



Empowered lives.
Resilient nations.

CFP-150-19 Call for Proposals from NGOs

Empowering Community Based Organizations (CBOs) for Social Cohesion in West Anbar (Hadeetha, Anah, Rawa and Qaim), Salaheldin (Baiji and Toz Khormato).

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 The Funding Facility for Stabilization (FFS) project. FFS managed by UNDP and supported by 29 donor countries, has since 2015, worked in close partnership with the Government of Iraq to prioritize the stabilization response in 31 newly liberated locations in the Governorates of Ninewah, Diyala, Anbar, Salah-al-Din and Kirkuk. So far, FFS supports a portfolio of more than 2000 projects (completed and ongoing) across multiple sectors, focusing on restarting public services, and provide critical livelihood support and thus far facilitated the conditions for an estimated 3 million people to return home with dignity. Additionally, the Facility also supports the Governorates and Local Authorities with boosted capacities to plan and implement stabilization priorities.

FFS is implementing its activities through four primary areas of engagement:

- Window 1: This area focuses on public works and light infrastructure rehabilitation. The aim of this window is to help in light repairs of key public infrastructure such as clinics, schools, water facilities, power grids, government buildings, access roads, etc.
- Window 2: The effort on this area focuses on Livelihoods support aiming at jump-starting the local economy and generating income for local households, particularly families returning to their homes, including women.
- Window 3: This window is working towards Capacity support and financing technical support for local governments, boosting their immediate response capacity to cope with the challenges arising during stabilization.
- Window 4: this area focuses on promoting social cohesion financing projects that help strengthen the process of stabilization focusing on promoting social cohesion through empowering the women, men and youth to build inter and intra-community relations and trust that can facilitate the return of IDPs to their communities of origin. Local leaders and community groups promote social cohesion and dialogue with special

During 2018, UNDP and the Government of Iraq have agreed that FFS will support the rigorous interventions of the Government in areas critical to consolidate military gains and where violent extremism is likely to emerge. These five key strategic areas are: Mosul, western Ninawa, the Baiji-Hatra corridor, broader Hawija district, and western Anbar.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to implement to Window 4 activities in order to:

1. Support the process of identification; which Community Based Organizations would be suitable to engage different people in those creative peace initiatives that will contribute to feelings of togetherness, mutual understanding and social cohesion among and within different communities and groups.
2. Support the building of capacity of CBOs by connecting them to the federal level and providing small grants to those initiatives that are most promising.
3. Support the building of capacity within the women and youth groups to contribute and lead discussions on tolerance, peaceful coexistence and social cohesion in their communities, to supporting the development, and/or enhancement of capacity of, women's and youth groups to participate in all layers of peace building;
4. Support the design, implementation and management of skills training and income generating activities and/or courses for identified women and youth groups.

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 the local mechanisms, CBOs and local committees and targeting youth, women and community leaders as the direct beneficiaries and the communities in the targeted locations as 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.	NGO Eligibility and qualifications	40%	400
2.	Proposed Methodology, Approach and Implementation Plan	50%	500
3.	Management Structure and Key Personnel	10%	100
Total			1000

Detailed sub-criteria are provide in Annex 1

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 **US\$450,000** to **US\$500,000** for direct interventions in multiple communities/ activities or geographical areas as stated in the ToR.
- The maximum administration and overhead cost should not exceed 10%.
- Result-based budgeting that shows how much is required to achieve each output
- The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities.
- Project duration will not exceed six 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 only through online eTendering system. Proposals submitted via email or by hard copies will not be accepted. For instructions, please refer to eTendering User Guide for Bidders.

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

- 1) Proposal Template (Project Proposal Template)
- 2) Completed Request for Information (RFI) requested

Only one submission per organization is allowed.

Submission Deadline

Proposals, with supporting documents, should be submitted through eTendering on or before date and time mentioned on the system.

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 mohammed.abbas@undp.org and cc abdelmoneim.mustafa@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.

25 May 2019: Call for Proposal opens and relevant documents are posted online.

12 June 2019: Deadline for organizations to submit proposals under this Call.

13 June 2019: Assessment and selection processes will take place.

18 June 2019: 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 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.

Thank you and we look forward to receiving your proposal.

Sincerely yours,

Piero Emanuele Franceschetti
Head of Service Center

Annex 1 - Terms of Reference

Annex 2 - Request for Information (RFI) Template

Annex 3 - Project Proposal Template

Annex 4 - Standard Terms and conditions for RPAs

Annex 5 - eTendering User Guide for Bidders