Empowered lives.
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CALL FOR PROPOSALS FOR RESPONSIBLE PARTY AGREEMENT

Project Title: Build resilience of Deir-Ez-Zor vulnerable communities through ensuring them with sustainable livelihoods opportunities

Quality Based Fixed Budget

RPA No.: UNDP-SYR-RPA-078-20

Country: Syria Arab Republic

Issued on: 14 October 2020

Section 1: Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a proposal to this Call of Proposal for Responsible Party Agreement (RPA) for the above-referenced subject.

This Call of Proposal for Responsible Party Agreement includes the following documents and the General Terms and Conditions of Contract which is inserted in the proposal Data Sheet:

1. Section 1: This Letter of Invitation
2. Section 2: General instructions for proposal submission
3. Section 3: Applicants Eligibility Criteria
4. Section 4: Project information
5. Section 5: Evaluation process
6. Section 6: UNDP Responsible Party Agreement
7. Section 7: Annexes:
    - Annex. A – Project TOR
    - Annex. B – Project Proposal Template
    - Annex. C – Project Budget Template
    - Annex. D – Annex D Itemized Cost Estimate template
    - Annex. E - Responsible Party Agreement-Template
    - Annex. F – CVs template

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

Please acknowledge receipt of this Call of Proposal for Responsible Party Agreement by sending an email to 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

where applicable. 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: Walid Oka, e-mail: walid.okla@undp.org

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

Issued by

_____

Name: Walid Okla
Title: Procurement Associate
Date: **October 14, 2020**

Approved by:

_____

Name: Hanan Al Ali
Title: Head of Procurement Unit
Date: **October 14, 2020**

Section 2 - General instructions for proposal submission

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: 28 October 2020, by 3:00 PM, Syria local time

Proposals to be submitted via e-tendering system, Reference "**UNDP-SYR-RPA-078-20"**

Section 3: Applicants Eligibility Criteria

1- Limitations:

- This Call for Proposal is open to national and international Non-Governmental Organizations (NGOs) and Faith based Organizations (FBOs) that are entitled to work in Deir-Ez-Zor Governorate.
- Applying organizations should be considered as an approved partner in one of the (ERL or FSA) sectors
- Organizations with a minimum experience of 3 years, in the field of agriculture and livelihood; in particular women empowerment through economic development, small food production businesses, supporting existing/new businesses and experience with Cash programming (e.g. CfW)
- Only organizations that have undergone the latest United Nations Harmonized Approach to Cash Transfer (HACT) risk assessment and achieved a Low Risk or Medium Risk rating in both Financial Capacity and Procurement Capacity are eligible to apply.
- Organizations must have proven experience of implementing successful project(s) with the United Nations.

2- Minimum requirements/qualifications:

Proposing Organization must:

- Have at least 3 years of relevant experience in the field of agriculture and livelihood; in particular women empowerment through economic development, small food production businesses, supporting existing/new businesses and experience with Cash programming (e.g. CfW)

3- proposed projects will be reviewed and marked based on the following criteria:

- Full acceptance and compliance with the UN humanitarian principles and values, and actively involved in coordination mechanisms.
- Have physical training competence, as per UN organizations preferences and standards, in terms of experience; facilities and team of trainers qualified across the technical topics mentioned in the training programme of the project,
- physical presence in Der al Zor with the ability to operate in the targeted areas.
- Financially liable,
- The ability to implement activities within the precautions and safety measures necessary to counteract the risk of infection by COVID-19 in accordance with the guidelines of the World Health Organization

4- Qualification and experience of assigned key personnel:

The applying organization should provide Curriculum Vitae (CVs) of the following minimum Personnel:

- At least one site engineer (agronomist) is required to manage and implement the project with at least 5 years' experience in producing vegetables and orchards,
- At least one specialist (Poultry or livestock) is required to support and implement Poultry and livestock activities in the project with at least 5 years' experience in this field.

- At least one specialist (a food industry engineer with experience in food safety standards) is required to support and implement food processing activities in the project with at least 5 years experience in this field.
- At least one specialist (Business and Marketing Management) is required to support marketing activities and market access with a minimum of 5 years experience in this field.

5- Priority will be given to projects that meet, amongst others, the following additional criteria:

- Vulnerability of the targeted IDP or resident/returnee's population
- The project is multi-sectoral (two sectors are involved in a coordinated manner; all activities and budgets should be clearly broken down between activities relevant to each sector and the multi-sectoral activities have a clear added value to responding to needs more effectively;
- The project mainstreams gender into its activities
- The project mainstreams protection into its activities
- The project sets out clear Accountability to Affected Populations mechanisms
- Participation of the partner in coordination mechanisms

- Projects with clear plan on conceptualization, implementation and monitoring of the suggested intervention to guarantee sustainability.

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

6- 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 4 : Project information

1- Project Objectives:

The objective of this Call for Proposals is to "Contribute building resilience in Deir-Er-Zor through the establishment of sustainable agriculture, and non-agriculture livelihoods opportunities".

Sectors maximum budgets under this call for proposals are as follows:

ERL sector maximum budget: 500,000 USD
FSA sector maximum budget: 500,000 USD

Applied organizations can apply under one or both sectors .

ERL Sectoral Objective: Improve access to basic and social services and infrastructure and strengthen access to livelihoods by creating income-generating opportunities and by improving access to production and market infrastructure to restore local economy recovery.

ERL Eligible Activities:

Activity 1.1: Provide market-based modalities of assistance to vulnerable households
Indicator: # of vulnerable households including female-headed households, elderly, etc. provided through market-based modalities of assistance

Activity 1.2: Create short-term work opportunities
Indicator: # of short-term work opportunities created including through market-based modalities

Activity 1.3: Foster access to regular employment
Indicator: # of people obtaining or accessing regular employment, as a result of sector support

Activity 1.4: Support to entrepreneurship
Indicator: # of people supported to rehabilitate, develop or start a social or business entrepreneurship initiative

Activity 1.5: Restore access to basic, local economic infrastructure through light rehabilitation and repair
Indicator: # of local economic infrastructures rehabilitated, including markets; storage, warehousing and processing

Activity 1.6: Restore access to basic utilities, such as electricity, gas, water, sewage through light rehabilitation and repair
Indicator: # of households provided with access to one or more basic utilities such as electricity, gas, water, sewage

Priority target group: The proposed response aims to address the needs of crisis-affected farmer households especially women- headed households.

Recommended locations are primarily based on the level of severity of the indicators related to the above-mentioned activities, the most affected areas were selected.. The other consideration for location selection was the accessibility and safety and security of the partners. The proposed list of areas meeting the above-mentioned criteria is as follows;

Governorate	District	Sub-district	ناحية
Deir-ez-Zor	Al Mayadin	Ashara	العشارة
Deir-ez-Zor	Al Mayadin	Al Mayadin	الميادين
Deir-ez-Zor	Deir-ez-Zor	Muhasan	الموحسن
Deir-ez-Zor	Deir-ez-Zor	Deir-ez-Zor	ناحية دير الزور
Deir-ez-Zor	Deir-ez-Zor	Sur	الصور
Deir-ez-Zor	Deir-ez-Zor	Kisreh	الكسرة
Deir-ez-Zor	Deir-ez-Zor	Khasham	خشام
Deir-ez-Zor	Deir-ez-Zor	Basira	البصيرة

Food and Agriculture Sector:

Sector Strategy:
Support self-reliance of affected households by protecting and building productive assets and restoring or creating income generating opportunities to save and sustain lives with a focus on women and Women Associations.

Sector Eligible Activities:
Activity 2.1: Distribution of agricultural inputs, including vegetable seeds, cash crops and poultry, and related training.
Indicator 2.1.1**:** # of households (HHs) targeted receiving agricultural inputs and trainings, disaggregated by gender,
Indicator 2.1.2: % target HHs who adopt/use Good Agriculture Practices (GAPs) and Climate Smart Agriculture (CSA) approaches,
Indicator 2.1.3: % increase in crop yield among targeted HHs, gender disaggregated,
Indicator 2.1.4: % increase in egg production among targeted HHs, gender disaggregated,

Activity 2.2: Establishment and strengthening of Women Associations through knowledge transfer on farming, marketing and organization,
Indicator 2.2.1**:** # of Women Associations established, strengthened and operating effectively

Activity 2.3: Facilitation of linkages between targeted producers, buyers and other market operators
Indicator 2.3.1**:** # of producers (i.e. HHs) involved in marketing, gender disaggregated,
Indicator 2.3.2**:** # of HHs reporting increased income through linkages to higher value markets and other end markets, gender disaggregated

Activity 2.4: Establishment of food processing units for vegetables (tomato, eggplant etc) and fruit (figs, grapes, apricots and peaches) processing,
Indicator 2.4.1: # of food processing units established and led by Women Associations,
Indicator 2.4.2: # of targeted Women Associations reporting increased sales to higher value markets due to value adding enterprises initiated

Priority target group:
Women - and WAs - will be targeted by this component through direct links with the targeted vegetable producers. Food processing, drying and conservation activities, in rural households, are mainly carried out by women who are seasonally involved in preserving the surplus production for household consumption and for marketing when the family needs additional cash. The main focus remains on empowering WAs and strengthening their capacity to access market opportunity.

The selection criteria of the direct beneficiaries will be based, but not limited to:

- Female HHs engaged in other market-led IGAs;
- Female HHs not engaged in IGAs, but interested in learning and have minimum required capacity to start the IGAs;
- Female HHs or elderly, and PWDs;
- HHs with three or more children less than five-year old;
- Returnees, IDPs
- HHs with severe difficulty in accessing sufficient food and don't have steady adequate income;
- HHs currently not benefiting from wheat and vegetable kit distributions; or any similar livelihood support provided by other humanitarian agency.
- HHs having access to land for crop production, whether rented or owned,
- Accessibility to irrigation sources for HH engaged in agriculture works

Recommended locations:
Taking into consideration underserved locations with the highest needs in terms of agriculture and livelihoods, the proposed list of priority locations is as below;

Governorate	District	Sub-district	ناحية
Deir-ez-Zor	Al Mayadin	Ashara	العشارة
Deir-ez-Zor	Al Mayadin	Al Mayadin	الميادين
Deir-ez-Zor	Deir-ez-Zor	Muhasan	الموحسن
Deir-ez-Zor	Deir-ez-Zor	Deir-ez-Zor	ناحية دير الزور
Deir-ez-Zor	Deir-ez-Zor	Sur	الصور
Deir-ez-Zor	Deir-ez-Zor	Kisreh	الكسرة
Deir-ez-Zor	Deir-ez-Zor	Khasham	خشام
Deir-ez-Zor	Deir-ez-Zor	Basira	البصيرة

2. Project Budget, Expected Deliverables and Payment Schedule

The ERL sector mobilizes resources to humanitarian partners to rapidly address the most critical emergency response needs for the people affected by the humanitarian crisis in Deir-ez-Zor governorate.
The Grant fund will be operated under the leadership of UNDP country office, in line with the HRP objectives, and in accordance with priorities identified by the ERL&FSA sectors.

The total allocated budget for the project is fixed at $1,000,000; of this, $500,000 is allocated under the ERL sector, and 500,000 $ under the FSA sector.

Eligible grant size will be disbursed in tranches on the basis of project duration, partner capacity, risk levels, and the proposed activities. UNDP can request project revisions and/or budget deduction based on the proposed activities. *proposal above the maximum budget would be automatically rejected.

Maximum Financial and Administrative fees shall not exceed 7% of the project budget

The Contracted Sector partners (INGOs, NNGOs and FBOs) will submit an inception report for UNDP's approval within 15 days from signing the Responsible Party Agreement.

Estimated Budget shall be submitted in accordance with the Itemized Cost Estimates (Annex D)

3. **Project Scope of work and phases:**

please refer to the project TOR (Annex A)

4. **Project allocated budget:**

ERL sector maximum budget: 500,000 USD
FSA sector maximum budget: 500,000 USD
Applied organizations can apply under one or both sectors.

Section 5: 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.

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 call of proposals 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.

2. Technical Evaluation

Evaluation weighting		
Categories		**Weighting**
A	**Eligibility** **If (No) then project is out**	**Yes/No**
	Based on: - Minimum experience of 3 years, in the field of agriculture and/or livelihood (depending on the proposed type of activity) - Proven experience of implementing successful project(s) with the United Nations. - HACTed with a Low Risk or Medium Risk rating in both Financial Capacity and Procurement Capacity. - the proposal in line with the call for proposal strategic objectives, and locations	
B	**Strategic relevance**	**35**

	- sufficient capacity to implement the proposed project. - physical presence in Der al Zor with the ability to operate in the targeted areas. - ability to implement activities within the precautions and safety measures necessary to counteract the risk of infection by COVID-19 in accordance with the guidelines of the World Health Organization	
C	**Programmatic relevance**	**35**
	- clear and realistic logframe (objectives, outcomes, outputs, activities, indicators and gender disaggregated targets) - clear needs assessment for the proposed activities - clear Risks and Risk mitigation measures, Accountability to affected population mechanisms and monitoring plan. - Gender, age and disability mainstreaming -	
D	**Cost effectiveness**	**15**
	- the cost of the proposed projects is commensurate to the intended activities and targets	
E	**Engagement with coordination**	**15**
	- Applying organizations should be considered as an approved partner in ERL /FSA sectors depending on the proposed type of activity - Full acceptance and compliance with the UN humanitarian principles and values. - The project is multi-sectoral (two sectors are involved in a coordinated manner; all activities and budgets should be clearly broken down between activities relevant to each sector and the multi-sectoral activities have a clear added value to responding to needs more effectively)	
	Total	**100**

Section. 6: 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.

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.

Section. 7: Annexes

The following Annexes from A to F considered part of this call of contract for Responsible Party Agreement:

- Annex. A – Project TOR
- Annex. B – Project Proposal Template
- Annex. C – Project Budget Template
- Annex. D – Annex D Itemized Cost Estimate template
- Annex. E - Responsible Party Agreement-Template
- Annex. F – CVs template