

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 **Local Economic Development (LED) Project**. The project is focused on strengthening the local economic development thus improving household income and economically empowering the people through a sustainable income generation opportunity in Sierra Leone.

The project seeks to introduce at community level the Village Savings and Loans Association (VSLA) and also aims to strengthen the capacity of impoverished households to manage their financial resources and withstand shocks to their livelihoods by providing access to three basic financial services – savings, credit and insurance with the total involvement of community people in integrating them to undertake livelihood initiatives. Access to these self-managed financial services enables impoverished households to become self-sufficient, making them less vulnerable to livelihoods shocks and capable of investing in income-generating activities that reduce their poverty.

Through this project, UNDP and partners seeks to address the key issues of people participation by developing a process when they initiate work with communities which they regard as essential in creating a basis of learning, understanding and trust between them and their target communities. In addition, the project will also build the capacity of community people in the loans and savings scheme management.

The target area of the project implementation will include, Pujehun, Koinadugu, Kambia and Moyamba chosen based on the UNDP Multidimensional report 2019 in respect of the report on poverty by district 2017.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to seek the service of a local NGO to undertake the following outputs and Deliverables of the project.

Key Output:

Savings Groups are formed with community members (including adults, children, adolescents or youth) living below the poverty line, who have little or no access to financial services. Members form their own groups based on trust and ability to commit to small regular savings. Savings Groups can include, and be effective for, most vulnerable communities and families.

Key Activities

1. Facilitate the formation of Savings Group and delivering financial literacy training.
2. Facilitate the creation of new Village Savings Loans(VSL) Associations, and produce VSL manuals and VSL kits
3. Train the Associations on eight modules: (I) Groups, Leadership and Elections, (II) Insurance Fund, Savings and Credit Policies, (III) Development of the VSLA constitution, (IV) Record Keeping and How to Manage a Meeting, (V) First Savings Meeting, (VI) First Loan Disbursement, (VII) First Loan Repayment, (VIII) End of Cycle Share Out
4. Monthly collection and analysis of VSLA performance data

Based on the scope of work outlined above, the organization will be expected to deliver the following outputs:

- 10 VSLAs have completed the training program for all eight modules
- 250 people are members of operational VSLAs, 60% of whom are women, increasing women's control of resources and their input into household and business decision-making.
- 10 VSLAs are operational, as demonstrated by the attendance rate of its members at VSLA meetings, the average savings per member, the annual return on savings at the end of the cycle, average outstanding loan size per borrower and the loan fund utilization rates.

Detailed objective and related outputs and deliverables of the project are provided in the Terms of Reference -**Annex A**

Project Location: Pujehun, Koinadugu ,Kambia, and Moyamba

Final Beneficiaries

Eligible proposals will be those focused on **the locations stated above based on the recent**

UNDP Multidimensional Poverty Index 2019 report on poverty by district 2017

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 B**

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	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
	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 USD 25,000 for direct interventions in a single community/ activity or geographical area to a maximum of USD 75,000 for direct interventions in multiple communities/ activities or geographical area within the same country as stated in the ToR. Target Locations are Pujehun, Koinadugu(Kabala) , Kambia and Moyamba..

Note: Organisations can apply for single or multiple locations based on capacity and experience working in these locations.

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 3 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:

- **Address:** United Nations Development Programme, Main Motor Road, Fourah Bay Close, Wilberforce, Freetown, Sierra Leone. **The following inscription should be recorded on the envelop UNDP Call for Proposal CSO/Academic Institutions – Local Economic Development (LED) project. (Village Savings and Loans Associations)**
- **Number of copies:** Two copies

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

1. Proposal Template
2. Project Synopsis
3. Documentation requested in the Request for Information (RFI)
4. 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 5p.m on the 12th, July 2019.

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 tanzila.sankoh@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.

On the 9th July 2019 call for Proposal opens and relevant documents are posted online and in the newspapers.

18th July ,2019 Deadline for organizations to submit proposals under this Call.

19th July 2019 assessment and selection processes will take place.

25th July,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 interest’s 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 such conflict exists.