



## Call for Proposals from NGOs

### 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 the UNDP and UN Women Joint Project: Inclusive development and empowerment of Women in Rakhine State in the area of Monitoring the implementation and Capacity Strengthening of Local CSOs in the scope of Immediate Livelihoods Recovery through Cash for Work interventions in Rakhine State, Myanmar.

#### II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to **[NGOs]**:

The main objective of the service is to strengthen skills and capacities of UNDP CSO partners implementing cash for work activities in their respective operational areas; and conducting activity output and results monitoring of the intervention and documentation. It is a part of a wider implementation of immediate livelihoods recovery through cash for work interventions with an overarching goal of strengthening social cohesion in the target locations.

Based upon these objectives, expected key outputs are as follows:

- a) UNDP Local NGO/ CSO partners trained in socially inclusive planning, implementation and monitoring of cash for work intervention.
- b) Data collection methodologies and tools developed, and UNDP Local NGO/ CSO partners trained for data collection process.
- c) Comprehensive monitoring framework/guideline developed for UNDP Local NGO/ CSO partners to effectively measure the progress of cash for work activities and control its implementation rate.
- d) Detailed consultative mapping of medium and longer-term recovery and development needs of the target communities conducted and reported.
- e) Organizational development plan for Local NGOs/ CSOs in Rakhine State designed and its relevant trainings are delivered.

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 **[Capacity Strengthening of Local NGOs and CSOs and Monitoring the Implementation of Immediate Livelihoods Recovery through Cash for Work interventions in Rakhine State, Myanmar]** and targeting [locations of **Mrak-U, Rathedaung, Pauktaw, and Ponnagyun**] 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 Request for Information (RFI) template. NGOs who already submitted the information requested in the RFI do not have to resubmit it.

Request for Information template – **Annex 2.**

### IV. 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.

### V. 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 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.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Organization's qualification, capacity and expertise	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
<b>Total</b>			<b>1000</b>

Detailed sub-criteria are provided in ToR Annex 1 and the following evaluation criteria)

**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. CSO 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**

Proposals amounts should range from a minimum of USD [150,000] to a maximum of USD [200,000] for direct interventions in multiple communities/ activities or geographical area within the same country as stated in the ToR.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, project duration will not exceed [12] months.

**VI. SELECTION PROCESS:**

The 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 proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Responsible Party Agreement (RPA) signature.

**VII. SUBMISSION PROCESS**

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

Applicants must submit their proposals in one envelope to:

**Attention to - Nasantuya Chuluun (Programme Support Team Leader)**

**Reference: 2018/PROC/UNDP-MMR/PN/054 (CFP)**

**Address - 6, Nat Mauk Street, Bahan Township, Yangon, Myanmar.**

**(scanned soft copy of the proposal need to be sent to: [bids.mm@undp.org](mailto:bids.mm@undp.org) )**

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

- 1) Proposal Template (Annex.3 )
- 2) Project Synopsis
- 3) Documentation requested in the Request for Information (RFI) (Annex .2)
- 5) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

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 [23 July 2018] Time on [5:00 Pm by Yangon

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 **[moung.kee.aung@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.

*[6 July 2018]: Call for Proposal opens and relevant documents are posted online.*

*[23 July 2018]: Deadline for organizations to submit proposals under this Call.*

*[25 July 2018]: Assessment and selection processes will take place.*

*[10 August 2018]: 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.

  
**Nasantuya Chuluun**  
**(Programme Support Team Leader)**

## Technical Evaluation Criteria

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Points Obtainable</b>
1.	Organization's qualification, capacity and expertise	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

<b>Section 1. Proposer's qualification, capacity and experience</b>		<b>Points obtainable</b>
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	50
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country, particularly in Rakhine State and target townships	60
1.4	Permit to work in Rakhine State and target townships for livelihoods recovery activities, i.e. MoU, Licenses, etc	70
1.5	Quality assurance procedures, risk mitigation measures and management plan	40
1.6	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
<b>Total Section 1</b>		<b>300</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100

2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
<b>Total Section 2</b>		<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Project Manager/ Coordinator		100
	- General Experience in management	30	
	- Specific Experience relevant to the assignment	50	
	- Rakhine/Myanmar /International experience	30	
	- Reporting and language skills	10	
3.2 b	Trainer/s		80
	- General Experience	10	
	- Specific Experience relevant to the assignment	40	
	- Rakhine/Myanmar /International experience	20	
	- Language Qualifications	10	
3.2 c	Monitoring and Evaluation /s		60
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Rakhine/Myanmar /International experience	10	
	- Language Qualifications	10	
<b>Total Section 3</b>			<b>300</b>