



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 to support participatory budgeting mechanism setting up in the 8 target communities of Donetsk and Luhansk oblasts (government-controlled areas - GCAs)

I. BACKGROUND INFORMATION

The United Nations Development Programme (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 built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA). The RPP was designed to respond to, and mitigate, the causes and effects of the conflict in the east of Ukraine. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF).

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) have countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance, support economic recovery and promote reconciliation in the crisis-affected communities of Donetsk, Luhansk and Zaporizhzhya oblasts in Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas of the regions. It will contribute to peacebuilding and prevent further escalation of the conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning and equal access to services, as well as enhanced economic recovery and development.

Component III of the UN RPP “Community Security and Social Cohesion” aims to reach some of its goals through small grants fund establishment. This includes implementation support of the projects strengthening community security and social cohesion through testing innovative legal aid, access to justice, conflict resolution and peacebuilding mechanisms at the local level.

The UN RPP recognizes the importance of increasing the capacities of citizens’ groups, CSOs and Community Security Working Groups (CSWG) and engaging active citizens to effectively initiate, plan and implement Human Rights-Based community development and community security strategies and projects.

In this respect participatory budgeting (PB) is a decision-making process through which citizens deliberate and negotiate over the distribution of public resources. PB involves citizens, councillors and local authorities working together for the sake of the community. Therefore, it creates opportunities for greater efficiency in the allocation of public funds and increased community cohesion.

Despite participatory budgeting as citizens' engagement mechanism becomes an often-used practice all over Ukraine, still local communities require professional support in setting it up for the successful implementation. As a result of community mobilization activities in 2019, local authorities in 8 target communities in Donetsk and Luhansk oblasts made the decision to pilot participatory budgeting mechanism (PBM) and officially requested for the support in setting it up in 2020.

The UN RPP is seeking for an NGO/CSO as responsible party that will manage the Small Grants Programme to build capacities of the selected grantees (both NGOs and initiative groups) and provide administration, support and monitor grants implementation.

The funding for this Small Grants Programme will be provided with support from the European Union (grant support) and governments of Denmark, Sweden and Switzerland (costs for administration and capacity building). The Responsible Party will administer Small Grants Programme (SGP) in the target hromadas, provide support and ensure implementation process for provision of small grants to local NGO-grantees and initiative groups selected on a competitive basis in 8 target hromadas of Donetsk and Luhansk (government-controlled areas - GCAs) oblasts, which are piloting participatory budgeting mechanisms with the UN RPP support.

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:

- managing the process of allocation of small grants to NGOs/CSOs and initiatives groups (with organizational support of partner NGOs/CSOs where necessary) and to ensure its effective implementation in 8 target communities of Donetsk and Luhansk (government-controlled areas - GCAs) oblasts, which are piloting participatory budgeting mechanisms;
- building capacities of the NGOs, CSOs and initiative groups selected by communities on a participatory competitive basis to effectively plan, implement and report on their projects supported.

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

Final Beneficiaries:

- *NGOs/CSOs and initiative groups which are implementing projects on the issues of community security, social cohesion, access to justice, community policing, advocacy and gender equality through the participatory budgeting mechanism in the target hromadas of Donetsk (GCAs) and Luhansk (GCAs) oblasts.*

III. ELIGIBILITY & QUALIFICATION CRITERIA

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

- Non-governmental, public, charitable, non-profit organization officially registered in Ukraine for at least 2 years;

- Experience in the management of grant programmes (at least two grant programmes with a total number of recipients over 20);
- Experience in the management of participatory budget mechanism setting up in local communities (at least one project and experience of work with initiative groups)
- 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 40,000.00;
- Legal status of the organization should enable it to receive grants pool from UNDP without the Responsible Party's incurring in tax liabilities;

The project team will include a Team Leader/Manager, Grants Administrator, Finance Associate, M&E and Communications Associate and Expert on Project Management with the necessary competencies and qualifications 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 80,000.00 of which:

- USD 55,000 is the is Small Grants Pool Fund for the provision of the small grants to support participatory budgeting mechanism setting up in 8 target communities of Donetsk and Luhansk oblasts (government-controlled areas - GCAs);
- USD 8,250 is the maximum amount of the administration and management services costs of the Selected Responsible Party for the management of Small Grants Pool Fund;
- USD 16,750 is the maximum amount of costs for capacity building of selected NGOs/CSOs. The RP selected will cover all costs related to capacity building activities – logistics, lodging, meals for participants and trainers), experts'/trainers' fee, materials print, rent of conference room, etc.

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 five (5) months. All activities are expected to be delivered till November 30, 2020. The anticipated implementation period is July 2020 – November 2020. The organizations are requested to submit a clear dynamic plan for each deliverable within the foreseen timeframe.

The schedule of payments for the grants' administration services will be agreed with the Responsible Party before the start of the assignment. Payments to the Responsible Party to cover Capacity Building and Administrative (management and operational) costs will be performed on a bimonthly basis and will be linked to deliverables and executed upon submission and acceptance of the Final Report (including Final Financial Report and final list of beneficiaries).

Upon completion of all the deliverables and acceptance of the Final Report the Responsible Party receives the payment envisaged in the proposal but not exceeding the maximum allocation provided by the donor (EU, Governments of Denmark, 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.

VII. SUBMISSION PROCESS

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

Applicants must submit their Technical and Financial proposals in electronic format to

tenders.ua@undp.org.

Please note that bids received through any other address will not be considered. PDF files preferred in ZIP archives only. (Other types of archive can cause failure during opening of proposals).

PLEASE make all efforts to provide your proposal in 1 archived PDF file not exceeding 8 MB size.

Applicants are solely responsible for ensuring that any and all files sent to UNDP 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 in order 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 management of participatory budget mechanism setting up in local communities;
 - 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 to support participatory budgeting mechanism setting up and capacity building activities related to this which should include the following:
 - Vision and design for the capacity building activities related to participatory budgeting mechanism setting up in the target communities of Donetsk and Luhansk oblasts;
 - Communication strategy and plan for dissemination of information about piloting participatory budgeting mechanism setting up in the target communities of Donetsk and Luhansk oblasts;
 - Description of the online application system with a timeframe for its launch if not developed yet;
 - Description of the mechanism of transferring funds to grantees, a prerequisite of which is that no or minimal tax obligations of the grantees shall arise in connection with the grant funds receipt;
 - 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;

- Description of the grant funds returning procedure and brief on raised lawsuits within the previous projects and their results;
 - 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_26_ADM+CPB: request for information” through the following address:

E-mail address: grants.ua@undp.org

Submission Deadline

Proposals, with supporting documents, should be submitted by **10 June 2020, at 24:00**.

Estimated Competition Timeline

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

27 May 2020: Call for Proposal opens, and relevant documents are posted online.

10 June 2020: Deadline for organizations to submit proposals under this Call.

20 June 2020: Assessment and selection processes will take place.

25 June 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 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,

Manal Fouani

Ms. Manal Fouani

Deputy Resident
Representative, United Nations
Development Programme in
Ukraine