**Call for Proposals for NGOs**

**Supporting the Creation of Small Businesses and Strengthening the Livelihoods of Returnees and Internally Displaced People in Murzuq through Asset Recovery**

1. **Background**

Since 2011, Libya has experienced cyclical violent conflicts and political instability. In late 2020, violent conflict declined, leading to a more promising environment for recovery. However, the road to recovery remains extremely challenging. For one, in the last decade of violence and conflict, Libya has lost more than 20 years of progress on human development[[1]](#footnote-1), so reversing the trend will require not only a measure of political consensus and stability but also consistent and effective investments. The extent of the loss of human development is not shared equally across the country, with southern communities and key groups such as minorities, and the displaced claiming a higher toll. The continued limits on basic services and of economic opportunities will only further fuel grievances, making reconciliation and political settlement more difficult.

As of August 2023, an estimated 705,426 internally displaced persons (IDPs) had returned to their communities of origin with 95% of staying. Although encouraging, the pace of returns has slowed with an estimated 125,802 persons, half of them women, still considered as IDPs in Libya (August 2023), despite improved security situation. The returns have been facilitated by national and international actors, including UNDP through its Local Peacebuilding & Resilience programme aimed at building greater social cohesion between community groups at local level and greater trust among all community groups vis-a-vis local and national institutions.

Murzuq municipality is home to a significant population of internally displaced persons (IDPs). Following a series of discussions among the conflicting parties and the Government of National Unity (GNU), a Steering Committee, also referred to as the Municipal Council, was established by the Ministry of Local Government (MoLG) under decree (3073) in Oct 2022.

The GNU's Minister of Local Government has officially mandated a designated team to enumerate the IDP households that have made their way back to Murzuq and those who intend to return. This decree empowers the designated team with comprehensive authority to engage in dialogue, devise plans, and oversee the displaced persons' return coordination. Additionally, the team is authorized to manage high-level negotiations concerning these matters.

A total of 13,279 IDPs are reported as displaced from Murzuq in 33 municipalities of Libya, with a large majority displaced since the last quarter of 2019. Whereas 156 families are also reported to have returned to Murzuq, while this figure frequently fluctuates as several families are also reported to visit on a regular basis[[2]](#footnote-2).

At the community level, many IDPs want to return to Murzuq and are ready to make progress in that direction. As a result of the growing number of returnees, UNDP with the generous funding of the USAID, seeks to support the population of Murzuq with asset recovery. Asset recovery/small grant support may provide in-kind equipment or goods to returnees rehabilitating their micro and small businesses and/or replacing their damaged productive assets. Sectors supported can include trading, agriculture, services and others based on the outcome of local market assessment focusing on micro- and small businesses. This approach is helping returnees to Murzuq who lost their livelihoods productive assets due to the conflict, to replace their lost assets, or recover them partially, as a boost to restart their economic activity and reestablish their livelihoods.

This Call for Proposals is specifically related to ***UNDP’s*** ***Local Peacebuilding and Resilience programme for the South of Libya, and the specific component “Support to the Construction Fund for Murzuq”, supported*** by the USAID, aiming to structure the investment for rebuilding infrastructure, enhancing public service delivery, and rehabilitating war-damaged areas and buildings in Murzuq. This is expected to contribute to strengthening reconciliation processes and economic recovery to ensure the voluntary, safe and sustainable return of displaced community and residents.

The objective of the Call for Proposals is to engage an international or national Non-Governmental Organization (NGO) or a coalition led by Non-Governmental Organization with an access to implementation in Murzuq as a Responsible Party.

1. **Objectives and expected outputs/ deliverables**

Asset recovery is a quick and efficient way to support affected populations to recover their livelihood assets and reduce aid dependency. UNDP’s global experience provides strong evidence that asset recovery interventions help households to restart their lost or damaged income generating assets. This approach may also provide an opportunity to the affected people to diversify their income activities. Asset recovery methodology implies either in-kind replacement of lost tools and assets, or micro grants for asset recovery, which are restricted grants for the purpose of purchasing and reporting procured assets.

The key objectives of this project are to:

Support the affected population, primarily returnees and the residing communities, to restart their livelihood activities and reduce dependency on aid for longer periods.

1. Recover the lost/damaged livelihood productive assets of affected households and protect erosion of the household’s other remaining assets and capacities.

Detailed objectives, related outputs, deliverables and key considerations are provided in the Terms of Reference included in Annex I, and in line with the Asset Recovery methodologies used in <https://www.humanitarianresponse.info/> in Emergency Livelihoods clusters.

Municipality targeted: Murzuq

Beneficiaries: From at least 35 to up to 75 households

Assets: Machines, tools, kits, shop installation materials, livestock or agricultural products, including climate-smart agriculture

Timeline: 7 months,including livelihoods assessment and monitoring.

1. **Eligibility and qualification criteria**

The applicants must meet the following minimum criteria:

* Non-governmental, charitable, non-profit organization (or coalition led by such) operating in Libya in humanitarian or development projects for at least two year with proven access and implementation capacity in Murzuq Municipality (formal letters to be submitted).
* At least 1 proven project in implementing asset recovery or small grant programme through distribution-in-kind or cash grants to households implemented in Libya, is required.
* Geographical areas of operation of the NGO must match the selected municipality (Murzuq) or the NGO has assured that it has the ability and staff to support implementation in Murzuq.
* At least one previous experience in conducting business training to MSMEs, farmers or households in the context of emergency livelihoods is a strong asset.
* Previous experience in project administration from the UN agencies is a strong asset.
* Availability of human resources that will ensure due quality and timely implementation of the contract. NGOs must have a team of at least four or more members satisfying the requirements that are provided in the Terms of Reference (TOR) – Annex I.

The parameters that will determine whether an NGO is eligible to be considered by UNDP will be based on the Capacity Assessment and risk assessment that will be conducted by reviewing the information provided by the NGO through the Capacity Assessment Checklist (CACHE – Annex III) and the Request from information (RFI – Annex II) for NGO that should be duly completed and submitted with the required supporting documents.

# IV. Technical and financial proposal

**Proposed Methodology, Approach, Quality assurance plan and Implementation Plan.** This section needs to include the proposed project structure, activities and milestones. This section should demonstrate the Organization’s response to the Terms of Reference by including the specific components of methodology, description of activities, and how the outputs will be addressed. The Organization should demonstrate the strategy for risk mitigation and do no harm/conflict sensitivity in targeting beneficiaries and securing access and context understanding of Murzuq, and project delivery mechanisms and approaches in the selected municipality. Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the Terms of Reference, while ensuring appropriateness of the approach to the local conditions and the project operating environment.

**Management Structure and Resources (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 and methodology**

1. **Proposals will be evaluated based on the following criteria:**

|  |  |  |
| --- | --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | **Score Weight** | **Points Obtainable** |
| 1. | Experience of the organization that submits proposal | 30% | 300 |
| 2. | Proposed work plan, methodology and approach | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
|  | Total | 1000 |

The selection of the successful NGO and technically responsive candidate will be based on the ability of the bidder to demonstrate in the technical proposal the required area of expertise and experience as per the stated criteria in the ToR (Annex 1) in addition to access to the beneficiaries and the above stated criteria. The total budget for this engagement is disclosed under the budget section. The bidders are expected to submit a detailed financial proposal aligned with the estimated budget along with a deliverable-based work plan.

**Maximum accepted percentage of indirect, project management and administrative costs should not exceed 25%.**

Evaluation of all technical proposals shall be carried out in accordance with above outlined evaluation criteria, and the entity that obtains the highest technical scores hall be selected. **NGOs exceeding the established disclosed budget in their financial proposals will be rejected.**

Any NGO that is engaged to act as Responsible Party is subject to and must comply with the HACT policy (i.e., micro-assessment and assurance activities, HACT audit) that must be validated through performance measures and quality certified by an independent assessor engaged by UNDP. The applicant will have to submit, upon completion of the project activity, audited financial statements, and certified forms on activity’s financial position and expenses.

1. **Budget size:**

The overall indicative grant pool amount made available under this Call for proposal is **US Dollars 200,000.00 targeting from 35 to 75 households.** 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.

1. **Duration:**

The project will be taking place over a period of 7 months. The applying organizations are requested to submit a clear and detailed work plan for each output/deliverable and the budget within the foreseen timeframe.

1. **Selection Process**

UNDP will review proposals through a five-step process: (i) determination of eligibility through the capacity and risk assessments; (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) Responsible Party Agreement (RPA) signature.

1. **Submission Process**

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

Selected applicants must submit their proposals through email to mahezabeen.khan@undp.org by the deadline: **16 December 2023 with subject field “UNDP Libya 2022 Asset Recovery Murzuq.”**

***PLEASE make all efforts to provide your proposal not exceeding 10 MB size.***

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

1. Request for information (RFI) from the NGO filled out **(Annex II)**
2. Capacity Assessment Checklist for NGO **(Annex III)**
3. **Supporting documents, including:**
	* Proof of registration as a non‐governmental organization;
	* Information regarding operational capacity in the municipality of Murzuq: statements, confirmations from local partners, MOUs with the municipality or similar;
	* Information on previous projects in asset recovery in-kind or cash grants to households’ or MSMEs projects;
	* Information on previous projects in conducting business training in the context of emergency livelihoods;
	* Information on previous projects in project administration from the UN agencies where the organization has reported to UN or UN Agencies;
	* Audited financial statements for the past two years.
4. Application in the form of the template attached **(Annex IV)**, including but not limited to management methodology and implementation plan:
	* Context analysis on the targeted vulnerable groups in Murzuq and inclusive strategy with the social cohesion in place;
	* Strategy and methodology for livelihoods, market assessment for asset recovery in Murzuq;
	* Asset classification for Murzuq, eg. preliminary identified sectors and livelihoods assets to be procured;
	* Strategy and methodology for beneficiaries’ selection and do-no harm approach for asset recovery;
	* Strategy and justification for asset in-kind distribution or cash grants. Methodology for asset valuation or cash transfer;
	* Methodology for business training or coaching to be conducted at Asset recovery project;
	* Communication strategy and plan for dissemination of information about the project locally, including placement of information via online resources and social networks, as well as liaison with local government stakeholders, and local peacebuilding committees established by UNDP among others.
	* Methodology for monitoring and evaluation of the projects, including all procedures of data collection, inspection, quality control methods;
	* Risk log and mitigation plan;
	* A work plan with the proposed work schedule indicating the persons responsible for each area of activity, with the profiles recommended in the TOR.
5. At least one reference letters from previous partners reflecting the nature of projects implemented, their results and the role (preferably in Libya or in line with suggested above projects);
6. Management Structure and Key personnel curriculum vitae (CVs) that will be assigned to support the implementation of the proposed methodology (clear definition of roles and responsibilities) in the **Annex IV**.
7. The Financial Proposal with a detailed cost breakdown and in the **Annex IV.**

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.

Interested NGOs may obtain further information or clarification by submitting emails no later than 5 days before the deadline for submission to UNDP Libya office with subject field “UNDP Libya 2023 Application for Asset Recovery Murzuq: Request for information” to the following address: karina.grosheva@undp.org.

1. **Estimated Competition Timeline**

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

1 Dember 2023: Call for Proposal opens, and relevant documents are posted online

16 December 2023: Deadline for organizations to submit proposals, assessment and selection processes will take place.

30 December 2023: Selected applicants 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. 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 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 such conflict exists.

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

**Annex I - Terms of Reference**

**Project title:** Local Peacebuilding and Resilience programme for the South of Libya, Support to the Construction Fund for Murzuq”.

**Description of the assignment:** Supporting the Creation of Small Businesses and Strengthening the Livelihoods of Returnees and Internally Displaced people in Murzuq through Asset Recovery

# Country/place of implementation: Libya, municipality of Murzuq

**Beneficiaries:** from 35 to 75 households

# Duration of assignment: 7 months

# Scope of work, expected outcomes, outputs and activities

The project will take place in Murzuq responding to the needs of returnees, and people who have remained in conflict areas, and lost their economic opportunities.

The organization that will implement this project needs to develop and submit a proposal with a clear approach, methodology, implementation and monitoring plan, budget and other relevant strategies (such as accountability to communities of operation, do no harm and conflict sensitivity, inclusive beneficiaries’ targeting, defining relevant assets linked to livelihoods) to be able to cover the scope of work and deliver quality results.

**Expected Outcome:**

Access to sustainable income generating activities and livelihoods is increased in Murzuq through asset recovery.

# Output #1. Implementation plan is prepared.

*Activities:*

* + Conduct rapid livelihoods assessment and define the commonly used economically productive assets (use public studies in target municipality on the asset needs for livelihoods assistance, if available).
	+ In consultation with UNDP, liaise with community platforms (in collaboration with community leaders and local authorities where there is equal or proportional representation of inhabitants) to enable a feedback and accountability loop between beneficiaries and the project management team.
	+ Prepare beneficiary selection criteria (exemplary vulnerability criteria in relation to socio-economic status and potential economic opportunities) with focus on women and female headed households, youth and people with disabilities, and define the target beneficiaries’ sub-groups in consultation with local authorities and UNDP Libya;
	+ Develop a complete workplan/timeline for the assignment implementation, including a description of the method and the mechanism of providing assets with secured supply of identified assets generating income for the vulnerable population;
	+ Define and verify the target beneficiary group using the previously prepared selection (vulnerability) criteria;
	+ Conduct skills needs assessment to establish asset value needs of each beneficiary according to their business activity proposal;
	+ For direct assets purchase, identify suppliers of a range of assets including, and agree on a distribution modality depending on economic activities identified in Murzuq;
	+ Prepare visibility, communication materials, including banners with logos and beneficiary information sheets;
	+ Develop proposal template for the community to participate in Asset Recovery programme;
	+ Develop a risk assessment method and risk mitigation plan;
	+ Sign framework agreements with stakeholders and partners;
	+ Define a monitoring framework (set up indicators to be monitored related to activities) and conduct a baseline survey.

*Expected execution timeframe 60 days after the Agreement starting date****.***

# Output #2. Targeting and selection process is completed.

*Activities:*

* + Launch the call for proposals for economic projects in the community;
	+ Organize meetings, or use other methods of engagement to ensure enrollment and interest of the potential beneficiaries – in the municipality;
	+ Select the beneficiaries using the previously prepared selection criteria (to be cleared by UNDP) and through the evaluation of the applications;
	+ Acquire assets to be distributed throughout the project;
	+ Design training curriculum for business training;
	+ Sign contracts with beneficiaries incorporating risks mitigation strategy and standard practices for asset maintenance, troubleshooting and theft.

*Expected execution timeframe 90 calendar days after the Agreement starting date****.***

**Output #3:** Asset recovery in-kind mechanism implemented for 35 to 75 returnee households seeking to re-establish or start new income generating activities

* + Procure and distribute livelihoods support packages: assets selected for each economic activity;
	+ Provide relevant business training for beneficiaries in groups of assets and lines of economic activity;
	+ Monitor the compliance to the signed agreements.

*Expected execution timeframe 180 calendar days after the Agreement starting date****.***

# Output #4. Evaluation of the project is completed.

*Activities:*

* + Undertake a final evaluation including measuring the immediate impact of the project, including pre and post assessments. The assessment needs to focus on impact in terms of contribution to improving livelihoods opportunities, encouraging return and promoting reconciliation.
	+ Final Report Document including sharing the lessons learned.

*Expected execution timeframe 210 calendar days after the Agreement starting date****.***

# Recommendations on the methodology

# Recommendations on the team composition:

The project team is required to have at minimum, the following experts:

# Project Manager:

* Bachelor’s or Master’s degree in Economy, Public Administration, Law, Management or related field;
* Minimum three years of professional experience in project management;
* Minimum three years of experience in implementing projects/programmes in livelihoods, or other economic empowerment initiatives or any related projects;
* Fluent in English.

# Activity Supervisor or Area Manager:

* Bachelor’s or high school degree in Economy, Engineering, Management or a a related field;
* Minimum two years of experience as local coordinator, monitoring field activities with vulnerable groups;
* Experience in the field management of Asset Recovery through distribution-in-kind or ash grants is a strong asset;
* Experience in social cohesion in a strong asset;
* Fluent in Arabic. English will be a strong asset.

# Administration & Finance Staff:

* + Bachelor’s (or high school) degree in Economy, Public Administration, Law, Finance or related field;
	+ Minimum two years of experience in administrative work;
	+ Fluent in Arabic. English will be a strong asset.

# Monitoring and Evaluation:

* + Bachelor’s or high school degree in Economy, Statistics, or Public Administration;
	+ Minimum two years of experience in working with Monitoring and Evaluation frameworks.
	+ Fluent in Arabic. English will be a strong asset.

# Recommendations on livelihoods assessment:

At the design phase for an emergency livelihoods project that uses an assets recovery approach, the need for a livelihoods assessment is essential for three main reasons:

* Ensure contribution to the restoration of the community market that was affected by the conflict, displacement and return, damaged and lost assets, and skilled labour displacement or migration.
* Ensure contribution to the market supply in a way that responds to the market demands without doing damage to the market mechanisms or affecting the existing market actors.
* Identifying gaps in certain value chains, across which, support to assets and tools recovery would be of help to market restoration.

# Recommendations on the assets and value ranges:

The economically productive assets may include, but not be restricted to, productive machines, tools, livestock, goods and supplies, that were lost along the displacement journey, or need to be recovered upon return, to help returnees to resettle. Assets categories mentioned above can be explained with examples below:

* Machines and tools may, for example, include tools that can help a carpenter, a construction contractor, an electrician, a plumber or a painter across a construction value chain, or even a tailor, an ironer, a hairdresser or a welding professional, who need to resume their skilled labour work as producers and service providers.
* Machines and tools may also include hand tools for agricultural labourers, a fridge, or a manual processing unit for vegetables, dates, or olive oil production, that farmers used to have at home as productive assets for food processing and storing. Special focus should be given to climate-smart agricultural assets.
* Livestock are another type of lost assets, such as sheep and goats, or poultry. Supporting female or male farmers in restocking their lost flocks or chicken that they had to sacrifice during their displacement journey.
* Small traders also face the displacement crisis of lost assets such as installations in their shops, goods and supplies that they used to trade in, and have otherwise lost during their displacement journey.

Although the asset selection is based on beneficiary preference and relevance to income generation activity, however, all assets must be studied in line with related risks and safety measures.

The asset values should be defined within the range of US Dollars 1,000 to 5,000.

# 2.4 Recommendations on the selection of beneficiaries:

The Responsible Party should follow the defined household eligibility criteria which are meant to minimize beneficiary exclusion and should be used to prioritize vulnerable households. The priority beneficiaries include:

* Internally displaced and Returnees to Murzuq;
* Skilled labourers who had clients and now cannot provide them with products and services because of lost assets;
* Having existing assets that were broken or lost because of the crisis, such as an empty shop that they need to restock, broken machine that they need to repair;
* Youth, Women, People with disabilities.

### With youth at particular risk of economic marginalization, it is especially important to target youth in intervention, providing a protective environment by which they can earn a livelihood, especially youth that may be the head of their household. The project is also an opportunity to provide on-the-job training and experience. This approach addresses the personal element of young people becoming problem solvers and engaged citizens, the education element of providing opportunities for training and skills development, the employment element of connecting to work opportunities, and the enterprise element of fostering an enterprise mindset. The Libyan Labor Code stipulates that children under 18 are not permitted to be employed.

The Responsible Party should propose a strategy of engaging not less than 30% women or women-led households, and options to promote participation of female in economic activities.

The intervention of assets replacement should prove feasible in terms of income increase and profitability to the beneficiaries. The interested applicant also needs to have a viable business in the community demonstrating market demand.

# 2.5 Recommendations on the business training:

The most important element in the entire assets support programme is to ensure the income productivity aspect of the proposed assets by the beneficiary. This requires providing close support to beneficiaries in the selection of assets in the form of coaching, advisory services in terms of market research, the relevance of the assets with emerging demands, end market preferences, and sales potential. There might be cases where groups of beneficiaries in the same area may propose the same type of assets which would not lead to any income generation for the family.

The training topics should include:

* Introduction to small businesses, labour and types such as production, trading and service provision, and how to select a suitable business idea to the beneficiaries’ skills, assets and relations;
* A feasibility study, to help beneficiaries to prepare business plans and ensure they plan for a profitable business;
* Marketing and selling, which would help beneficiaries develop the optimal marketing mix of product, price, place and promotion; and
* Bookkeeping, to help asset recovery beneficiaries keep a record of their costs and income, differentiate their home expenses from their small business expenses, and ensure proper enterprise management of their businesses.

# 2.6 Recommendations on the communication and visibility:

The communication plan by the Responsible Party should include activities to record stories through pictures, videos, and case studies.

1. **Schedule and payment plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Deliverables** | **Anticipated date of completion** |  **Payments** |
| Output #1. Implementation plan is prepared | Submit Inception Report, including rapid livelihoods assessment, beneficiary selection criteria, workplan, the asset distribution or grant payment modality, risk assessment and mitigation plan, and a monitoring framework. |  Up to 60 days after the start of the assignment |  20% |
| Output #2.Targeting and selection process is completed.  | Submit first Interim Report, including list of selected beneficiaries, training curriculum for business training, signed contracts with beneficiaries. | Up to 90 days after the start of the assignment |  20% |
| Output #3. Asset recovery in-kind mechanism implemented for 35-75 returnee households seeking to re-establish or start new income generating activities  | Submit second Interim Report on implementation progress including, completion of procurement and distribution of livelihood support packages and business training. . | Up to 180 days after the start of the assignment |  40% |
| Output 4: Evaluation of the project is completed | Submit Final Report, including all activities, deliverables, evaluation, lessons learned and communication materials. | Up to 210 days after the start of the assignment |  20% |

1. **Institutional engagement**

Roles and Responsibilities of the Responsible Party:

* + Allocate the proper and needed skilled personnel to carry out the project’s outputs;
	+ Be responsible for all logistics related to the completion of this assignment including remuneration of staff /experts / administrative issues related to implementation of activities; all materials and tools required for activities completion; transportation; rental; communication; allowances etc.;
	+ Ensure proper out reach to beneficiaries;
	+ Implement and constantly monitor the activities;
	+ Provide required and ad-hoc comprehensive reports on a timely manner.

Role of UNDP

* + To support RP’s access to the administrative leadership of the Municipality fo Murzuq, and participate in consultations;
	+ Provide field supervision and quality assurance by UNDP’s personnel;
	+ Follow up, monitor and evaluate the progress of implementation of activities and manage/mitigate potential risks;
	+ Approve interim progress and final reports.

**Annex II - Request for Information from NGO.**

1. **OBJECTIVE**

This is a Request for Information (RFI) from international NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: “**Supporting the Creation of Small Businesses and Strengthening the Livelihoods of Returnees in Murzuq through Asset Recovery**”

1. **INFORMATION REQUESTED**

Interested NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, **please provide information and documentation relating to your permits and licenses for your local presence in this country.**

**Please note that attachments should be provided to support each answer to the questions**. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the NGO’s alignment with UNDP requirements.

|  |  |  |
| --- | --- | --- |
| **Topic** | **Areas of Inquiry/ Supporting documentation** | **Response** |
| 1. Proscribed organizations
 | *1. Is the NGO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?**2. Is the NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.* |  |
| 1. Legal status and Bank Account
 | 1. *Does the NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO?* *Please provide copies of all relevant documents evidencing legality of operations.*

*2. Does the NGO have a bank account? (Please Submit proof indicating latest date)* |  |
| 1. Certification/ Accreditation
 | *Is the NGO certified in accordance with any international or local standards (e.g., ISO), such as in:** Leadership and Managerial Skills
* Project Management
* Financial Management
* Organizational standards and procedures
* Other
 |  |
| 1. Date of Establishment and Organizational Background
 | *1. When was the NGO established?**2. How has the NGO evolved since its establishment? (no more than 2 paragraphs)**3. Who are your main donor/ partners?**4. Please provide a list of all entities that the NGO may have an affiliation with.**6. In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.*  |  |
| 1. Mandate and constituency
 | 1. *What is the NGO’s primary advocacy / purpose for existence?*
2. *What is the NGO’s mandate, vision, and purpose? (no more than 2 paragraphs)*

3. *Is the NGO officially designated to represent any specific constituency?* |  |
| 1. Areas of Expertise
 | 1. *Does the NGO have expertise in any of the key areas identified above in this RFI?*
2. *What other areas of expertise does the NGO have?*
 |  |
| 1. Financial Position and Sustainability
 | 1. *What was the NGO’s total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.*
2. *What is the NGO’s actual and projected inflow of financial resources for the current and the following year?*
3. *Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).*
 |  |
| 1. Public Transparency
 | 1. *What documents are publicly available?*

*2. How can these documents be accessed? (Pls provide links if web-based)* |  |
| 1. Consortium
 | 1. *Do you have the capacity to manage a consortium?*
2. *Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.*

*3. Do you have a formal alliance with other NGOs? If yes, pls. identify and provide details.* |  |
|  |

**Annex III – Capacity Assessment Checklist for NGO.**

Interested NGOs are requested to fill out the below questionnaire, attaching supporting documentation as much as possible.

If you are an international NGO, please provide information relating to your local presence in this country only.

Please note that attachments should be provided to support each answer. Extraneous information not directly responding to the questions will constrain the ability of UNDP to positively assess the NGOs alignment with UNDP requirements.

|  |  |  |
| --- | --- | --- |
| **Topic** | **Areas of Inquiry****Please Attach Supporting Documentation for Each Question** | **Response** |
| 1. Proscribed organizations
 | 1. Is the NGO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International Criminal Court?
 |  |
| 1. Is the NGO banned by any other institution? If, yes, please provide information regarding the institution and reasons.
 |  |
| 1. Funding Sources
 | 1. Who are the NGO’s key donors?
 |  |
| 1. How much percentage share was contributed by each donor during the last 2 years?
 |  |
| 1. How many projects has each donor funded since the NGO’s inception?
 |  |
| 1. How much cumulative financial contribution was provided for each project by each donor?
 |  |
| 1. How is the NGO’s management cost funded?
 |  |
| 1. Audit
 | 1. Did the NGO have an audit within the last two years?
 |  |
| 1. Are the audits conducted by an officially accredited independent entity? If yes, provide name.
 |  |
| 1. Leadership and Governance Capacities
 | 1. What is the structure of the NGO’s governing body? Please provide Organigramme.
 |  |
| 1. Does the NGO have a formal oversight mechanism in place?
 |  |
| 1. Does the NGO have formally established internal procedures in the area of:
* Project Planning and Budgeting
* Financial Management and Internal Control Framework
* Procurement
* Human Resources
* Reporting
* Monitoring and Evaluation
 |  |
| 1. Asset and Inventory Management
 |  |
| 1. Other
 |  |
| 1. What is the NGO’s mechanism for handling legal affairs?
 |  |
| 1. Ability to work (prepare proposals) and report in English
 |  |
| 1. Personnel Capacities
 | 1. What are the positions in the NGO that are empowered to make key corporate decisions? Please provide CVs of these staff
 |   |
| 1. Which positions in the NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff
 |  |
| 1. Infrastructure and Equipment Capacities
 | 1. Where does the NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)
 |  |
| 1. What resources and mechanisms are available by the NGO for transporting people and materials?
 |  |
| 1. Quality Assurance
 | 1. Please provide references who may be contacted for feedback on the NGO’s performance regarding:
* Delivery compared to original planning
* Expenditure compared to budget
* Timeliness of implementation
* Timeliness and quality of reports
* Quality of Result
 |   |

**Annex IV - Proposal Template**

1. **Basic Information**

|  |  |
| --- | --- |
| Project Name |  |
| Organization Name |  |
| Contact Information | (Name and Title)(E-mail Address)(Phone Number)  |
| Expected Output(s) |  |
| Beneficiaries |  |
| Geographical location |  |
| Funding Requested |  |
| Execution period |  |

**II. Context and Problem analysis**:

*Describe the situation, highlighting needs and challenges on the relevant focused areas and provide brief description of emerging opportunities and key objectives*

**III. Target Beneficiaries:**

*Describe**the populations targeted and**principles for identifying the beneficiaries, and specific groups.*

**IV: Project design:**

*Stipulate strategies, methodologies and approaches that your organization proposes to adopt or utilize in pursuit of the project’s objectives, including*

* *Conducting rapid livelihoods assessment,*
* *Asset selection and valuation and distribution.*
* *Business training.*

**V. Communication strategy**:

*Communication strategy and plan for dissemination of information about the project locally, including placement of information via online resources and social networks, or other methods for targeting.*

*.*

**VIII. Result-Based Work Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expected Outputs | Planned Activities | **Time Frame (Month)** | **Responsible** | **Required Budget** **(Per Output)** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |  8 | 9 |  10 |  11 |  12 |
| Output 1:  | Activity 1-1: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1-2: |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1-3: |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Output 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Project Management  | (e.g., HR, M&E, reporting etc).  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| TOTAL  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*\*Add Outputs as required.*

**IX. Implementation Arrangement**

1. Management structure:

*Describe how the project will be managed with key personnel/positions to engage implementation. Add the CVs in the section X.*

1. Monitoring & Evaluation (M&E) and Reporting:

*Describe how the organization will conduct M&E and ensure quality reporting to the UNDP.*

1. Partnerships**:**

*Describe the partners needed to successfully implement the project and their roles as well as partnerships with others*

1. Risk analysis:

*Indicate the possible risks in relation to project implementation and suggested countermeasures in the table below. The risk can be scaled High, Medium and Low*

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Likelihood of risk occur-ring | Effect on the achievement of expected results | Risk management strategy/Countermeasures |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**X. Budget**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Output |  | Budget Item | Unit Price(USD) | Unit | Qty | Budget Amount(USD) |
| Activity |
| Output 1: |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Output 2: |  |  |  |  |  |  |
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| Output… |  |  |  |  |  |  |
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| Project Management  |  |  |  |  |  |  |
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| TOTAL  |  |  |  |  |  |  |

*\*Add Outputs as per TOR.*

*\*Project Management include operational and overhead costs.*

**XI. CVs of Key Personnel**

1. UNDP, Human Development Report 2021-2022 [↑](#footnote-ref-1)
2. DISPLACEMENT AND SOLUTIONS REPORT, IOM LIBYA, August 2023 [↑](#footnote-ref-2)