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Resilient nations.

Call for Proposals from NGOs

INSTRUCTIONS FOR PROPOSERS - Reference: LEB/CO/CFP/148/17

I. BACKGROUND

This Call for Proposals (CFP) is specific for **UNDP Lebanon - Peace Building Project**.

Since 2006, UNDP and through its Peace Building in Lebanon project, has been working on addressing the underlying causes of conflict in Lebanon and sought to create “safe spaces” for local identity groups to discuss their concerns openly.

Since 2013, the project has been acting as a reference point for addressing the new challenges to civil peace in Lebanon caused by the high influx of Syrian refugees, being positioned as key actor in the Lebanon Response to the Impact of the Syrian crisis on social stability. The project has used its already existing strong networks with a wide range of stakeholders in this regards and built excellent new ones with the Syrian counterparts. The project helped different actors enhance mutual understanding of the different “Other”, develop relevant strategies to address tensions and transform conflicts in their own communities and spaces. Social cohesion was thus enhanced at the local, community and national levels, between Lebanese, and between Lebanese and Syrians through the work of civil society actors, youth, educators, media, NGOs and religious leaders as well as municipal council members and *mukhtars*. Work on community dialogues, collective memory, peace education, conflict sensitive reporting, creation of safe media spaces, developing local peace mechanisms, working with ex-fighters, was implemented across Lebanon. Partnerships with key national counterparts were also built mainly with the Ministry of Education and Higher Education, the Ministry of Interior and Municipalities, the Ministry of Information and the Ministry of Social Affairs.

Building on the successes and lessons learned of the Peace Building in Lebanon project previous phases such as in Bekaa to support and empower local groups in 8 villages and based on the Internal Review of Phase III conducted in June 2016, Peace Building in Lebanon phase 3: Strengthening Tripoli’s Social Cohesion project will focus on supporting local and national actors in Tripoli addressing local conflicts and working on reconciliation processes that addresses root causes of conflict in this city, which just went out of a long history of violence. The project will work on developing a local mechanism for social stability (MSS) and social cohesion, covering its different aspect in a comprehensive manner, including working in school’s environments, with ex-fighter groups, with the local authorities and local actors and media. The Mechanisms aim at preventing or reducing tensions and different types of conflict between different elements of the local communities. In different locations and situations, they take different forms and adjust to the local needs and specifications.

In Tripoli, based on earlier researches and a conflict analysis exercise, three key entry points were selected to address social stability in Jabal Mohsen and Bab el Tebbeneh and in Tripoli in general:

- 1- A group of residents who have been injured or disabled during the previous rounds of clashes were convened to draft a joint workplan responding to the needs of this important and most vulnerable section of the two communities.
- 2- A local youth team is selected to be trained on performing playback theatre shows. This will allow for a joint initiative bringing the youth of the two communities together to function and grow as an example of joint endeavor. At the same time, playback theatre will serve as a social therapy medium which will address the grievances and the psycho-social scars of the past battles.

- 3- A platform for young women leaders in Tripoli will be convened. A small group of young women will be tasked with preparing and organizing a conference, where local young prominent ladies from all sectors will come together and discuss the priority challenges for women in Tripoli and end up with a work plan to be followed up by the participants.

UNDP is engaging a local NGO as Responsible Party to support “local groups” in Jabal Mohsen and Bab el Tebbeneh and in Tripoli in general and identified stakeholders to develop their capacities, launch their Mechanisms and design sustainable intervention tools and plans.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The overall objective of this assignment is to support local groups in Tripoli to implement the mechanisms for social stability (MSS).

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 **Mechanisms of Social Stability** and targeting **3 Local Groups in Jabal Mohsen and Bab El Tebbeneh and Tripoli area in North Lebanon** as the direct and final beneficiaries.

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 NGO'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	25%	250
	Relevant experience in implementing and monitoring Social Stability projects or relevant activities 0 pts if no relevant experience or less than 3 years relevant experience 50 pts if 3 relevant years of experience 10 pts for each additional year of experience (up to 100)		100
	Proven experience in supporting local community through building capacities 0 pts if no proven experience 50 pts if experience is proven		50
	Proven experience in coaching and training 0 pts if no proven experience 50 pts if experience is proven		50
	Previous cooperation with international UN organizations and / or international NGOs 0 pts if no proven experience 50 pts if experience is proven		50
2.	Proposed Methodology, Approach and Implementation Plan	45%	450
	0 pts if no proposed methodology 50 pts if weak proposed methodology 100 pts if fair proposed methodology capacity 300 pts if strong proposed methodology capacity 400 pts if outstanding proposed methodology		400
	Relevant workplan 0 pts if workplan is irrelevant and doesn't meet the timeframe 50 pts if workplan is relevant and meet the timeframe		50
3.	Management Structure and Key Personnel and resources	30%	300
	Team composition with relevant experience and qualifications 0 pts if no team composition is presented 20 pts if proposed team composition is irrelevant 50 pts if proposed team composition has strong qualifications 100 pts if proposed team composition has strong qualifications and well experienced		100
	Availability of a focal point, facilitators and qualified support staff to coordinate with the Groups and		100

	facilitate the implementation and monitoring of the activities		
	Research capacity to conduct analysis and reporting and evaluate the outcomes of the process		50
	Ability to mobilize local communities and organize events in areas of implementation		50
	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 85,000**, this amount is all inclusive).

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

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 NGO which obtains the highest technical score shall be selected. Passing score is 70/1000.

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 13 weeks.

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; passing score is 70/1000.
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
Email:	lb.bidding@undp.org

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

- 1) Fully completed Simplified Capacity Assessment (SCAN) – Annex 2
- 2) Documentation requested in the Simplified Capacity Assessment (SCAN)
- 3) Project Synopsis, methodology, workplan, budget breakdown, Proposal Template – Annex 3
- 4) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Submission Deadline

Proposals, with supporting documents, should be submitted maximum by **Friday 25 August 2017, 3:00 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

lb.bidding@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. Kindly refer to the following links for full description of the policies.

http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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 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.