



**CALL FOR PROPOSALS FOR IMPLEMENTATION OF**  
**“SUPPORT TO IMPROVED LIVELIHOODS AND SOCIAL COHESION IN MYANMAR SUB-PROJECT”**  
**IN SHAN STATE**

**1. BACKGROUND**

The United Nations Development Programme (UNDP) Myanmar has embarked on a new Country Programme Action Plan (CPAP, 2013-105) in partnership with the Government of Myanmar, and under the United Nations Assistance Framework (UNSF, 2012-2015). The CPAP comprises 3 pillars, namely: Pillar 1 – Local Governance; Pillar 2 – Climate Change, Environment, Energy and Disaster Risk Reduction; and Pillar 3 – Democratic Governance and Development Effectiveness.

The Local Governance pillar comprises 5 outputs, namely: output 1 – strengthened institutional capacity of local government; output 2 – strengthened institutional capacity of civil society organizations; output 3 – strengthened capacity of local media institutions; output 4 – strengthened institutional capacity of micro-finance service-providers; and output 5 – improved livelihoods and social cohesion. “Support to Improved Livelihoods and Social Cohesion in Myanmar” is a sub-project under the Output 5 of Pillar 1 which will be implemented in 288 villages of 22 Townships across seven States: Rakhine, Kachin, Shan, Chin, Kayin, Kayah and Mon.

In Shan state, 40 villages have been identified in 02 townships for project implementation. In Shan, social cohesion will be a major thrust area, where all activities will be undertaken with the aim of improving interaction, dialogue and unity between communities.

Against this background, through this Call for Proposal (CFP), UNDP Myanmar wishes to invite qualified national/local non-governmental organizations (LNGOs/CBOs) to serve as grant recipients under UNDP’s Micro-Capital Grant Agreement (MCGA) modality to support project implementation in Shan state. In Shan, a total of 06 proposals from 06 partners will be selected, each covering clusters of 6-7 target villages (see section 3). An individual micro-capital grant may not exceed US\$150,000. At state level, UNDP will assist potential partners to coordinate the selection of village clusters in preparing their proposals. Selected LNGOs/CBOs will implement the full package of activities identified for the village units.

**2. PURPOSE**

The overall objective of the Project is to contribute to improving access to and reducing inequalities in resources, incomes and livelihood opportunities and to enhancing social cohesion within communities in target locations. The Project targets the poor, conflict-affected, IDPs, returnees and host-communities, and in particular, traditionally marginalized or vulnerable groups including ethnic minorities and women. It links with and complements similar activities been undertaken by the Government of Myanmar, UN agencies, INGOs, NGOs and CBOs in the target locations. The Project is expected to be implemented through an extensive process of community mobilization, which is intended to serve as the foundation, for improving the livelihoods of target communities, but also, for improving local governance and social cohesion in target locations.

### 3. SCOPE OF WORK

LNGO/CSO partners will receive grants to carry-out at minimum the following indicative activities:

- Identify or (where one does not exist) establish a community mechanism (e.g. a *Livelihoods and Social Cohesion Committee*) to take leadership in project activities.
- Organize participatory assessment and planning exercises in each village and formulate village plans. The methods for assessment and village planning will be finalized in partnership with UNDP. Village planning should include a 'poverty score-card' tool for ranking households based on poverty levels and a livelihoods and social cohesion assessment. UNDP will provide required technical training for these exercises. As a result of the assessment and planning, the following information should be in-hand:
  - Ranking of households based on poverty levels
  - Beneficiary list for receiving social protection assistance
  - Principal livelihood sectors (agriculture, livestock, fisheries, micro and small enterprises etc), livelihood patterns, occupational profiles, livelihood and skills profiles and assessed interest for improving/initiating/re-starting livelihood activities
  - Beneficiary list for receiving livelihood assistance
  - Beneficiary list, specifically targeting women and youth, for receiving livelihood and vocational training
  - Livelihood and social infrastructure needs
  - Livelihood entry-points for social cohesion
- Provide a basic training to mechanisms identified for disbursing social protection assistance, disburse the assistance through these mechanisms and monitor their effective delivery to the identified households in each village.
- Disburse livelihood assistance to identified beneficiaries in each village, by way of livelihood grants for inputs, implements and for initiating micro or small business, and skills training.
- Undertake the above activities in ways that strengthen social cohesion within and between villages and different groups.
- In undertaking these activities, partners will be responsible for overall implementation in assigned locations, including for supervising their staff; monitoring progress and results; providing periodic and systematic updates and feedback to the UNDP through the satellite or area offices; reporting to UNDP as agreed; and coordinating with and consulting with relevant actors and partners such as government institutions, UN agencies, NGOs and CBOs.
- Also in undertaking these activities, partners will ensure that project implementation pays attention to conflict sensitivity, gender, environmental protection and disaster risk management and takes into account longer term sustainability.

## GEOGRAPHIC SCOPE OF WORK

Townships	Villages <sup>1</sup>	No. of LNGO/CSO partners to be identified	Budget ceiling for each proposal (USD) <sup>23</sup>
Lauk Kai	20	2 (each covering 7 Villages)	141,960
		1 (covering rest 6 Villages)	121,680
Hopone	20	2 (each covering 7 Villages)	141,960
		1 (covering rest 6 Villages)	121,680
<b>Total</b>	<b>40</b>	6 (covering all 40 Villages)	

## 4. DELIVERABLES

### 4.1 General Deliverables and indicative targets

- Participate in UNDP training on social cohesion, assessment methodologies (including on poverty score-card tool) etc at Yangon level or at state capital level. The LNGO/CSO is expected to identify 2 key staff that will be assigned to the project to attend this workshop (workshop to be organized and funded by UNDP).
- Submit finalized work-plan for assigned locations within a week of completing village planning exercises.
- Submit monthly 2-page progress report including cumulative updates on implementation progress, results against indicators and challenges, 10 days following the end of the month.
- Submit Comprehensive narrative and financial completion report including lessons learned, one month following the end of the project.

### 4.2 Deliverables and indicative targets for the Villages

<sup>1</sup>The list of the villages for each Township is attached as Annex 1.

<sup>2</sup> An individual micro-capital grant may not exceed US\$150,000.

<sup>3</sup> Budget ceilings per village include programme and operations costs.

- Undertake/facilitate consultations, assessments and planning exercises (assessments – assessment reports – plans) in **all proposed villages**.
- Establish “Livelihoods and Social Cohesion Committees’ as representative community mechanisms for taking project activities forward in **all proposed villages**.
- As part of the village planning exercise, identify suitable social protection measures (e.g. food banks, cash for work, direct grants etc) for implementation in each village.
- Provide training to identified social protection mechanisms and disburse **USD 4,000** per village to implement the identified social protection mechanism, facilitate the implementation and monitoring of assistance in each village.
- Select suitable beneficiaries i.e. **approximately 80 households per village** (conflict affected poor and most vulnerable households) to receive livelihoods assistance based on identified livelihoods profiles.
- Provide livelihood assistance in the form of cash-grants and start-up grants (for asset replacement, inputs, implements, small businesses etc) to selected **80 households per village** with a financial ceiling of **USD 150 per household**, particularly targeting women and youth for start-up grants. Facilitate the beneficiaries to establish the proposed livelihood activities by providing regular technical assistance, assistance in the procurement of quality materials and regular monitoring of the progress.
- From the above receiving livelihood grants to initiate micro and small enterprises, identify **five beneficiaries per village** and specify their areas of interest for providing appropriate livelihood skills and vocational training (training activities to be organized by UNDP).
- Facilitate the community to select appropriate candidates to work as agriculture and livestock extension workers, targeting **2 persons per village** for the 2 sectors (training activities to be organized by UNDP).

## 5. DURATION

The time-period for implementation of the project is 05 months, from 01 Nov 2013 to 31 March 2014.

## 6. MANAGEMENT ARRANGEMENTS

The LNGO/CSO partner bears full responsibility for the overall management of activities, and bears all substantive, operational, financial, monitoring and evaluation responsibilities for the assigned locations.

## 7. MONITORING AND REPORTING

The LNGO/CSO will provide a finalized work plan prior to implementation. The LNGO/CSO is expected to provide monthly 2-page progress report including cumulative updates on implementation progress, results against indicators, challenges and forward planning, 10 days following the end of the month. The partner will provide a comprehensive narrative and financial completion report including lessons learned, 01 month following the end of the project. UNDP will share templates for these reports.

Additionally, the LNGO/CSO will maintain regular communication with the Area/Satellite Office Manager at State level and the Senior Field Coordinator and Management Specialist attached to the Field Implementation Unit of the UNDP at Yangon level, to provide regular feedback on implementation progress, results, challenges and bottlenecks.

## 8. GUIDELINES FOR PROPOSAL DEVELOPMENT AND SUBMISSION

- The proposal prepared and all related correspondence shall be in English.
- The proposal should conform to the attached outline template (Annex 2) provided.
- The proposal should attach all required legal evidence, including evidence of legal registration and authorization to operate in the targeted state.
- Only one proposal can be submitted per organization.
- The deadline for submission of proposal is **17.00hrs, Thursday, 03<sup>rd</sup> October 2013**

The Proposal and accompanying documents should be submitted by hand in a sealed envelope to:

The Area Office Coordinator  
 UNDP Area Office Taunggyi  
 93-12, Yan Gyi Aung Street,  
 Yay Aye Kwin Quarter  
 Taunggyi, Southern Shan State

Please label the envelope clearly with following: **CALL FOR PROPOSALS FOR IMPLEMENTATION OF “SUPPORT TO IMPROVED LIVELIHOODS AND SOCIAL COHESION IN MYANMAR SUB-PROJECT” IN SHAN STATE**

## 9. CRITERIA FOR PROPOSAL SELECTION

Proposals will be screened by UNDP and the final selections will be submitted to an independent steering committee for endorsement. The selection of projects will be made taking into consideration:

- Quality of proposal and its appropriateness to UNDP’s objectives set out in this note
- Institutional capacity to implement the proposed activities
- Innovation and creativity of the proposal

### Eligibility criteria

Requirements	Verification
Relevant experience of community development work in Shan	Detailed profile of the organization with proof of projects developed, implemented and/or supervised and their value.
Team of experienced community development workers, accountant, team leader with planning expertise, as well as administration, and finance support.	Overview of human resources within the organization, with CV’s of key staff.
Introduction and confirmation of technical capability, reliability and/or guarantees of good performance from	Letters of introduction, recommendations, good performance and/or guarantees from the counterpart

Authorities/Agencies/Organizations, based on previous experience.	Authorities / Agencies/ Organizations with which previous projects have been developed and implemented.
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For further clarifications please contact the UNDP Area Office in respective state (address provided above) or email [jitendra.jaiswal@undp.org](mailto:jitendra.jaiswal@undp.org)

**ANNEXES**

1. List of the Villages to be Covered in Shan
2. Outline for Project Proposal
3. Outline for Budget Proposal

**ANNEX 1.**

**LIST OF VILLAGES TO BE COVERED IN SHAN STATE**

<b>Township</b>	<b>Village Tract Serial #</b>	<b>Village Tract</b>	<b>Village Serial #</b>	<b>Village Name</b>
Hopong	1	Lwe Ount	1	Ka Naing Hton
Hopong		Lwe Ount	2	Hti Ka Too
Hopong		Lwe Ount	3	Naung Khone
Hopong	2	Paung Linn	4	Lwe Ta Win
Hopong		Paung Linn	5	Done Mae Khoe
Hopong	3	Nant Khoat	6	Lon Myint
Hopong		Nant Khoat	7	Kun Nar
Hopong	4	Kone Kyaine	8	Han Lwe
Hopong		Kone Kyaine	9	Naung Yar Saing
Hopong	5	Lon Khoat	10	Kyaung Lwe
Hopong		Lon Khoat	11	Par Pump
Hopong		Lon Khoat	12	Lwe Paw
Hopong		Lon Khoat	13	Naung Khar
Hopong	6	Ti Lon	14	Htan Phayar
Hopong		Ti Lon	15	Sike Khaung
Hopong		Ti Lon	16	Nyaung Wine
Hopong	7	Mong Pyin	17	Mong Pyin
Hopong		Mong Pyin	18	Nar Lon
Hopong	8	Lae Thet	19	Nyaung Lay Kwa
Hopong		Lae Thet	20	Hta Naut
Lauk Kai	1	Man To Pa	1	Ta Mu Nai
Lauk Kai		Man To Pa	2	Shai Shin Khyai
Lauk Kai		Man To Pa	3	Ho Tone Lin
Lauk Kai		Man To Pa	4	Shai Mo Night
Lauk Kai	2	Shauk Kai	5	Cha Mau Se
Lauk Kai		Shauk Kai	6	Shauk Pai Sho
Lauk Kai		Shauk Kai	7	Shauk Thang
Lauk Kai		Shauk Kai	8	Pan Kwe Phai
Lauk Kai	3	Lam Phi Lane	9	Man Maw
Lauk Kai		Lam Phi Lane	10	Mar Lu Shwe
Lauk Kai		Lam Phi Lane	11	Law Khaw Kyai
Lauk Kai		Lam Phi Lane	12	Tan Khon Sa
Lauk Kai		Lam Phi Lane	13	Tan Ma Naw
Lauk Kai		Lam Phi Lane	14	Law Pa Kyai
Lauk Kai	4	Shin Thang	15	Thang San Kone

Lauk Kai		Shin Thang	16	Shin Thang
Lauk Kai		Shin Thang	17	Cha Lu Kyaing
Lauk Kai		Shin Thang	18	Ta Zal Thang
Lauk Kai		Shin Thang	19	Si Cin Lin
Lauk Kai		Shin Thang	20	Pauk Pauk Kyai
<b><i>Shan Total</i></b>		<b><i>12 Village Tracts</i></b>		<b><i>40 Villages</i></b>



## ANNEX 2.

### **Outline for Project Proposal**

The Proposal should include the following aspects and not exceed 06 pages. This is suggestive, you may include additional information you consider relevant.

1. **Organization Profile:** Comprehensive profile of your organization, full contact details, information on previous contracts, should be provided along with the proposal. Please provide any documentation demonstrating registration and authorization to work in the target locations.
2. **Background information:** Context of the proposed project, general information on the area, demographic profile etc
3. **Rationale of the project:** Project objectives, target beneficiaries and intended results
4. **Approach:** Outline the key strategies you will use, particularly to build community ownership, strengthen social cohesion, promote women's empowerment and ensure sustainability.
5. **Risk Management:** Provide brief summary of risks and how you will manage them.
6. **Monitoring and Evaluation:** Outline how you will monitor implementation and results.
7. **Log-frame:**

Impact	Outcome	Output	Activities	Indicators	Means of Verification

#### 8. Human Resource plan

#### 9. Work plan with budget

Output	Activities	Time-frame					Budget
		Nov 2013	Dec 2013	Jan 2014	Feb 2014	March 2014	

#### 10. Summary budget sheet (attached)

**ANNEX 3.**

**BUDGET**

**TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS BUDGET WILL BE SUBMITTED TO THE STEERING COMMITTEE FOR APPROVAL**

**PROJECT BUDGET OF RECIPIENT INSTITUTION**

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Name of the RECIPIENT INSTITUTION: \_\_\_\_\_

Total Amount of Funds under the Agreement: \_\_\_\_\_

Date of the Agreement: \_\_\_\_\_

**PROJECT BUDGET (in Local Currency)<sup>4</sup>**

PERIOD COVERING FROM \_\_\_\_\_ TO \_\_\_\_\_

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Personnel				
Transportation				
Premises				
Training/Seminar/ Workshops, etc.				
Contracts (Audit)				
Other [Specify]				
Miscellaneous				
<b>TOTAL</b>				

*These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.*

<sup>4</sup> Please see Section 3 for budget ceilings for respective proposals