

## **Call for Proposals**

### **Quality Based Fixed Budget**

**(CFPFB):**

**Project Title:**

**“Piloting NGOs’ Support Organization”**

**Reference Number:**

**“SYR/UNDP/RPA/051/20”**

## **Contents of this CfPFB:**

1. This document
2. Annex A – Project TOR
3. Annex B – Project Proposal Template
4. Annex C – Project Budget Template
5. Annex D – Itemized Cost Estimation Cost template
6. Annex E – Responsible Party Agreement
7. Annex F-On-Granting Provisions requirements
8. Annex G – Key Staff and mentors Summary CV template

## Section 1 - General instructions for proposal submission:

If you are interested in submitting a proposal in response to this Call for Proposal, please prepare your proposal in accordance with the requirements and procedure as set out in this Call for Proposal and submit it by the Deadline for Submission of Proposals.

Please acknowledge receipt of this Call for Proposal by sending an email to [syria.procurement@undp.org](mailto:syria.procurement@undp.org), indicating whether you intend to submit a proposal or otherwise. You may also utilize the “Accept Invitation” function in eTendering system: <https://etendering.partneragencies.org>

This will enable you to receive amendments or updates to the Call for Proposal. Should you require further clarifications, kindly communicate with the contact person identified below:

Hanan Al Ali, e-mail: [hanan.al-ali@undp.org](mailto:hanan.al-ali@undp.org)

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

**Interested organizations are requested to submit to the UNDP Syria Office a proposal** in English, on organization- headed paper and in e-tendering system. The following documents are required to be submitted by the deadline:

- Project proposal in accordance with the TOR attached to this call (Annex A), the proposal to be submitted using the project proposal template (Annex B).
- Project Budget as per Annex C
- An itemized cost estimate ICE in accordance with (Annex D)
- List of Previously implemented projects (including project title – Location – UN Agency– Total Budget – Starting & Ending Date – reference contact)
- A copy of the HACT audit report convened for the NGO within no more than 2 years from submission.

- Summary CV for each of the project requested key staff, experts and mentors, including qualifications and relevant experiences to the tasks in hand. (Annex G)

**Deadline: 26 August 2020, by 5:00 PM, Syria local time**

Proposals to be submitted via e-tendering system, Reference “**SYR/UNDP/RPA/051/20**”

## **Section 2: Applicants Eligibility Criteria**

### **Limitations:**

- This Call for Proposal is targeting non-profit Non-Governmental Organizations (NGOs) that are registered to operate in Syria. No governmental agencies, departments, or ministries are eligible.
- Only organizations with a minimum experience of ten years, in partnership or as an independent entity, in supporting and mentoring local NGOs
- Organizations must have proven experience of implementing successful project(s) with the United Nations.
- Only organizations that have undergone the latest United Nations Harmonized Approach to Cash Transfer (HACT) or (CACHE) risk assessment in Syria, and ranked as Low Risk or Medium Risk rating in both Financial Capacity and Procurement Capacity are eligible to apply.

### **Minimum requirements/qualifications:**

Proposing Organization must:

- Have at least 10 years of relevant experience in the field of supporting skills and knowledge of individuals and entities
- Have an adequate existing management, financial, administrative and technical structure and available capacity to conduct the proposed activities.
- Acquire pre-set of clear guidelines and curricula for mentoring and training

- Adhere with the on-granting requirements (pls. refer to annex F)
- Have a team of qualified personnel with the following minimum requirements to be dedicated to the project:
  - **One Project Manager:**
  - At least relevant bachelor's degree in management, social science or other relevant fields.
  - Previous 5 years' experience in projects management.
  - 3 years of experience in the Civil Sector
- **Consortium of at least 3 senior experts each one with the following qualifications:**
  - University degree in (social Science, Education, Management or relevant fields)
  - At least 3 years of work experience in the civil sector.
  - At least 7 years of experience in one or more of the following: Strategic management, Human Resources management, Finance management, Legal consultation for NGOs, Communication and fund raising, Quality Assurance, Social enterprises management and social entrepreneurship
- **Task force of 10 mentors / certified trainers** each one meets the following qualifications:
  - University degree (Social Science, Management or relevant fields)
  - At least 3 years' hand-on experience in the thematic or operation area
  - Project Accountant:
  - Bachelor's degree in economic with specialty in accounting.
  - Significant experience in similar working environment specially for projects with UN agencies
- The CVs of the key staff mentioned above are considered part of the proposal.  
Once selected, experts may only be changed in case of unforeseen situations and with prior explicit clearance from UNDP.
- In addition, the responsible party should avail all human resources necessary to manage high quality reporting in English, and all field and logistic works.
- Having the needed logistics to host and implement the project

### **Other critical considerations for proposing NGO:**

- The Proposing NGO can seek help of other partners (NGOs) to deliver parts of the contract agreement, if needed, only with prior explicit clearance from UNDP. Adding the CVs of other partners/trainers is required.
- Submission of regular Milestone Reports and other required reports to UNDP Syria by the Responsible Party, as stipulated in the Responsible Party Agreement.
- Undergo internal quality monitoring on bi-weekly basis, with reports to be shared with UNDP Syria.
- Provide regular case stories and photos of activities to UNDP (at least one case story per month).

## **Section 3 : Project information**

### **3.1 The main objective:**

The overall objective is to provide an integrated bundle of capacity development support to targeted national NGOs, through conducive platform and network of qualified mentors , that will be ready to support institutional capacities of NGOs based on a through and tailored approaches, adapting standardized policies and SOPs that will eventually increase the targeted NGOs' efficiency, and will lead to more connected and engaged civic sector.

### **3.2 Project Outputs:**

- Thorough needs assessment/ gap analysis for targeted CSOs, to prioritize operation and thematic areas of concern for the targeted NGOs.
- Developed SOPs based on best practices in NGOs management, financial and operational levels, in accordance with Syrian rules and regulations governing civic organizations.

- Set the NGOs Mentors Task Force (NMTF); with 3 mentor's stations (MS), one in each targeted governorate to provide needed mentoring and coaching to targeted NGOs.
- Convene three twinning between NGOs from Deir Ezzor and East Ghouta with more advanced NGOs in Damascus and/or Aleppo, working in supporting livelihoods, PWDs and community-based youth initiatives.
- Undergo granting competition for the targeted NGOs/FBOs/CSOs, and granting for at least 5 small scale projects, in accordance with the on-granting provisions applicable to UNDP's Responsible Party (please refer to annex F).
- A comprehensive report, documenting the processes and supporting documents needed for future scaling-up, or replicating the projects including descriptive processes followed, best practices, challenges and recommendations.

### 3.3 Project Scope of work and phases:

please refer to the project TOR (Annex A)

**3.4 Project allocated budget:** USD 400,000

### 3.5 Minimum Number of Beneficiary NGOs:

Number of NGOs	Type of Services
16 NGOs	Mentoring and Coaching
9 NGOs	Twinning
5 NGOs	Mentoring on granting

## **Section 4: Evaluation process**

In line with UNDPs evaluation principles of fairness, transparency and integrity, an evaluation Committee will be responsible for reviewing and evaluating the proposals. The review is based on the criteria outlined in this 'Call for Proposals : Quality Based Fixed Budget' (CFPFB) and includes an assessment of the proposal's technical aspects.

### **4.1 Preliminary Examination**

Upon the opening of the proposals, UNDP shall proceed to a preliminary examination of the proposals to confirm that all documents and technical documentation requested in this CFPFB have been provided and assess the completeness of each document submitted. UNDP may reject any proposal during the preliminary examination that does not comply with the formal and eligibility requirements set out in Sections 1 and 2 of this Call without further consultation with the applicant entity.

Proposals that are incomplete or contain material deviations from or reservations to the terms of the Responsible Party Agreement, (Annex D), may, at the absolute discretion of UNDP, be rejected or excluded from further consideration at any time during the evaluation, including after the preliminary examination

### **4.2 Technical Evaluation**

Following the Preliminary Examination of the NGOs eligibility to apply for the call, the proposals will be technically evaluated and scored according to the following criteria:

- The proposed logical framework including sound and clear activities; indicators and objectives that are achievable and in line with the scope of work (15 points)
- Organization has sufficient capacity to implement the administrative and managerial elements of the proposed project. (20 points)



- Organization has successful proven track record in supporting capacities of individuals and entities (10 points)
- Organization has proven experience successfully implementing projects with the United Nations. (5 points)
- Risks and risk mitigation measures are clear (5 points)
- The proposed personnel have sufficient qualifications and the team has a gender balance. (30 points) as follows:
  - 3 points for project manager;
  - 9 points for the senior mentors (3 points each),
  - 18 points for proposed mentors (2 points each)
- The proposal meets the minimum technical requirements in the Call for proposals with regard to location, internal monitoring and management, logistical and administrative support and reporting system. (10 points)
- The timeframe incorporates realistic activities which will ensure the sustainability of the project's impacts, activities or both. (5 points)

**UNDP reserves the right not to award any RPA for any reason. UNDP also reserves the right to award multiple RPAs for this Call for Proposal, as deemed operationally necessary.**

### **UNDP Responsible Party Agreement**

The UNDP Responsible Party Agreement (RPA) attached (Annex E); The RPA constitutes an integral part of this Call for Proposal as it is mandatory to accept this agreement with its conditions before submitting a proposal.

Given that the requested activities include granting other organizations, the On-Granting provisions shall be adhered with by the responsible party (please refer to Annex F)