



*Empowered lives.  
Resilient nations.*

**Inclusive Growth and Trade Capacity Development Project  
Request for Proposals (RFPs) from Nongovernmental Organizations (NGOs), Civil Society Organizations  
(CSOs) and Community Based Organizations (CBOs).  
To implement activities on Gum Arabic value chain acceleration in South Sudan Deadline  
for submission: Friday 04, September 2015 at 5:00pm**

## **I. Background**

The Support to Inclusive Growth and Trade Capacity Development (IGTCD) project is designed to support the Government of the Republic of South Sudan's efforts to address the humanitarian challenges created by the current conflict. The project support efforts to lay foundations of early recovery efforts on economic revitalization, livelihoods and employment generation for Internally Displaced Persons (IDPs) and host communities. The project also aims to support coordinated efforts to; a) help communities increase their incomes through Gum Arabic exploitation, b) identify and support value chain support enterprises engaged in the Gum Arabic trade. These efforts contribute towards increasing quality and quantity of Gum Arabic production in Eastern Equatoria and Northern Bahr Ghazal states.

## **II. Objective**

UNDP aims to strengthen the Gum Arabic value chain for commercial exploitation and trading.

## **III. Expected Results**

UNDP seeks to identify CSOs, NGOs and CBOs with operational capacity and presence in the Gum Arabic belt (Eastern Equatoria and Northern Bahr Ghazal states) to realise the results below. Actions that promote youth and women inclusion will be prioritized.

1. ***Gum Arabic value chain mapped and economic opportunity in the target Gum Arabic belt assessed.***
2. ***Pilot initiatives implemented to strengthen the value chain for commercial exploitation and trading of Gum Arabic:***
3. ***Lessons learned from the pilot initiatives documented for replication:***

## **IV. Structure of the Proposal:**

The structure and size of the proposal must comply with the following guidelines;

### **Project Summary** (maximum of 1-2 pages)

Describe project's objectives, main activities, stakeholders and expected results.

### **General information about applicant organization** (maximum of 1 page)

Main areas of expertise – describe your organization's main competencies, in areas of value chain analysis and programming. Describe your organization's mandate, if it has one.

### **Relevant experience** (maximum of 1 page)

Provide evidence of your organization's experience in thematic area of this competition. Describe the work performed by your organization that demonstrates its capability in areas of value chain analysis and programming.

**Problem analysis** (maximum of ½ page)

Describe main problem(s) that your project will address. Explain why these issues are important to the targeted communities; local authorities; and South Sudan.

**Project objectives** (maximum of ½ page) Describe your project's goals and objectives.

**Expected results** (maximum of ½ page)

Describe specific results that you plan to achieve with your project, bearing in mind the concept of value chains as a tool to enhance household incomes.

**Target audience** (maximum of ½ page)

Describe project's main target, who will be the main beneficiaries, interlocutors and other stakeholders, and how they will be engaged. Explain if and how your project will cooperate with relevant local authorities, state governments and other bodies.

**Project Activities** (maximum of 1 page)

Under the broader actions as specified in RFP, briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objective.

**Organizational capacity improvement** (maximum of ½ page)

Explain how this project will help strengthen your organization's capacity to carry out its mandate, building trust between you and the community.

**Work Plan & Budget**

Work plan. Specific activities to be undertaken, relevant time frame and budget.

**Project Monitoring and Evaluation** (maximum of ½ page)

Describe how you will monitor project implementation and evaluate its results, and what tool will you use to measure set indicators.

**Other considerations to be noted by applicants are:**

- The proposals must be realistic, well-structured and addresses the problems stated in the background of the proposal;
- The proposals should be consistent with expected project output and expected results, organizational mandate, professional skills and work experience of its staff;

- Roles and responsibilities of all staff and partner organizations should be clearly spelled out (e.g. planning, implementation, monitoring and evaluation);
- The proposals should include realistic monitoring and evaluation plans capturing especially the potential impact created as a result of intervention;
- The budget should be well structured and realistic.

***A detailed proposal template is annexed to this RFP as attachment I***

**The applicants should take into account the following in relation to the budget:** Small Grants Must not exceed a **maximum of 70,000 United States Dollars**

The administrative cost must not exceed 15 % of the total amount;

Following the selection of grant recipients, the UNDP may require that the Work Plan & budget be revised into UNDP format (**annexed as attachment II**)

**Grant size and project duration:**

UNDP may call for a second round of proposals depending upon the availability of funds. Grants will be given in **South Sudanese Pounds** at the UN exchange rate of the day of the transfer of funds. Payment will be made into the bank account of the applicant.

Duration of the project shall **be 4 months**.

**Scope of work and expected output**

Scope of work:

CSOs, NGOs and CBOs are requested to submit a proposal as a potential grant implementer in any one **(NOT BOTH)** of the following Gum belts:

**Cluster 1:** Eastern Equatoria

**Cluster 2:** Northern Bahr El Ghazal

This is a request for proposal only and should not be considered in any way as an offer to enter into an agreement. The proposals will be subjected to a transparent evaluation based on pre-determined UNDP criteria.

**V. Terms of Reference**

Under the direct guidance and supervision of the UNDP IGTCDD Programme Specialist and working closely with UNDP staff, the CSOs, NGOs and CBOs will undertake the following:

- Gum Arabic value chain mapped and economic opportunity in the target Gum Arabic belt assessed.

- b. ::
  - Map out the players involved along the Gum Arabic value chain;
  - Determine the player's levels of participation (disaggregated for men, women and children);
  - Determine the extent of benefit; and
  - Identify actions to strengthen the value chain.
  - Conduct stakeholder validation workshop in Eastern Equatoria and Northern Bahr El Ghazal
  - Develop a detailed Gum Arabic community engagement pilot project
  - Conduct stakeholder validation workshop in Eastern Equatoria and Northern Bahr El Ghazal
  - Provide technical support targeting the existing producers/community groups and Gum Arabic enterprises
  - women);
- c. Pilot initiatives implemented to strengthen the value chain for commercial exploitation and trading of Gum Arabic:
  - In partnership with key players, implement key actions to strengthen the value chain, ensuring that people gain the greatest benefit.
- d. Lessons learned from the pilot initiatives documented for replication:
  - Document lessons with a view to replicate the good practices along the entire Gum Arabic belt in the whole of South Sudan.

#### **VI. Grant applications review process:**

Proposals will be reviewed by a Grants Appraisal Committee composed of representatives from various UNDP units and IGTC Project and with final approval by UNDP Management.

#### **VII. Grant Appraisal Committee**

To ensure full transparency and equity of the process, UNDP forms a Grant Appraisal Committee that will select and approve the grant projects. The UNDP will conclude grant agreements with the winning organizations whose projects will be recommended for funding by the Grant Appraisal Committee.

The Grant Appraisal Committee is an authorized body in charge of the review, selection and approval of submitted grant project proposals. The Grant Appraisal Committee shall have the following tasks:

- Review and appraisal of grant project proposals;
- Recommends of project proposals for funding or rejection of project proposals.

The Grant Appraisal Committee will consist of the members, who will be invited subject to the specific nature of project under consideration, and approved by UNDP Deputy Country Director. The Grant Appraisal Committee may decide to request independent expert opinion during the grant project selection process.

Meeting(s) of the Grant Appraisal Committee will be held subject to submission of the grant project proposals. The Grant Appraisal Committee meeting will be organized and facilitated by the Project staff.

## **VIII. Selection process**

- Grant Appraisal Committee formed by UNDP selects project proposals based on evaluation criteria and recommends them for funding;
- UNDP assesses the organizational capacity of the short-listed CSOs NGOs and CBOs, i.e. their capacity to achieve project results, and ensure the appropriate use of funds in compliance with the UNDP procedures. The CSOs' NGOs and CBOs' organizational capacity assessment methods are based on the standard UNDP CSO capacity assessment instrument, and may include: visits to potential grantees, telephone interviews, reference checks on potential grantees, analysis of information on potential grantees available from other sources;
- Based on the results of the short-listed CSOs' capacity assessment, the project submits the list of CSOs, NGOs, CBOs recommended for funding to the Project Manager for clearance and submits it to UNDP South Sudan Deputy Country Director (Programmes) for approval;
- UNDP South Sudan Deputy Country Director (Programmes) approves the final list of CSOs, NGOs and CBOs projects recommended for funding;
- UNDP concludes grant agreements with the CSOs, NGOs and CBOs approved by UNDP South Sudan Deputy Country Director (Programmes).

### **c. Evaluation criteria**

Applications will be evaluated by the Grant Appraisal Committee against the following main criteria:

- Proper problem analysis and consistency with the concept of interdependence as an entry point for peacebuilding;
- Clearly outlining how this would be linked to other peace initiatives such as campaigns by National Platform for Peace & Reconciliations, Pastors' Peace Initiative and eventually how it would influence the political level on shaping the thinking around peace and reconciliation;
- Specificity in defining target beneficiaries of the project, as well as other stakeholders;
- Level of competence and experience of the applying organization in issues to be addressed by the project, and professional level of project personnel;
- Clarity, feasibility and practicality of planned activity results;
- Effectiveness of the proposed methodological approach with regard to local community engagement and addressing the problem and achieving planned results; - Justified and balanced project budget.

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***Each proposal will be given a score from 0 to 100 (see the attachment III)***

## **IX. Reporting, monitoring and evaluation**

### ***Reporting under grants***

NGOs, CBOs and CSOs will be expected to present updates and financial reports, with documented proof of data on the project progress and expenses from grant funds. Minimum reporting requirements will include, monthly progress, Quarterly report and project completion report. An evaluation of the grant scheme will be undertaken at the end of its cycle in order to review lessons learned and assess impact to date. Reporting under the grants will be to the Project Manager.

### ***Monitoring***

The Project staff will undertake periodic monitoring visits to the project sites, as well as participate in the events organized by grant winners. If challenges occur in the course of project implementation the Project Manager, project staff together with the Grant Appraisal Committee, will provide assistance and consultations to resolve problems and facilitate the smooth implementation of the project.

### **Project evaluation**

The Project will pay special attention to evaluation of project results. Therefore, the inclusion of both qualitative and quantitative indicators is recommended in the project design as this will help track and assess results of the project implementation. Where necessary, the Project will undertake an external evaluation of individual grants or groups of grants. Results of such evaluations will be made available to grant winners of this program as well as to other interested parties.

### **X. Experience required**

Interested parties must submit a proposal along with the following documents:

- Proof of registration as a non-governmental/non-profit making organization including copies of registration certificate and constitution or other governing documents.
- Organizational profile with the following details:
  - A clearly defined management structure;
  - Experience and expertise in value chain analysis and programming;
  - Details of the local partners if application is made jointly by two or more CSOs.
- Curriculum vitae of two key staff members involved in the implementation of the Project.

### **XI. Application Process**

Applications (Project Proposals) in the form of the template attached (Attachment I) must be submitted by CSOs, NGOs and CBOs based in South Sudan to UNDP Office as follows;

- Hard copies of the proposal: Hand delivered to UNDP office and dropped at the BID BOX at the security reception
- Soft copy applications should be emailed to: [daniel.kir@undp.org](mailto:daniel.kir@undp.org); Cc [biplove.choudhary@undp.org](mailto:biplove.choudhary@undp.org)
- Deadline: Not later than 04 September 2015 at 5:00pm.

**Attention:**

**Biplove Choudhary**

**Team Leader – Human Development and Inclusive Growth**

**UNDP South Sudan Country Office**

**Juba, South Sudan**

Additional information and clarification can be obtained from the Project staff:

Daniel Kir and can be reached on the following email [daniel.kir@undp.org](mailto:daniel.kir@undp.org) ;



## Attachment I

### PROJECT PROPOSAL FORMAT

*Small Grants for implementing activities on 'accelerating peaceful coexistence through inter-communal interdependencies'*

### Application TEMPLATE

*(Please, do not exceed the proposed size limit for each section)*

#### INFORMATION ABOUT APPLICANT ORGANIZATION

Organization's legal Name	
Organization's legal Status	
Year of Registration	
Name & Contact of Executive Director	
Name & Contact of Project Manager	
Name & Contact of Finance Person	
Actual Address (if different from above)	
Telephone Number:	
E-mail Address:	Web page:
Project Amount in USD	
Project Duration	4 months

**PROJECT'S TITLE:** \_\_\_\_\_

(Please describe the essence of your project in one short and precise sentence)

#### **1. Project Summary** (maximum of 1/3 page)

Describe project's objectives, main activities, stakeholders and expected results. NOTE: this should not be a repeat of the activities/actions listed under Section 3 of this document. Rather, it should demonstrate your understanding of the project's key concepts and should also be contextualized within the specific conflict cluster you are targeting.

#### **2. Problem analysis and Justification of the Project** (maximum of 1 page)

2.1 Describe main problem(s) that your project will address in your specific Gum belt.

2.2 Explain why these issues are important to the targeted communities; local authorities; and South Sudan.

Please be context-specific and demonstrate your understanding of the concept and issues within the specific belt you are proposing to work in.

### **3 Project objectives** (maximum of ½ page)

Describe your project's goals and objectives. Please be specific to the context you are proposing to work within

### **4. Expected results** (maximum of ½ page)

4.1 Describe specific results that you plan to achieve with your project, bearing in mind the concept of value chains as a tool to enhance household incomes and the specific context of the belt you are proposing to work within.

4.2 Describe specific short-term and long-term results that you plan to achieve with your project. Described results.

4.3 Explain what positive changes in the target Gum belt will be achieved through your project.

### **5. Target audience** (maximum of ½ page)

5.1 Describe project's main target, who will the main beneficiaries, interlocutors, and other stakeholders and how they will be engaged in the process;

5.2 Explain if and how your project will cooperate with relevant local authorities and other peace actors;

### **6. Project Activities** (maximum of 1 page)

Under the broader scope as specified in RFP, briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objective.

### **7. Communication strategy & publications** (maximum of ½ page)

7.1 Describe your project's key messages, audiences, information products and communication channels.

7.2 Briefly describe all publications, handouts and other printed materials that will be produced during project: contents, volume, circulation, dissemination and what impact will they create.

### **8. Organizational capacity improvement** (maximum of ½ page)

Explain how this project will help strengthen your organization's capacity to carry out its mandate and building trust between you and the community.

### **9. Work Plan & Budget**

Provide project's Work Plan and budget according to the provided format-**see attachment II**

### **10. Project Monitoring and Evaluation** (maximum of ½ page)

Describe how you will monitor project implementation and evaluate its results, and what tools/methodologies will you use to measure set indicators, how often and who will be responsible for this.

### **11. Mainstreaming Conflict-sensitivity into project** (maximum of ½ page)

Briefly describe key strategies you shall adopt in mainstreaming conflict-sensitivity into your project, especially understanding the interaction between your intervention and the specific context of conflict cluster you are targeting.

### **12. Sustainability and ownership** (maximum of ½ page)

Clearly explain your exit strategy, mechanisms for sustainability and ownership and how will your organization continue to remain relevant after completing the project?

How can this process evolve into a value chain initiative?

**13. Personnel** (maximum of 2 pages)

Briefly describe education, qualification and relevant experience of each project staff person and invited expert, with experiences on peacebuilding approaches in polarized context.