



Call for Proposals from CSOs

Investor Awareness Raising, philanthropy and corporate foundations engagement for the ISGAP project

Ref. CFP/ISGAP/002/2022

I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

At the 25th session of the Conference of the Parties (COP25) in Madrid (the United Nations Climate Change Conference), the Adaptation Fund has launched a new US\$10 million pilot grant programme to foster innovation in adaptation in developing countries. The programme targets a broad range of potential finance recipients, including non-governmental organizations, community groups, young innovators and the private sectors. The programme is part of the Adaptation Fund's innovation facility, providing small grants to developing countries to support innovation for effective, long-term adaptation to climate change. UNDP acts as small grant aggregators for innovation in adaptation, making small grants available to a broad scope of stakeholders on a competitive basis. In January 2021, the European Commission and UNDP signed €10 million in funding for the UNDP-led Innovation Small Grant Aggregator Platform (ISGAP).

The [AF-EC-UNDP Innovation Small Grant Aggregator](#) Platform (ISGAP) is designed to support the development, diffusion and evidence building of innovative adaptation practices, tools, and technologies in developing countries. ISGAP programme is intended to provide 20-30 direct small grant fund to local entities (i.e. programme grantees).

Under the overall guidance of the ISGAP Project Manager and Regional Technical Advisor, UNDP intends to engage an NGO/CSO that has extensive global network of family investment offices, philanthropy and corporate foundations to support ISGAP project grantees to connect with social & private sector capital.

This Call for Proposals (CFP) is specifically related to the UNDP **AF-EC-UNDP Innovation Small Grant Aggregator Platform (ISGAP)**.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

Under the overall guidance of the ISGAP Project Manager and Regional Technical Advisor, UNDP intends to engage with a legally constituted and duly registered CSO¹ that has extensive global network of family investment offices, philanthropy and corporate foundations to support ISGAP project grantees to connect with social & private sector capital codified, documented, and disseminated Lessons learned from the project leading to adoption or replication of project introduced innovations with global local entities through.

1. Equipping social investors with the resources they need to make the right funding decisions to support adaptation investments
2. Engaging family investment offices, philanthropy and corporate foundations to support adaptation innovations; connecting them to ISGAP project grantees
3. Mobilising private sector capital at matchmaking events to provide scale-up or co-financing opportunities for ISGAP project grantees.

Detailed objective and related outputs and deliverables are provided in the Terms of Reference – **Annex I**

The NGO/CSO shall deliver the expected outputs and results within the following timeframe in 2022/2023:

No	Annual Deliverable	Timeline
1	Three roundtable discussions – with a focus on how corporates can help bridge the gap in adaptation finance and support locally led adaptation solutions	First discussion by June 2022, Last discussion by April 2023
2	One report based on the roundtable discussion	by December 2022
3	One adaptation innovation investment connection event in a major global south conference that aims to facilitate matchmaking between family investment offices, philanthropy and corporate foundations and the project grantee (project participation and grantees' travel costs will be covered by UNDP if live; bidder only needs to budget the event management costs).	By December 2022

Final Beneficiaries

The contracted CSO shall provide the overall investor connection and investor awareness raising support to the ISGAP project.

¹ The term "CSO" applies to not-for-profit entities such as a non-governmental organization, a community-based organization, an indigenous peoples organization, an academic institution, or a journalist association.

III. PROPOSAL

UNDP expects the incoming proposal to include information on the following key points, which will be assessed in order to determine suitability of the proposal to meet the expected outcomes and results

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the CSOs'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 the works/portions of the work that will be subcontracted.

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 and a quality assurance.

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.

For more details on the deliverables, please refer to the Terms of Reference – **Annex I**

The CSO is required to submit its Technical Proposal using the standard templates provided in **Annex II**;

IV. EVALUATION CRITERIA & METHODOLOGY

Minimum Qualification Criteria (Pass/fail):

- Minimum 5 years of relevant experience in implementing international development projects **(Pass/Fail)**.

-Valid Certificate of Legal Constitution and Registration **(Pass/Fail)**.

- Project Development Coordinator:

a) Education: Minimum Master's degree in a relevant field, environmental science, climate change or international development **(Pass/Fail)**.

b) Experience: Minimum 7 years (of demonstrable experience) coordinating similar assignments in terms of complexity, scope of work and/or geographical coverage **(Pass/Fail)**.

a) Proposals will be evaluated based on the following criteria:

- 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.

The applicable evaluation criteria, sub-criteria and corresponding obtainable scores are described in the table below;

Summary of Technical Proposal Evaluation		Points Obtainable
1.	CSO relevant qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Summary of Applicable Technical Proposal Evaluation Criteria	Points Obtainable
Section-1 CSO relevant qualification, capacity and experience	
The expertise of the organization based on provision of evidenced track records. <ul style="list-style-type: none">• 5-10 years of relevant experience in implementing international development projects (Maximum of 20 points).- Proven experience in investment brokering and facilitation in Global North and Global South markets (Maximum of 35 points).- Proven network partners in Africa and Latin-America covering investors across the entire continuum of capital (Maximum of 35 points).- Proven experience in Investor awareness raising and investor capacity building in Global North and Global South markets (Maximum of 35 points).	300

<ul style="list-style-type: none"> - Established network and understanding of impact organisations and ecosystem development, including a strong network and pipeline of solutions on climate mitigation and climate adaptation across Pan-Asia (Maximum of 35 points). - Proven experience in matchmaking between social actors and Investors, through deals share live sessions for investor ready solutions (Maximum of 35 points). - Research capacity for knowledge management (Maximum of 35 points). - Ability to mobilize philanthropists, wealth owners, foundations and family offices and organize global events (Maximum of 35 points). • Previous cooperation/experience with UN organizations and / or international NGOs (Maximum of 15 points). • Financial Stability, as demonstrated by financial statements of the last 2 years or the equivalent (Maximum of 20 points). 	
Sub-Total Section-1	300
Section-2 Proposed Methodology, Approach and Implementation Plan	
Proposed Methodology, Approach, and Implementation Plan, based on previous relevant experience: <ul style="list-style-type: none"> • The suggested approach is meeting or exceeding the requirements of the Terms of Reference, as demonstrated by the addressing of all crucial issues, a sound understanding of the tasks (Maximum of 100 points). • The technical proposal is sound, as assessed by the following criteria: Clarity and presentation. Coherence and logical organization of activities that will take into consideration the specific context, differences, needs, actors, etc. (Maximum of 100 points). • The calendar of activities (implementation plan) is realistic, complete, properly sequenced, resource efficient and it identifies the critical path for the timely delivery of activities (Maximum of 100 points). • Appropriateness of Quality Assurance and Quality Monitoring mechanisms, in particular to ensure an equal access for all grantees (Maximum of 100 points). 	400
Sub-Total Section-2	400
Section-3 Management Structure and Key Personnel	
Management Structure, Key Personnel, and Trainers related to this assignment. <ul style="list-style-type: none"> • Composition and structure of the team proposed, with clear reporting lines, accountability and responsibilities (Maximum of 100 points). 	300

<ul style="list-style-type: none"> • Availability of a focal point, facilitators and qualified support staff to coordinate with the Project Management Unit of ISGAP and facilitate the implementation and monitoring of the activities (Maximum of 100 points). • Project Development Coordinator (1 Expert) (Maximum of 100 points). <ul style="list-style-type: none"> - Education: Minimum Master's degree in a relevant field, environmental science, climate change or international development (Pass/Fail). - Experience: Minimum 7 years (of demonstrable experience) coordinating similar assignments in terms of complexity, scope of work and/or geographical coverage (Pass/Fail). - Extent of demonstrated experience of the investment brokering, investor engagement, especially with regards to supporting NGOs/CSOs for international development (Maximum of 75 points). - Language Qualifications (English required, French highly recommended) (Maximum of 25 points). 	
Sub-Total Section-3	300
Grand Total	1000

The minimum technical score required to pass is 70% (700 points).

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 proposed approach and methodology. CSO are required to submit their best technical proposal and financial breakdown (within the budget) and (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out, in accordance with evaluation criteria outlined above, and the institution which obtains the highest technical score shall be selected. CSOs exceeding the established fixed budget in their financial proposals will be rejected

Proposals have to translate grantee needs into implementable activities by the CSOs. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

Requesting that the CSO completes the information related to budget / financial proposal in a **separate file / Annex**. Please use the standard templates provided in **Annex-III**;

c) Budget size and duration

i) Duration:

The overall timeframe of the works is 1 year effective from the signature of the contract with maximum expected completion date April 2023. Time extensions, if deemed necessary, can only be granted through agreement extension. Urgent cases that could justify delays of works are mainly due to security reasons, or conflicts in areas of implementation and extreme weather conditions.

ii) Budget size:

Proposals amounts should be up to an all-inclusive maximum amount of **80,000 USD**.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, the contract duration will not exceed 1 year. The proposed administrative cost should not exceed 6-8%.

UNDP requests proposers responding to this Call to complete the information related to budget / financial proposal in **a separate file / Annex**. Please use the standard templates provided in **Annex-III**;

V. SELECTION PROCESS:

UNDP will review and assess incoming proposals through a five-step process: (i) determination of eligibility and compliance with minimum qualification requirements stated in this CFP; (ii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in previous Section IV (a) above to identify highest ranking proposal; (iii) round of clarification (if necessary) with the highest scored proposal; and (v) Responsible Party Agreement (RPA) signature

VI. SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals in one Email to:

- gef.procurement@undp.org
- Number of copies: 1

The following documents must be submitted in order for the submission to be considered:

- 1) Technical Proposal, following the requirements stipulated in the ToR and based on template provided in **Annex II**;
- 2) Financial Budget Breakdown including any administrative cost and based on template provided in **Annex III**;
- 3) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements;
- 4) Returnable Bidding Annexes/Checklist **Annex V**.

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

Submission Deadline

Proposals, with supporting documents, should be submitted on or before **25th March 2022 Time on 4:00pm CET**.

UNDP is planning to organize a pre-bid meeting for all interested CSOs as follow:

Time: 02:00pm CET

Date: 17th March, 2022

Venue: Online.

Interested CSOs are requested to confirm in advance that they intend to attend the pre-proposal conference, by sending their contact details including their email address to this E-mail: gef.procurement@undp.org

The link to connect to the virtual information meeting will be provided to those CSOs that confirm via email their interest to participate in the meeting.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail gef.procurement@undp.org. Deadline for submitting requests for clarifications/ questions is 5 days before the proposal submission deadline.

Note; UNDP reserves the right not to fund any proposals arising from this Call for Proposals, and/or to cancel the call for proposal process at any time, if needed.

UNDP intends to sign a Responsible Party Agreement (RPA) with the selected proposer and as per the RPA the template included in Annex IV.

Estimate Competition Timeline

Below is an estimated timeline for this Call for Proposals.

[10th March 2022]: Call for Proposal opens and relevant documents are posted online.

[17nd March 2022]: Pre-bid conference, CSOs to confirm via email their interest to participate.

[25th March 2022]: Deadline for organizations to submit proposals under this Call.

[28th March 2022]: Assessment processes will take place.

[1st April 2022]: Selected applicant will be notified.

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.

Attachments:

Annex I: Term of Reference;

Annex II: Technical Proposal Template;

Annex III: Financial Proposal Template;

Annex IV: Responsible Party Agreement "the types of Contract to be signed and the applicable UNDP STANDARD TERMS AND CONDITIONS";

Annex V: Returnable Bidding Annexes/Checklist.