CALL FOR PROPOSAL FROM CSOs/NGOs

“Capacitating online young women and men social media influencers to promote positive speech and social cohesion”
under the project of
“Preventing Violent Extremism and promoting tolerance and respect for diversity”
(CFP/JPP/2022/07)

I. BACKGROUND

The Join Programme for Peace, a Project of UNDP Sri Lanka seeks to address the existing gaps in community engagement through awareness creation as well as response to address the issue of the spread of hate speech in Sri Lanka and promote social cohesion through an effective online media influencer campaign. In this regard, UNDP anticipates partnering with a civil society organization with a proven track record of building value-based campaigns targeted at young women and men from diverse ethnic and religious backgrounds. The partnering organizations should demonstrate a track record of similar campaigns with a non-partisan approach to their work.

Online and traditional media platforms have become very popular among both the civil and political societies as well as the general public as the space for expressing views, on numerous social, economic and cultural issues in the country. Increasingly, online media, in particular, has captured interest among youth and adults alike with over 10.9 million Sri Lankans becoming internet users and 7.9 million becoming social media users by 2021.

With these changes to enhanced access to digital platforms among the general public, there has also been an increase in the spread of online hate speech, misinformation, fake news and myths sparking new concerns for social cohesion and safe spaces for vulnerable communities. Increased accessibility to a wide array of virtually available information and the emergence of online media influencers will have an impact on shaping the way people think, express views and act at the same time.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

Participating agencies who have already worked or currently working with online and offline media influencers are invited to submit proposals to design and implement interventions that will help combat the spread of hate speech and promote social cohesion and respect for diversity 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 followings:
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 sustainability mechanisms for shelters to maximize the value transfer to the beneficiaries.
2) High impact interventions directly targeting and responding to the ALL criteria outlines 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.

<table>
<thead>
<tr>
<th>Summary of Technical Proposal Evaluation Forms</th>
<th>Score Weight</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expertise of Service provider</td>
<td>40%</td>
<td>400</td>
</tr>
<tr>
<td>2. Proposed Methodology, work plan and approach</td>
<td>40%</td>
<td>400</td>
</tr>
<tr>
<td>3. Team composition</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>1,000</td>
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<table>
<thead>
<tr>
<th>Technical Proposal Evaluation</th>
<th>Score Weight</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expertise of service provider</td>
<td>40%</td>
<td>400</td>
</tr>
<tr>
<td>Quality of relevant samples provided</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Previous clients and partners</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Sufficient support staff and resources to organize and carry out the scope of work</td>
<td></td>
<td>100</td>
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2. **Proposed Methodology, Approach and Implementation Plan**  

<table>
<thead>
<tr>
<th>Component</th>
<th>Methodology and approach</th>
<th>Methodology and approach</th>
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<tr>
<td></td>
<td>0 pts if no proposed methodology</td>
<td>250 pts if strong proposed methodology capacity</td>
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<td></td>
<td>50 pts if weak proposed methodology</td>
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<tr>
<td></td>
<td>100 pts if fair proposed methodology capacity</td>
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<td></td>
<td>Tasks defined for the scope of work and aligned to TOR</td>
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<tr>
<td></td>
<td>0 pts if workplan is irrelevant and doesn’t meet the timeframe</td>
<td>150 pts if workplan is relevant and meet the timeframe</td>
</tr>
</tbody>
</table>

3. **Team composition**  

<table>
<thead>
<tr>
<th>Component</th>
<th>Corresponding Qualifications of the Team</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 pts if no team composition is presented</td>
</tr>
<tr>
<td></td>
<td>20 pts if proposed team composition is irrelevant</td>
</tr>
<tr>
<td></td>
<td>100 pts if proposed team composition has strong qualifications</td>
</tr>
</tbody>
</table>

### b). Budget size and duration

<table>
<thead>
<tr>
<th>Component</th>
<th>Total Budget including Administration and Coordination cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacitating online young women and men social media influencers to promote positive speech and social cohesion</td>
<td>LKR 10,000,000.00</td>
</tr>
</tbody>
</table>

Proposal amounts should not exceed above said Budgets 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 18th February 2022 and ending on 17th June 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.

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:

Mrs. 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.

31st January 2022: Call for Proposal opens for submission and relevant documents are posted online.  
14th February 2022: Deadline for organizations to submit proposals to UNDP Procurement under this submission  
15th February 2022: Assessment and selection processes will take place.  
18th February 2022: 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, Baudhaloka 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.