Sustainable Livelihoods

**Request for Proposals (RFP) No. 001**

**Issuance Date: Monday, June 8, 2021**

**Deadline for Questions: Monday, June 14, 2021 at 4:00PM**

**Closing Date: Monday June 22, 2021, at 4:00PM**

Dear Applicant:

Sustainable Livelihoods, a one Year project led by Mercy Corps, seeks training applications from local civil society organizations (CSOs) to implement selected topics of training further outlined in the RFP.

The sustainable livelihoods project aims to build the resilience of 7,000 households in Aden, increasing their ability to cope with the shocks and stresses of conflict, climate change and complex crisis, and their ability to transform the underlying causal dynamics to reduce the risk of future conflict. Mercy Corps will leverage its expertise in fostering resilience in complex environments, both globally and in Yemen.

The grants to local CSOs will be awarded and implemented in accordance with procedures and practical guide (PRAG) of Mercy Corps internal grant management policies.

Mercy Corps and co-applicant employees may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a project employee should be reported to the Country Director. All awards under this RFP will be **in the form of grants** from the sustainable livelihoods project, and will be managed by Mercy Corps.

sustainable livelihoods project RFP may only be extended to CSOs working to support restoration and resilience building in Aden, which meet the basic eligibility criteria and the organizational and service delivery criteria outlined in this RFP.

It is anticipated that one grant will be awarded under this RFP. Prospective applicants should submit illustrative budgets for service delivery activities in a specific sector as described in the RFA.

**The total period of activity to be addressed under this grant, shall not exceed a maximum of eleven (11) continuous days.**

Questions concerning this RFP should be submitted by email to Faisal Al-Nadhif, at [falnadhif@mercycorps.org](mailto:falnadhif@mercycorps.org) copying Alfred Hamadziripi at [ahamadziripi@mercycorps.org](mailto:ahamadziripi@mercycorps.org) no later than Monday June 14, 2021 at 4:00PM and **Mercy Corps will respond to specific questions as we receive them. Proposals will be evaluated on a rolling basis as they are received.**

**Proposals with illustrative** **budgets must be submitted on or before Monday, June 22, 2021, by 04:00 PM. Applications submitted after the closing date/time may not be considered.** Proposals must be submitted electronically to Mercy Corps. For submission details please see *Section VII: RFA Process* below.

Issuance of this RFP or the submission of a proposal does not constitute an award commitment on the part of Mercy Corps, nor does it commit the Mercy Corps to pay for costs incurred in the preparation and submission of a proposal. The Mercy Corps reserve the right not to fund any and/or all of the proposals received.

Thank you for your consideration of this initiative. We look forward to your organization’s participation.

Sincerely,

Alfred Hamadziripi

DCD and Project Director Aden

Mercy Corps

Sustainable Livelihoods Project

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1. **Background**

Sustainable Livelihoods project contributes to the economic recovery and establishment of sustainable livelihood activities that positively change the well-being of communities in Aden. Also, it enables existing conflict affected micro and small entrepreneurs to re-establish viable, profitable and sustainable enterprises. The activities will include: ∙ Training: 75 micro and small business will receive 11 day training in business management that include risk assessment and contingency planning for business continuity ∙ Grants: Trained 75 micro and small business owners will receive grants averaging $1,000 each, based on an assessment of need and viability ∙ Business mentoring: After training mentors will be assigned to follow-up micro and small business owners that received grants to provide on-site observation and coaching.

**Target group**: The project targets to reach about 75 micro and small businesses in Aden: ∙ Existing/operational and viable microbusinesses in Aden ∙ Proof of past operations and ownership of business assets and/or inventory ∙ One person operated and/or less than 10 employees ∙ Legally permitted to operate ∙ Mostly women and inclusive of entrepreneur youth and persons with disabilities

Sustainable livelihoods project anticipate funding no more than one (1) grant in this award; the maximum funding ceiling under this RFP is **listed in section II.**

1. **Expected activities and results**

The sustainable livelihoods project design includes a third party mechanism where competitively selected local CSOs will be provided with financial support to implement some interventions. The third party CSOs will implement activities that will result in 75 micro and small enterprises accessing services that include:

* Basic entrepreneurship training (inclusive of basic literacy and numeracy): to develop entrepreneurial skills and practices that improve the chances of business success.
* Financial education: to improve the financial literacy of target groups on various topics including budgeting, savings and credit
* Skills training: that will facilitate micro and small enterprises to participate in market-led and viable employment trades

The results expected from the delivery of these services include the improved business and life skills and diversified livelihood opportunities of the beneficiaries.

The purpose of this RFP is to solicit responses from CSOs with the required profile and relevant competence and experience to be engaged as sub awardees by the sustainable livelihoods project.

**III. Objectives:**

The objective of the project is to enable existing conflict affected micro and small entrepreneurs to re-establish viable, profitable and sustainable enterprises

**Activities:**

The RFP solicits submissions from third party CSOs that will be considered to implement all or a select of the following:

* **Training**: 75 micro and small business will receive 11-day training in business management that include risk assessment and contingency planning for business continuity
* **Grants**: Trained 75 micro and small business owners will receive grants averaging $1,000 each, based on an assessment of need and viability
* **Business mentoring**: After training mentors will be assigned to follow-up micro and small business owners that received grants to provide on-site observation and coaching.

The selected CSOs will deliver these services to beneficiaries that include male and female (18 and above). The project intends to ensure transparency and inclusiveness of the target groups to reach the most vulnerable male and female micro and small enterprises (MSEs), those with low literacy levels and with disabilities.

**IV. Eligibility**

Applicants must be a local civil society organizations or community based organizations or non-governmental organizations officially recognized organization registered and maintain all relevant legal requirements as outline by the Government of Yemen. In addition, they should meet all or most of the following criteria:

**Each successful applicant should**

1. have been in operation for the last two years, reputable operational presence in Yemen and Aden governorate;

* Providing a valid registration as Community Society Organization (CSO) and registered minimum before May 2019);
* Providing minimum at least 2 certificates of successful appreciation from their partners

1. Have standard, basic organizational development features such as:

* A board with evidence of meeting minutes (providing 2 of minutes board meeting)
* A valid bank account in the same name of the CSO
* An official office space as stated in the CSO legal document

**Geographical coverage**

The project operations will be implemented in Aden governorate and in specific two districts Crater and Khormaksar.

**V. The Application Process and Proposal Requirements**

**Applicants must submit a project proposal for a service delivery activity in Aden and the proposal must meet the following requirements:**

The proposal should include the following:

1. **Length of document:** the proposal should not exceed four (4) pages in length for the project narrative (see the page below for a listing of other materials which are required but which are not counted in the length of the project narrative);
2. **Cover page** with the name of the organization, title of project, activity location(s), start and end dates, and the name, title, phone number and email address of the main contact person for the organization. (one-page maximum);
3. **Project activities and expected results**. This section should: 1) outline the services and activities that will be provided and 2) clearly demonstrate how the services offered will impact the group targeted for interventions. Provide a brief description of how the organization will train, monitor, evaluate and ensure high quality services are provided.

**In addition to the above, the submission should include all or most of the following (which are not counted in the page limit):**

1. **A Preliminary Activity Work Plan**;
2. **Budget** - using the provided template and provide details for the following cost categories (exclude any that do not apply): Personnel, Fringe Benefits, Consultants, Transportation, Equipment, Other Direct Costs (supplies, rent, audits, etc.), Project Activities, and Indirect Costs. All costs must be allowable, allocable and reasonable. Detailed budget notes, narrated in English that justifies the costs as appropriate and necessary for the successful completion of proposed activities should be attached to the budget. The budget narrative should clearly describe the project and cost assumptions.
3. **Description of the organization** including management/staffing structure and past experience in implementing related activities. List any current or closed donors/projects (regardless of content area) that have provided more than 10% of the organization’s revenues in the last two fiscal years (include activity title, start and end dates, populations covered, activity and location, name of the donor, and total funding).
4. **At least 2 (Two) Past Successful Performance References** with information on previous work in Aden.
5. **Summary** of competencies and skills of key personnel;
6. **Copy of evaluation and/or audit reports from the registered auditor** of a project implemented within the past year.
7. A copy of the Applicant’s valid legal CSO registration,

**VI. Proposal Evaluation Criteria**

The proposals will be evaluated against the following criteria:

1. **Project Activities and Expected Results [50 points]**
2. *Technical Interventions and Project Activities and Causal Framework [35 points]*

* ***Are the interventions which are proposed adequate and clearly aligned with expectations of the RFP?***
* Are the specific programmatic and training approaches and methods (including curricula) to be used clearly described?
* Is a convincing case made that these are appropriate and likely to be effective?
* Have the required inputs, including quantifiable and non- quantifiable equipment, been clearly defined and appropriate rationale for their need outlined?
* Does the causal framework lay out a clear, credible process for achieving intended outcomes?
* Are the outcomes to be achieved both significant and measurable?

*B. Monitoring and Evaluation [15 points]*

* Is the *Monitoring and Evaluation* plan clear, realistic, and likely to generate adequate information?
* Are viable indicators specified for proposed outcomes?

1. **Organizational Management, Implementation and Staffing [20 points]**

* Is there a clear overview of the timeline for the proposed activities?
* Does the staff proposed appear well-qualified for their proposed positions?

1. **Institutional Capabilities and Past Performance [30 points]**

* Does the organization have experience implementing this type of project?
* Does it have or have access to necessary technical expertise?
* In the experience of the reviewers, has the organization demonstrated strong management and implementation in the past?

**VII. Weighing of Evaluation Criteria**

Proposals will be evaluated by the technical evaluation committee (TEC) and scored based on the following weighted criteria:

2. Project Activities and Expected Results 50 points

3. Organizational Management, Implementation and Staffing 20 points

4. Institutional Capabilities and Past Performance 30 points

**TOTAL = 100 Points**

**VIII. The Selection Process**

Proposals will be evaluated and ranked against the criteria outlined in VI and VII (above) by members of a **Team** drawn from Sustainable Livelihoods Project.

**IX. Post-Selection Activities**

Mercy Corps will perform a **Pre-Award Assessment of** selected candidates prior to the awarding of the grant to ensure that each potential grantee has the requisite financial and management systems in place to ensure proper management of the financial and technical assistance.

Successful applicants will be offered grants which will be supervised by Mercy Corps staff and will receive periodic payments on a cost reimbursable basis.

Applications should be sent to Mercy Corps per e-mail on the following e-mail addresses:

Faisal Al-Nadhif, at [falnadhif@mercycorps.org](mailto:falnadhif@mercycorps.org) with a copy to Alfred Hamadziripi

at [ahamadziripi@mercycorps.org](mailto:ahamadziripi@mercycorps.org).

### **Complementarity and duplication of services**

The RFP does not support services that duplicate any existing initiatives including those funded by other donors. Where the proposal is to complement existing interventions this must be clearly demonstrated and justified in the submission by the local CSO.

All applicants not respecting the scope of the request or the eligibility criteria for applications will automatically be disqualified.

**LIST ANNEXES –**

***Annex A*** *– Grant Proposal Application Template*

***Annex B*** *– Mercy Corps Grant Application Budget Template*

***Annex C*** *– Past performance template*

***Annex D****- Conflict of Interest*

***Annex E****- Subrecipient Information Form*