



Empowered lives.
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Call for Proposals from NGOs

Engaging an NGO as responsible party for Empowering Mechanisms for Social Stability in Tripoli, Lebanon

LBN/CO/CFP/85/18

INSTRUCTIONS FOR PROPOSERS

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 regard and built excellent new ones with the Syrian counterparts. 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 (MoSA).

In Tripoli, the project worked in 2017 a process of establishing Mechanisms for Social Stability and Social Cohesion. The Mechanisms aimed to prevent or reduce tensions between different elements of the local communities. Three MSSs were developed and implemented based on the conflict analysis report and consultations with local partners including the MoSA Social Development Centers (SDC) staff and the Municipality of Tripoli among other key stakeholders. These mechanisms are as follows:

- MSS1: The establishment of the Group “Al Harake Barake” - a joint (Sunni/Alawite) committee of representatives from the disabled individuals from Tripoli clashes. Several capacity building sessions were provided to the members to set their internal objective and their demands. Also, sessions on internal dynamics and communication skills were provided. As a result, communication material such as a brochure, a video and infographic on the movement were produced.
- MSS2: Creating a local Playback Theater troupe called SADA formed of local youth residents in deprived areas in Tripoli (Sunni/Alawite/Christian, Lebanese/Syrian/ Palestinian). The group was trained on playback theatre technique over few months, and then they were supported to perform in the city.
- MSS3: Hosting the first local Female Pioneers from Tripoli workshop engaging active women from the public, private, and NGO sectors.

A group of active women and NGOs working on women issues was gathered to form a platform for women leaders from Tripoli. Several preparatory sessions lead to the organization of a workshop during which a platform was formed and participants agreed on a workplan stressing on the role of women in Tripoli in development and peace building.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

UNDP Peace Building Project is announcing a Call for Proposals to solicit proposals from national NGOs interested in projects that fall under Peace Building.

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 **Peace Building in Lebanon** and targeting the 3 local groups in Tripoli.

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.

V. EVALUATION CRITERIA

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

- Sound 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.

Technical Proposal Evaluation		Score Weight	Points Obtainable
1.	NGO Eligibility and qualifications	30%	300

	Relevant experience in implementing and monitoring Social Stability projects or relevant activities: 10 points per year of relevant experience and up to 140 points.		140
	Proven experience in supporting local community through building capacities		40
	Experience in coaching and training		40
	Previous cooperation with international UN organizations and / or international NGOs		20
	Extensive experience working in Tripoli and extensive knowledge of Tripoli context		50
	Reporting capacity		5
	Ability to mobilize local communities and organize events in areas of implementation		5
2.	Proposed Methodology, Approach and Implementation Plan	45%	450
	Irrelevant and/or do not meet the requirement and timeframe		100
	Relevant but not satisfactory		200
	Satisfactory		300
	Exceeds the requirement		450
3.	Management Structure and Key Personnel and Resources	25%	250
	Team composition with no relevant experience and qualifications		100
	Team composition partially with relevant experience and qualifications		150
	Team composition with relevant experience and qualifications		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 80,000**).

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) (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.

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;
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

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

- 1) Project Synopsis and methodology
- 2) CVs of the Team Leader and One team member
- 3) Dully completed Simplified Capacity Assessment (SCAN) – Annex 2
- 4) Documentation requested in the Simplified Capacity Assessment (SCAN)
- 5) Proposal Template – Annex 3
- 6) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Submission Deadlin

Proposals, with supporting documents, should be submitted maximum by **Thursday May 10 2018 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.