CFP-243/21
Call For Proposal

**<u>Empowerment and Engagement of Community Mechanisms with Local Authoritie
Promote Social Cohesion</u>**

1. Introduction/Background

The costly war against ISIL has caused lots of damages to the already fragmented society in Iraq especially in the libated areas. Post-war reconstruction efforts and reconciliation process have been impeded by the government limited resources and inability to meet the full scope of citizens' needs and demands. On the other hand, lack of accountability and corruption are perceived as pervasive and broader culture of violence persists with little accountability for perpetrators. UNDP believes that if communities are effective contributors to peace and cohesion building; if sufficient understanding and trust is built in and between community groups and the state; and if UNDP delivers and helps partners deliver recovery and development solutions in Iraq that will reduce conflict risks and promote social cohesion.

The UNDP Social Cohesion Programme works in four main areas that include 1) Strengthening the national frameworks for peace and social cohesion, 2) strengthening inter-linking community infrastructures for social cohesion at multi-levels 3) supporting and strengthening capacities and resources of academia and research institutions and actors to lead social cohesion and 4) working with media institution and media professionals to improved advocacy and public awareness. Social cohesion program involves empowering community mechanisms, building their capacities and creating linkages between them to work collaboratively on peace building and social cohesion. It also facilitates solutions to local conflicts through utilizing these critical community mechanisms such as Community Based Organizations (CBOs), women and youth groups and Local Peace Committees (LPCs).

As such, UNDP have supported in 2019 and 2020 more than 31 community peace initiatives in geared toward promoting peace and stability and empowering communities. In addition, UNDP has been working in partnership with national and local partners on establishing and supporting Local Peace Committees, Women Peace Groups and Youth Networks in Ninewa and Kirkuk. UNDP would engage these mechanisms in enhancing community readiness, facilitating returns and strengthening social cohesion. In addition, advocacy and awareness campaigns will promote peace and social cohesion through media and religious leaders' forums. UNDP is also supporting community-based reconciliation initiatives that are essential to build or strengthen relations between different groups as well as strengthening vertical social cohesion.

Building on previous successes, UNDP intends to implement "Empowerment and Engagement of Community Mechanisms with Local Authorities to Promote Social Cohesion" to build the capacity of local and community mechanism and empower them to facilitate linkages with local authorities including police and security personnel in order for them to participate in transparent and participatory conflict mitigation and dialogue process that will bring about peace and stability to the communities and mitigate the potential for conflict and civil unrest. The project will contribute to the second output of UNDP-Iraq "Integrated Social Cohesion Strategy". The project will be implemented in 12 targeted areas: Mosul, Talafar, Sinjar, Qayara, Snuni, Hamdaniya, Hattra, Talkeyf, Bashiqa, Ba'aj, Qayrawan and Hawija.

Objective:
The objective of the project is to strengthen local and community mechanisms and resources for peace and social cohesion, build their capacity and enable them to facilitate engagement with local authorities including police and security personnel in 12 targeted areas that are: Mosul, Talafar, Sinjar, Qayara, Snuni, Hamdaniya, Hattra, Talkeyf, Bashiqa, Ba'aj, Qayrawan and Hawija.

1. The overall outputs and key activities of this project are:

Outputs and activities:

Output 1: Local and community mechanisms and police and security personnel are capacitated to participate in and promote social cohesion.

Activities:
- Develop curriculum and materials for capacity building training in coordination with UNDP
- Provide 12 workshops for capacity building for 3 days each to 25-30 local government officials and police and security officials on conflict resolution and dialogue in each targeted location. (one workshop for each targeted location).
- Provide 12 capacity building training workshop for 3 days each to 25-30 religious and tribal leaders, police officers, local government, Local Peace Mechanisms , youth and women groups and CBOs on dialogue and peaceful coexistence in each targeted location. (one workshop for each targeted location).

Output 2: Local and community mechanisms are engaged with local authorities including police and security personnel to facilitate mediation and peace building activities.

Activities:
- Identify local conflicts or community tensions to be resolved in coordination with UNDP in each targeted location.

- Facilitate 36 mediation and dialogue sessions, 3 sessions per targeted location, among community groups, and including police and local authorities. Each session is expected to bring about 50-60 participants, and the sessions will allow training recipients to practice their skills through facilitating mediation sessions with communities.
- Facilitate reconciliation between communities through supporting the development of **10 "*local peace agreements", covenant, charter* or others forms of peace agreements** and action plans as community see appropriate while ensuring human rights and gender perspectives are incorporated. The Local Peace agreements could be reached via conferences that may host **(130-150)** community members from the wider segments of the communities in each targeted location.
- Implement follow up engagements activities for action plans bringing additional **(100)** participants in each location to ensure implementation

(1) Institutional arrangement
   2. **Institutional/Management Arrangement**
The project will be managed under the Social Cohesion Programme in UNDP Iraq. The selected Organization will be required to assign a Focal Point who will work in overall coordination with, and

report for all day to day requirements, directly to the UNDP staff member assigned from the Social Cohesion Team. This focal point person should be named in the proposal as key personnel. In addition, the project will have 3 other key positions Program Coordinators who will oversee the project implementation in the targeted areas. All CVs for the 4 key positions should be annexed to the proposal.

3. Monitoring and Evaluation

The selected organization will be required to have a strong result monitoring system in place, and process of documenting results, challenges/issues and mitigation measures, and lessons learned at a minimum. UNDP will also undertake periodic programmatic monitoring, and undertake financial spot-checks, as part of its quality assurance processes.

It is necessary that the organization plan to conduct at least one final evaluation for the project and may be a mid-term evaluation as well, if needed or recommended by UNDP.

Additionally, periodic progress review meetings will mandatorily take place between the selected Organization and UNDP (and where relevant together with other Partners relevant to this Project). The timelines for such meetings will be agreed upon, after signing the Responsible Party Agreement.

4. *Reporting and Visibility:*

The selected organization will be required to submit;
- An inception report, including an updated Detailed Work Plan and Monitoring and evaluation plan.
- A Progress Report, which comprises of a Narrative and Financial Report and an annex for results against monitoring and evaluation indicators, on a monthly basis to UNDP (on the 7th day of each following month, during the period of the Agreement.
- A Progress Report (Narrative and Financial) and an annex for results against monitoring and evaluation indicators after completing the mid-point of the Agreement. Upon submission of this Report, a Progress Review meeting will also be held.
- A Final Project Completion Report and Final Financial Report, within 1 month of completion of the project.

UNDP's visibility guidelines will apply to the project, and as a minimum apply to
- Pictures, events, videos, press releases
- Success stories and case studies
- Any newsletters prepared by the Organization capturing progress of the project activities
- Project signboard, banners, t-shirts, posters, wall stickers and any other relevant visibility items such as training manuals and other training materials.

Reporting Templates will be provided at the point of signing the Agreement. UNDP and donor related visibility Guidelines would be provided at the time of signing the Agreement.

1. Duration, Location of Work and Target Beneficiaries

The implementation of the Project is expected to commence from **1 August 2021 to 31 July 2022** with the expected number of direct beneficiaries amount to **4,900** in addition to indirect beneficiaries.

2. Deliverables and Estimated Payment Schedule

3. Deliverables and Estimated Payment Schedule

Payments are proposed to be made according to the following schedule, upon the completion of defined deliverables, and the certification of the deliverables by UNDP.

#	Deliverables	Estimated Payment Tranches %
1.	Participation in an Official kick off meeting with UNDP to discuss and clarify all contractual requirements	0%
2.	Submission of the Inception Report, updated Detailed Work Plan and Monitoring and Evaluation plan (within 1 month of signing the Agreement)	25%
3.	- Completion of 25% of the activities as per the approved Detailed Work Plan -Submission and approval of monthly progress reports and Project Meeting with presentation of results to date.	25%
4.	- Completion of 50% of the activities as per the approved Detailed Work Plan -Submission and approval of monthly progress reports Mid-term Project Meeting with presentation of results to date.	30%
5.	-Completion of all activities, and submission of the Final Report and Final Financial Report -Completion of the Project Completion Review meeting.	20%

4. Scope of the Technical and Financial Proposal

The Technical Proposal must be submitted in keeping with the Template provided in Annex A, and the Financial Proposal must be submitted in keeping with the Template provided in Annex B. The overall Submission must be accompanied with the following minimum **supporting documentation**.

1. Copy of Registration with the Federal Government of Iraq and preferably with the Kurdish Regional Government
2. CVs (establishing competence and demonstrating qualifications/skills relevant to the TOR) of the key technical, implementation and management staff proposed to work on the Project.
3. Annual certified financial report and Audit Report undertaken during the last 2 years.
4. Profile of the proposed NGO Partners (if applicable).
5. Evidence of the Organization's Regulations/Policies and Procedures, manuals with regards to human resources and financial management, procurement and contracting and administration.
6. Evidence of previous relevant experience that qualifies the organization to undertake this Project.
7. Due to the spread of COVID-19 the organization should take all necessary actions and safeguarding procedures required to protect staff and beneficiaries against the virus.

The Financial Proposal must provide a detailed cost breakdown for the achievement of each Output, providing separate figures for each expense category. Project Management and indirect costs, must be reflected separately, and not exceed a total of 18% of the total budget. The cost breakdown will be used to determine the value for money against each unit cost, as well as the calculation of price in the event both parties have agreed to add new deliverables to the scope of Services. The Financial Proposal Template provided is to guide the applicant, and not to restrict the applicant. Where possible please also submit an excel budget separately.

5. Eligibility Criteria

The applicant organizations must be non-profit non-governmental organizations (NGOs), with Registration with the Federal Government of Iraq **and preferable** the Kurdish Regional

Government. Without the Federal Government of Iraq Registrations, the submission will not be deemed eligible.

Qualified local NGOs are strongly encouraged to apply.

If there is a staff member of UNDP, who has any relationship with the organization, as an owner or relative of the owner or member of the Board of Directors or part of their management team etc., this should be officially notified to UNDP prior to the start of the selection process.

The applicant organizations must have the following *minimum* expertise and experience:

- Proven *knowledge and understanding* of social cohesion issues in Iraq.
- Proven *expertise and experience* in working on conflict sensitivity and gender programming, with experience in reducing violence, re-establishing peace, and enhancing collaborative relations among different groups in Iraq.
- Proven *technical expertise and experience* in the design, implementation, and management of evidence and needs-based social cohesion interventions, which are conflict and gender sensitive.
- Proven organizational management expertise, including on administration, finance, human resources, procurement and operations.
- Proven experience in Monitoring and evaluating social cohesion and peacebuilding projects.
- A *minimum* of 5 years of active experience, undertaking similar work in Iraq.
- Proven, strong social capital and partnerships with local grassroots organizations, networks and movements (particularly those working on issues relevant to this TOR) in the target locations, and the proven ability to create formal working relationships to collaboratively implement this project.

The core team for implementation of the project shall be comprised of the following staff profiles. The project Manager will be considered a key staff and focal point with UNDP for all coordination and management purposes.

a. Project Manager (1 position)
b. Field Coordinator (2-3 positions)
c. Capacity Building Specialist (1 position)
d. Social Cohesion Specialist (1 position)
e. Monitoring, Evaluation and Reporting Specialist (1 position)
f. Finance Officer (1 position)

Project Manager minimum requirements:
- At least Bachelor degree in related studies but Master degree is preferred.
- At least 5 years of relevant experience
- Experience in Multi cuture environment and display cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Treats all people fairly and with impartiality.
- Strong communication skills in English (both written and verbal) and responsiveness to UNDP requirements.
- Ability to work under pressure and meet challenging deadlines.
- Flexible and responsive to changes and unexpected demands upon time;

- Client-oriented and open to feedback.

All other staff positions are required to have the following Competencies:
- Relevant experience and educational backgrounds
- Display cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Treats all people fairly and with impartiality.
- Good communication skills including ability to write concise and analytical reports in English;
- Ability to work under pressure and meet deadlines.
- Flexible and responsive to changes and unexpected demands upon time;
- Ability to work with people from different backgrounds to deliver quality products within a short timeframe; and
- Client-oriented and open to feedback.

If there is a staff member of UNDP, who has any relationship with the organization, as an owner or relative of the owner or member of the Board of Directors or part of their management team etc., this should be officially notified to UNDP at the outset by the applicant organization.

The proposers should submit the detailed CVs of all the required personnel.

1. **EVALUATION CRITERIA & METHODOLOGY**

a) Proposals will be evaluated based on the following criteria:

1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to machine the value transfer to the beneficiaries
2) High impact interventions directly targeting and responding to the needs established in the TOR
3) Size of budget requested commensure with the organization's proven administrative and financial management capacity
4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

	Summary of Technical Proposal Evaluation criteria	Score Weight	Points Obtainable
1	NGO Eligibility and Qualifications	30%	300
2	Proposed Methodology, Approach and Implementation PLan	40%	400
3	Management Structure and Key Personnel	30%	300
4			
	Grand total	100%	1000

Detailed sub-criteria are provided in Annex C

	Summary of Technical Proposal Evaluation criteria	Score Weight	Points Obtainable

1	NGO ELIGIBILITY AND QUALIFICATIONS	30%	300
1.1	The organization has appropriate policies on finance, procurement, and human resources management.		30
1.2	Implemented similar projects at least (2) projects, and has a portfolio of $500,000 or above in total. - 1 project= (10 points), 2 projects or above =(20 points). - Portfollio of $500,000 or above = (20 points).		40
1.3	Quality assurance procedures: The organization has systems and tools in place to systematically collect, analyze and use programme monitoring data: Monitoring and Evaluation system in place (20 points). Risk log and mitigation measures (10 points) Protection procedures including prevention of sexual harassment (10 points)		40
1.4	Physical and operational presence in Iraq for at least 3 years. 1 year = (20 points), 2 years = (40 points), 3 years and above = (60 points).		60
1.5	Physical and operational presence in Ninewah for at least 2 years. Less than 2 years = (7 points); 2 years and above = (10 points).		10
1.7	Proven knowledge and *technical experience* in implementing and managing social cohesion interventions, that are conflict and gender sensitive.		60
1.8	The organization has established partnerships / collaboration / engagement with other local, national / international organizations, and governmental institutions.		30
1.9	Community presence and ability to reach the target audience.		30
2	**PROPOSED METHODOLOGY, APPROACH, AND IMPLEMENTATION PLAN**	**40%**	**400**
2.1	To what degree does the Proposer's approach to delivery of the project meet the suggested activities and the requirements per activity?		100
2.2	Have the important aspects of the project been clearly defined and addressed in enough detail?		100
2.3	Is the sequence of activities and workplan logical, realistic and promise efficient implementation of the project?		100
2.4	Sustainability: has the proposal sufficiently explained, how it will contribute to lasting change?		100
3	**Management Structure and Key Personnel**	**30%**	**300**
3.1	Project Manager -Education: A master's degree in business administration, project management, development studies, or any other related field. (30 points). Relevant Experience: at least five years of relevant work experience (40 points).		70
3.2	Field Coordinator(2-3 positions) - Education: A Bachelor's degree in Business administration, development studies, or any other related field (30 points)		60

		- Relevant Experience: at least three years of relevant work experience (30 points)		
3.3	Capacity Building Specialist (1 position) -Education: Master's degree in Business administration, development studies, or any other related field. (20 points for Masters 11 points for Bechelor's). -Relevant Experience: at least three years of relevant work experience. (30 points)			50
3.4	Social Cohesion Specialist (1 poition). -Education: Master's degree in Business administration, development studies, or any other related field. (20 points for Masters 11 points for Bechelor's). -Relevant Experience: at least three years of relevant work experience. (30 points).			50
3.5	Monitoring, Evaluation and Reporting Specialist (1 position) -Education: A Bachelor's or Master's degree in business administration, development studies, or any other related field. (15 points for Masters, 10 points for Bechelor's). -Relevant Experience: at least five years of relevant work experience. (20 points).			35
3.6	Finance Officer (1 position) -Education: A Bachelor's or Master's degree in finance, accounting, or business administration. (15 points for Masters, 10 points for Bechelor's). -Relevant Experience: at least five years of relevant work experience. (20 points).			35
	Grand total		100%	300

The <u>financial assessment</u> will review the efficient utilization of budget as follows:

a) Output-based budgeting (capturing all relevant Budget Categories);
b) Financial Contribution/cost sharing contribution to implementation of the Project from the Organization
c) Value for money on the cost of implementation;
d) Operations and Administrative/indirect costs (not exceeding 18%) reflected separately
e) Inclusion of annual certified financial report and Audit Report undertaken during the last 2 years.
f) The budget should be detailed, complete, rational and realistic, and **must not exceed the equivalent of USD$ 1,200,000** for all locations and covers all activities up to the end of the project.

The amount requested in the proposal should commensurate with the organization's administrative and financial management capabilities.

b) Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)

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

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

2. SELECTION PROCESS

UNDP will review the 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 evaluation criteria and methodology to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) **Responsible Party Agreement (RPA) signature.**

3. SUBMISSION PROCESS

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

Applicants must submit their proposals in the form of the template attached (Annex A- Technical Proposal Template and Annex B- Financial Proposal Template) and the following documents through online e-tendering system.

LATE APPLICATIONS WILL NOT BE ACCEPTED

1. Copy of Registration with the Federal Government of Iraq and preferably with the Kurdish Regional Government
2. CVs (establishing competence and demonstrating qualifications/skills relevant to the TOR) of the technical, management and implementation support personnel proposed to work on the Project
3. Annual certified financial report and Audit Report undertaken during the last 2 years.
4. Profile of the proposed NGO Partners (if applicable).
5. Evidence of the Organization's Regulations/Policies and Procedures, manuals with regards to human resources and financial management, procurement and contracting and administration.
6. Evidence of previous relevant experience that qualifies the organization to undertake this Project.

Potential applicants should refer to the "Frequent Asked Questions" posted in UNDP's website.
For additional questions about the Call for Proposals Guidelines or application forms, please e-mail

Dler Mohmad; dler.mohamad@undp.org and cc: Abdelmoniem Mustafa; abdelmoneim.mustafa@undp.org

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

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

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:

Estimate Completion Timeline
Below is an estimated timeline for this Call for Proposals:

* 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.

Sincerely yours,

Piero Emanuele Franceschetti
Head of Servcie Centre
UNDP Iraq

Annexes:
Annex A-   Technical Proposal Template
Annex B –   Financial Proposal Template