



Call for Proposals for GF Small Grants Fund 2016

I. BACKGROUND

UNDP partners with people and organizations at all levels of society to help build nations that can drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in almost 200 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

As a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multi-sectoral health projects to fight the three diseases: HIV, tuberculosis and malaria, while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. UNDP partners with countries in crisis/post-crisis situations, those with weak institutional capacity or governance challenges, and countries under sanctions. When requested, UNDP acts as interim Principal Recipient in these settings, working with national partners and the Global Fund to fight AIDS, tuberculosis and malaria (“Global Fund”) to improve management, implementation and oversight of Global Fund grants, in order to simultaneously developing national capacity for governments or local entities to be able to assume the Principal Recipient (PR) role.

While serving as interim PR, UNDP works to strengthen national systems necessary for the implementation of Global Fund grants. Areas of support include programme management, fiduciary controls and oversight, sub-recipient management, procurement, monitoring and evaluation and supply chain management. In addition, as a Co-sponsor of the Joint UN Programme on HIV/AIDS (UNAIDS) and a member of the UNAIDS delegation to the Global Fund Board, UNDP also engages with the Global Fund on important substantive policy and programmatic issues. UNDP, in line with its core mandates, promotes the incorporation of good governance, human rights and gender initiatives into Global Fund grants. UNDP also ensures that financing reaches key populations affected by HIV such as sex workers, men who have sex with men and people who use drugs. UNDP promotes alignment of grants with national development plans and poverty reduction strategies; and contributes to the further enhancement of the country-level governance of Global Fund programmes that respects principles of national ownership and aid effectiveness.

This Call for Proposals (CfP) is specifically related to the Removing Legal Barriers module of Investing for Impact against TB and HIV in Belize, Global Fund’s 2016-2018 grant to Belize.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The Project aims to cover a range of areas related to promoting and protecting the human rights of people living with HIV and TB, key populations, including men who have sex with men, sex workers, and transgender. The small grants are expected to include capacity building activities to enable Community Based Organizations (CBOs) and/or relevant government ministries to be sustainable in their response to addressing HIV and TB.

The capacity building activities for CBOs for which funds may be requested include:

- Development of organizational policy manuals and guidance documents related to promoting a rights-based approach to HIV and TB responses.
- Short term consultants – drawn first from national pool wherever possible but open to international should qualified pool not be identified—to strengthen M & E and/or financial systems to more effectively monitor key populations/human rights programming. The support of consultants will require definition of clear ToRs with well described and specific deliverables that contribute to human rights or efforts to decrease stigma and discrimination in Belize
- Attending academic courses on human rights, key populations, and/or gender to advance knowledge of key and current perspectives and programming. International visits should be limited and should include follow up trainings to expand the impact of the international visit (in line with what has been previously approved by the Global Fund). No more than 10% of the total funds in the small grants program can be used on international visits.
- Participation by Civil Society Organizations (CSOs) in meetings with government/other civil society representatives to discuss and develop policy and processes, including, for example, updating VCT and treatment guidelines, developing strategies to combat stigma and discrimination, etc.
- Development of communication strategies for CBOs that contribute to efforts to addressing structural barriers in the HIV response.
- When specifically presented within a larger approved project budget that is specifically linked to reducing stigma and discrimination, limited equipment necessary for the project can be purchased (only where a demonstrated need has been presented)
- Other capacity building activities where there is proven evidence of the positive contribution of these types of activities to the reduction of stigma and discrimination against key populations.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether an NGO/CSO is eligible to be considered by the Selection Committee will be based on the requirements indicated in the TOR and previous experience with similar projects.

IV. PROPOSAL

Proposed Methodology, Approach, Implementation (Work) Plan and Monitoring and Evaluation Plan

This section should demonstrate the NGO/CSO's response to the CfP 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; how the project will be measured and evaluated; identifying the works/portions of the work that may be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the CfP, 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 M&E plan.

Management Arrangement, Resources and Financial Management of Project

This section should include a brief description of the management structure and clearly defining the roles and responsibilities vis-à-vis the proposed methodology. Other necessary information includes the structure the organization will employ to safeguard and accurately report financial transactions of the project.

Budget

This section should provide detailed information on budget breakdown for the entire intervention and should clearly link each activity with specific costs. Further, each budget line should indicate detailed assumptions and unit costs. No lump sums with activities will be considered.

V. EVALUATION CRITERIA

1. Proposals will be evaluated based on the following criteria:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	NGO/CSO Eligibility and previous experience in relevant proposal areas	30%	30
2.	Appropriateness of Proposed Methodology, Approach and Implementation Plan	35%	35
	a. Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value of the proposal to the beneficiaries.	10%	10
	b. High impact interventions directly targeting and responding to the needs established in the ToR.	15%	15
	c. Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.	10%	10
3.	Management Arrangement and Resources, Financial Management Structure and M&E plan	35%	35
	Total	100%	100

2. Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)

Quality-based Fixed Budget Selection (QB-FBS) methodology implies that all proposals have the same maximum overall price (which cannot exceed the given fixed budget amount), such that evaluation will be focused on the selection of the best quality proposal.

NGOs/CSOs are expected to provide their best technical proposal and financial breakdown (within the budget), clearly stating proposed overheads. Evaluation of all technical proposals shall be carried out, in accordance with evaluation criteria stated in this document, and the

proposal which obtains the highest technical score shall be selected. CSOs/ NGOs exceeding the established fixed budget in their financial proposals will be immediately rejected.

3. Budget size and duration

Proposal amounts should not exceed **USD20,000** for direct interventions in a single community/ activity or to geographical area for direct interventions in multiple communities/activities or geographical areas within the same country as stated in the ToR.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. Project implementation must not exceed 12 months duration.

VI. SELECTION PROCESS

UNDP will review proposals through a five-step process:

- a) determination of eligibility;
- b) technical review of eligible proposals;
- c) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; and
- d) round of clarification (if necessary) with the highest scored proposal.

VII. SUBMISSION PROCESS

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

Applicants must submit their proposals to:

Proposals for GF Small Grants Fund 2016

UNDP Belize

3rd Floor Lawrence Nicholas Building, South Ring Road, City of Belmopan.

Attn: Procurement Associate

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

- a) Project Synopsis (background and description of project)
- b) Human resource roles and responsibilities
- c) Financial management structure
- d) Implementation (work) plan
- e) M&E plan (with expected outcomes and impact, how these will be reported)

Only one submission per organization is allowed. Once the application is completed and submitted, revised versions of proposal documents will only be accepted at the specific request of the Chair, Selection Committee only.

Proposals, with supporting documents, should be submitted by Wednesday, October 26, 2016 at 4:30 p.m.

VIII. OTHER 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 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:

- 1) 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;
- 2) Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- 3) 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.