



## CALL FOR PROPOSAL FROM CSOs

**Raising awareness on Human Rights with Female Workers in the Free Trade Zones in Sri Lanka**  
under the project of  
**Business and Human Rights in Asia: Promoting Responsible Business Practices through Regional Partnerships**  
**(B+HR Asia)**  
**(CFP/BHR/2021/44)**

### I. BACKGROUND

In 2011, the United Nations Human Rights Council endorsed the United Nations Guiding Principles on Business and Human Rights (UNGPs). The UNGPs are comprised of three pillars, which outline respectively (1) the State duty to protect against human rights abuses by business enterprises, (2) the responsibility of business enterprises to respect human rights, and (3) the role of States and business enterprises in ensuring access to effective remedy of adversely impacted rights holders. Throughout the world, free trade zones (FTZ) (also referend to as special economic zones or export processing zones) are established by States to promote economic activity. However, in practice, states often fail to ensure that adequate legal safeguards and access to remedy are guaranteed within FTZs. Often, this allows business enterprises to employ questionable business practices under the legal frameworks

Additionally, the COVID-19 pandemic, has shed light on further human rights abuses faced by women. Workers and activists reported a gap in implementing health and safety guidelines by employers. Prominent industry representatives assert these are being followed, in addition to introducing bipartite factory level health committees after stakeholder consultations. However, activists and workers claim that there are gaps in implementation. It is unclear how many FTZ factories have implemented operational health committees. The Labour Department has strenuously denied gaps in implementation. Also, there is very little information about the response of global buyers and retails on their expectations for Sri Lankan sourcing factories.

### II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to: engage an NGO/CSO to work in the FTZs in a minimum of three targeted locations (preferences but not limited to, Katunayake or Biyagama, Kandy, Seethawake, Kilinochchi/Vavuniya), with women workers, to undertake a consultative process, raise awareness on their rights, and build their capacity to identify violations of their rights and access legal and non-legal support mechanisms. 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 an CSO is eligible to be considered by UNDP will be based on the CSOs submission of the information in followings:

- a) Annex 2 - Request for Information (RFI) Template
- b) Annex 3 - Capacity Assessment Checklist (CACHE)

#### 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; identifying also the portions of the work that will be implemented in collaboration with other partners.

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

For detailed evaluation criteria refer annex -1 Terms of reference

##### 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.

**c) Budget size and duration**

Proposal amounts should not exceed **LKR 2,395,000** 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 **Starting in 15<sup>th</sup> August – 15<sup>th</sup> November 2021**

**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 in order 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 listed in Sections C, E and F above, 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 Section C above 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 point 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:**

Myanthi Peiris

E-mail address: [myanthi.peris@undp.org](mailto:myanthi.peris@undp.org)

Tel: 0779953118

**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](#).

If it still finds difficulties, proposers may contact:

Ms. Sripalee de Silva

E-mail address: [sripalee.desilva@undp.org](mailto:sripalee.desilva@undp.org)

Phone: 0774 398 386

Or

Mr. Nishantha Jayarathna

E-mail address: [nishantha.jayarathna@undp.org](mailto: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.

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

*02 August 2021:* Deadline for organizations to submit proposals to UNDP Procurement under this submission

*03 August 2021:* Assessment and selection processes will take place.

*15 August 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\\_FINAL\\_june\\_2011.pdf](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.

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.](#)**