

Request for Proposal (RFP) from CSOs/NGOs

Handicap International Federation - Humanity & Inclusion, Sri Lanka Programme

Context

Humanity & Inclusion (HI) is an international, non-profit organization dedicated to assisting people with disabilities and vulnerable/marginalized communities. Operating in Sri Lanka since 1992, HI has expanded its mission to include economic and social inclusion, disaster risk reduction, physical rehabilitation, and advocacy for human rights. HI is partnering with the Strengthening Social Cohesion and Peace in Sri Lanka program, co financed by the European Union and German Federal Foreign Office and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, to improve opportunities for women and youth to inclusive business models and common resource management with a green economy focus.

Objective

HI is seeking proposals from national CSOs/NGOs for consultancy expertise in Economic Inclusion and Social Protection to support a development project targeting marginalized communities, particularly women, girls, and youth. The project aims to promote good governance, human rights, gender equality, green economy and social cohesion.

Project Locations

- Jaffna
- Kilinochchi
- Mannar
- Mullaithivu
- Batticaloa
- Trincomalee
- Ampara
- Galle
- Matara
- Negombo
- Kurunegala
- Polonnaruwa
- Puttalam

Note: Proposals can be submitted for specific districts based on the organization's capacity and priorities.

Output Areas for Proposal Development

1. **Inclusive Business Models:** Support inclusive business models catering to marginalized communities, focusing on women and youth, and promoting green economies.
2. **Community Resource Management:** Strengthen community engagement in resource management with an emphasis on sustainability.
3. **Advocacy:** Engage in advocacy at the regional and national level for social inclusion and women's empowerment.

Indicators to measure the performance of the consultancy

- Reduction in social and economic inequality among beneficiaries.
- Increased access to inclusive business opportunities for women and youth.
- Implementation of sustainable green practices among MSMEs.
- Renovation or promotion of community collaborative resource management initiatives of community collaborative resource management initiatives.
- Participation in advocacy interventions against gender-based violence.
- Establishment of partnerships with local CBOs.

Timeline

The consultancy tasks should be completed within **10 months**.

Tasks

1. **Entrepreneurship Development:** Work with maximum 200 women, girls, and youth on skills development, and monitor their performance post-grant with the expectation of increased confidence and entrepreneurial skills. This initiative aims to establish sustainable businesses that contribute to local economies and enhance economic independence, reducing vulnerability among participants.
2. **Social Cohesion Initiatives:** Implement minimum 5 community trust-building initiatives to enhance social cohesion. These initiatives can help create a more connected and trusting community, enhancing social cohesion over time. This initiative can be Community Dialogue Circles, Cultural Exchange Festivals, Environmental/ Clean-Up Days, Youth Mentorship Programs, Community Art Projects, Inclusive Sports Leagues, Conflict Resolution Workshops.
3. **Green Initiatives:** Green initiatives to support sustainable practices among selected entrepreneurs and foster a greener economy. By implementing these initiatives, can empower entrepreneurs to adopt sustainable practices and contribute to a greener economy.

4. **Resource Management:** Identify and promote common resource management strategies in project locations. The project can invest in renovating community-based resources, ensuring that they are used sustainably and promote social harmony. By fostering these strategies, communities can achieve sustainable resource management that benefits both people and the environment.

Eligibility Criteria

Interested CSOs/NGOs must attach supporting documentation regarding their registration and operations in Sri Lanka, including:

- **Legal Status and Bank Account:**
 - Legal capacity documentation.
 - Proof of bank account.
- **Awards/Certification/Accreditation:**
 - List of awards and recognitions.
 - Self-ranking (1-10) for competencies in leadership, project management, financial management, and organizational standards.
- **Establishment and Background:**
 - Year of establishment.
 - Organizational evolution (max 2 paragraphs).
 - Main donors and partners.
 - List of affiliations.
 - Geographic capacity and office sizes in the field.
- **Mandate and Constituency:**
 - Primary purpose and mandate.
 - Designation representing specific constituencies.
- **Areas of Expertise:**
 - Expertise related to project focus areas and other competencies.
- **Financial Position and Sustainability:**
 - Financial statements for the past 2 years.
 - Projected financial inflow.
 - List of past projects (description, duration, location, budget).
- **Public Transparency:**
 - Available public documents and access links.

Selection Criteria

- **Technical Evaluation (70%):**
 - Organizational experience.
 - Geographic coverage.
 - Proposal alignment with project objectives, results, indicators, and methodology.
 - Innovation, ensuring sustainability and activities are to be people centered
 - Project management capacity.

- Monitoring and evaluation systems.
- Detailed work plan with milestones.
- **Financial Proposal (30%)**
 - Requested to submit the detailed financial proposal at the output level.

Note: Preference will be given to the organization

- who are having long term (5-10 years) physical presence(field offices) in the targeted project implementation area
- who are having existing community network and field coordination mechanism in project targeted location
- Well accepted in the targeted community
- Having previous experience of working and implementing similar kind of activities with new innovation.

Submission of Proposal

- To apply, interested organizations must send an email containing:
 - Organization profile(s)
 - Documentation of legal status, including legal registration
 - Consultant / Key Technical Staff CV(s) and evidence of personnel qualifications
 - Applicants must include a technical and financial proposal (maximum 15 pages) that outlines proposed methodologies and schedule.
- Insurance certificate/ Proof of personnel insurance (optional)
- Applicants must provide documents demonstrating their experience in the related field
- Applicants must provide documents demonstrating their experiences to work with different NGO/ INGO
- Payment conditions should be clearly mentioned in the financial offer
- Bank details, including the name of the account, bank name, branch, swift code, etc., must be provided.
- Proposals must be submitted in LKR
- A detailed budget and cost breakdown proposal includes the activity, administrative, travel and other related cost

Please submit a completed RFP, including all required documentation, to p.procurement@srilanka.hi.org by **October 14th, 2024, before 3:00 PM.**

Subject Heading: Request for Proposal from National CSOs/NGOs to work as Potential Consultancy Institutions.

For further inquiries, please contact HI Sri Lanka via email. Thank you for your interest!