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TERMS OF REFERENCE

Promoting social cohesion, peacebuilding and gender equality at the local level through provision of low value grants to national CSOs

Project title: Strengthening Local Capacities for Resilience and Recovery (SLCRR) implemented within the EU-funded programme “Recovery, Stability and Socio-economic Development in Libya” (RSSD)

Location: National – all regions/ Libya

Application Deadline: 21 September, 2021

Type of Contract: Low Value Grant Agreement

Grant amount: 67,650.00 LYD

Languages Required: Arabic / English

Starting Date: 22 September, 2021

Expected Duration of the Contract: 4 Months

Background information and overview of the assignment:

Since 2011, Libya has witnessed violent conflict and political instability. The people living in Libya suffer the collapse of public services, especially education and health, higher prices through cuts to food and fuel subsidies, conflict-related loss of shelter and livelihoods and major setbacks in ensuring the safety of citizens and the rule of law. Furthermore, approximately 1 million people¹, including internally displaced persons (IDPs), returnees, vulnerable non-displaced Libyans, migrants, refugees and asylum seekers, are in urgent need of humanitarian assistance, access to services and jobs. Many IDPs and returnees also face tensions with resident communities given the conflict history and this represents an additional burden for already-stretched local conflict management platforms. In such context, local-level actors, including municipalities, find themselves at the frontline trying to respond to urgent needs of the local population.

In late 2020 and early 2021, violent conflict has declined, a ceasefire has been agreed to, and political dialogue and reconciliation has been progressing. In March 2021, the Libyan Parliament endorsed a national unity government, after which the two rival governments handed over power. The current environment lays a foundation for a deeper recovery.

¹ 2020 Global Humanitarian Overview, December 2019



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UNDP's ***Strengthening Local Capacities for Resilience and Recovery*** (SLCRR) Project, implemented within the EU-funded programme "Recovery, Stability and Socio-economic Development in Libya" (RSSD), aims at enhancing provision of basic services at local level and increasing access for most vulnerable groups from host communities - including Internally Displaced Populations (IDPs) and returnees - as well as migrants and refugees.

The project has two specific objectives:

- 1) Strengthening the capacities of municipalities in providing basic and social services, in particular in municipalities most affected by migratory flows, for resilient local service delivery;
- 2) Improving access to quality basic and social services, in particular to the most vulnerable people living in the selected locations (including migrants, refugees, IDPs, returnees and host communities, especially women and girls).

Scope of Support

Under the first objective/output of the project, a rapid survey has been conducted by UNDP in all target municipalities. Findings indicate that most of the municipalities agree that "conflict mediation mechanism is useful to build peace at the community level" and there is a need to identify community needs and to agree on activities to address those needs in a participatory and conflict sensitive manner.

Against this background, UNDP's SLCRR project is looking for NGOs/CSOs to implement local initiatives that propose concrete solutions to building peace, harmonization of societies through inclusion and empowerment of women, youth, persons with disabilities, IDPs, refugees and migrants via an inclusive social cohesion approach within the municipalities of:

Kufra, Bayda, Maya , Mamoura, Ghat, Zanzour, Zintan, Garabulli, Khoms, Emsaed, Brak Ashati, Zawia West, Zawia South, Benghazi, Ajdabiya, Qatroun, Shwiref, Sabratha, Sabha and Murzuq.

The activity will be conducted in two phases:

- A capacity building training will be offered to strengthen the institutional and organizational skills in designing and implementing effective projects aiming to promote peacebuilding, social cohesion and gender equality in the targeted municipalities . Conflict sensitivity analysis training will be offered to mitigate any unintended negative impacts while implementing projects and ensure "do-no harm". This training will target around 20 NGOs/CSOs. .
- The second phase of this project envisages the allocation of 20 low value grants worth of 67,650LYD for trained NGO/CSO to implement initiatives in each of the targeted municipalities.

The overall objective of this activity is to enhance locally-led peacebuilding impact initiatives, strengthening mutually respectful partnerships between the UNDP Libya CO and civil society, which have a deeper understanding of local contexts, capitalizing on the expertise, broader networks and closer



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relationships of local organizations and communities. Partnering the local CSOs will help to ensure an inclusive approach, engaging the most hard-to-reach and marginalized populations.

It is also critical to support and nurture work done by youth-led CSOs, most of them being at the forefront of local peacebuilding initiatives but operating with extremely low support and funding. As per these recommendations, SCLRR will not only provide small grant funding to CSOs, but also require that applicants demonstrate strong partnership with local communities, in particular women, youth and organizations/networks led by persons with disabilities.

Expected Outputs:

Output 1:

20 Libyan NGOs'/CSOs' capacities are strengthened to conceptualize, design, manage, monitor and evaluate projects that strengthen social cohesion, build peace and promote equality at the municipality level.

Output 2:

20 Libyan NGOs/CSOs are provided with low value grants to implement projects that strengthen social cohesion, build peace and promote equality at the municipality level. The grants will be offered to NGOs registered in Libya and operating in targeted municipalities. The small grants will be offered on a competitive basis and undergo review and approval of the UNDP Selection Committee.

The project proposals should focus on the following areas or related to:

- AREA I. Strengthen social cohesion and peacebuilding in the target municipalities.
- AREA II. Support community resilience through the rehabilitation and restoration of public owned spaces used by women, youth, persons with disabilities and vulnerable groups of IDPs and migrants to mitigate the direct impacts of conflict.
- AREA III. Support the advocacy and promotion of civic participation, gender equality, focusing on needs and rights of at-risk vulnerable groups, including IDPs, migrants, refugees, women, youth and persons with disabilities.

Beneficiaries/target groups

Local communities reflecting all diverse groups including migrants, IDPs, youth, women and refugees and people with disabilities.

Duties and Responsibilities:

Project proposals are expected to cover the following deliverables:



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- Organize activities focusing on vulnerable groups, including vulnerable women, youth, persons with disabilities, IDPs, refugees and migrants, taking into consideration the needs and demands of the local community.
- CSOs should take full responsibility in implementing and organizing the activities including any travel, accommodation and conference facilities.
- In the event that professional trainers and facilitators will be employed, CVs and candidate selection must be discussed with UNDP.
- Implement activities exclusively within target municipalities.
- Propose an evaluation mechanism to measure the impact of project activities and recommend activities for future follow-up to fill gaps in programming at the end of project.

Required Skills and Experience:

The NGO/CSO applicants must meet the following criteria:

- Officially and duly registered organization (NGO, charity foundation or other form of civil society organization)
- Experience in grant management in proposed area of intervention (at least one programme)
- At least two years of experience in implementing projects in the following areas: social cohesion, peacebuilding, public outreach, rehabilitation and renovation of public spaces, women and youth projects in Libya
- Members of the NGO/CSO have substantive capacity in designing, implementing and monitoring community-based development programmes
- Be able to submit project documents (proposal, reports) in English
- Thorough knowledge of the present situation of civil society in Libya
- The organization's political orientation must be a neutral
- Respect for diversity
- Organisations should also aim to promote gender equality within the management of their own organization, ensuring that women are employed and engaged at all levels

The parameters that will determine whether an NGO/CSO is eligible to be considered by UNDP will be based on the Capacity Assessment Checklist (CACHE) that should be completed and submitted alongside supporting documents requested. (CACHE template – Annex I)

Technical and Financial Proposal:

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGOs response to the Terms of Reference by identifying the specific components proposed, how the outputs/delivery shall be implemented, as specified; provide a detailed description of the essential performance characteristics proposed.

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 plan.



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Management Structure and Resources (Key Personnel) – This section should include a comprehensive description of the management structure of the CSO and information regarding required resources: 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.

Proposal Requirements, Evaluation Criteria and Methodology:

A. Proposals will be evaluated based on the following criteria:

| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable |
|------------------------------------------------|--------------------------------------------------------|--------------|-------------------|
| 1. | NGO eligibility and qualifications | 30% | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
| Total | | | 1000 |

B. Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)

The 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 NGOs proposed approach and methodology.

NGOs shall provide their technical proposal and financial breakdown (clearly stating proposed overheads) in a single envelope/email. Evaluation of all technical proposals shall be carried out in accordance with below outlined evaluation criteria, and the entity that obtains the highest technical score shall be selected. **NGOs exceeding the established fixed budget in their financial proposals will be rejected.**

C. Budget size:

Proposals amounts should not exceed **67,650 LYD** each.

UNDP reserves the right not to award all available funds should the number and quality of applications not meet the criteria. Moreover, UNDP reserves the right not to fund any proposals arising from this Request for Proposals.



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D. Duration:

The low value grant projects will be taking place over a period of 4 months beginning in November 2021 through March 2022. The organizations are requested to submit a clear, detailed and dynamic work plan for each output/deliverable and the budget within the foreseen timeframe.

The schedule of payments for the NGOs will be agreed upon before the start of the assignment. Payments to NGOs to cover administration and management service costs will be performed in equal proportions on an agreed upon timeline linked to deliverables and executed upon submission and acceptance of the progress and final reports.

E. Selection Process

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 to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposals; and (v) signing contract.

F. Submission Process

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

Selected applicants must submit their proposals through email nora.ellafi@undp.org by the deadline: **21 September 2021 with subject field "UNDP Libya 2021 Application for Peacebuilding Low Value Grant."**

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

1. Applications (project proposals – **Annex II**) in the form of the template attached, including organizational profile with the following details:
 - Proof of registration including copies of registration certificate
 - A clearly defined management structure of the organization
 - Proven track record of experience in implementing grants management
 - Experience in project implementation or execution of contracts for the provision of professional services in the area of peacebuilding, social cohesion and/or gender equality (provide description of implementation of similar projects)
 - Audited financial statements for the past two years (if available);
 - Certified bank letter
2. Information regarding required resources including CVs of key personnel that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities).
3. The Financial Proposal with a detailed cost breakdown, **Annex III**.

Only one submission per organization is allowed. Organizations may not participate in more than one proposal. Once the application is complete and submitted, revised versions of proposal documents will not be accepted. Partial application will not be accepted.



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Interested NGOs may obtain further information or clarification by contacting the UNDP Libya office not later than 48 hours prior to the submission deadline indicated below with subject field “UNDP Libya 2021 Application for Peacebuilding Low Value Grant: request for information” to the following address: nora.ellafi@undp.org

In addition, UNDP Libya will provide an online session to the selected organization to explain how to write a good proposal on **17 October 2020**. The interested applicants should provide their contact details to the above e-mail address by **12 October, at 15:00**.

G. Estimated Competition Timeline

For reference purposes only, please consider the following indicative timeline:

- 07 September 2021: Call for Proposal opens, and relevant documents are posted online
- 21 September 2021: Deadline for organizations to submit proposals, assessment and selection processes will take place.
- 26- 28 September 2021: Selected applicants will be notified.
- 07- 15 October 2021: CSA, Organizational and Project management trainings.
- 17 October 2021: Proposal writing, UNDP Procurement and Financial management online training session

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.

[Anti-fraud Policy](#)
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In responding to this Request 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 engaged with UNDP to provide services for the preparation of the design, ToR, 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



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- 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. UNDP looks forward to receiving your proposal and thanks you in advance for your interest in UNDP activities.