



## Terms of Reference

### GENERAL INFORMATION

Title: Engaging a Local NGO as a Responsible Party

Project Name: Amplifying Youth Voice & Action to address Citizen Security & Safety (AYVA)

Reports to: UNDP Officer-in-charge, Programmes Unit

Duty Station: Jamaica

Type: Responsible Party Agreement

Duration of Assignment: Nine (9) months

### REQUIRED DOCUMENTATION FROM RESPONSIBLE PARTY

<input checked="" type="checkbox"/>	Capacity assessment checklist (CACHE)
<input checked="" type="checkbox"/>	CVs
<input checked="" type="checkbox"/>	Technical proposal
<input checked="" type="checkbox"/>	Financial proposal

### I. BACKGROUND

The Amplifying Youth Voice & Action to address Citizen Security & Safety Project aims to strengthen the mechanisms which ensure youth participation in decision and policymaking through the development of an incubator for youth-led organizations. This incubator's success is hinged on partnerships and targeted capacity strengthening delivered through a coalition of diverse stakeholders from the Government, International Development community, Civil Society, Academia and the Private Sector. The incubator will be a capacity-building initiative to boost the competency of the participants in implementing youth-led citizen safety & security interventions. The youth-led organizations will also be given grants to implement community level micro-projects.

The project's result will be achieved through two key outputs:

- Output 1: Mechanisms strengthened to enable youth participation in decision making and actions to address Citizen Security & Safety
- Output 2: Youth empowered to implement innovative & sustainable solutions for Citizen Safety & Security

One of the key strategies of the Project is to provide select youth groups with funding. As such, UNDP is seeking to partner with an establish Non-Governmental Organisation to provide on-granting and technical assistance towards the achievement of Output 2. Specifically, the NGO will manage the disburse funds on behalf of UNDP to the financing of the youth-led microprojects and provide technical support for the implementation of each micro-project and mentorship services to the youth-led organizations.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of work

Under the oversight of the UNDP Officer in Charge, Programmes the selected NGO will be expected to execute the following tasks:

- Lead and manage the on-granting component of the AYVA project:
  - Ensure the disbursement and management of ten grants valued at US\$10,000 each to the selected youth-led organisations to facilitate implementation of the micro-projects;
  - Provide technical and quality assurance oversight for the ten youth-led micro-projects;
  - Support the youth-led organisations, as necessary, in establishing a presence and relationship in the selected community to reduce potential implementation barriers;
  - Provide mentorship and allocate the relevant needed skilled personnel to support the youth-led micro projects.
- Support the Technical Working group by participating in any consultations necessary to enable the successful implementation of the project including the selection of the ten youth-led organisations;
- As part of the TWG and Incubator coalition, provide technical inputs to the development and implementation of the incubator curriculum;
- Produce monitoring reports as indicated in the UNDP Responsible Party Agreement.
- Establish partnerships with stakeholders in respective communities within which the micro-projects are being implemented.

### Expected Outputs

The following outputs are expected from the local NGO:

- Detailed implementation plan and strategy outlining the technical and administrative oversight for the microprojects.
- Monthly Narrative and Financial reports including;
  - Consolidated Disbursement and expenditure report for the Youth-led microprojects
  - Coaching and technical oversight provided to each youth-led organization in implementing their micro-projects.
  - Consolidated Indicator Tracking Table tracking progress of Youth-led microprojects

### TERMS OF PAYMENT

All proposals must be expressed in a lump sum amount:

- The lump sum amount must be “all-inclusive”;
- The contract price is fixed regardless of changes in the cost components.

Payment will proceed as following:

70% of the sum upon receipt of the revised implementation plan including methodology. .

- 30% of the total sum upon expenditure of at least 70% of the first tranche payment and progress report.

**BUDGET**

UNDP is allocating an all-inclusive budget of US\$ 130,000 for this assignment. USD\$100,000 for the micro projects and US\$30,000 to cover the cost of the NGO to execute the tasks outlined in the scope works.

**III. WORKING ARRANGEMENTS****Responsible Party**

The local NGO engaged as the Responsible Party will coordinate closely with the Project Team for the following activities:

- Assign the proper and needed skilled personnel to assist the youth-led organization with their micro-project's activities;
- Facilitate the linkages between the youth groups and relevant local businesses that can assist in the implementation of the micro-projects
- Assist with implementation and monitoring of the projects activities;
- Provide required and comprehensive reports on a timely manner

**UNDP**

The UNDP will carry out the following responsibilities:

- Disburse funds to NGO in agreed tranches.
- Ensure Quality assurance
- Provide oversight to the implementation of the Responsible Party's activities.
- Provide feedback on the content of the plans and reports
- Provide available data, information and contacts related to the project.

**Duration of the Work**

The anticipated start date for the responsible party is January 2021 and the agreement will last for nine months (projected to end September 2021)

**Duty Station**

- a) Jamaica

**IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Local NGO(s) wishing to be considered for this assignment described herein should have the following qualifications:

- Minimum 5 years of relevant experience in implementing and monitoring similar initiatives

- Proven experience in supporting local communities through engagement and capacity building
- Proven experience in financial management
- Previous cooperation with international Agencies and/ or Government partnerships
- Completed Capacity Assessment **See annex**

## V. EVALUATION METHOD AND CRITERIA

### DOCUMENTS TO SUBMIT

Local NGO(s) wishing to be considered for this assignment described herein should submit the following documents:

- Technical Proposal- this should include detailed proposed strategy/methodology, work plan timeline and risks/limitations. Proposals will be evaluated based on clarity, specificity language, feasibility duration and approach to work.
- Financial proposal – this should include a breakdown of this USD 30,000 total for the specified tasks. Overall, the financial proposal should include costs to deliver the work plan.
- CVs of key staff members of the NGO.
- Completed Capacity Assessment Checklist with supporting documents.
- Proof of experience showing that the NGO is meeting the minimum qualifications listed above
- NGO registration documents.

Breakdown of Offer Evaluation		Points Obtainable
1.1	Capacity assessment checklist (CACHE)	40
1.2	CVs of key staff members of the NGO	20
1.3	Technical Proposal	30
1.4	Financial proposal that shows budget breakdown for the	10
TOTAL		100

**This TOR is approved by:**

Signature: 

Name and Designation: Denise Antonio, Resident Representative

Date: 14-Dec-2020

### Capacity Assessment Checklist (CACHE) For CSO/NGO

#### Annex 1

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	<ol style="list-style-type: none"> <li>1. Who are the CSO/NGO's key donors?</li> <li>2. How much percentage share was contributed by each donor during the last 2 years?</li> <li>3. How many projects has each donor funded since the CSO/NGO's inception?</li> <li>4. How much cumulative financial contribution was provided for each project by each donor?</li> <li>5. How is the CSO/NGO's management cost funded?</li> </ol>	
2. Audit	<ol style="list-style-type: none"> <li>1. Did the CSO/NGO have an audit within the last two years?</li> <li>2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.</li> </ol>	
3. Leadership and Governance Capacities	<ol style="list-style-type: none"> <li>1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme.</li> <li>2. Does the CSO/NGO have a formal oversight mechanism in place?               <ol style="list-style-type: none"> <li>1. Does the CSO/NGO have formally established internal procedures in the area of:                   <ol style="list-style-type: none"> <li>1. Project Planning and Budgeting</li> <li>2. Financial Management and Internal Control Framework</li> <li>3. Procurement</li> <li>4. Human Resources</li> <li>5. Reporting</li> <li>6. Monitoring and Evaluation</li> <li>7. Asset and Inventory Management</li> <li>8. Other</li> </ol> </li> </ol> </li> <li>2. What is the CSO/NGO's mechanism for handling legal affairs?</li> </ol>	

	3. Ability to work (prepare proposals) and report in English	
4. Personnel Capacities	1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. 2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.	
5. Infrastructure and Equipment Capacities	1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.) 2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
6. Quality Assurance	Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding: 1. Delivery compared to original planning 2. Expenditure compared to budget • Timeliness of implementation 3. Timeliness and quality of reports 4. Quality of Results	