



Terms of Reference

Grant to support COVID-19 affected youth living in slums or on the streets with social services

(Call for Proposals for a Grant)

Deadline: 25th November 2021

Background:

The economy in Sierra Leone is still on its path to recovery following the shocks of the Ebola Virus Disease (EVD) and the civil war. About two thirds of the country's population (64.8%) are identified as multidimensional poor (Multidimensional Poverty Index 2019). In 2019, the Government launched its Medium-term National Development Plan with an overarching goal to reduce poverty in all its forms. There had been notable progress before COVID-19 struck in March 2020. The Government efforts to stop or limit the spread of the virus is commendable and was necessary.

Due to COVID-19 pandemic, economic activities have been disrupted in the country. The most affected groups are the poor and other vulnerable groups primarily youth and women. There are also many youths not in education, training or employment and mostly live in the slum areas or on the streets.

COVID-19 has further exacerbated their situation. These are primarily young men who resort to begging, join gangs and cliques, and are engaged in non-productive activities and thus susceptible to drugs as well as other unlawful activities. The Government and partners are collaborating to support these youth at risk. UNDP through its Rapid Financing Facility is providing funding to support the most vulnerable youth affected by the pandemic especially those living in slums or on the streets. Through grants to Youth led Nonprofit organization (CSO/NGO/Foundation), UNDP seeks to provide support to 300 vulnerable youth living in slums or on the streets from Western Urban with social services including psychosocial support, and life skills to improve their knowledge and develop values.

A- Call for proposals for grants:

The main objective of this grant selection process is to identify a suitable Youth led Nonprofit organization (CSO/NGO/Foundation) with operational presence and specialized expertise to support 300 COVID-19 affected youth living in slums or on the streets from Western Urban with social services including psychosocial support, and life skills to improve their knowledge and develop values. [The grant amount is US \$30,000].

The grant is not able to fund provision of direct services or operating/running costs unrelated to proposed activities as outlined in this call.

The grants must be executed within a period of not more than one month.

B- Who Can Apply?

- Youth led Non-profit organizations (CSO/NGO/Foundation)
- Eligible Youth Organizations should have specialized expertise in provision of social services including psychosocial support, and life skills proven experience. Experience in implementing initiatives with similar scope and nature is required.
- Organizations should have operational presence in the targeted area – Western Urban.
- Organizations should be registered in accordance with the legal requirements of the Government of Sierra Leone.
- Organizations may submit joint proposals as coalitions. In this case, main applicants must provide support letters from relevant co-applicants specifying their respective role. In case of joint proposals, the main applicant shall have proven experience in the proposed area of programming for the grant.

Procedures of Grant Proposal Submission

Those wishing to apply to Grants, must submit:

1. Signed Grants Proposal populated template (See annex A)
2. Organization Synopsis
3. CVs of all project staff who will be dedicated to the proposed grant activity.
4. Workplan, performance targets.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

IMPORTANT: Please send Grant Proposal Submission electronically in one file (pdf format) signed and scanned to the following email: procure.sl@undp.org or Physical address at UNDP Reception Area, Fourah Bay Close, Off Main Motor Road, Wilberforce, Freetown, Sierra Leone. Register your submission, indicating among other things, the name of the organization submitting proposal, the name and telephone number for the person submitting the proposal at Receptionist Desk. Please ensure that you deposit the envelop into the Tender Box located at the Reception Area.

If additional clarifications required, questions can be sent to the same email address indicated above. Answers to questions will be provided within two working days of publication of this call.

Submission Deadline

The deadline for applications is 4:00pm on Thursday, 25th November 2021. Applications received after the deadline will not be considered.

C- Evaluation criteria or Scoring system:

Proposals will be evaluated by a Grant Appraisal Committee against the following main criteria:

1. Operational presence and establishment in target location for at least 12 months
2. The Organization should demonstrate the ability to effectively manage grant funds, as well as the institutional capacity (equipment, facilities, competence and qualified personnel necessary for project implementation).
3. Comprehensiveness of the proposal - Plan and budget: The proposal should clearly define its strategy for implementation detailing a step-by-step project plan and itemized budget, clear timelines for grant activity duration (up to maximum three months).
4. Competence of the organization's staff with qualified with required specialized skills in related field.
5. The grant will be payable in local currency at the prevailing UN official exchange rate.

Summary of Technical and Financial Proposal Evaluation criteria		Score Weight	Points Obtainable
1.	Organization eligibility and qualifications <ul style="list-style-type: none"> - Organization mandated to provide required services, legally registered with proof of youth leadership (5 points) - Organization experience in provision of Social Services including psychosocial support and life skills (10 points) - Establishment in target location (5 points) 	20%	20
2.	Proposed methodology, approach and implementation plan <ul style="list-style-type: none"> - Appropriateness to assignment (10 points) - Realistic of the implementation plan (10 points) - Inclusiveness of the proposed methodology (10 points) 	30%	30
3.	Management structure and key personnel <ul style="list-style-type: none"> - Organizations structure suitable to the assignment (5 points) - Qualifications of Team Leader (5 points) - Qualifications of Technical staff (5 points) - Qualifications of Support staff (5 points) 	20%	20
4.	Financial proposal: <ul style="list-style-type: none"> - Detailed budget (10 points) - Complete (10 points) - Realistic budget (10 points) 	30%	30
Total			100

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](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 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: a) 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or c) 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 such conflict exists.

Prepared By:



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Date: 18-Nov-2021

ANNEX A
Grant Proposal Template

**TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE
STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL**

Project Number:

Date: _____

Project Title: _____

Name of the RECIPIENT INSTITUTION: _____

Total Amount of the Grant (in USD): _____

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

WORK PLAN

PLANNED ACTIVITIES ¹	Timeline ²				Planned Budget for the Activity (in grant currency) ³
	T ₁	T ₂	T ₃	T ₄	
1.1 Activity					\$
1.2 Activity					\$
1.3 Activity					\$
Total					\$

¹ State what activities will be completed with the grant Funds. Use as many activity lines as necessary

- 2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.
- 3 Indicate the budget amounts in the grant currency.

3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period ...	FINAL TARGET
1.1						
1.2						

4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/ Low)	Mitigation measures

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- **GRANT BUDGET OF RECIPIENT INSTITUTION** (state currency)

PERIOD COVERING FROM _____ TO _____

General Category of Expenditures	Tranche 1	Tranche 2	TOTAL
Personnel			
Transportation			
Premises			
Training/Seminar/ Workshops, etc.			
Contracts (e.g., Audit)			
Equipment/Furniture (Specify)			
Other [Specify]			
Miscellaneous			
TOTAL			

* Please note that all budget Lines are for costs related only to grant Activities.

** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

*** Add as many tranches columns as necessary