



Call for Proposals
From CSOs, CBOs, NGOs to implement activities to
‘Enhance citizen awareness of peacebuilding, reconciliation and social, economic and political decision-making processes’

INSTRUCTIONS

I. BACKGROUND

UNDP’s Community Security & Arms Control (CSAC) project supports the Government of South Sudan’s efforts to build social cohesion, stability, peace and security for conflict affected communities in the country. This support contributes towards responsive democratic governance, rule of law, improved recovery & development planning in South Sudan. CSAC provides technical and financial support to the Bureau for Community Security & Small Arms Control (BCSSAC), the South Sudan Peace & Reconciliation Commission (SSPRC), and the National Platform for Peace & Reconciliation (NPPR) in fostering dialogue, peace and reconciliation, while improving community security and strengthening broader post-conflict recovery initiatives.

Following the outbreak of violent conflict on 15 December 2013, an Agreement on the Resolution of Conflict in the Republic of South Sudan (ARCISS) was signed in August 2015. In April 2016, the Transitional Government of National Unity was formed as per the stipulations in the ARCISS. The effects of the violent conflict and displacement have eroded post-independence gains. The effects of violence and displacement at the community level have been profound. Longstanding intercommunal conflicts escalated around land, water and other resources and ethnic divisions were instrumentalised for political gain. Large supplies of arms and ammunition have resulted in the re-armament of many communities. A climate of fear, retaliation and mistrust persist in large parts of the country, which is significantly inhibiting the safe return of Internally Displaced Persons and refugees.

Since 2012, peacebuilding programmes have mainly focused on enhancing reconciliation and accountability through support to national level institutions with limited inclusion of civil society voice and influence to promote national social cohesion and reconciliation. The UNDP CSAC project is premised on an understanding that increased community access to, and participation in peacebuilding and democratic governance processes, and the exercise of civic duties can result in increasingly responsive and accountable governance. The recursive and relational impact of inclusive participation and information can directly contribute to improved state-society relations as well as foster a culture of tolerance, coexistence and social cohesion.

Based on this understanding, UNDP aims to partner with CSOs, NGOs, CBOs and institutions of learning identified through this call for proposals in order to foster collective civic actions that ultimately contribute towards sustainable and durable peace in South Sudan. The successful partners should have a track record of implementing similar activities. The partners will be engaged through a small grants mechanisms.

Previous recipients of grants may participate in the current competitive process.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The main objectives of the project is to strengthen civil voices, promote accountability and engender social cohesion through:

- 1) Facilitation of upstream dialogue and civil society positioning on peacebuilding, reconciliation and key social, political and economic decision making processes;
- 2) Promotion of downstream youth and women focused peace initiatives addressing conflict drivers.

The project aims to identify CSOs/NGOs/CBOs with operational presence and capacities in the various states of South Sudan to carry out activities in line with the above objectives such as:

- Conduct public debates, lectures or research on peace, reconciliation and democratic processes;
- Carry out advocacy and lobby campaigns on peace, reconciliation or relevant social, economic and political issues;
- Conduct awareness and advocacy campaigns to popularize/disseminate the contents of and support the implementation of the firearms bill 2016;
- Engage the youth or women in peace initiatives addressing conflict drivers.

It is recommended to focus on one activity as per the organization's area of expertise.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The CSO must meet the following criteria to be eligible for selection.

- a) Be legally registered as CSO/NGO with the Ministry of Justice and the Relief and Rehabilitation Commission and be in possession of a valid registration certificate
- b) Mandate and founding document should be in line with the activities for which the fund is being sought
- c) Have an established office and experience in similar/related activities

Additional parameters that will determine whether a CSO/NGO/CBO is eligible to be considered by UNDP will be based on the Request for Information (RFI) template.

Request for Information template – **Attachment 2**

IV. PROPOSAL

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO's response to the Call for Proposal 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 Call for Proposal, 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 framework.

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 Call for Proposal.

V. EVALUATION CRITERIA & METHODOLOGY

a) Proposals will be evaluated based on the following criteria:

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

- 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 results, organizational mandate, professional skills and work experience of its staff;
- The proposals should include realistic monitoring and evaluation plans capturing the potential impact created as a result of intervention;
- The proposal should clearly demonstrate sustainability after the grant period and in the absence of external funding;
- The proposal should demonstrate the ability of the organization to effectively manage grant funds as well as the institutional capacity (equipment, facilities, competence and experience of personnel, and past record of managing such projects) necessary for project implementation.
- Competence of the organization's staff. Previous experience in related fields, availability of skills and training.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	CSO/NGO/CBO eligibility and qualifications	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
	Total		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. CSOs 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 the 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.

c) Budget size and duration

Proposal amounts should not exceed a maximum of USD 50,000. The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. The project duration will not go beyond 31 December 2016. The administrative cost must not exceed 14 % of the total activity amount.

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) signature of the grant agreement

VII. SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission.

Applications (project proposals) in the form of the template attached (**Attachment 1**) must be submitted by CSOs based in South Sudan to the UNDP Offices in Juba or by post or email as detailed below not later than Thursday 26 May 2016 at 16:00 hrs along with the following:

- Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate;
- Curriculum vitae of two key staff members involved in the implementation of the Project;
- Organizational profile with the following details:
 - A clearly defined management structure;
 - Experience and expertise in relevant areas (advocacy, research, peacebuilding);
 - Experience in working in polarized environments and in South Sudan or other post conflict situations of at least two years prior to the application;
 - Details of the local partners if application is made jointly by more than one organizations.

All entities interested in submitting their proposals for the small grants to 'Enhance citizen awareness of peacebuilding, reconciliation and social, economic and political decision-making processes' may obtain the detailed Call for Proposal documents in person or from the UNDP website as follows:

<http://procurement-notice.undp.org>

Interested CSOs may obtain further information at the following address:

Name of Office: Community Security and Small Arms Control Project, UNDP – Juba, South Sudan

Contact person: Judy Wakahiu
Project Manager
Community Security and Small Arms Control Project
UNDP – Juba, South Sudan
judy.wakahiu@undp.org

Julia Odumuyiwa
Peacebuilding Specialist
Community Security and Small Arms Control Project
UNDP – Juba, South Sudan
julia.odumuyiwa@undp.org

Complete proposals must be emailed to julia.odumuyiwa@undp.org or delivered by hand in a sealed envelope marked: "Small Grants to enhance citizen awareness of peacebuilding, reconciliation and social, economic and political decision-making processes", to the above office on or before 26 May 2016 at 16:00 hrs South Sudan local time. Late bids will be rejected.

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_FI_NAL_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.