



Empowered lives.
Resilient nations.

Call for Proposals from NGOs

INSTRUCTIONS FOR PROPOSERS – Reference LEB/CO CFP/180/16

I. BACKGROUND

This Call for Proposals (CFP) is specific for **UNDP Lebanon - Peace Building Project – Phase III**.

Since 2008, UNDP has been working closely with local authorities (municipal council members, mukhtars, etc.,) from all six governorates across Lebanon to support community based peacebuilding through facilitating processes entailing capacity building programmes in peacebuilding, conflict resolution and mediation skills. Since 2011, the focus has been on longer term approaches, assisting local communities in jointly planning and establishing local level peacebuilding mechanisms and dialogue initiatives. Local actors include those sensitized to peacebuilding concepts, participants in dialogue sessions and several of the Project's stakeholders including youth, religious leaders, NGOs, mukhtars, municipal council members and educators. The purpose of this work was to develop initiatives to diffuse tensions that may arise in the communities before they escalate to a higher level.

In 2013, the impact of Syrian refugees' influx expanded to most Lebanese communities. Signs of different types of conflict between Lebanese and Syrians became clear in many host communities, with intensities varying based on the respective regions' social and economic context. The municipalities suffered from overload and faced many challenges when it came to managing the situation at the local level. UNDP and through its new "Stabilization and Recovery Programme" started addressing challenges caused by the impact of the Syrian crisis on Lebanese host communities through working on three sectors: basic services, livelihood and social stability. Under the last sector and through the Peace Building in Lebanon Project, an initiative for improving social stability in Lebanese host communities impacted by the Syrian crisis was launched and mechanisms for social stability (MSS) were established to prevent or reduce tensions and different types of conflict between different elements of the local communities.

During this phase, UNDP plans to pursue its work in four areas of Lebanon: North, Bekaa, South and Nabatiyeh, where a high number of Syrian refugees are living and the risk of tension is high and where mechanisms for social stability (MSS) were established. It is worth mentioning that UNDP is also working on livelihood and basic services projects in those same areas. The villages targeted are among the most vulnerable communities identified jointly by the UN and the Lebanese Government.

In the Central and the Northern Bekaa, UNDP has been working in eight localities: Qab Elias, Makseh, Ali Al Nahri, Riyyak and Kfarzabad (Central Bekaa); and Hawsh Barada Talia, and Baalbeck (Northern Bekaa). Based on the initial participatory conflict analysis exercise, specific mechanisms were developed for each village in coordination with established "Groups" representing the municipalities and the local actors in this area. These 'Groups' have developed their action plans and prepared their activities for implementation.

Under this background, UNDP is willing to engage a local NGO as Responsible Party to support the established "Groups" in implementing their activities in the Bekaa area.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The overall objective of this assignment is to support local authorities and other key local actors defined as "Groups", in the Central and Northern Bekaa, to better manage the crisis, and better respond to the additional challenges resulting from the impact of the Syrian crisis on them by implementing the mechanisms for social stability (MSS).

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 **Mechanisms of Social Stability** and targeting **Syrian refugees and Lebanese host communities in Bekaa area in Lebanon** as the direct and 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 Simplified Capacity Assessment for engagement in a humanitarian context template (SCAN) and its related supporting documents.

NGO Simplified Capacity Assessment template – **Annex 2**.

IV. PROPOSAL

Interested NGO (s) must submit the following within their proposal(s).

- Proposed Methodology, Approach, quality assurance plan and Implementation Plan:

The NGO should demonstrate its response to the Terms of Reference (TOR) in Annex 1, 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):

The NGO 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

Proposals will be evaluated based on the following Technical criteria:

- Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.
- High impact interventions directly targeting and responding to the needs established in the TOR.
- Size of budget requested commensurate with the organization's proven administrative and financial management capacity.
- Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

| Technical Proposal Evaluation | | Score Weight | Points Obtainable |
|-------------------------------|---|--------------|-------------------|
| 1. | NGO Eligibility and qualifications | 30% | 300 |
| | 5 – 7 years' experience in implementing and monitoring Social Stability activities | | 100 |
| | More than 7 years' experience in implementing and monitoring Social Stability activities | | 50 |
| | 3-5 years' experience in carrying out similar projects in supporting local community in building capacities | | 40 |
| | More than 5 years' experience in carrying out similar projects in supporting local community in building capacities | | 10 |

| | | | |
|-----------|--|------------|--------------|
| | 3-5 years' experience in coaching and training | | 40 |
| | More than 5 years' experience in coaching and training | | 10 |
| | Previous cooperation with international UN organizations and / or international NGOs in Peace Building | | 50 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 40% | 400 |
| | Proposed methodology, approach and support | | 200 |
| | Proposed work plan, timeline | | 200 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
| | Availability of staff (focal point, facilitators, and support staff) | | 100 |
| | Experience of staff members nominated for this assignment in monitoring and evaluation | | 100 |
| | Experience of staff members nominated for this assignment in implementing similar activities | | 100 |
| | Total | | 1,000 |

VI. EVALUATION METHODOLOGY

Quality based under Fixed Budget Selection (QB-FBS)

All proposals shall have the same maximum overall price (which cannot exceed the fixed budget amount of 66,000 USD, this amount is all inclusive).

The selection shall focus on the quality of the proposal and the NGO proposed approach and methodology.

NGOs 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 evaluation criteria outlined in section V, and the institution which obtains the highest technical score shall be selected.

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.

Budget size and duration

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities.

In principle, the project duration will not exceed 18 weeks.

VII. SELECTION PROCESS:

The UNDP will review received proposals within the deadline through a five-step process:

1. Determination of eligibility;
2. Technical review of eligible proposals;
3. Scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section V to identify highest ranking proposal;
4. Round of clarification (if necessary) with the highest scored proposal;
5. Responsible Party Agreement (RPA) signature.

VIII. SUBMISSION PROCESS

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

Applicants must submit one copy of their proposals in a sealed envelope to:

| | |
|-----------------|--|
| Contact Person: | Procurement Unit |
| Name of Office: | UNDP Lebanon |
| Address: | Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon |
| Telephone: | + 961 1 962 500 |

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

- 1) Project Synopsis and methodology
- 2) Fully completed Simplified Capacity Assessment (SCAN) – Annex 2
- 3) Documentation requested in the Simplified Capacity Assessment (SCAN)
- 4) Proposal Template – Annex 3
- 5) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Submission Deadline

Proposals, with supporting documents, should be submitted maximum by Thursday September 8th 2016, 2:00 pm **Beirut Local Time**.

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 to

procurement.lb@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.

[August 25th 2016]: Call for Proposal opens and relevant documents are posted online.

[September 8th 2016]: Deadline for organizations to submit proposals under this Call.

[September 12th 2016]: Assessment and selection processes will take place.

[September 22nd 2016]: Selected applicants will be notified.

IX. 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_FIN_AL_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 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.