**Annex 2 - Scope of Technical and Financial and Format**

## Scope of Technical Proposal and FORMAT

***Introduction (15%)***

In this section, the NGO has to provide a brief background information on the organization’s experience and activities, with specific reference to relevant prior experience in target areas (Mauritius and/or Rodrigues). Anything related to your organization’s suitability as its partner in implementing this should be elaborated in this section for the attention of UNDP including the details of the management and leadership of the organization and its center of control/base in Somalia.

***Operations: Project Management, Implementation and Support***

Briefly explain your organization’s ability to manage the project, operate and provide logistics support in the target town(s). Provide some evidence that you will be able to operate in project target location and any issues specific to your organization that might hamper your ability to operate there.

Some analysis of your localized understanding of the main risks to effective implementation of the project along with suggested approaches to mitigate risks would be very helpful. In this section, please also provide risk analysis matrix in a tabular format, distinguishing between different categories of risk. Also, provide details of systems in place to provide seamless logistics and other operational support.

Provide details of any existing relationships that your organization or team has with local stakeholders (including potential beneficiaries, skills training centers, education institutions, government officials, community groups, private businesses, etc.) that you believe may be valuable in enhancing the design and implementation of the project.

***Finance: Fund Management Capacity in Mauritius***

In this section, provide details of your organization’s capacity to manage donor funds effectively in Somalia and describe your approach and experience in financial management. Focus on financial monitoring, distribution management systems and how you would identify and mitigate financial risk and monitor project delivery.

Moreover, include a table of with the details of projects your organizations that you have implemented or are implementing in Somalia that you believe provide a fair reflection of your effectiveness in implementing large interventions.

Please provide a budget for your proposed initiative using the budget format in the Financial Proposal Section. Please note that the total cost must not exceed US$ 50,000.

***Design, Methodology, Approach, Quality Assurance Plan and Implementation Plan***

This section should demonstrate the NGO’s response to the TOR, 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 sub-contracted.

The project activities are many, interlinked and some need to be implemented simultaneously, some need sequential and there is risk of delays to any one activity will have impact on other activities. Partners applying are encouraged to think very carefully about these issues and present innovative ideas that could be factored into the project implementation process that can increase project effectives, ovoid delays without compromising quality of delivery.

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 Arrangement, Resources and Qualifications of Key Personnel***

Please also provide details of any institutional arrangements that currently exist within your organization, the resources including offices, transport, training facilities, conference facility and staffing that could leverage and complement this project.

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.

***M & E, Impact Assessment and Project Cost Effectiveness***

UNDP reporting and visibility requirement for the project is clearly described in the proposal scope of services section. In this section, focus on how project will be monitored and evaluation, how effective project resources are used keeping value of money at all times and what impact assessment methodology you will use? Please go into further detail on the use of resources, quality of inputs and timeliness of the proposed initiative.

Please illustrate the direct and indirect impact your project will have on the beneficiary and local community service delivery during and after its implementation. Who will benefit and how will they benefit?

How are the overall project objectives linked to the outputs and activities? In other words, what is the theory of change for the proposed project?

***NB: NGOs can bid for one or more locations.***

***Attachments:*** Please submit the following documents: -

1. Copies of audited annual report & accounts of your organization
2. Copy of the registration certificate both at national level.
3. Any recommendation and endorsement letters from the local administration
4. Information and details of facility proposed for this alternative livelihood project including photos of classes, training equipment and the GPS of the location. All in PDF format
5. CVs of key personnel proposed for this project (minimum of three CVs)
6. Duly filled CACHE form as at **Annex 3**

**Summary of project evaluation**

|  |  |  |
| --- | --- | --- |
| ***No*** | ***Section Description*** | ***Evaluation Weighting Score*** |
| **1** | Expertise of the NGO | 30% |
| **2** | Design, Methodology, Approach, Quality Assurance Plan, M&E and Implementation Plan | 40% |
| **3** | Resources and Qualifications of Key Personnel | 30% |
|  | **Total** | **100%** |

## Financial Proposal Form[[1]](#footnote-1)

The Proposer is required to prepare the Financial Proposal. The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

1. **Cost Breakdown per Deliverables\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Deliverables | Tentative Delivery date *(will be discussed at contract agreement with selected NGO)* | Percentage of Total Price and Triggers for Payment Tranches | Price (Lump Sum, All Inclusive) |
| 1 | **Deliverable 1**  Signature of contract and submission of agreed work plan | July 2019 | 20% |  |
| 2 | **Deliverable 2**  Report on community sensitization, outreach and beneficiary’s identification and selection | September 2019 | 20% |  |
| 3 | **Deliverable 3**  Report on provision of mentoring and other activities to registered and enrolled beneficiaries | October 2019 | 20% |  |
| 4 | **Deliverable 4**  Report on the provision of market based vocational education and training | October 2020 | 10% |  |
| 5 | **Deliverable 5**  Report on provision of business skill training | January 2021 | 10% |  |
| 6 | **Deliverable 6**  Report on establishing job placements and apprenticeships | April 2021 | 10% |  |
| 7 | **Deliverable 7**  Final report on the alternative livelihood project | May 2021 | 10% |  |
|  | **Total** |  | **100%** |  |

**Cost Breakdown by Cost Component:**

The applicant organizations are required to provide the cost breakdown for the above services for each deliverable based on the following format given below. UNDP shall use the cost breakdown in order to determine the value for money against each unit cost as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Below is a table showing the cost breakdown needed, applicant organization can add new items and remove some the items in the below breakdown. The below is meant to guide the applicant and NOT to restrict the applicant. Where possible please also submit an excel budget separately.

Management and Coordination cost should not exceed a maximum of **12%** of the total budget.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time (e.g., day, month, etc.)** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate for the Period** |
| **I. Personnel & Management Services** |  |  |  |  |
| 1. **Center/facility Personnel** |  |  |  |  |
| 1. Resource Centre manager and supervisor |  |  |  |  |
| 1. Instructor (if any) |  |  |  |  |
| 1. Instructors – full time (x for literacy and numeracy, and x for social skills, Leadership and rule of law) |  |  |  |  |
| 1. Trainers – full time (x for skill a, x for skill set b and x for skill set c) |  |  |  |  |
| 1. Mentors |  |  |  |  |
| 1. Facilitators (x part-time facilitators for extracurricular activities, Beneficiary empowerment/Leadership, Gender and Environment) |  |  |  |  |
| 1. Others (list others as necessary) |  |  |  |  |
| 1. **Management and Admin** |  |  |  |  |
| 1. Project manager (1 person) (should be based in same city with the centre) |  |  |  |  |
| 1. Admin/Finance Officer (1 person) |  |  |  |  |
| 1. Internship (1 women intern) Should be based at the centre |  |  |  |  |
| 1. ToTs (x persons) |  |  |  |  |
| 1. Others (list others as necessary) |  |  |  |  |
| 1. **Material Cost (breakdown required)** |  |  |  |  |
| 1. **Tools Cost (breakdown required)** |  |  |  |  |
| 1. **Training Material Cost (breakdown required)** |  |  |  |  |
| 1. **Training Facilitation Cost (breakdown required)** |  |  |  |  |
| 1. **Trainees Incentives Cost (breakdown required)** |  |  |  |  |
| 1. Lunch and transport for beneficiaries |  |  |  |  |
| 1. Others (list others as necessary) |  |  |  |  |
| 1. **Business skills training Cost** |  |  |  |  |
| 1. **Job placements schemes and apprenticeships** |  |  |  |  |
| 1. Incentives for participating employer for the apprenticeship of the beneficiaries as interns (x days/months\*x beneficiary\* $xx/intern for businesses) |  |  |  |  |
| 1. Beneficiaries travel incentive/cost support (x days/months\* x beneficiary\*$xx/trainee) |  |  |  |  |
| 1. **Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 1. Communications |  |  |  |  |
| 1. Stationery and Printing |  |  |  |  |
| 1. Visibility Materials and costs |  |  |  |  |
| 1. Others (list others as necessary) |  |  |  |  |
| 1. **Other Related Costs** |  |  |  |  |
| 1. Launching and workshops (sensitization and orientation) |  |  |  |  |
| 1. Premises costs |  |  |  |  |
| 1. Others (list others as necessary) |  |  |  |  |
| 1. **Miscellaneous** |  |  |  |  |
| 1. Advertisement and Announcement |  |  |  |  |
| 1. Graduation Ceremony |  |  |  |  |
| 1. Others (list others as necessary) |  |  |  |  |
| **Grand Total** | | | |  |

**Section 5**

**Annex 3 - Capacity Assessment Checklist (CACHE) For NGO**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Areas of Inquiry**  **Please Attach Supporting Documentation for Each Question** | **Response** |
| 1. Funding Sources | 1. Who are the NGO’s key donors?  2. How much percentage share was contributed by each donor during the last 2 years?  3. How many projects has each donor funded since the NGO’s inception?  4. How much cumulative financial contribution was provided for each project by each donor?  5. How is the NGO’s management cost funded? |  |
| 2. Audit | 1. Did the NGO have an audit within the last two years?  2. Are the audits conducted by an officially accredited independent entity? If yes, provide name. |  |
| 3. Leadership and Governance Capacities | 1. What is the structure of the NGO’s governing body? Please provide Organigramme.  2. Does the NGO have a formal oversight mechanism in place?  3. Does the NGO have formally established internal procedures in the area of:   * Project Planning and Budgeting * Financial Management and Internal Control Framework * Procurement * Human Resources * Reporting * Monitoring and Evaluation * Asset and Inventory Management * Other   4. What is the NGO’s mechanism for handling legal affairs?  5. Ability to work (prepare proposals) and report in English |  |
| 4. Personnel Capacities | 1. What are the positions in the NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.  2. Which positions in the NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff. |  |
| 5. Infrastructure and Equipment Capacities | 1. Where does the NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)  2. What resources and mechanisms are available by the NGO for transporting people and materials? |  |
| 6. Quality Assurance | Please provide references who may be contacted for feedback on the NGO’s performance regarding:   * Delivery compared to original planning * Expenditure compared to budget * Timeliness of implementation * Timeliness and quality of reports * Quality of Results |  |

1. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.* [↑](#footnote-ref-1)