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**Communications and Innovations Unit**

**UNDP South Sudan**

***Re- advertised:***

***Q-065/20 Call for Proposals from Civil Society Organizations (CSOs), including NGOs to tackle misinformation, hate speech and build awareness during the COVID-19 pandemic in South Sudan***

**Deadline for proposal submission: 30 June 2020.**

1. **BACKGROUND**

On the ground in about 170 countries and territories, UNDP works to eradicate poverty while protecting the planet. We help countries develop strong policies, skills, partnerships and institutions so they can sustain their progress.

For over 30 years, UNDP has been supporting the South Sudanese in their fight against poverty. With the formation of the independent Republic of South Sudan in July 2011, UNDP established a Country Office and has been working all over the country to help build resilient and sustainable government institutions.

In order to respond to the growing challenge of misinformation, rumors and hate speech around COVID-19 outbreak in South Sudan, the Country Office in South Sudan is seeking support of an non-governmental organization that specializes in fact-checking to verify information, alert the public on fake news stories related to the pandemic, tackle hate speech online and as well as share reliable information.

This Call for Proposals (CFP) is specifically related to the **UNDP Communications and Innovations Unit’s project to tackle misinformation, hate speech and build awareness during the COVID-19 pandemic in South Sudan.**

1. **OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES**

UNDP South Sudan’s Communications and Innovations Unit is calling for proposals from non-governmental organizations that will utilize technology by creating an online platform and mobilizing young people to tackle misinformation on COVID-19 in South Sudan. UNDP South Sudan is also looking to create a feedback loop that will allow for information to be shared to the community as well as channels for the community to provide timely feedback to policy makers and healthcare providers. In addition, UNDP is looking for the NGO to build the capacity of young fact checkers and the media sector in South Sudan.

Following are the objectives and expected outputs:

* People in South Sudan have increased awareness as they are provided with the basic, accurate and updated information on COVID-19.
* Misinformation, myths and fake news on COVID-19 in South Sudan are dispelled in a timely manner.
* Journalists, media and social media influencers in South Sudan are trained to fact check and deliver accurate information

Based on the above objectives following are the expected outputs:

* Create online platforms for Fact Checking (website and app/bot)
* Develop a campaign around tackling misinformation around COVID-19 that is accurate and accessible to citizens in the South Sudan Context
* Establish a COVID-19 Digital Information Centre in South Sudan
* Train young fact checkers and the media sector in South Sudan to deliver accurate, reliable information on the COVID-19 pandemic

Eligible proposals will be those focused on **fact checking, hate speech and misinformation** and targeting **South Sudanese online, social media influencers and journalists** as the direct and final beneficiaries.

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

The NGO must meet the following criteria to be eligible for selection:

1. Be legally registered as NGO/CSO/CBO with the Ministry of Humanitarian Affairs and in possession of a valid registration certificate.
2. Mandate and founding document should be in line with the activities for which the fund is being sought.
3. Have an established office and experience in implementing similar/related activities.
4. Having functional presence in the areas of implementation as an added advantage.
5. **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 a 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 call for proposals. The structure and length of the proposal must comply with the format in Annex I below.

1. **EVALUATION CRITERIA & METHODOLOGY**
2. **Proposals will be evaluated based on the following criteria:**
3. Consistency with the TOR’s objectives: The proposal should address issues relating to misinformation and fact checking.
4. Likelihood of success and project feasibility/sustainability: The proposal should clearly demonstrate sustainability after the grant period and in the absence of external funding.
5. Capacity of the organization to implement the project (institutional, financial): The NGO/CSO/CBO should demonstrate the ability to effectively manage grant funds as well as the institutional capacity (equipment, facilities, competence and experience of personnel, and past record of managing such projects) necessary for project implementation.
6. Comprehensiveness of the project description – product, plan and budget: The proposal should clearly define its strategy for implementation detailing a step-by-step project plan and itemized budget, target groups, and clear timelines for activity duration.
7. Competence of the organization’s staff. Previous experience in related fields, availability of skills and training and functional presence in the mentioned areas of implementation.
8. **Reporting, monitoring and evaluation**

***Reporting under grants:*** local NGOs/CBOs will be expected to present updates and financial reports, with documented proof of data on the project progress and expenses from grant funds. Minimum reporting requirements will include, monthly progress and project completion report. An evaluation of the grant scheme will be undertaken at the end of its cycle to review lessons learned and assess impact to date. Reporting under the grants will be to the Communications and Innovations Unit, Communications Officer.

***Monitoring:*** The Communications and Innovations Unit or his/her designate will undertake periodic monitoring, as well as participate in the events organized by grant winner. If challenges occur during project implementation the Communications Officer will help and consultations to resolve problems and facilitate the smooth implementation of the project.

***Project evaluation:*** The Communications and Innovations Unit will pay special attention to evaluation of project results. Therefore, the inclusion of both qualitative and quantitative indicators is recommended in the project design as this will help track and assess results of the project implementation.

1. **Experience required**

Interested parties must submit a proposal along with the following documents:

1. Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate and constitution or another governing document.
2. Organizational profile with the following details:

* A clearly defined management structure;
* Experience and expertise in training and capacity building of journalists and social media influencers;
* Knowledge of hate speech and misinformation and experience of working on fact-checking;
* Work experience in South Sudan or in post conflict situations of at least two year prior to the application;
* Details of the local partners if application is made jointly by two or more local NGOs/CBOs.

1. Curriculum vitae of two key staff members involved in the implementation of the Project.
2. **Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

The budget should be detailed, complete, rational and realistic, and **must not exceed the equivalent of USD 120,000**.

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| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable |
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| 1. | NGO Eligibility and qualifications | 30% | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 60% | 600 |
| 3. | Management Structure and Key Personnel | 10% | 100 |
|  | **Total** | | **1000** |

1. **Project duration**

The Project duration is **6 months.**

1. **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

1. **Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals.

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

1 July: Assessment and selection processes will take place.

10 July: Selected applicants will be notified.

1. **SUBMISSION PROCESS**

Applications (project proposals) in the form of the template attached (Attachment I) must be submitted by NGOs based in South Sudan to the UNDP **not later than Sunday, 30 June through etendering** along with the following:

1. Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate(s)
2. Organizational profile with the following details:

* A clearly defined management structure;
* Experience in the fields as indicated in the call for proposals;
* Experience and expertise in training and capacity building of journalists and social media influencers;
* Knowledge of hate speech and misinformation and experience of working on fact-checking;
* Work experience in South Sudan or in misinformation, hate speech and fact checking of at least two years prior to the application;
* Curriculum vitae of two key staff members involved in the implementation of the Project.

If you are interested in submitting a proposal, please prepare your proposal in accordance with the requirements and procedure as set out in this document and submit it by the Deadline of 19 June.

Please acknowledge receipt of this call for proposal directly online in the e-tendering system through the following link: <https://etendering.partneragencies.org> using your username and password.

You may also utilize the “Accept Invitation” function in eTendering system. This will enable you to receive amendments or updates to Call for proposal. Should you require further clarifications, kindly communicate with the contact person/s through the: [procurement.info.ss@undp.org](mailto:procurement.info.ss@undp.org).

If you have not registered in the system before, you can register now by logging in using the below username and password, and follow the registration steps as specified in the system user guide in <https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

**Username:** event.guest

**Password:** why2change

Should you require further clarifications email; [procurement.info.ss@undp.org](mailto:procurement.info.ss@undp.org) ,

In the course of preparing and submitting your bid, it shall remain your responsibility to ensure that it is submitted into the system by the deadline appearing on e-Tendering portal. The system will automatically block and not accept any bid after the deadline. Kindly ensure that **supporting documents required are signed and in pdf format**, and **free from any virus or corrupted files**.

* Format: PDF files only
* File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
* All files must be free of viruses and not corrupted*.*
* Max. File Size per transmission:5mbs

Mandatory subject of email: Q-065/20 Call for Proposals from Civil Society Organizations (CSOs), including NGOs to tackle misinformation, hate speech and build awareness during the COVID-19 pandemic in South Sudan

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

**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 or not such conflict exists.

**Annex 1**

**UNDP Civil Society Development Programme**

Call for ProposalS

***Call for Proposals from Civil Society Organizations (CSOs), including NGOs for grant to tackle misinformation, hate speech and build awareness during the COVID-19 pandemic in South Sudan***

#### application TEMPLATE

*(please, do not exceed the proposed size limit for each section)*

**INFORMATION ABOUT APPLICANT ORGANIZATION**

|  |  |
| --- | --- |
| Organization’s legal name |  |
| Organization’s legal status |  |
| Year of registration |  |
| Name of executive director |  |
| Name of project manager |  |
| Name of project accountant |  |
| Organization’s legal address |  |
| Actual address (if different from above) |  |
| Telephone: | Fax: |
| E-mail address: | Web page: |
| Project budget (in USD) |  |
| Project dates |  |

**PROJECT’S NAME:**

**PROJECT PROPOSAL**

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| 1. **Project Summary** (maximum of 1/3 page) |

**Describe project’s objectives, main activities, stakeholders and expected results.**

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| **2. General information about applicant organization** (maximum of 1 page) |

* 1. **Main areas of expertise – describe your organization’s main competencies, especially concerning support to the vulnerable groups of people. Describe your organization’s mission, if it has one.**
  2. **Describe main types of activity that your organization carries out.**
  3. **Describe main target audiences and partners of your organization.**
  4. **Explain what kind of in-house or outside experts your organization involves in its usual work**.
  5. **Provide a brief list of your organization’s three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets and donors).**
  6. **Describe your organization’s main assets: number of full-time staff, office space, and equipment.**

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| **3. Relevant experience** (maximum of 1 page) |

* 1. **Provide evidence of your organization’s experience in thematic area of this competition. Describe the work performed by your organization that demonstrates its capability to represent the interests and protect the rights of vulnerable groups of persons.**
  2. **Describe specific results achieved by your organization in providing support to the vulnerable groups of persons**.
  3. **Explain how your organization’s experience will help to reach project’s goals.**

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| **4. Problem analysis** (maximum of ½ page) |

* 1. **Describe main problem(s) concerning vulnerable groups of people that your project will address. Explain why these issues are important to the target group, community, region and society in general**.

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| **5. Project objectives** (maximum of ½ page) |

* 1. **Describe your project’s goals and objectives**.

**Goal:**

**Objectives:**

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| **6. Expected results** (maximum of ½ page) |

* 1. **Describe specific short-term and long-term results that you plan to achieve with your project. Described results.**

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* 1. **Explain what positive changes in the life of the target groups will be achieved through your project.**

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| **7. Target audience** (maximum of ½ page) |

* 1. **Describe project’s main target audience, and other stakeholders, and how they will be engaged.**
  2. **Specify the group of people whose interests and rights your project will help to promote. Indicate their age.**
  3. **Explain if and how your project will cooperate with relevant government bodies.**

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| **8. Project Activities** (maximum of 1 page) |

* 1. **Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives**.

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| **9. Communication strategy** (maximum of ½ page) |

* 1. **Describe your project’s key messages, audiences, information products and communication channels.**

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| **10. Organizational capacity improvement** (maximum of ½ page) |

* 1. **Explain how this project will help to strengthen your organization’s capacity to carry out its mission as an organization.**
  2. **Organization staff**

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| --- | --- | --- | --- | --- |
| **S/No** | **Name** | **Designation** | **No. of Years** | **Qualification** |
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| **11. Work Plan** (maximum of 3 pages) |

Provide project’s Work Plan according to the following format:

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| Month | Activity, Location | Topic | Implementers | Planned Results |
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\*By results we mean not just events (actions), but progress in the solution of the problem addressed by your project, and specific positive changes in the life of the target audience.

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| **12. Events** (maximum of 1 page) |

**Provide more details on agendas and format of the project’s training and other public events.**

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| **13. Publications** (maximum of ½ page) |

**Briefly describe all publications, handouts and other printed materials that will be produced during project: contents, volume, circulation, dissemination.**

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| **14. Project Monitoring and Evaluation** (maximum of ½ page) |

**Describe how you will monitor project implementation and evaluate its results, and what qualitative and quantitative indicators will be used.**

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| **15. Future activities** (maximum of ½ page) |

**How will your organization continue to remain relevant in functioning as a JCC after completing the project? How will it further develop project’s achievement?**

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| **16. Budget** (maximum of 2 pages) |

**Provide project budget in USD (payments will be made in local currency at the official exchange rate) according to the following format:**

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| **Description of Activity/Item** | **Persons/Units** | **Rate/Cost USD** | **Estimated amount** |
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| **17. Personnel** (maximum of 2 pages) |

**Briefly describe education, qualification and relevant experience of each project staff person and invited expert, focusing on human rights where appropriate.**

**ATTACHMENTS**

**In addition to Project Proposal, the application package must include copies of the following documents:**

**1. Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate and constitution or other governing document;**

**3. Curriculum vitae of two key staff members involved in the implementation of the Project;**

**4. Bank details.**