

CALL FOR PROPOSAL FROM CSOs

“Immediate Support to Respond to the Maritime Disaster in Sri Lanka”

under the

“Maritime Disaster Assistance Project”

CFP/MDP/2021/42



I. BACKGROUND

As an island nation, Sri Lanka is highly vulnerable to climate change and disasters. UNDP has been assisting the Government of Sri Lanka (GoSL) since 1967 to achieve sustainable human development on economic, social and environmental fronts. Working closely with the GoSL at national, regional and local levels, the Climate and Environment Team (CET) of UNDP is building institutional, legal and individual capacities to respond to the effects of climate change and natural and manmade disasters, by exploring the potential of renewable energy and resource efficiency in production and consumption, while supporting reform and modernization of the environmental management systems and protecting our biodiversity.

Currently, Sri Lanka is experiencing one of its worst ecological disasters resulting from the fire, explosion and the subsequently expected sinking of the cargo ship MV X-press Pearl on Sri Lankan waters. Debris from the vessel including vessel wreckage, floating container parts, burnt cargo and a large volume of plastic pellets/nurdles have washed ashore spreading rapidly on account of the ongoing monsoon with strong winds and ocean currents down to southern Sri Lanka, with the possibility of reaching the eastern coast, carpeting beaches along the coastline. Initial observations from the coastline report death of marine life and birds due to the severe pollutants released into the environment. In addition, the vessel has hit the sea bottom defeating efforts to tow the ship to deeper seas and an oil spill is imminent, escalating the fire into a catastrophic environmental disaster. The damages to the marine environment and the coastal communities are extensive and far-reaching, especially in the vicinity of the site of the incident and the western coast with gradual spread towards the southern and eastern coasts.

The ongoing 3rd wave of COVID-19 with accompanying lockdown protocols is hampering the process of assessing the damage and rolling out damage mitigation response. Given the growing severity of the marine and environmental pollution that could cut across the Sri Lankan border, the weak and uncoordinated institutional capacity, the loss of livelihoods for the fishing communities for the months ahead and the need for informed assessments and information to feed into government recovery framework the proposed assistance by UNDP is time-critical.

In this regard UNDP in collaboration with the Government of Sri Lanka plans to engage a Civil Society Organization to support the ongoing socio-economic impact assessment and to mobilize impacted communities for coastal clean-up and cash for work programmes as an alternative livelihood support. This Call for Proposal (CFP) is for Civil Society Organizations who are interested in providing support to the needs of the ongoing disaster assessment and the impacted communities.

UNDP will work with Government and Civil Society Organizations (CSOs) to assist the implementation of immediate interventions for;

- i) immediate support to the Government of Sri Lanka to reduce the environmental impacts and provide emergency employment to communities at risk;
- ii) rapid assessments and coordination support to inform Government strategy and potentially feed into a disaster needs assessment; and,
- iii) accurate and timely risk communications to the communities affected by the disaster through the Maritime Ecological Disaster Assistance Project.

UNDP will assist the process through Coordination consultant who would provide agency coordination support to the assessment process. In addition, government agencies have appointed teams to conduct the assessment at ground level.

To address the need of the hour, the Communications Consultant will support the Government of Sri Lanka's efforts in the dissemination of timely and accurate information of the marine ecology disaster as it develops for informed decision-making.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to engage a consultant who will be based primarily at the Marine Environment Protection Authority (MEPA) office in Colombo and will work closely with the staff of MEPA, The National Aquatic Resources Research and Development Agency (NARA), Department of Fisheries and other relevant agencies and expert groups. The Consultant will report to Technical Specialist (Biodiversity and Green Financing) under the overall guidance of the Team Leader (CET) at UNDP Sri Lanka. Details of related outputs and deliverables are provided in the **Annex 1 - Terms of Reference**.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether a consultant is eligible to be considered by UNDP will be based on the submission of the information in the following:

- a) Annex 2 - Request for Information (RFI) Template;
- b) Annex 3 - Capacity Assessment Checklist (CACHE); and,
- c) Annex 4 – Financial Proposal

IV. 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.

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.

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 ALL the criteria outlined 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.	CSO 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

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) **Overheads should not exceed 12% of the total budget.**

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 Passing score is 700/1000.

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.

Technical Proposal Evaluation		Score Weight	Points Obtainable
1.	CSO Eligibility and qualifications	25%	250
Relevant experience in disaster assistance and response, supporting post disaster assessments such as socio-economic impact assessments and 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 the mobilization of disaster impacted communities. 0 pts if no proven experience 50 pts if experience is proven		50	
Proven experience in supporting the execution of risk communication or other		50	

communication campaigns. 0 pts if no proven experience 50 pts if experience is proven		
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	

c) Budget size and duration

Proposal amounts should not exceed **LKR 6,000,000** for direct interventions in multiple communities/ activities or geographical areas within Sri Lanka as stated in the TOR.

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

In principle, project duration will be for a period of **4 months** from signing of contract.

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 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 in the TOR, 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 the TOR 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 points 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:

Ramitha Wijethunga
E-mail address: ramitha.wijethunga@undp.org
Phone: 0773444179

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](#).

For further assistance, 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.

09 July 2021: Call for Proposal opens for submission and relevant documents are posted online.

14 July 2021: Deadline for organizations to submit proposals to UNDP Procurement under this submission

15 July 2021: Assessment and selection processes will take place.

20 July 2021: 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 FIN AL june 2011.pdf](http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FIN_AL_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 interest's 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](#).