CALL FOR PROPOSAL FROM CSOs/NGOs

"Livelihood Support to Resettled Communities - Jaffna"

under the

"Joint Programme for Peace (JPP)"

(CFP/JPP/2020/92)

I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations

This Call for Proposal (CFP) is specifically related to the Joint Programme for Peace (JPP) focusing on support returned and resettled families with sustainable livelihood assistance and to improve capacity of resettled communities to engage in productive measures including community collective-engagement and re-integration, small business development, value addition for local resources, establishing market linkages, employment generation, enhance access to government services delivery and make returned and resettled communities to be socially accountable for their grievances and to make them take-part in the durable solutions for conflict-affected displacement.

The UNDP will work with Government and Civil Society Organizations (CSOs) to take the programme mandate forward. A key programmatic focus will be divided into two major components as follows;

Sustainable Livelihoods and Cross Cutting Areas - Jaffna

This component addresses the access to sustainable livelihood related interventions and other cross-cutting areas pertaining to sustainable resettlement including sectoral-based livelihood assistances especially fisheries, agriculture and livestock and small business development support focusing women and youth and vulnerable groups in selected locations of Jaffna District. This component also considers the networking and partnership for facilitating all kinds of technical trainings for sustaining livelihood support and feasible market linkages and innovation for business promotions. Further, this component addresses the cross-cutting areas such as gender specific vulnerabilities, cultural sensitivities, youth engagement, factors that influence the environmental protection and risks associated with natural disasters.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to: support returned and resettled families with sustainable livelihood assistance and to improve capacity of resettled communities to engage in productive measures including community collective-engagement and re-integration in Jaffna District. Details of related outputs and deliverables are provided in the **Annex 1 - Terms of Reference.**

Final Beneficiaries

Eligible proposals will be those focused on returned and resettled Indian returnees in selected GN divisions of Jaffna District and targeting community groups/CBOs as well as the direct and final beneficiaries **(Annex 1 - Terms of Reference).**

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether an NGO/CSO is eligible to be considered by UNDP will be based on the NGO/CSOs submission of the information in followings:

a) Annex 2 - Request for Information (RFI) Template
b) Annex 3 - Capacity Assessment Checklist (CACHE)

IV. 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 also the portions of the work that will be implemented in collaboration with a CBO.

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 with focus on quality assurance and sustainability measures and the approaches to document lessons learnt and best practices.

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.

Pre-proposal meeting:

UNDP will organize pre-bid meeting on 22 October 2020 at 10.00am Sri Lanka time. Those who are interested in attending the meeting are kindly requested to use below link to join in the Zoom call:

Join Zoom Meeting : https://undp.zoom.us/j/86304133300
Meeting ID: 863 0413 3300

V. EVALUATION CRITERIA & METHODOLOGY

a). Quality of the Technical Proposals:

1) Sound technical proposal that includes innovative sustainability mechanisms for shelters to maximize the value transfer to the beneficiaries.

2) High impact interventions directly targeting and responding to the ALL criteria outlines in the ToR.

3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.

4) Proposed monitoring and evaluation framework and lessons learnt context that will inform interventions.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	NGO Eligibility and qualifications	25%	250
2.	Proposed Methodology, Approach and Implementation Plan	45%	450
3.	Management Structure and Key Personnel	30%	300
	Total		1,000

Technical Proposal Evaluation	Score Weight	Points Obtainable
1. NGO Eligibility and qualifications	**25%**	**250**
Relevant experience in implementing and monitoring Livelihood and social accountability projects for resettled communities or relevant activities 0 pts if no relevant experience or less than 3 years relevant experience 50 pts if 3 relevant years of experience 10 pts for each additional year of experience (up to 100)	100	
Proven experience in supporting local community through building capacities 0 pts if no proven experience 50 pts if experience is proven	50	
Proven experience in coaching and training 0 pts if no proven experience 50 pts if experience is proven	50	
Previous cooperation with UN organizations and/or international NGOs 0 pts if no proven experience 50 pts if experience is proven	50	
2. Proposed Methodology, Approach and Implementation Plan	**45%**	**450**
0 pts if no proposed methodology 50 pts if weak proposed methodology 100 pts if fair proposed methodology capacity 300 pts if strong proposed methodology capacity 400 pts if outstanding proposed methodology	400	
Relevant workplan 0 pts if workplan is irrelevant and doesn't meet the timeframe 50 pts if workplan is relevant and meet the timeframe	50	
3. Management Structure and Key Personnel and resources	**30%**	**300**
Team composition with relevant experience and qualifications 0 pts if no team composition is presented 20 pts if proposed team composition is irrelevant 50 pts if proposed team composition has strong qualifications 100 pts if proposed team composition has strong qualifications and well experienced	100	
Availability of a focal point, facilitators and qualified support staff to coordinate with the Groups and facilitate the implementation and monitoring of the activities	100	
Ability to mobilize local communities and organize events in areas of implementation	100	

b). Budget size and duration

Proposal amounts should not exceed **LKR 10,000,000** for direct interventions in multiple communities/ activities or geographical areas within Sri Lanka as stated in the TOR**. CSOs have to provide their best technical proposal and financial breakdown (within the budget specified in the time frame of the TOR as per geographic area/s) in one single envelope (clearly stating proposed overheads). Overheads should not exceed 12% of the total budget.**

The amount requested in the proposal should commensurate with the organization's administrative and financial management capabilities. Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institutions which obtain the highest technical score shall be selected. CSOs/ NGOs exceeding the stipulated maximum budget in their financial proposals will be rejected. Passing score is 700/1000. NGOs exceeding the established fixed budget in their financial proposals will be rejected.

In principle, project duration will be **starting 10 November 2020 and ending on 30 June 2021.**

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 proposals only through online tendering system. Proposals submitted via email or by hard copies will not be accepted. For instructions, please refer to Annexes 7.x or eTendering Resources for Bidders.

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

1) Cover letter (one page) explaining why your organization is the most suitable CSO to undertake this work , confirming your organization is able to meet the requirements listed in Sections C, E and F above, while indicating the expertise working in all areas identified.
2) Duly filled RFI and documentation requested therein (Annex 2 - Request for Information (RFI) Template)
3) Information requested for Capacity Assessment (Annex 3 - Capacity Assessment Checklist (CACHE))
4) Project Proposal (Format attached – Annex 4) of not more than 3 pages (narrative), explaining how your organization proposes to provide support in ALL areas detailed in Section C above and a detailed budget and timeframe for completing the proposed interventions according to identified geographical areas as per outlined timeframe and budget milestones
5) Financial proposal – Annex 5
6) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements

Proposals must be expressed in English, and valid for a minimum period of 90 days from the closing date.

Only one submission per organization is allowed.

Submission Deadline

As indicated in eTendering system. System time zone is in EST/EDT (New York (time zone).

PLEASE NOTE:

- **Date and time visible on the main screen of event (on eTendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the eTendering portal and system will not accept any proposal after that time. It is the responsibility of the proposer to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system.**
- **Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.**

Clarifications:

Should you require further clarifications, kindly communicate with the following focal point 3 days before the CFP deadline. UNDP will endeavour to provide the above clarifications expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of a proposal.

Focal Person in UNDP:

Mr. Rasanayagam Sharvanandha
E-mail address: rasanayagam.sharvanandha@undp.org
Phone: 0776 041 161

For e-Tendering related queries:

Proposers are encouraged to follow the instructions provided in Annexes 7.1 to 7.3 or eTendering Resources for Bidders.
If it still finds difficulties, proposers may contact:

Ms. Sripalee de Silva
E-mail address: sripalee.desilva@undp.org
Phone: 0774 398 386

Or

Mr. Nishantha Jayarathna
E-mail address: nishantha.jayarathna@undp.org
Phone: 0771 653 296

Note; UNDP reserves the right not to fund any proposals arising from this Call for Proposals

Estimate Competition Timeline:

Below is an estimated timeline for this Call for Proposals.

18 October 2020: Call for Proposal opens for submission and relevant documents are posted online.
26 October 2020: Deadline for organizations to submit proposals to UNDP Procurement under this submission
27 October 2020: Assessment and selection processes will take place.
10 November 2020: Selected applicants will be notified on or before this date.

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.

Thank you and we look forward to receiving your proposal.

Sincerely yours,

Head of Procurement/Administration
United Nations Development Programme (UNDP)
202-204, Bauddhaloka Mawatha
Colombo 07, Sri Lanka.

Annex 1 - Terms of Reference
Annex 2 - Request for Information (RFI) Template
Annex 3 - Capacity Assessment Checklist (CACHE)
Annex 4 - Project Proposal Template
Annex 5 – Financial proposal
Annex 6 - Standard Terms and conditions for RPAs
Annex 7.1 - eTendering User Guide for Bidders
Annex 7.2 - eTendering brief notes for bidders
Annex 7.3 - New ATLAS login page October 2020
Additional eTendering resources - eTendering Resources for Bidders.