



## UN Recovery and Peacebuilding Programme, Community Security and Social Cohesion Component

### Call for Proposals from NGOs/CSOs

**Engaging an NGO/CSO as Responsible Party for managing small grants programme (SGP) on the issues of community security, social cohesion, community policing and access to justice and supporting self-help groups micro-projects (including implementation of the self-help groups methodology within the framework of community mobilization) in the target hromadas of Donetsk, Dnipropetrovsk, Luhansk, Zaporizhia and Zhytomyr oblasts**

#### I. BACKGROUND INFORMATION

The ongoing conflict in eastern Ukraine has had a direct and profoundly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognising the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations, the World Bank and the European Union conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

UNDP has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges discussed above built on this earlier engagement and established partnerships and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP), a multi-donor funded framework programme jointly implemented by four United Nations partnering agencies: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organisation of the United Nations (FAO).

The UN RPP was designed to respond to and mitigate the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA). It is aligned to the State Target Programme for Recovery as well as to the two oblasts development strategies up to 2020. The UN RPP involves three pillars for action: 1) restoration of infrastructure and economic recovery; 2) support to local governance and related capacity building; and 3) social resilience and peacebuilding. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions and is consistent with the SDGs, in particular SDG 16 (Peace, Justice and Strong institutions).

As an area-based programme specifically developed for the conflict-affected areas of eastern Ukraine, the UN RPP addresses the key stabilisation, peacebuilding, economic and governance priority needs in the east of Ukraine following the start of the conflict. It considers the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus.

The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

Component I: Economic Recovery and Restoration of Critical Infrastructure

Component II: Local Governance and Decentralisation Reform

Component III: Community Security and Social Cohesion (CSSC).

The Programme, which operates based on a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. With the current project, it is a unifying interventions framework for twelve projects funded by twelve international partners.

Component III of UN RPP «Community Security and Social Cohesion» (CSSC) aims to reach some of its goals through the following activities:

- Managing small grants programme on the issues of community security, social cohesion, access to justice and community policing;
- Supporting self-help groups micro-projects (including implementation of the self-help groups methodology within the framework of community mobilization).

The financial administration of these activities lies with United Nations Development Programme (UNDP) that is seeking an NGO/CSO as responsible party that will manage the implementation of small grants programme and self-help groups micro-projects (including implementation of self-help groups methodology).

The funding for these activities will be provided with support from the European Union, Denmark, the Netherlands, Sweden and Switzerland.

## **II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES**

The overall objective of this Call for Proposals is to select an NGO/CSO as a Responsible Party for:

- *establishing a mechanism and managing the process of allocation of at least 50 small grants to NGOs/CSOs on the issues of community security, social cohesion, access to justice and community policing in the target hromadas of Donetsk (GCAs), Dnipropetrovsk, Luhansk (GCAs), Zaporizhzhia and Zhytomyr oblasts. The list of target hromadas for each oblast will be provided to the Responsible Party selected.*
- *supporting at least 25 micro-projects of self-help groups (including implementation of self-help groups methodology within the framework of community mobilization) in partner communities of Donetsk, Luhansk and Zaporizhzhia oblasts. The list of target hromadas for each oblast will be provided to the Responsible Party selected.*

Detailed objectives, related outputs, deliverables and key considerations are provided in the Terms of Reference – **Annex I**.

Final Beneficiaries:

- *NGOs/CSOs registered and implementing projects on the issues of community security, social cohesion, access to justice, community policing, advocacy and gender equality in the target hromadas of Donetsk (GCAs), Dnipropetrovsk, Luhansk (GCAs), Zaporizhzhia and Zhytomyr oblasts;*
- *The most vulnerable citizens living in target communities of Luhansk, Donetsk and Zaporizhzhia oblasts that seek to participate in self-help groups. Local NGOs and Social Services providers implementing self-help groups methodology for community building.*

### III. ELIGIBILITY & QUALIFICATION CRITERIA

Interested NGOs/CSOs must meet the following criteria to be eligible for the selection:

- Entities registered in Ukraine for at least 2 years (non-governmental, public, charitable, non-profit);
- Experience in launching programmes on self-help groups methodology implementation, incl. in the framework of community building/mobilization (at least 2 projects);
- Experience in the management of grant programmes (at least two programmes with a total number of recipients over 40);
- Experience in project implementation or execution of contracts for the provision of professional services in the area of grant programmes management with a total budget of projects/contracts from USD 400,000.00;
- Legal status of the organization should enable it to receive grant pool from UNDP without incurring tax liabilities.

The project team will include a Team leader, Grants Programme Manager, Finance Officer, M&E and Communications Associate and Experts' Group (at least 3 experts) with the necessary competencies and qualifications. Quantity of Experts' Group members should be proposed by the Responsible Party. It may vary depending on the proposed methodology but should cover and correspond to all of the indicated qualification requirements for the group that are provided in the Terms of Reference – **Annex I**.

**The parameters that will determine whether an NGO/CSO is eligible to be considered by UNDP will be based on the Capacity Assessment Checklist (CACHE) that should be duly completed and submitted alongside supporting documents request.**

Capacity Assessment Checklist (CACHE) For NGO/CSO template – **Annex II**.

### IV. TECHNICAL AND FINANCIAL PROPOSAL

**Proposed Methodology, Approach, quality assurance plan and Implementation Plan** – this section should demonstrate the NGO's/CSO' 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 and methodology:**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm/Organization	36%	360
2.	Proposed Methodology, Approach and Implementation Plan	36%	360
3.	Personnel	28%	280
	Total		1000

Please refer to **Annex I** for detailed sub criteria.

### **1) 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 NGO/CSO proposed approach and methodology.

NGO/CSO shall 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 entity that obtains the highest technical score shall be selected. NGOs/CSOs exceeding the established fixed budget in their financial proposals will be rejected.

Any NGO/CSO engaged to act as RP is subject to and must comply with the HACT policy (i.e., micro-assessment and assurance activities) that must be validated through performance measures and quality certified by an independent assessor engaged by UNDP.

#### **Budget size and duration**

The overall maximum amount made available under this Call for Proposals is equal to USD 178,000.00 of which:

- USD 78,000 is the maximum amount of the administration and management services costs of the Selected Responsible Party for the management of Small Grants Pool Fund. The Small Grants Pool Fund itself will be directly paid by UNDP to the final beneficiaries (NGOs/CSOs selected as the result of Calls for Proposals to be announced) while the Responsible Party will receive only administration and management service costs to its account.

USD 100,000.00 is the maximum amount for support of self-help groups micro-projects and the implementation of the self-help groups methodology within the framework of community mobilization (of which USD 40,000.00 is small grants fund for the support of self-help groups micro-projects and USD 60,000.00 is administration and management costs for the implementation of the self-help groups methodology within the framework of community mobilization). The funding for this activity is provided by the European Union. Under this Activity the Responsible Party selected will receive both administration and management service costs and funding for self-help groups micro-projects. The micro-projects should be submitted by self-help groups in cooperation with local partner NGOs/CSOs and realized by NGOs/CSOs within grant agreements to be signed between the Responsible Party and NGO/CSO.

UNDP reserves the right not to award all available funds under this Call for Proposals should the number and quality of applications not meet the criteria. Moreover, UNDP reserves the right not to fund any proposals arising from this Call for Proposals.

**The duration of proposed activities should not exceed the period of eight (8) months.** The anticipated implementation period is 15 April 2020 – 15 December 2020. The organizations are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

The schedule of payments for the administration and management services of SGP and support of self-help groups micro-projects (including implementation of the self-help groups methodology within the framework of community mobilization) will be agreed with the Responsible Party before the start of the assignment and will be linked to deliverables and executed upon submission and acceptance of the reports.

Upon completion of all deliverables and acceptance of the Final Report (including Final Financial Report, Narrative Report, Report on Indicators and final list of beneficiaries) the Responsible Party receives the final payment envisaged in the proposal but not exceeding the maximum allocation provided by the donor (European Union, Denmark, the Netherlands, Sweden and Switzerland).

## **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 (**Annex VI**).

## **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>.

***Applicants are solely responsible for ensuring that any and all files uploaded to eTendering system are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.***

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

1. Applications (project proposals) in the form of the template attached (**Annex II – Capacity Assessment Checklist for NGO/CSO**), including organizational profile with the following details:
  - Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate;
  - A clearly defined management structure of the organisation;
  - Proven track record of experience in the implementation of similar/related type of activities;
  - Experience in the launching of self-help groups methodology programmes, incl. within the framework of community building/mobilization;
  - Experience in the management of grant programmes;
  - Experience in project implementation or execution of contracts for the provision of professional services in the area of grant programmes management;
  - Audited financial statements for the past two years (if available);
  - A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
2. Description of the management methodology and implementation of the Small Grants Programme and self-help groups methodology which should include the following:

For management of small grants programme:

- Communication strategy and plan for dissemination of information about the call for grant proposals to be announced, including cooperation with the media and NGOs, placement of information via online resources and social networks;

- Description of the online application system for grant proposals with a timeframe for its launch if not developed yet;
- Description of organization of all stages of the project proposals evaluation process with proposed criteria for evaluating project proposals and evaluation procedures;
- Procedure for monitoring and evaluation of the projects, including the admission procedures and inspection reports description, quality control methods;
- Description of communication tools available for interaction with applicants and grantees, which should include but not limited to a telephone hotline;
- Personal CVs of Project Team, including information about experience in similar projects / assignments and clear definition of roles and responsibilities for this assignment;
- Quality assurance plan.

For self-help groups:

- Vision and design for the self-help groups methodology implementation for community mobilization within the framework of NGOs and Social Services (incl. capacity building, supervision and support programme, participants' selection approach, evaluation and monitoring framework for all the activities and outputs);
  - Communication strategy which should foresee (i) the relevant informational reach out to different target groups of this assignment; (ii) all the possible internal communications;
  - Description of all stages of small grants mechanism issuing (incl. evaluation criteria and procedures) for the micro-projects developed by self-help groups evaluation process including proposed criteria for evaluating micro-projects and evaluation procedures;
  - Description of the procedure for monitoring and evaluation of the micro-projects, including the admission procedures and inspection reports description, quality control methods;
  - Vision and steps to support the process of the professional community establishment in the field of self-help groups and advocacy groups practice;
  - Personal CVs of Project Team, including information about experience in similar projects / assignments and clear definition of roles and responsibilities for this assignment;
  - Quality assurance plan.
3. At least 2 reference letters from previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;
  4. Information regarding required resources including **curriculum vitae (CVs)** of key personnel that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities).
  5. The Financial Proposal with a detailed cost breakdown, **Annex III**.

**Only one submission per organization is allowed. Organizations may not participate in more than one proposal. Once the application is complete and submitted, revised versions of proposal documents will not be accepted. Partial application will not be accepted.**

Interested NGOs/CSOs may obtain further information or clarification by contacting the UNDP office in Ukraine not later than 48 hours prior to the submission deadline indicated below with subject field "UN\_RPP\_3\_2020\_19\_ADM+SHGR: request for information" through the following address:

E-mail address: [grants.ua@undp.org](mailto:grants.ua@undp.org)

#### Submission Deadline

Proposals, with supporting documents, should be submitted by **2 April 2020, at 24:00.**

#### **Estimated Competition Timeline**

For reference purposes only, please consider the following indicative timeline:

*19 March 2020:* Call for Proposal opens, and relevant documents are posted online.

2 April 2020: Deadline for organizations to submit proposals under this Call.

13 April 2020: Assessment and selection processes will take place.

15 April 2020: 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 FINAL june 2011.pdf](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:

- \* 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 such conflict exists.

UNDP looks forward to receiving your proposal and thanks you in advance for your interest in UNDP activities.

Yours sincerely,

Ms. Manal Fouani

*Manal Fouani*

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Representative, United Nations  
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