



CALL FOR PROPOSAL FROM CSOs/NGOs

“CSO Engagement on Youth Participation and Engagement for a Healthier, Equitable, Safer and United Sri Lanka”

under the project of

“Youth Participation and Engagement for a Healthier, Equitable, Safer and United Sri Lanka”

(CFP/YPI/2021/78)

I. BACKGROUND

Youth Participation and Engagement for a Healthier, Equitable, Safer and United Sri Lanka” is an 18- month project funded by the United Nations Peacebuilding Fund. The project aims to improve access to opportunities for young aspiring leaders to meaningfully promote social cohesion, peace and development that will enhance their political and civic representation.

This project is implemented in partnership with National Youth Services Council, WHO Sri Lanka, UNDP Sri Lanka and UNV Sri Lanka. The project aims to work with both elected and non-elected youth parliament members, the Federation of Youth Clubs and other youth groups representing marginalized communities at the district level. In this regard, UNDP anticipates working with three partner youth and women civil society organizations (CSOs) that will support collective designing and implementation and grant management of community action plans.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to: Work together and guide youth leaders involved in the project to develop community action plans while supporting to conduct an inclusive community needs assessments, design conflict sensitive community action plans and joint project proposals with the youth to achieve the project objectives to promote social cohesion and stability build a healthier, equitable, safer and united Sri Lanka. The proposed work will focus on successful implementation of the selected community action plans in the designated district/ area together with the youth leaders whilst considering the COVID-19 pandemic situation. Also, it is expected that the selected CSOs to provide support for the provincial project coordinators of the project to coordinate and monitor successful implementation of the overall project. **Refer Annex 1 - Terms of Reference.**

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether an NGO/CSO is eligible to be considered by UNDP will be based on the NGO/CSOs submission of the information in the following:

- 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 NGO'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 a CBO.

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 and replicable inclusion mechanisms to maximize 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 commensurate 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 Forms		Score Weight	Points Obtainable
1.	NGO 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

Technical Proposal Evaluation		Score Weight	Points Obtainable
1.	NGO Eligibility and qualifications	25%	250
At least five years of experience in national-level community development project implementation with demonstrated ability for inclusion of youth in development in a peacebuilding context		100	

0 pts if no relevant experience or less than 5 years relevant experience 100 pts for 5 years of experience			
Relevant experience in designing, executing, and implementing community action plans with the relevant technical expertise on training methodologies, participatory techniques, in-house virtual training capabilities and capacities with knowledge of virtual tools and innovative know-how 0 pts if no proven experience 100 pts if experience is proven		100	
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 with experience in implementing development projects to coordinate with the Groups and facilitate the implementation and monitoring of the activities		100	
Ability to link with relevant actors (state and non-state) and district and divisional level to build strategic alliances to address gender/ SDG, development priorities, RTI, data and policy issues		100	

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.

c) Budget size and duration

Description	Total Budget including Administration and Coordination cost
Grant is inclusive for action plans and for administration, coordination cost / Overheads costs which is 12% of the total budget.	LKR 8,000,000.00

Proposal amounts should not exceed above said budget for direct interventions in multiple communities/ activities or geographical areas within Sri Lanka as stated in the TOR. **CSOs have to provide their best technical proposal and financial breakdown (within the budget specified in the time frame of the TOR as per geographic area/s) clearly stating proposed overheads. Overheads should not exceed 12% of the total budget.**

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institutions which obtain the highest technical score shall be selected. CSOs/NGOs exceeding the stipulated maximum budget in their financial proposals will be rejected. Passing score is 700/1000. NGOs exceeding the established fixed budget in their financial proposals will be rejected.

In principle, project duration will be starting on 01st November 2021 and ending on 31st May 2022.

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 for each Lots.

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:

Mr. Priyan Senevirathna
E-mail address: priyan.senevirathna@undp.org
Phone: +94 76 367 3296

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
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.

14th October 2021: Call for Proposal opens for submission and relevant documents are posted online.

27th October 2021: Deadline for organizations to submit proposals to UNDP Procurement under this submission

28th October 2021: Assessment and selection processes will take place.

01st November 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 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.](#)