



Call for Proposals from NGOs

INSTRUCTIONS

Reference: 2019/UNDP-MMR/PN/071 (CFP)

I. BACKGROUND

The Strengthening Accountability and Rule of Law (SARL) Project supports the Government of Myanmar to address low public trust in state institutions at a critical time in Myanmar's transition. Building on the clear initiative of all three branches of the Government of Myanmar to promote transparency and accountability, the project helps to strengthen institutional frameworks and capacities for good governance. SARL is organized into three thematic intervention areas: (1) Anti-Corruption, (2) Parliament, and (3) Rule of Law and Human Rights.

Within the Rule of Law and Human Rights component, SARL supports institutional capacity of formal justice sector institutions to provide higher quality, more accessible and responsive legal services to the public and to other government entities, as well as institutional justice sector efforts to coordinate among themselves and development partners in order to address the urgent needs identified at the local and national level, and to leverage resources to provide a cohesive justice sector reform strategy. SARL's work in the field of rule of law also includes initiatives to protect people's Housing, Land and Property (HLP) rights in conflict-affected locations.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to [CSOs/NGOs] to:

- a) Provide legal awareness raising activities to communities in Rakhine State
- b) Provide legal aid services to vulnerable persons, in line with these Terms of Reference
- c) Provide support for registration of land.

The main outputs are as follows:

- a. Conduct outreach to community leaders and local government officials at the Township, Village and State level to ensure their cooperation and understanding of the purposes of the awareness raising activities, in collaboration with UNDP.
- b. Conduct legal awareness raising on HLP issues including land law, registration processes under different land regimes, objection claims procedures and dispute resolution.
- c. Provide legal advisory services (out of court) throughout Rakhine State, in communities that have received legal awareness training and those that have not, through telephone "hotlines" or other technologies. Legal aid services beneficiaries should include women and marginalized groups.
- d. Provide in-person, direct legal services to persons who appear in court in criminal and civil cases related to HLP.
- e. Publicize the availability of a legal aid services hotline and clinic hours at the CSOs/NGOs offices in Rakhine State in Burmese, Rakhine and possibly other minority languages.
- f. Provide in-person, direct legal services and advice (out of court) through mobile legal aid delivery mechanisms, and/or regularly staffing legal aid resource persons at the CSOs/NGOs

office or in publicly accessible locations, including if possible, select government offices where legal advice is needed to address HLP issues.

- g. Assist people to prepare land registration documents and accompany them where possible to engage land administration authorities over land registration.
- h. Participate and support education of government officials in courses organized by UNDP as needed.
- i. Cooperate with efforts of UNDP and its international implementing partners to provide legal skills mentoring with international experts.

Final Beneficiaries

Eligible beneficiaries will be individuals and communities from the poorest communities in any township and location in Rakhine State, Myanmar. The applicant organisation should clarify how it will identify these beneficiaries and what criteria it will use. A minimum of 40% of these people will be women and girls, preferably more. Special consideration should be shown for reaching people from ethnic minority groups and people with disabilities, and any particular group that in the opinion of the applicant organisation has been marginalised and disadvantaged.

III. ELIGIBILITY & QUALIFICATION CRITERIA

Eligible organisations will be legal aid service providers focused on improving awareness of HLP issues including: land law, registration processes and dispute resolution; land mapping and monitoring land claims; and, provision of legal aid services in Rakhine State targeting townships and locations within and outside of Sittwe as agreed upon with UNDP at the inception of the programme.

Selection Criteria for Legal Aid Service Providers:

1. Holding the necessary permission to provide legal aid services as outlined in these TOR in the proposed locations.
2. Be able to demonstrate a track record of at least five years in provision of legal aid services in Myanmar, preferably targeting disadvantaged and/or underserved populations.
3. Must be a national organization with established operations in Rakhine State.

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.

Detailed evaluation criteria are provided in **Annex - 1** of this Call for Proposals.

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 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

All interested CSOs/NGOs will present a detailed budget using the financial proposal template included in the Call for Proposals for this assignment.

The CSO/NGO is required to provide the detail of the costs to implement the proposed activities (including operational support, technical assistance, monitoring, overheads, etc). The CSO/NGO's costed budget will be the basis of a "value for money" assessment during the proposal evaluation process.

The budget for any proposal submitted by an applicant organisation should fall within the range of USD 40,000 to a maximum of USD 150,000. The amount requested in the proposal should align with the organization's administrative and financial management capacities. In principle, project duration will be 8 ½ months depending on actual start date; shorter periods may be considered for lower value proposals.

The total budget envelope for this activity is USD 150,000.

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/s.

VII. SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission. Applicants must submit their proposals in one envelope to:

Attention to: Payal Suri (Team Leader, Programme Support Unit)
Reference: Reference: 2019/UNDP-MMR/PN/071 (CFP)

Address: No.6, Nat Mauk Street, Bahan Township, Yangon, Myanmar

The proposal should submit through e-tendering <https://etendering.partneragencies.org> (or alternatively bids.mm@undp.org for those organizations with limited capacity of internet)

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

- Proposal Template (Annex 2)

Only one submission per organization is allowed. 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 by **16 September 2019** Time by **12:00 PM Yangon time**.

Potential applicants should refer to the "Frequently Asked Questions" posted in UNDP's website.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail [mmr.procurement@undp.org]

Note: UNDP reserves the right not to fund any proposals arising from this Call for Proposals

Estimated Competition Timeline

Below is an estimated timeline for this Call for Proposals.

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| <i>2 September 2019:</i> | Call for Proposals opens. |
| <i>16 September 2019:</i> | Deadline for organizations to submit proposals under this Call. |
| <i>20 September 2019:</i> | Assessment and selection processes will take place. |
| <i>30 September 2019:</i> | Selected applicants 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 FI NAL june 2011.pdf](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.



Krishna Raj Adhikari
Common Services and Transaction Team Leader
UNDP Myanmar