training before the project begins and meet individual beneficiaries and their families weekly. One mentor will be assigned for every fifteen adult beneficiaries for the period of three months during the social rehabilitation support.

### **3.2. Economic Integration**

Successful completion of the social reintegration activities above will be a pre-requisite for entry into the economic integration support activities. 'Graduating' youth from the first project component will be given the options of participating in cash for work initiatives, market-based vocational education and training and basic business skills training. In addition, and wherever feasible, beneficiaries undertaking vocational training courses will be linked to potential employees to secure job placements and apprenticeships. The types of skills training will be driven from findings of quick labour market survey and that is if there is no existing labour market surveys undertaken in the last one and half year by a trusted and qualified organizations/institutions.

Economic integration activities are to be selected based on participatory local needs assessment conducted by UNDP together with authorities and selected partner in Baidoa and Kismayo. These assessments will be undertaken concurrently with the *Sensitization, Outreach and Identification* and will cover *inter alia* growth potential sectors in the local economy, productive assets, basic labour market indicators including existing and potential skills gaps, and local financial sources. Socio-economic assessment findings will be gender disaggregated.

### ***Market-based vocational training and education***

Vocational training and education will be provided based on existing and potential skills gaps identified through the participatory local needs assessments, and tailored to sectors and value chains that have the potential to create sustainable long-term employment for youth. Wherever feasible and appropriate, training will be provided through existing technical

schools and educational institutions in the selected districts and will include a significant element of ‘training for trainers.’ This will help to build the capacity of local training provider and ensure the sustainability of project interventions. The skills training classes will be implemented over a **seven-month period**.

### ***Basic business skills training***

Youth with the desire and aptitude to start their own business will be provided with basic business skills training. The training will encourage beneficiaries to develop concrete and feasible business ideas, and provide them with a basic understanding of business planning, finance, management and marketing. Downstream group counselling will be provided approximately one month after the successful completion of the training and beneficiaries will be provided with micro-grants for the purchase of basic equipment and materials.

### ***Job placements and apprenticeships***

A job placement scheme will be established, allowing youth beneficiaries to benefit from on-the-job training and / or apprenticeships. These activities will start immediately after the market-based vocational training ends. An incentive will be paid to the employer to retain the beneficiaries and a mentor will be assigned to ensure that the required support is provided to an adequate standard. The apprenticeship/on-the-job training will continue at least one full month.

## **4. Scope of Services, Expected Outputs and Target Completion**

The potential partner needs to come up and submit a proposal with a clear approach, methodology, implementation plan, budget and other relevant strategies and section to undertake the cover the following scope of work and deliver the expected outputs of the project outlined in the previous section. In order to undertake the scope of work under this Terms of Reference (TOR) the partner is required to either ‘have’ or ‘make available’ a resource centre that can host at least 100 youth and has the necessary facilities undertaking the activities described in this TOR. Therefore, the partner needs to provide proof of existing resource centre to be able to host the project.

**Outcome 2:** Communities in South and Central Somalia generate the demand for, and benefit from local governance, security, justice, economic and social solutions.

2.3 Strengthened enabling environment through Youth Engagement / Employment / PPP dialogue and local economic development.

*Under this activity, the following sub-outputs and activities need to be undertaken:*

**2.3.1** Youth at risk (including IDPs, refugees, returnees etc.) provided with social rehabilitation support, market-based vocational training and education and / or basic business skills - approximately 100 per location.

***Sensitise, outreach and youth identification as per the agreed selection criteria in each of the target location***

*Under this activity, the following sub-activities need to be undertaken:*

1. Developed and deliver outreach materials and activities including launching event.
2. Orientate necessary partners around the outreach process identified and mobilized;
3. Engage community members and authorities and other members explaining objectives and targeted youth groups in order to facilitate outreach and identification, and manage community expectations.
4. Sensitization and awareness-raising within the community on the objectives of the project conducted.
5. Systems (for Registration) and Service (Case Management) for Youth Social Rehabilitation developed, established, tested and implemented
  - a) Registration of 200 youth (100 in each location) between the age of 18 and 29 (minimum 30% women) beneficiaries is completed along with the initial mind-set assessment and the gender equitable scale.
  - b) During this phase, approach community members, local authorities and traditional leaders to assist in screening processes for the identification and selection of the youth beneficiaries.
  - c) Through this process establish a pool of potential beneficiaries and approach the youth themselves and give them the opportunity to voluntarily enrol into the project.

***Provide social rehabilitation to registered and enrolled youth.***

1. Start this phase with the preparation of partner project staff training.
2. Recruit and select qualified trainers to the different classes and social skills.
3. Develop and update systems and tools for rehabilitation and reintegration, which are tested to use for project implementation.
4. Establish a learning timetable together with beneficiaries, community members, trainers and other relevant stakeholders.
5. Start the social rehabilitation process and with structured training in peacebuilding, social skills, governance and rule of law, youth empowerment and leadership, gender and the environment. Complement the social rehabilitation training with trauma healing, arts, drama, sports, Islamic education, and community volunteer activities.

***Provide mentoring and other activities to registered and enrolled youth***

1. Identify and select recognized and respected individuals from the communities to act as 'role models'.
2. Provide personalized monitoring and coaching for individual beneficiaries throughout the social rehabilitation process.
3. Choose mentors from prominent elders, religious leaders, members of the District Safety Committees or young people who have successfully concluded other recognized social and civic rehabilitation project.
4. Provide standardized training to mentors before the project begins to let them do their job professionally.
5. One mentor will be assigned for at least every (15) fifteen youth adult beneficiaries.
6. Ensure that Community Volunteer Mentor meets once a week with each beneficiary under their responsibility and conduct weekly visit to each beneficiary's residence and meet their families.
7. Support the training of Mentors in trauma healing, mediation, social integration organized by the recognized partner.
8. Carry out community volunteer activities and sports activities for the youth.
9. Provide youth beneficiaries transport and other incentives.

***Youth beneficiaries (including a minimum of 30% women and girls) are graduating from the social and civic development and rehabilitation process***

- a) Delivery of social rehabilitation programme on a monthly/ weekly basis through qualified instructors (maximum of 4 instructors per group of 80; 1 for literacy/numeracy (if needed), and 3 for social skills/peacebuilding/rule of law/ leadership/Gender classes)
- b) Beneficiary attendance and profile is updated on a daily basis by the centre manager and DSC.
- c) Religious education complementary to the social rehabilitation is being delivered together with extra-curricular activities.
- d) Beneficiaries are supported to attend the social rehabilitation training and are provided with provisions for transport, lunch and/or refreshment
- e) Resource Centre for Peace is operational and able to host social rehabilitation classes
- f) Provision for the graduation ceremony with proper certification of graduates.
- g) Provision for visibility (i.e. signpost, photos, video clips, success stories and quotes from beneficiaries)

***Provide economic reintegration options to social rehabilitation youth graduates***

Present the following options to graduates 1) opportunity to participate market-based vocational education and training, 2) opportunity to participate cash for work initiatives and 3) opportunity to participate basic business skills training.

***Provide market-based vocational education and training***

1. Select existing and potential skills gaps identified by market surveys and through the participatory local needs assessments.
2. Benefit from existing labour market surveys to select skill sets to train on youth that are

tailored to sectors and value chains that have the potential to create sustainable long-term employment for youth.

3. Wherever feasible and appropriate, the partner should use existing technical schools and educational institutions and provide 'training for trainers.'
4. After skill sets are identified, recruit trainers.
5. Furnish and equip training classes and centre properly.
6. Procure training equipment, tools and materials for skills training if needed.
7. Develop training materials and customize existing curriculums for adoption and use.
8. Start training the youth and monitor their progress closely.

#### ***Provide business skills training***

1. Select youth with the desire and aptitude to start their own business.
2. Identify existing business skills gaps through the participatory local needs assessments.
3. Encourage beneficiaries to develop concrete and feasible business ideas, and provide them with a basic understanding of business planning, finance, management and marketing.
4. Where possible benefit from existing labour market surveys to select business, skill sets to train on youth that are tailored to sectors and value chains that have the potential to create sustainable long-term employment for youth.
5. Wherever feasible and appropriate, the partner should use existing educational institutions and provide 'training for trainers.'
6. After business skill sets are identified, recruit trainers.
7. Furnish and equip training classes and centre properly.
8. Procure training equipment, tools and materials for business skills training if needed.
9. Develop business training materials and customize existing curriculums for adoption and use.
10. Start business training the youth and monitor their progress daily.
11. Start group after one month after the successful completion of the business training.
12. Provide micro-grants for the purchase of basic equipment and materials.

#### ***Establish job placements schemes and apprenticeships***

1. Map and identify potential employers in the area.
2. Meet with potential employers and start engaging them at the beginning phase of the project activities.
3. Ensure that potential employers are closely consulted and they understand the objectives of the project.
4. Invite them to meet and interact with youth trainees during the training.
5. Take their ideas and inputs into consideration to align their skill needs to the project.
6. Establish MOUs with formal potential employers that are willing to participate the job placement scheme and apprenticeship.
7. Agree an incentive payable to employers to retain the beneficiaries under job placement and apprenticeships.
8. Assign a mentor to ensure that the required support to both the youth beneficiary and employer are provided to an adequate standard.

### **Management Arrangements**

UNDP Daldhis (Build Your Country) Project Manager will be responsible for the overall coordination, reporting to the donor and ensure that local partners are on target in terms of project implementation.

The Community Stabilization Project manager will also ensure that activities implemented through partners are in line with the objectives of the project, have higher standard of quality and implementation is in accordance with the plan and the resources are expended properly in accordance with the approved budget.

### **General Monitoring requirements**

In accordance with the programming policies and procedures outlined in the UNDP User Guide, and at the requirement by the donor, the project will be monitored and reported through the following:

#### **Within the Project cycle**

- On a monthly basis, a joint monitoring will be undertaken by UNDP and the Line Ministry Officials
- The selected partner organizations would be doing their own monitoring and will share the monitoring reports and findings with UNDP

### **Reporting and Visibility:**

As part of the technical proposal, applicant organization is required to propose comprehensive reporting and visibility plan of action with details of methods, channels, approach, capacities like communications person in order to provide sufficient reporting and visibility for UNDP and its donors. UNDP requires the following minimum report and visibility: -

- Bi-weekly activities progress reports:
- Monthly progress narrative reports with financial status:
- Ad-hoc reports: Upon the request of UNDP
- Final financial report, final narrative report (reflecting challenges, issues, risks, impact, roles of various stakeholders..., reporting template will be provided by UNDP project team),
- Pictures, videos, press releases,
- Success stories and case studies
- Bi- monthly newsletter including progress of project activities, success stories and case studies
- Project signboards, banners, t-shirts, posters and wall stickers

### **Duration of the Work**

The activities and outputs produced by the recipient institution will be reviewed monthly. The work is expected to be performed from September 2017 to August 2018. The target is to complete the project activities in 12 months.



**Qualifications of the Successful Partner organization at Various Levels**

The recipient organization should be non-profit, a non-affiliated, non-governmental organization registered at federal level and at the state they are going to work in. It should be registered at the designated government agency at federal and state levels and will not be considered if registered at any other governmental agency.

*The recipient organization should have excellent track record and adequate experience in implementing similar projects with the UN agencies or International NGOs in Somalia. The recipient organization should possess adequate financial, human resource and management capacity to undertake the project.*

The recipient organization its BOD members and its key staff members should be clean from any past corruption or misuse of funds or misuse of power of any kind. If there is a staff member of UNDP, who has any relationship with the organization, as an owner or relative of the owner or member of BOD or part of their management team, etc., should be officially reported prior to starting any process, if not reported prior to the selection process and then selected this will affect the organization.

## 1. Scope of Technical Proposal and FORMAT

### ***Introduction (15%)***

In this section, the partner has to provide a brief background information on the organization's experience and activities, with specific reference to relevant prior experience in target district/town (Baidoa and/or Kismayo). Anything related to your organization's suitability as its partner in implementing this should be elaborated in this section for the attention of UNDP including the details of the management and leadership of the organization and its center of control/base in Somalia.

### ***Operations: Project Management, Implementation and Support (15%)***

Briefly explain your organization's ability to manage the project, operate and provide logistics support in the target town(s). Provide some evidence that you will be able to operate in project target location and any issues specific to your organization that might hamper your ability to operate there.

Some analysis of your localized understanding of the main risks to effective implementation of the project along with suggested approaches to mitigate risks would be very helpful. In this section, please also provide risk analysis matrix in a tabular format, distinguishing between different categories of risk. Also, provide details of systems in place to provide seamless logistics and other operational support.

Provide details of any existing relationships that your organization or team has with local stakeholders (including potential beneficiaries, skills training centers, education institutions, government officials, community groups, private businesses, etc.) that you believe may be valuable in enhancing the design and implementation of the project.

### ***Finance: Fund Management Capacity in Somalia (20%)***

In this section, provide details of your organization's capacity to manage donor funds effectively in Somalia and describe your approach and experience in financial management. Focus on financial monitoring, distribution management systems and how you would identify and mitigate financial risk and monitor project delivery.

Moreover, include a table of with the details of projects your organizations that you have implemented or are implementing in Somalia that you believe provide a fair reflection of your effectiveness in implementing large interventions.

Please provide a budget for your proposed initiative using the budget format in the Financial Proposal Section. Please note that the total cost must not exceed US\$ 200,000.

### ***Design, Methodology, Approach, Quality Assurance Plan and Implementation Plan (15%)***

This section should demonstrate the NGO's response to the TOR, 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 sub-contracted.

The project activities are many, interlinked and some need to be implemented simultaneously, some need sequential and there is risk of delays to any one activity will have impact on other activities. Partners applying are encouraged to think very carefully about these issues and present innovative ideas that could be factored into the project implementation process that can increase project effectiveness, avoid delays without compromising quality of delivery.

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 Arrangement, Resources and Qualifications of Key Personnel (25%)***

Please also provide details of any institutional arrangements that currently exist within your organization, the resources including offices, transport, training facilities, conference facility and staffing that could leverage and complement this project.

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.

### ***M & E, Impact Assessment and Project Cost Effectiveness (10%)***

UNDP reporting and visibility requirement for the project is clearly described in the proposal scope of services section. In this section, focus on how project will be monitored and evaluation, how effective project resources are used keeping value of money at all times and what impact assessment methodology you will use? Please go into further detail on the use of resources, quality of inputs and timeliness of the proposed initiative.

Please illustrate the direct and indirect impact your project will have on the youth and local community service delivery during and after its implementation. Who will benefit and how will they benefit?

How are the overall project objectives linked to the outputs and activities? In other words, what is the theory of change for the proposed project?

***NB: NGOs can bid for one or more districts.***

**Attachments:** Please submit the following documents: -

1. Copies of audited annual report & accounts of your organization
2. Copy of the registration certificate both at federal level and regional state level.
3. Any recommendation and endorsement letters from the local administration
4. Information and details of facility proposed for this youth focused project including photos of classes, training equipment and the GPS of the location. All in PDF format
5. CVs of key personnel proposed for this project (minimum of three CVs)

### Summary of project evaluation

<i>No</i>	<i>Section Description</i>	<i>Evaluation Score</i>	<i>Weighting</i>
1	Introduction including NGO/CSO Eligibility, Experience and Qualifications	15%	
2	Operations: Management Arrangement, Project Management, Implementation and Support	15%	
3	Budget and Finance: Fund Management Capacity in Somalia (including HACT assessment rating), proposal budget and Project Cost Effectiveness and Efficiency	20%	
4	Design, Methodology, Approach, Quality Assurance Plan, M&E and Implementation Plan	25%	
5	Resources and Qualifications of Key Personnel	25%	
	<b>Total</b>	<b>100%</b>	

## 2. Financial Proposal Form<sup>1</sup>

The Proposer is required to prepare the Financial Proposal. The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

---

<sup>1</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**A. Cost Breakdown per Deliverables\***

SN	Deliverables	Percentage of Total Price and Triggers for Payment Tranches	Price (Lump Sum, All Inclusive)
1	<b>Deliverable 1</b> Responsible Party Agreement (RPA) signed by both parties.	15% <sup>2</sup>	
2	<b>Deliverable 2</b> Community sensitization, outreach and youth identification undertaken, social rehabilitation and mentoring started for registered and enrolled youth.	15%	
3	<b>Deliverable 3</b> Youth beneficiaries (including a minimum of 30% women and girls) are graduating from the social and civic development and rehabilitation process.	20%	
4	<b>Deliverable 4</b> Systems to provide economic reintegration to social rehabilitation component youth graduates are put in place and economic reintegration support and started.	40%	
5	<b>Deliverable 5</b> Social and economic rehabilitation and reintegration is supported, facilitated and provided for 100 you (40% women) with high level of quality and visibility.	10%	
	<b>Total</b>	<b>100%</b>	

*\*Basis for payment tranches*

*\* The deliverables' cost is based on 200 beneficiaries' caseload*

<sup>2</sup> If the contract calls for an advance payment exceeding USD 30,000, the Supplier shall be asked to provide a bank guarantee (valid for the duration of the contract) or certified cheque

**B. Cost Breakdown by Cost Component:**

The applicant organizations are required to provide the cost breakdown for the above services for each deliverable based on the following format given below. UNDP shall use the cost breakdown in order to determine the value for money against each unit cost as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Below is a table showing the cost breakdown needed, applicant organization can add new items and remove some the items in the below breakdown. The below is meant to guide the applicant and NOT to restrict the applicant. Where possible please also submit an excel budget separately.

Description of Activity	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
<b>I. Personnel &amp; Management Services</b>				
<b>1. Center/facility Personnel</b>				
a) Youth rehabilitation and reintegration centre manager and supervisor				
b) Religious Instructor (sheikh)				
c) Instructors – full time (x for literacy and numeracy, and x for peace building, social skills and rule of law)				
d) Trainers – full time (x for skill a, x for skill set b and x for skill set c)				
e) Mentors				
f) Facilitators (x part-time facilitators for extracurricular activities, Youth empowerment/Leadership, Gender and HIV and Environment)				
g) Others (list others as necessary)				
<b>2. Management and Admin</b>				
a) Project manager (1 person) (should be based in same city with the centre)				
b) Admin/Finance Officer (1 person)				
c) Internship (1 women intern) Should be based at the centre				
d) ToTs (x persons)				
e) Others (list others as necessary)				
<b>3. Material Cost (breakdown required)</b>				

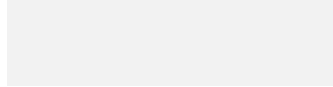
<b>4. Tools Cost (breakdown required)</b>				
<b>5. Training Material Cost (breakdown required)</b>				
<b>6. Training Facilitation Cost (breakdown required)</b>				
<b>7. Trainees Incentives Cost (breakdown required)</b>				
a) Lunch and transport for beneficiaries				
b) Others (list others as necessary)				
<b>8. Business skills training Cost</b>				
<b>9. Job placements schemes and apprenticeships</b>				
a) Incentives for participating employer for the apprenticeship of the youth trainees as interns (x days/months*x youth* \$xx/intern for businesses)				
b) Youth travel incentive/cost support (x days/months* x youth*\$xx/trainee)				
<b>10. Out of Pocket Expenses</b>				
a) Travel Costs				
b) Communications				
c) Stationery and Printing				
d) Visibility Materials and costs				
e) Others (list others as necessary)				
<b>11. Other Related Costs</b>				
c) Launching and workshops (sensitization and orientation)				
d) Premises costs				
e) Others (list others as necessary)				
<b>12. Miscellaneous</b>				
a) Advertisement and Announcement				
b) Graduation Ceremony				
c) Others (list others as necessary)				
<b>Grand Total</b>				

## ANNEX A:

Category of beneficiaries	Criteria for selection	Description of the category
<b>1. Children and youth at-risk of criminality</b>	- Out of school	Individual never attended school
	- School drop out	Individual attended minimum one year of primary school but left it
	- Single headed household	By a child or a woman
	- Street child	Child without permanent home
	- Glue sniffer	Individual addicted to glue
	- Substance abuser	Individual addicted to khat, alcohol, marihuana etc.
	- Disobedient	Individual placed to jail due to his/her anti-social behaviour but not charged for any criminal act
	- Member of a gang including pirate group	Individual affiliated with crime group
	- Member of neighbourhood fighting group	Individual well known about participation fighting
	- Member of non-sate armed group	Individual returned and accepted by the community
<b>2. Children and youth holding criminal record</b>	- Police record holder	Individual with known police record (petty criminals)
	- Prison record holder	Individual with known prison record
<b>3. Children and youth in need of opportunities</b>	- Minority	Individual belonging to minority clan and marginalized
	- IDPs	Individual that was forced to live his/her community and live elsewhere



	- Illegal immigrant	Individual that is known to be preparing to immigrate illegally ( <i>tahrib</i> ) or returned from immigration
	- High school graduate	Individual that graduated from high school but lacks opportunity
4. Children and youth part of the host community		



**REQUEST FOR INFORMATION (RFI) FROM CSO/NGO  
Daldhis (Build Your Country); Peace Building Fund in Somalia**

## 1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: to entrench stability and peace, enhance social service delivery, provide economic opportunities for young men and women and provide an accessible system for resolution of people dispute and determination of their rights

## 2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in this country.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO's alignment with UNDP requirements.

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

A copy of the CACHE is attached **for information only**. **Please do not submit the CACHE form at this stage.**

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>1. <i>Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</i></p> <p>2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i></p>	
2. Legal status and Bank Account	<p>1. <i>Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? <u>Please provide copies</u></i></p>	

	<p><u>of all relevant documents evidencing legality of operations.</u></p> <p>2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</p>	
3. Certification/ Accreditation	<p>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</p> <ul style="list-style-type: none"> <li>• Leadership and Managerial Skills</li> <li>• Project Management</li> <li>• Financial Management</li> <li>• Organizational standards and procedures</li> <li>• Other</li> </ul>	
4. Date of Establishment and Organizational Background	<p>1. When was the CSO/NGO established?</p> <p>2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</p> <p>3. Who are your main donor/ partners?</p> <p>4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.</p> <p>6. In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.</p>	
5. Mandate and constituency	<p>1. What is the CSO/NGO's primary advocacy / purpose for existence?</p> <p>2. What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</p> <p>3. Is the CSO/NGO officially designated to represent any specific constituency?</p>	
6. Areas of Expertise	<p>1. Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</p> <p>2. What other areas of expertise does the CSO/NGO have?</p>	
7. Financial Position and Sustainability	<p>1. What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please</p>	

	<p><i>provide an explanation regarding why it is not possible to obtain them.</i></p> <p>2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i></p> <p>3. <i>Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</i></p>	
8. Public Transparency	<p>1. <i>What documents are publicly available?</i></p> <p>2. <i>How can these documents be accessed? (Pls provide links if web-based)</i></p>	
9. Consortium	<p>1. <i>Do you have the capacity to manage a consortium?</i></p> <p>2. <i>Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.</i></p> <p>3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i></p>	

**Capacity Assessment Checklist (CACHE) For CSO/NGO  
Daldhis (Build Your Country); Peace Building Fund in Somalia**

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	<ol style="list-style-type: none"> <li>Who are the CSO/NGO's key donors?</li> <li>How much percentage share was contributed by each donor during the last 2 years?</li> <li>How many projects has each donor funded since the CSO/NGO's inception?</li> <li>How much cumulative financial contribution was provided for each project by each donor?</li> <li>How is the CSO/NGO's management cost funded?</li> </ol>	
2. Audit	<ol style="list-style-type: none"> <li>Did the CSO/NGO have an audit within the last two years?</li> <li>Are the audits conducted by an officially accredited independent entity? If yes, provide name.</li> </ol>	
3. Leadership and Governance Capacities	<ol style="list-style-type: none"> <li>What is the structure of the CSO/NGO's governing body? Please provide Organigramme.</li> <li>Does the CSO/NGO have a formal oversight mechanism in place?</li> <li>Does the CSO/NGO have formally established internal procedures in the area of: <ul style="list-style-type: none"> <li>Project Planning and Budgeting</li> <li>Financial Management and Internal Control Framework</li> <li>Procurement</li> <li>Human Resources</li> <li>Reporting</li> <li>Monitoring and Evaluation</li> <li>Asset and Inventory Management</li> <li>Other</li> </ul> </li> <li>What is the CSO/NGO's mechanism for handling legal affairs?</li> <li>Ability to work (prepare proposals) and report in English</li> </ol>	
4. Personnel Capacities	<ol style="list-style-type: none"> <li>What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.</li> <li>Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.</li> </ol>	
5. Infrastructure and Equipment Capacities	<ol style="list-style-type: none"> <li>Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)</li> <li>What resources and mechanisms are available by the CSO/NGO for transporting people and materials?</li> </ol>	
6. Quality Assurance	<p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> <li>Delivery compared to original planning</li> <li>Expenditure compared to budget</li> <li>Timeliness of implementation</li> <li>Timeliness and quality of reports</li> <li>Quality of Results</li> </ul>	

