



*Empowered lives.  
Resilient nations.*

# CALL FOR PROPOSALS FOR RESPONSIBLE PARTY AGREEMENT

**Project Title: Build resilience of Deir-Ez-Zor vulnerable communities through ensuring them with sustainable livelihoods opportunities, in two lots:**

- **Lot 1: ERL sector**
- **Lot. 2: Food and Agriculture Sector (FAS)**

Quality Based Fixed Budget

RPA No.: UNDP-SYR-RPA-001-20

Country: Syria Arab Republic

Issued on: 29 December 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](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>

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](mailto: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

Approved by:

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Name: Walid Okla  
Title: Procurement Associate  
Date: **December 29, 2020**

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Name: Hanan Al Ali  
Title: Head of Procurement Unit  
Date: **December 29, 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)
- 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: 21 January 2021, by 3:00 PM, Syria local time**

Proposals to be submitted via e-tendering system, Reference “**UNDP-SYR-RPA-001-21**”

**Interested organizations can apply for the 1st or 2nd lots or both of them, and to make sure to submit two separate proposals for each lot.**

**A pre-proposal meeting is scheduled to be held on 4th January 2021 at 12:00 midday (Damascus time) to discuss the RPA and all requirements and to answer to clarifications. Interested organization can contact ahead with UNDP via email: [walid.okla@undp.org](mailto:walid.okla@undp.org) to get the meeting's link.**

### **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 ERL /FSA sectors depending on the proposed type of activities (1 lot or both lots)
- Minimum experience of 3 years, in the field of agriculture and/or livelihood, depending on the proposed type of activity (1 lot or both lots)
- 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 Deir-Ez-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 vegetable and fruit production,
- At least one specialist (Poultry or livestock) is required to support and implement poultry and livestock value chain 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 Management and Marketing) is required to support marketing and entrepreneurship 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 mainstreams gender into its activities,
- The project mainstreams protection into its activities,
- The project sets out clear Accountability to Affected Populations (AAP) 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.

- 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
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#### **Section 4 : Project information**

**1- Project Objectives:**

As mentioned in the attached TOR in Annex A.

#### **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
<b>A</b>	<b>Eligibility</b>  <b>If (No) then project is out</b>  Based on: <ul style="list-style-type: none"> <li>- Minimum experience of 3 years, in the field of agriculture and/or livelihood (depending on the proposed type of activity)</li> <li>- Proven experience of implementing successful project(s) with the United Nations.</li> <li>- the proposal in line with the call for proposal strategic objectives, and locations</li> </ul>	<b>Yes/No</b>
<b>B</b>	<b>Strategic relevance</b> <ul style="list-style-type: none"> <li>- sufficient capacity to implement the proposed project.</li> <li>- physical presence in Der al Zor with the ability to operate in the targeted areas.</li> <li>- 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</li> </ul>	<b>35</b>
<b>C</b>	<b>Programmatic relevance</b> <ul style="list-style-type: none"> <li>- clear and realistic logframe (objectives, outcomes, outputs, activities, indicators and gender disaggregated targets)</li> <li>- clear needs assessment for the proposed activities</li> <li>- clear Risks and Risk mitigation measures, Accountability to affected population mechanisms and monitoring plan.</li> <li>- Gender, age and disability mainstreaming</li> </ul>	<b>35</b>
<b>D</b>	<b>Cost effectiveness</b> <ul style="list-style-type: none"> <li>- the cost of the proposed projects is commensurate to the intended activities and targets</li> </ul>	<b>15</b>
<b>E</b>	<b>Engagement with coordination</b> <ul style="list-style-type: none"> <li>- Applying organizations should be considered as an approved partner in ERL /FSA sectors depending on the proposed type of activity</li> <li>- Full acceptance and compliance with the UN humanitarian principles and values.</li> <li>- 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-</li> </ul>	<b>15</b>

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