



Call for Proposals from NGOs

Local Assessments for Target Communities of Stabilization Facility Nigerian Window

INSTRUCTIONS

I. BACKGROUND

Millions of civilians continue to grapple with extreme adversity across north-east Nigeria and the rest of the Lake Chad region where a recent surge in violence has uprooted tens of thousands more people, exacerbating an already dire crisis situation. An intractable extremist insurgency that has left tens of thousands of people dead, approximately 2.5 million displaced, and more than 10 million people in the region affected and in need. It is unlikely that security responses alone will be sufficient to address the complex factors that gave rise to the insurgency, and which continues to sustain it. There is increasing consensus that military efforts must be coupled with significant investments in complementary stabilisation activities to benefit the local population with both local and Lake Chad Basin (LCB) regional levels, if the security-humanitarian-development nexus around Lake Chad is to be effectively addressed.

While robust national and multi-national military operations have re-taken territory previously controlled by Boko Haram, a new approach is required to consolidate these gains and establish the conditions necessary to transition from military to civilian responsibility for security, and from the provision of humanitarian assistance to the resumption of stalled development processes. To this end, UNDP has launched Lake Chad Basin Regional Stabilization Facility, supporting four Lake Chad Basin countries (i.e., Nigeria, Niger, Cameroon, and Chad) as well as LCB regional institutions, such as the Lake Chad Basin Commission (LCBC).

The Facility will act as a rapid-response package– delivering within 90 days of target area selection – that relevant authorities can sequence with military operations as necessary, to ensure immediate follow-up in specific locations and curtail the ability of armed opposition groups to re-infiltrate and exploit any security vacuum or community perceptions of non-responsive Government by extending an organised and effective civilian security umbrella, consolidating military progress with development ‘dividends’ for the local population.

The National Window of the Regional Stabilization Facility for Nigeria aims to address the needs of immediate stabilization in the target areas in North-East Region of Nigeria with high degrees of insecurity, promoting the phased transition of insecure areas toward greater security, and the reduction of current volatility whereby previously secure areas have become more rather than less vulnerable.

In advance of intervention in each selected target area, a rapid local conflict analysis needs to be undertaken in order to map the situation at the granular level necessary, ensuring that the proposed intervention is appropriate and fully conforms with the principle of “do no harm.” The analysis should also identify immediate stabilization needs to design catalytic interventions. It is vital to avoid exacerbating any existing tensions, or – wherever possible – being seen to work through, or otherwise favour, those who have previously abused power and put a constant surveillance mechanism to detect any signs of negative impacts of UNDP’s interventions. It is also essential that a local conflict analysis encompasses gender and social exclusion analyses in each target area to identify the actors and working methodology for equal access to the benefits of the programme interventions. The analysis will be prepared for each target area during the six-week period of the inception period of the immediate stabilization activities.

To this end, UNDP Nigeria is seeking for partner NGOs/CSOs to assure the quality of conflict analysis, human rights assessment, and community perception survey on 5 target areas (3 in Borno, 1 in Adamawa and 1 in Yobe) to

conduct data collections, information/evidence gathering as well as analyses and consolidate the assessment results.

This Call for Proposals (CFP) is specifically related to the UNDP Stabilization Facility-Nigerian Window.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to provide in-depth information and data/evidence on the target communities through conflict analysis, human right assessment and community perception study to ensure no-harm principle and Human Right Based Approach (HRBA) with proper risk mitigation measures during project intervention.

The selected NGOs/CSOs will provide the following three assessments in 5 target areas (3 in Borno, 1 in Adamawa and 1 in Yobe).

- i) **Local Conflict Analysis:** The dynamics of the conflict, of the war economy that has developed in response to it, and the patterns of sexual and human rights abuses arising from both, vary significantly from location to location. It is essential that a local conflict analysis which integrates gender and social exclusion analyses is undertaken in each target area to support a “do no harm” approach, and to identify the actors and working methodology most likely to achieve success. LCAs will be prepared for each target area during the six-week period of JAP development, according to a contract to be developed during the Facility preparatory phase and awarded upon Facility launch.
- ii) **Human Right Assessment:** To assess the initial status of human rights-related issues and monitor the protection or violation of human rights in the target community, the human rights assessments of each target area in accordance with the international norms, conduct ongoing monitoring and produce quarterly reports detailing individual incidents and summarising the human rights situation in general
- iii) **Community Perception Studies on Public Safety and Security:** As part of the process of interviewing households in the intended target areas, a study will be conducted in relation to perceptions of physical safety and security, prevalence of drug abuse and crime, incidence of sexual and gender-based violence and other human rights abuses. Community views on potential measures to be taken to address the security situation will inform development of sub-projects to be prioritised as well as monitor potential security and safety risks.

Detailed objective and related outputs and deliverables are provided in the Terms of Reference – **Annex A**

Final Beneficiaries

Eligible proposals will be those focused on **5 target communities in Borno, Adamawa, and Yobe states** 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 Request for Information (RFI) template. NGOs who already submitted the information requested in the RFI do not have to resubmit it.

Request for Information template – **Annex B**

The implementing organization must be:

- A non-governmental, not-for-profit making organisation registered in Nigeria.
- Engaged in community-based assessments in the areas of conflict analysis, socio-economic needs and security/safety perceptions.
- Able to demonstrate expertise and ability in the thematic areas such as stabilization, early recovery, human rights protection, and peace-building
- Solid understanding on do-no-harm principal and HRBA.
- Experience and capacity to conduct community-based assessments and perception survey in the North East Nigeria.
- Demonstrates integrity by modeling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

IV. PROPOSAL

Please use the attached template as guiding tool for proposal formulation (**Annex C**). The proposal has to delimitate:

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.
- 4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	NGO Eligibility and qualifications <ul style="list-style-type: none"> • Official registration in Nigeria (50 points) • Expedience in community-based assessments (100 points) • Experience in North-East in Nigeria (50 points) • Experience in conflict analysis, human rights assessment, and community security/peace perception survey (100 points) 	30%	300
2.	Proposed Methodology, Approach and Implementation Plan <ul style="list-style-type: none"> • Technical soundness of the methodologies for conflict analysis, human rights assessment, and community perception survey (150 points) • Application of strategic approach to assess the status of community's socio-economic and security needs in the communities (100 points) • Technical soundness of data collection and reporting tools for the assessments (50 points) • Concrete measures to operate and conduct assessments in the communities in the NE within the short timeframe (50 points) • Quality of Activity Plan and Budget (50 points) 	40%	400
3.	Management Structure and Key Personnel <ul style="list-style-type: none"> • Overall organizational capacity for operation (50 points) • Proof of financial/accounting capacity (50 points) • Sufficient organizational capacity and facility to operate the community-level work in North-East Nigeria (100 points) • Relevant experiences of the key personnel (100 points) 	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. CSO 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

Proposals amounts should range from a minimum of USD 40,000 for direct interventions in a single community/ activity or geographical area to **a maximum of USD 150,000** for direct interventions in multiple communities/ activities or geographical area 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. In principle, project duration will not exceed **6 months/ years**.

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

VII. SUBMISSION PROCESS

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

Applicants must submit their proposals through e-tendering online system and by the deadline indicated in <https://etendering.partneragencies.org>.

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

- 1) Proposal Template (**Annex C**) with CVs of the key experts/staff
- 2) Documentation requested in the Request for Information (RFI) (**Annex B**)
- 3) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements along with other documents required by RFI

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 **22 September 2019** Time on **23:59pm** (Nigeria 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: **procurement.ng@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.

0 weeks: Call for Proposal opens and relevant documents are posted online.

2 weeks: Deadline for organizations to submit proposals under this Call.

3rd week: Assessment and selection processes will take place.

End of 3rd week: Selected applicants will be notified.

VIII. ANNEXES

Annex A: TOR Local Assessments for Target Communities of Stabilization Facility Nigerian Window

Annex B: Request for Information (RFI)

Annex C: Proposal Template

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.