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**Call for Proposals (CfP) from Civil Society Organisations (CSOs)**

 **to become UNDP’s Responsible Party**[[1]](#footnote-1) **under** [**Strengthening the Role of Local Communities/Mjesne zajednice (MZs) in Bosnia and Herzegovina Phase 2” Project**](https://www.ba.undp.org/content/bosnia_and_herzegovina/en/home/operations/projects/democratic_governance/strengthening-the-role-of-local-communities-mjesne-zajednice--mz.html)

**INSTRUCTIONS**

1. **BACKGROUND**

This Call for Proposals (CFP) is specifically related to and is to be submitted under the UNDP’s BIH10/00097541 – “[**Strengthening the Role of Local Communities/Mjesne zajednice (MZs) in Bosnia and Herzegovina Phase 2” Project**](https://www.ba.undp.org/content/bosnia_and_herzegovina/en/home/operations/projects/democratic_governance/strengthening-the-role-of-local-communities-mjesne-zajednice--mz.html), which is financed by the Government of Switzerland and the Government of Sweden, and implemented by UNDP in Bosnia and Herzegovina, in partnership with domestic authorities from all government levels and local communities.

The Project works to encourage community-led local development and revitalise community government by capacitating and empowering local communities/*mjesne zajednice* (MZs), as the places where government comes closest to the people and as grass-roots organisations that serve communities, with the possibility for real participation and joint action. The Project works directly with local communities and their leaders, citizens groups, civil society organisations, businesses, as well as local governments, which are ultimately responsible for public service delivery, so as to improve and modernise MZ’s work and provide them with the tools they need to engage the community, involve women, include the most vulnerable, take joint decisions and put their ideas into effect. Among other priorities, the Project works to set in place a broader [shared vision on the future role of modern MZs in Bosnia and Herzegovina](https://www.ba.undp.org/content/bosnia_and_herzegovina/en/home/library/democratic_governance/nova-vizija-mjesnih-zajednica-u-bih--2018--godina.html). The focus of the Project phase 2 will shift towards wide horizontal upscaling and replication of successful legislative and institutional approaches, as well as maintaining the policy dialogue that help empower MZs at the local level.

This CfP should result in the most relevant, effective and efficient proposal for delivering the service, which ultimately aims at localization of the MZ vision models through participatory dialogues, upgrading of the local government regulatory frameworks for enhanced MZ functioning and building capacities of local-level stakeholders for effective implementation of the new frameworks in all partner local governments. Primarily, it is expected that the selected **Responsible Party** will assist to partner local governments and MZs to fully reach project results and that positive experiences will be spilled over to non-partner localities.

For more details, please see attached Terms of Reference (Annex 3) for delivery of the service.

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

The objective of this Call for Proposals is to **engage a qualified and professional Responsible Parties** to deliver high-quality expert, technical, facilitation and training support to the target local governments, their MZs and communities, so as to test and affirm sustainable and replicable models of contemporary MZ, which is pro-actively connected with the local government on the one side and with the citizens – on the other, in the nexus of which a more effective and accountable local governance and public service delivery is in place.

Ultimately, activities of selected Responsible Parties will result not only in localization of the MZ vision models, but also in strengthened human and institutional capacities of selected Responsible Party, partner local governments, MZs and communities to contribute to participatory local development processes.

Importantly, the selected Responsible Parties should be able to ensure a team of relevant experts, who will provide continuous, result-oriented and tailored support to target groups. As such, team of experts is to be characterised by: i) constant communication among expert team members and with beneficiaries of the assistance; ii) consistency, continuity and complementarity of the expert and technical assistance offered; and iii) high level of commitment to the entire process, ultimately resulting in distilling new MZ localised models, as per ToR.

In order to ensure more direct connectivity between MZs and their local governments, the ToR envisages delivering of the assistance along the broader annual governance cycle, which goes through the following general stages: i) annual planning and linking public priorities with local governments’ budgets; ii) implementing annual public priorities; iii) monitoring and assessing annual governance performance achievements. The platform for annual and mid-term planning at the local level is the local development strategy.

**Objectives**

1. **Task 1: To localize MZ vision models for each LG partner and defined as a result of dialogues engaging local governments, MZ and communities.To develop local government gender-sensitive regulatory frameworks for enhanced MZ functioning and representation based on the localized MZ Vision and adopted in all partner local governments (LGs)**
2. **To organise and deliver capacity development of partner LG teams and MZs to acquire adequate technical capacities, tools and skills to effectively steer community-led gender-responsive local development.**

Detailed objective and related outputs and deliverables are provided in the Terms of Reference – **Annex 3.**

The Project “Strengthening the Role of Local Communities/ MZs in Bosnia and Herzegovina” will establish an **Advisory Board (AB)** as an inclusive voluntary body whose specific responsibilities will be: promulgating importance of MZ agenda in Bosnia and Herzegovina; serving as a forum for cooperation and dialogue on MZ-related activities among governments, civil society and academia; enabling coordination and exchange on Project-related strategic, thematic and operational issues among relevant stakeholders; enabling exchange of expert opinions; proposing recommendations and remedies to possible barriers for consideration by the Project Board, etc. It will enable connection between the MZ Project and the wider civil society and academia, strengthening local ownership over MZ reform process in the country. Participation and contributions in the Advisory Board are strictly on a voluntary basis. Selected Responsible Parties are expected to be members of Project Advisory Board.

***Final Beneficiaries***

Eligible proposals will be those focused on selected geographical areas of **41 partner local governments** (that the Project has selected to work in) and targeting **199 MZs** as the direct and final beneficiaries.

The envisaged target groups are:

• MZ Councils/Assemblies members and local communities MZ activists (people who regularly attend MZ meetings and take part in activities but are not formally employed or appointed).

• Local government staff specifically responsible for liaison with MZs, officials involved in legislation and planning of direct relevance to MZs (particularly MZ municipal officers and MZ focal points/operational teams who will serve as knowledge management points, as well as other staff responsible for budgeting, strategic planning and strategies’ implementation, legislation).

• Mayors/city mayors and municipal/city councils/assemblies

• Mjesne Zajednice (MZ)

• Community hubs

• Citizens within communities.

**Geographical coverage**

The CfP applies to Project partner 41 local governments and selected 199 MZs. The selected target LGs are as follows:

Banja Luka, Bihać, Bijeljina, Brčko Distrikt, Breza, Centar Sarajevo, Čitluk, Doboj, Goražde, Gračanica, Gradačac, Gradiška, Ilijaš, Jablanica, Ključ, Kotor Varoš, Laktaši, Ljubinje, Ljubuški, Maglaj, Modriča, Mrkonjić Grad, Nevesinje, Olovo, Pale FBiH, Petrovo, Rogatica, Rudo, Sanski Most, Tešanj, Teslić, Trebinje, Trnovo, Višegrad, Visoko, Vitez, Vlasenica, Vogošća, Zavidovići, Zenica, Žepče.

Within each local government, responsible party will directly work with up to 5 MZs vary in population size, type, local development characteristics and capacities.

The proposed methodology and approach of applicants should contain activities **for one geographical area**, as follows:

|  |  |  |
| --- | --- | --- |
| **Geographic area** | **Local governments** | **Number of MZs** |
| 1 (10 LGs) | Breza, Centar Sarajevo, Čitluk, Ilijaš, Jablanica, Ljubinje, Ljubuški, Nevesinje, Trebinje i Vogošća  | 50 |
| 2 (11 LGs) | Goražde, Olovo, Pale FBiH, Rogatica, Rudo, Trnovo, Višegrad, Visoko, Vitez, Vlasenica I Zenica  | 49 |
| 3 (9 LGs) | Banja Luka, Bihac, Gradiska, Kljuc, Kotor Varos, Laktasi, Modrica, Mrkonjic Grad, Sanski Most,  | 45 |
| 4 (11 LGs) | Brcko Distrikt, Bijeljina, Doboj, Gračanica, Gradačac, Maglaj, Petrovo, Teslic, Tešanj, Zavidovići, Žepce | 55 |

One applicant can submit an offer for more than one geographic area. If submitting offers for more than one geographic area, the applicant should demonstrate adequate capacity and sufficient relevant expertise to work simultaneously in all geographic area. During the evaluation process, the evaluation committee might request additional information related to timeline of activities and engagement of experts in each geographic area.

Consorcium cases

One applicant can submit only one proposal per one geographic area. If an applicant submits a proposal for one geographic area, it is not alloweded to submit additional proposal for the same geographic area as part of a Consortium. All such proposals will be disqualified.

In case a consortium submits a proposal for one geographic area, it can also submit proposals (alone or as part of a consortium) for other geographic area. It is necessary to demonstrate capacity and relevant expertise to work in all geographic areas.

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

The eligibility of applicant CSO will be based on the following:

1. The Responsible Party is an Civil Society Organization - CSO registered in Bosnia and Herzegovina[[2]](#footnote-2).

2. The Responsible Party (i.e. in cases of a consortium, the lead organisation) must have a minimum 7 years of operation and have evidence of at least 5 years track record of provision of technical assistance and support to local governments, local communities and their socio-economic partners in the area of local governance, public service delivery and participatory policy-making (evidenced with copies of contracts for at least 3 projects/assignments in last 5 years, where the type, complexity and scope of relevant delivered assistance is clearly visible with minimum 1 contract of similar value to this CfP).

3. Aplicant (Lead consortium organization) must have at least 3 permanent emloyees.

Evaluation is either “yes” or “no” for the above eligibility criteria.

Proposals that fail the above eligibility criteria will be immediately eliminated.

Information provided in the CSO Request for Information (RFI) template **(Annex 1) will be used during assessment of eligibility**.

1. **PROPOSAL**

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the CSO’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. Please provide clear and relevant reflection on the ToR and its purpose and tasks (beyond already provided information on the ToR).

Moreover, the Methodology should demonstrate how the applicant will meet or exceeds the requirements set in the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. Also, it should demonstrate an in-depth understanding of the importance and benefits of strengthening MZ and their interaction with local governments and citizens in Bosnia and Herzegovina, including from viewpoint of more effective, efficient and democratic local governance and service delivery. The applicant should include reflection on the specifics (social, economic, political, governance, etc.) of target local governments within the specific geographic coverage for which the proposal is developed, which demonstrates the applicant’s knowledge and understanding of the localities defined for implementation of activities.

Quality Assurance mechanisms: Considering the direct accountability of the selected Reponsible Party for the results of the assignment, the methodology shall also clearly present details of the proposer’s internal technical and quality assurance mechanisms, external quality assurance of the delivered results, communication and coordination within the team and with local partners, as well as with UNDP.

This methodology must be laid out in an implementation timetable as an quality assurance. The timetable has to be detailed and to reflect the planned time dnamics, within partner LGs, provide an overview of the activities and financial proposal.

Risks/Mitigation Measures: Please describe the potential risks that may impact the achievement and timely completion of expected results, as well as the corresponding mitigation measures.

Reporting and Monitoring: Please provide a brief description of the mechanisms for reporting to UNDP and partners, including a reporting schedule. The applicant should consider at least progress and annual technical and financial reports.

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/experts who will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology, with detailed description of the role of each expert against the deliverables of the ToR. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR. Please check the minimum required personel/experts to be engaged (Criteria for the Award of Contract and Evaluation of Proposals – Annex 2). The proposal should contain written confirmation from each personnel that they are available for the entire duration of the contract.

In the case that one or more of the proposed experts are full time engaged within government/public institutions / agencies, and the proposed duration of engagement within this proposal is longer than 25 working days annually, they have to submit no objection letter from their employer to be considered eligible as expert.

For all proposed experts and other personel, it is required to reflect workload of their engagement by working hours of day, per activity. Their engagement should correspond to Timetable of activities.

Acceptable Form of CV is enclosed as **Annex 4**.

Please ensure strong linkage between budget, timetable and staff workload.

1. **EVALUATION CRITERIA & METHODOLOGY**
2. **Proposals will be evaluated based on the following criteria:**

|  |  |  |
| --- | --- | --- |
| Summary of Technical Proposal Evaluation Forms | Score Weight | Points Obtainable |
|
| 1. | Expertise of organisation submitting proposal | 20% | 200 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 40% | 400 |
| 3. | Management Structure and Key Personnel | 40% | 400 |
|  | **Total** | **1000** |

All eligible CSOs will be evaluated against the Criteria for the Award of Contract and Evaluation of Proposals – **Annex 2.**

1. **Evaluation methodology: Quality-based under Fixed Budget Selection (QB-FBS)**

QB-FBS methodology implies that **all proposals have the same maximum overall budget** (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the proposed approach and methodology. The applicant CSOs (individually or in a consortium) have to provide their best technical proposal and financial plan - budget (within the budget limit set in the ToR) in one single envelope (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out in accordance with outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. The CSOs exceeding the established fixed budget in their financial proposals will be rejected.

Proposals have to translate community needs into implementable activities by the CSOs. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

1. **Budget size and duration**

Proposal **budget for one geographical area should not exceed BAM 101,500.00** for the entire service stated in the ToR, as well as management and operational costs The maximum allowed operational and management costs per offer/geographic region can not exceed 20% of the total budget.

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities. In principle, project duration **will not exceed 18 months**.

1. **SELECTION PROCESS:**

The UNDP will review proposals through a five-step process:

1. determination of eligibility;
2. technical review of eligible proposals;
3. scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal;
4. Partner Capacity assessment and general risk analysis
5. Round of clarification (if necessary) with the highest scored proposal and selection;
6. Financial – HACT Microassessment of the selected partners and
7. Responsible Party Agreement (RPA) signature
8. **SUBMISSION PROCESS**

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

Applicants must submit their proposals in one envelope to:

**United Nations Development Programme**

**Zmaja od Bosne bb Street, 71 000 Sarajevo**

**Selection of Responsible Party under the project ‘Strenghetning the role of local communities/Mjesne Zajednice in Bosnia and Herzegovina’ – phase II.**

* **Number of copies:** 1 original and 1 copy of proposals (hard copy) and 1 electronic form submitted on USB or CD.

Your Proposal must be expressed in the English language, and valid for a minimum period of 60 days. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

1) Programatic Proposal with methodology and CVs of proposed experts

2) Financial proposal - budget and Timeline

3) Documentation requested in the Request for Information (RFI)

4) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Only one submission per organization for one geopgraphical area is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

Submission Deadline

Proposals, with supporting documents, should be submitted by **December 24, 2020** **at 4 p.m.**

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail **registry.ba@undp.org** **.**

*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.

***December 7, 2020:*** Call for Proposal opens and relevant documents are posted online.

***December 24, 2020****:* Deadline for organizations to submit proposals under this Call.

***December 28, 2020--January 11, 2021:*** Assessment and selection processes will take place.

***January 20, 2021:***All applicants will be notified of application results

**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.

1. Responsible Parties (RP) are organizations engaged by an implementing partner (UNDP) through a written agreement, to provide goods and/or services to the project, carry out project activities and/or produce outputs using the project budget. Through the engagement of responsible parties, the implementing partner (UNDP) takes advantage of their specialized skills, mitigates risk and relieves administrative burdens. Responsible parties are directly accountable to the implementing partner (UNDP) in accordance with the terms of their agreement or contract with the implementing partner (UNDP). [↑](#footnote-ref-1)
2. Law on assocaitions and foundations … [↑](#footnote-ref-2)