

**Call for Proposals from International NGO for Technical Support for the Implementation of
Community Driven Development (CDD) Interventions
in Chaungzon and Paung in Mon State; Thanatpin in Bago Region;
Nyaung U in Mandalay Region**

INSTRUCTIONS

Reference: 2022/UNDP-MMR/024

I. BACKGROUND AND RATIONALE:

The Enabling Community Recovery and Resilience (ENCORE) Project aims to shepherd the most vulnerable communities from the crisis to recovery and then to long-term development and resilience through a range of short-term, intermediate, and long-term interventions. The project shall work closely with these vulnerable communities to (i) address their most basic needs, (ii) restore livelihoods and strengthen/diversify them for increased sustainability, (iii) rehabilitate basic community infrastructure and upgrade them towards climate and disaster resilience, (iv) recover community resources and promote the use of renewable energy and climate-friendly technologies, while, at the same time, (v) continuously building community disaster preparedness.

ENCORE shall instil community-driven development (CDD) approaches in all its interventions, building on lessons from ongoing experiences and those gained from prominent community development projects in the country.² ENCORE's CDD stages include: (i) Community Entry, (ii) Rapid Needs Assessment and Planning; (iii) Preparation, review, and approval of the proposed community projects; (iv) Project Implementation and Monitoring; and (v) Completion Procedures. The project will also engage with local organisations, CSOs/CBOs, and informal leaders as governance actors and strengthen their institutional capacities to support responsive service delivery and participatory governance. ENCORE will employ a phased and incremental approach, initially working with a limited number of actors and locations, building on past work and relationships to establish credibility, build trust, navigate political risks, and then quickly build to scale.

In 2022, ENCORE will be pilot-tested in four townships (Chaungzon and Paung in Mon State, Thanatpin in Bago Region, and Nyaung U in Mandalay) for up to 9-12 months and then will be gradually rolled out to the rest of the target 52 townships across 11 States/Regions subject to resource availability. Between 5 to 10 of the most vulnerable village tracts in each project township will be targeted for ENCORE's CDD interventions. UNDP will work with local CSOs implementing partners (Township Implementing Partner – TIP) for the implementation of the CDD interventions in these four townships.

To support the successful implementation of the envisaged activities, ENCORE project will engage an INGO Technical Partner as Responsible Party (Main Implementing Partner -MIP) to provide capacity building and targeted technical assistance to the TIP and UNDP field team, including provision of all necessary tools and guidance in each implementation phase.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The specific objectives of this Call for Proposals are for INGO to:

1. Vulnerable communities are supported with their basic needs and in their efforts to recover from the crisis
2. The CDD approach is successfully tested in pilot townships
3. The pilot-testing yield documented lessons and good practices that are useful for finalising the design of the ENCORE Project

Kindly refer to attached ToR for expected outputs and deliverables - **ToR (Annex 1)**

III. ELIGIBILITY & QUALIFICATION CRITERIA

Eligibility and qualification criteria of INGO:

- Currently working in Mon, Bago and Mandalay on Community Driven Development (CDD) Interventions
- Established Field office in Chaungzon and Paung in Mon State; Thanatpin in Bago Region; Nyaung U in Mandalay Region
- Assured access to project locations for a minimum of next 8 months (RFI -Annex 2).

IV. PROPOSAL

International INGO currently working in are in Mon, Bago and Mandalay on Community Driven Development (CDD) Interventions are invited to submit technical and financial proposals. The Technical Proposal should contain the following information, and complete Technical Proposal Template provided as Annex-2:

- 1) Understanding the assignment and relevance of the proposed approach to achieve the mentioned results;
- 2) Methodology and approach to accomplish the outputs of the proposed services. The methodology should include specific provisions for cash-based programming as well as specific considerations and measures to account for security conditions
- 3) Scope of work including specific activities and outputs to be undertaken completing the sets of deliverables, based on preliminary scoping and assessment on the ground;
- 4) Expertise that will constitute the proposed team (Refer Section G for Team Composition); that will undertake the assignment, together with the team management structure, with clear specification of the roles of individual personnel;
- 5) Capacity statement of the individuals, team/organization, supported by documentation of research papers including curriculum vitae of key team members. It should mention the organization's capacity to sustain cash-based operations and emergency procurements.
- 6) The organization standards adhere to humanitarian principles and adhere to the United Nations Engagement Principles with the de facto authorities in Myanmar.
- 7) The organization adheres to UNDP Social and Environmental Standards. See the link to check
- 8) UNDP SES https://info.undp.org/sites/bpps/SES_Toolkit/Pages/Homepage.aspx

The financial proposal shall contain the information on budget management and detail budget allocation for those tasks that are needed for the assignment. Possible budget heading may include costs for the personnel, materials, travel, per diem, communications, logistics, administration, stationeries, equipment rental, administrative overheads, contingency, cash-related services, if applicable, etc. Organizations are requested to provide registration certificates/ documents and firms'/organizations' detailed bank information with the proposals.

Additionally, INGO are requested to provide previous/current registration certificates and documents, and organization's bank information with the proposal.

V. MANAGEMENT ARRANGEMENTS (Supervision, Teamwork and Administrative support):

- Kindly refer attached ToR (Annex-1).

VI. EVALUATION CRITERIA & METHODOLOGY

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 (Annex 1).
- 3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.

Evaluation criteria is provided under Section-G of the ToR of this Call for proposal (**Annex1**).

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 INGO proposed approach and methodology. INGO should provide their best technical proposal and financial breakdown (within the budget) in one single envelope (clearly stating proposed overheads). Evaluation of technical proposals shall be carried out in accordance with below outlined evaluation criteria, and the INGO which obtains the highest combined technical and financial score shall be selected. INGO exceeding the established fixed budget in their financial proposals will be rejected.

Proposals must translate community needs into implementable activities by the INGO. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary within a given budget.

c) Budget size and duration

- Invited and interested INGO will present a detailed itemized budget as required per financial proposal template of UNDP's CFP for this assignment, **Annex-3**
- The INGO is required to provide detail costs to implement the activities (including costs related to operational support, technical assistance, monitoring, and overhead, etc.). The INGO costed budget will be the basis of the "value for money" assessment of the proposal evaluation process.
- Proposal amount for this Call for Proposal, inclusive of project activity cost, professional fees, operational and overhead costs should be **within the ceiling of USD 200,000** (two hundred thousand US dollars). The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities.
- In principle, project duration will be 8 months depending on actual start date.

VII. SELECTION PROCESS:

The UNDP will review proposals through a four-step process:

1. Review of RFI and CACHE, for minimum requirement and qualification
2. Scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal.
3. Round of clarification (if necessary) with the highest scored proposal; and
4. Responsible Party Agreement (RPA) signature/s.

VIII. SUBMISSION PROCESS

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

The proposal prepared by the INGO and all other related correspondence shall be in English. The proposal should attach all required legal evidence, including evidence of previous/current registration. Only one proposal can be submitted per INGO.

Submission Deadline

Proposals, with supporting documents, should be submitted by **[7 June 2022]** as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.)

Potential applicants should refer to the “Frequent Asked Questions” posted in UNDP’s website. For additional questions about the Call for Proposals Guidelines or application forms, please e-mail **[mmr.procurement@undp.org]**

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.

[25 May 2022]: Call for Proposals sent out to INGO

[07 June 2022]: Deadline for organizations to submit proposals under this Call.

[15 June 2022]: Assessment and selection processes will take place.

[20 June 2022]: Selected applicant will be notified.

Please kindly see the following link for complete information and annexes.

at <https://etendering.partneragencies.org> / **BU Code : MMR10 / Event ID : 202224-2**

Please acknowledge receipt of this ITB by sending an email to mmr.procurement@undp.org , indicating whether you intend to submit a Bid or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

Please note that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use "Forgotten password" link if you do not remember your password. Do not create a new profile.

If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:

- **Username:** event.guest
- **Password:** why2change

If you are interested to participate in this Tender, it is strongly recommended that you log in and subscribe to the Tender using "Accept Invitation" feature so you can keep updated with Tender amendments including deadline. Note that in case of inconsistencies between information in eTendering system and other premises, information in eTendering system prevails.

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.

Adnan Cheema
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