



## Call for Proposals: Local NGOs/CSOs

### 1. INSTRUCTIONS 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/GEF funded project “**Adapting to climate change induced coastal risk management in Sierra Leone**” aimed at strengthening the ability of coastal communities to systemically manage climate change risks and impacts on their physical infrastructure and economic livelihoods. UNDP is implementing the project in collaborating with Environment Protection Agency (EPA SL), Ministry of Fisheries and Marine Resources (MFMR), Institute of Marine Biology and Oceanography (IMBO) and National Tourist Board (NTB).

The project seeks to address some of the major challenges facing government institutions in collecting and disseminating scientific and reliable climatic data; internalizing climate information into coastal development policy and plans and building support to coastal communities through education and awareness raising on climate risks and providing alternative, innovative activities to support adaptation in the coastal zones of Sierra Leone. The project is designed to address these problems through three components;

Component 1: Generating sound scientific knowledge and access to information;

Component 2: Climate information internalized into coastal development policy and plans;

Component 3: Awareness and alternative, innovative activities to support adaptation in the coastal zone.

Through these components, the project will work towards the removal of those policies and any informational barriers that are preventing Sierra Leone, as a nation, to systematically manage coastal risks. This will contribute to vulnerability reduction of both coastal communities and ecosystems and strengthens institutional capacity for effective adaptation planning.

**Project Location:** Lakka, Hamilton, Tombo, Conakrydee, Shenge and Turtle Island

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

The objective of this call is to seek the services of a local NGO/CSO to conduct assessment of mangrove areas along the coastal zones of the project locations using technology-based application (GIS/GPS) to determine degraded mangrove areas for rehabilitation and to experiment the right adaptive species that will adapt to the rising impact of climate change in the targeted project locations.

### **Key Output:**

Output 3.4: Participatory implementation of urgent and priority medium-scale soft (non-structural) and hard (structural) coastal adaptation works undertaken to protect coastal community at risks.

### **Scope of work and expected outputs**

The service of a local NGO/CSO is required to offer technical service to the project through:

#### **Lot 1. Conduct detailed assessment of degraded mangrove land areas in all the project locations (as specified) along the Sierra Leone River estuary**

This activity will be carried out through a consultative process with local communities and stakeholders using field participatory approach to measure available mangrove land areas in all the six project locations in order to rehabilitate degraded mangrove areas in the project communities

- The local NGO/CBO will undertake field participatory assessments to measure available mangrove land areas for rehabilitation
- Carry out detailed technology-based approach to determine the degraded mangrove areas along the targeted coastal communities
- Study and assess targeted degraded mangrove areas for rehabilitation in the project locations
- Identify and analyze coordinates points through a technology-based application
- Produce technology-based report including map showing degraded hot spots areas of mangrove imprints in the targeted locations

## **Lot 2 Establishment of mangrove nursery for rehabilitation of 100ha of degraded mangrove areas**

This activity requires an experiment-based approach to determine adaptive species that will adapt to the rising impact of climate change in the various locations.

- The local NGO/CBO will carry out experimental work on various mangrove species, to determine their adaptive capacity to climate change in the different locations.
- Identify the most appropriate mangrove species for rehabilitation in the different project locations
- Establish seed nursery for rehabilitation of 100ha of mangrove seedlings to degraded mangrove areas
- Produce a report with pictures and evidences, indicating activities undertaken and accomplished

### **DURATION OF ASSIGNMENT**

The overall timeframe of the assignment is 2.5 months from signing of the agreement

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



TOR

-Mangrove\_Assessme

### **Final Beneficiaries**

Community based along the coastal zones in the targeted project locations

### **III. ELIGIBILITY & QUALIFICATION CRITERIA**

The parameters that will determine whether an 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**



Request for  
information\_NGO\_CS

### **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	100%	1000

**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 must 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**

The budget should be inclusive of the following:

NGOs wishing to apply shall detail in their proposal the allocation of budget per task (as listed in the scope of works) as well as all additional fees i.e management fees; not exceeding 8% of total project cost.

Budget allocation would include for example the Staff / Facilitators / Trainers / Experts / Volunteers fees; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; communication; food; DSA; etc

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 2.5 months.

**Note: NGOs/CSOs can apply for one or both Lots based on their technical capacity and experience working in similar intervention.**

**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 (UNDP)  
Fourah Bay Close, Off Main Motor Road Wilberforce, Freetown, Sierra Leone.  
**The following inscription should be recorded on the envelop: "Coastal Risks Management Project (Mangrove area assessment and nursery establishment)"**

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

1. Proposal, using the appropriate 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 is allowed per organization. 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 not later than Tuesday 17<sup>th</sup> September 2019 at 12 noon.

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](mailto: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 6<sup>th</sup> September 2019 call for Proposal opens and relevant documents are posted online

and on the newspapers.

17<sup>th</sup> September 2019 Deadline for organizations to submit proposals under this Call.

18<sup>th</sup> September 2019, Assessment and selection processes will take place.

20<sup>th</sup> September 2019, selected applicant 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 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 or not such conflict exists.