



*Empowered lives.
Resilient nations.*

Call for Proposals from NGOs
INSTRUCTIONS FOR PROPOSERS - NGO to implement MSS through Playback Theater
Reference: LBN/CO/CFP/199/18

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 Lebanon, the project worked in 2014 a process of establishing Mechanisms for Social Stability (MSS) and Social Cohesion. The Mechanisms aimed to prevent or reduce tensions between different elements of the local communities.

The MSS process entails three phases:

- 1- Conflict analysis phase which is implemented through a series of advisory retreats and meetings with the municipalities and the community to study the root causes of the conflict, its actors and dynamics;
- 2- Mechanism development phase is conducted through training and discussion sessions, where a strategy reflecting the characteristics and elements of the local community is developed;
- 3- Mechanism implementation phase activating the role of the established mechanism (committees or groups) according to the priorities of each village.

In 2017, UNDP launched the process of establishing MSS in 38 new communities. Currently these MSS are in the phase of finalizing their action plans.

In this context, UNDP and based on the needs of local groups, will be integrating theatre as an additional tool for social cohesion aiming at creating more platforms for dialogue and interactions between diverse groups. It has been proven that Theater helps in healing and restoring social stability by initiating community support by opening the space to the community member to share, express and empathize with others after attending the performances.

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 and Social Stability.

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 **Empowering of Mechanisms for Social Stability in Lebanon through Play Theatre** as the direct and final beneficiaries.

III. ELIGIBILITY & QUALIFICATION CRITERIA OF THE NGO

The parameters that will determine whether an NGO is eligible to be considered by UNDP will be based on the NGO Capacity and Qualifications Assessment.

The NGO should provide documents to demonstrate eligibility and meeting or exceeding the minimum required qualifications listed in section 6.

NGO 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.

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 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
	5 years and above of relevant experience in improvisational theatre projects, Playback Theatre or relevant activities: 0 to 4 years (0 points) 5 years (100 points) 6 years (125 points) 7 years and above (150 points)		150
	Proven experience in building capacities of local communities using theater trainings and improvisational tools for team building and creating spaces for dialogue; - with no relevant experience (0 point) - with relevant experience (100 points)		100
	Previous cooperation with international UN organizations and / or international NGOs - with no relevant experience (0 point) - with relevant experience (50 points)		50
2.	Proposed Methodology, Approach and Implementation Plan To what degree does the Proposer understand the task? (30 points) Have the important aspects of the task been addressed in sufficient detail? (25 points) Are the different components of the project adequately weighted relative to one another? (20 points) Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? (55 points) Is the conceptual framework adopted appropriate for the task? (65 points) Is the scope of tasks well defined and does it correspond to the TOR? (120 points) Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? (85 points)	40%	400
3.	Management Structure and Key Personnel and Resources	30%	300
	Focal Point University degree in political sciences, Human science Social Sciences, Art, Theatre or any related field (30 points)		100

	Proven experience in improvisational theatre projects, Playback Theatre or relevant activities (30 points) Proven work experience as a team leader or supervisor (40 points)		
	Facilitator (s) - Proven experience in training and facilitation skills (50 points) - Proven experience in improvisational theatre projects, Playback Theatre or relevant activities (50 points)		100
	Financial/Administrative Staff - University degree in finance, business, accounting or any related field (20 points) - Proven experience in preparing financial reports for all stakeholders, including beneficiaries, and donors (20 points) - Proven experience in implementing all other specific financial procedures, such as monitoring cash flow, paying salaries and tax, and making payments to suppliers (20 points)		60
	Research capacity to conduct reporting on the outcomes of the process		20
	Ability to mobilize local communities and organize events in areas of implementation		20
	Total		1,000

b. Evaluation Methodology

The methodology of evaluation will be based on “**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 NGO proposed approach and methodology. 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 below outlined evaluation criteria, and the institution which obtains the highest technical score 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/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 total amounts should not exceed the fixed budget amount of **USD 70,000** 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 shall not exceed **10 months from contract signature, no later than November 2019.**

VI. 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.

VII. 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 original and 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) Fully completed Capacity Assessment– Annex 2
- 2) Documentation requested in the Capacity Assessment (SCAN)
- 3) Proposal Template – Annex 3
- 4) CVs of the focal point, and facilitator(s) and the support staff
- 5) Audited financial statements for the past two years.

Submission Deadline

Proposals, with supporting documents, should be submitted maximum by 12 November 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 **Procurement.lb@undp.org**

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

VIII. 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.