

Call for Proposals from NGOs INSTRUCTIONS FOR PROPOSERS –

Reference: LEB/CO/CFP/165/17

I. BACKGROUND

This Call for Proposals (CFP) is specific for UNDP Lebanon – “Strengthening Disaster Risk Management Capacities in Lebanon” project.

The project aims to help the Lebanese Government to develop its disaster risk management (DRM) systems and risk reduction strategy through establishing effective national, regional, local and sectoral setups capable of acting towards the increase of societal resilience against disasters.

In 2012, a National Response Framework (NRF) was developed with the technical support of the DRM Unit at the Presidency of the Council of Ministers and in collaboration with all concerned ministries and public administrations. As part of the implementation of NRF, the UNDP DRM Unit has been empowering the DRR institutional setup at Ministries, Governorates, Casas, Union of municipalities and municipalities. DRR structures were developed in all Governorates of Lebanon, regional operation rooms were established and regional response plans were set in place. Part of these plans is to establish links with local communities and build capacities to develop local mitigation and response plans tailored to local needs.

The 2015-2030 international Sendai Framework of Action (SFA) for Disaster Risk Reduction (DRR) was adopted at the Third UN World Conference in Sendai, Japan, on March 18, 2015 and it advocates for a culturally-sensitive approach to DRR in general, and calls for the protection of cultural heritage from disaster risks across its four priority areas of action.

Moreover, according to the UNESCO, "World Heritage properties and heritage sites in general are exposed to the impacts of natural and man-triggered catastrophic events, which threaten their integrity and may compromise their value. The loss or deterioration of these outstanding properties has severely negative impacts on local and national communities, both because of their cultural importance, and because of their socio-economic value."

The Governorate of Baalbek El Hermel holds several cultural sites including Baalbek site which was inscribed in UNESCO World Heritage list in 1984 as such its protection against natural disaster is essential. The governorate also suffers from poverty, socio-economic inequalities, unplanned expansion, and environmental degradation, all of which aggravate the disaster factors and add to the vulnerability of the population.

Within the framework of supporting key sectors in DRM, and in accordance with the national response plan, the DRM UNDP has been supporting the Governorate of Baalbek El Hermel to identify existing risks and hazards, to develop a regional response plan, to establish its Crisis Management Cells and in equipping its operations room and testing its efficiency through table top exercises to test the coordination among concerned stakeholders in response to a disaster.

Baalbeck ruins were identified as one of the major infrastructure vulnerable to natural hazards

knowing that Lebanon lies between several faults and has witnessed in the past several major earthquakes and disasters causing death of citizens and destruction of houses as well as severe socio-economic crisis.

Through this project, the DRM structure of the Union of Municipalities of Baalbeck was developed in coordination with UNDP and the Governor's Office, roles and responsibilities within the Union were identified in line with the Governorate's response plan.

As such, as part of this project, a natural hazards mitigation plan shall be developed and implemented in Baalbeck Union of Municipalities involving seven municipalities: Baalbek, Younin, Eiat, Makneh, Haoush Tal Safiyeh, Nahle and Douris in line with the Union response plan.

II.OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

UNDP is announcing a Call for Proposals to solicit proposals from national NGOs interested in Empowering the Union of Municipalities of Baalbek to prepare and respond to natural Hazards. 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 Empowerment of the Union of Municipalities of Baalbek to prepare and respond to natural Hazards and targeting the local community within the Union of Municipalities of Baalbek 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 goals and expectations. 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

Proposals will be evaluated based on the compliance to the following criteria:

- Soundness of the 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.
- The passing score is 700 over 1000.

Technical Proposal Evaluation		Score Weight	Points Obtainable
1.	NGO Eligibility and qualifications <ul style="list-style-type: none"> - 0 pts if NGO has none of the required qualifications or less than the minimum required years of relevant experience. - 50 pts if NGO has 10 years' experience in implementing emergency and safety projects (1 pt for each additional year of relevant experience and up to 10 points max). - 50 pts for having an experience in coaching and training on response and safety in crisis and disasters; - 20 pts for having 3 years' experience in conducting vulnerability assessment for facilities including schools; (1 pt for each additional year and up to 10 pts max); - 50 pts for having international and local certification in training on emergency services; - 50 pts for having an experience in supporting local community through building capacities; - 50 pts for having a research capacity to conduct analysis, reporting and evaluating outcomes; - 20 pts for having a previous cooperation with UN organizations and / or international NGOs. 	30%	300
2.	Proposed Methodology, Approach and Implementation Plan <ul style="list-style-type: none"> - 0 pts if workplan and/or methodology are not submitted; - 50 pts if workplan and/or methodology are irrelevant and don't meet the timeframe or the scope of the assignment; - 150 pts if workplan and methodology are relevant but barely meet the timeframe and the scope of the assignment; 	45%	450

	<ul style="list-style-type: none"> - 250 pts if workplan and methodology are satisfactory; - 350 pts if workplan and methodology are strong; - 450 pts if workplan and methodology are outstanding. 		
3.	Management Structure and Key Personnel and Resources <ul style="list-style-type: none"> - 0 pts if team composition is not submitted or is irrelevant; - 50 pts if proposed team composition includes a focal point, facilitators and qualified support staff; - 50 pts if proposed team composition is qualified and can implement the assignment; - 100 pts for having the availability of an operating office within the Governorate of Baalbek Hermel; - 50 pts for having the ability to mobilize local communities and organize events in areas of implementation. 	25%	250
Total			1,000

VI. EVALUATION METHODOLOGY

The methodology of evaluation will be based on “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 42,750).

The selection shall focus on the quality of the proposal and the NGO proposed approach and methodology as well as competency of the 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 proposals shall be carried out, in accordance with the evaluation criteria outlined in section V, and the NGO which obtains the highest ranking of compliance shall be selected. Passing score is 700 / 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.

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 700 over 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.

Only one submission per organization is allowed.

Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

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:	procurement.lb@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 and methodology and Proposal Template – Annex 3
- 4) CVs of the team composition: Focal point, Trainers, supporting staff.
- 5) 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 **Tuesday, 12 September 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

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. 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.