**CSSF LEBANON: CIVIL SOCIETY DEMOCRATIC REFORM**

**TENDER**

**Introduction**

Her Majesty’s Government works to support civil society in Lebanon, through the United Kingdom Conflict, Stability and Security Fund (UK CSSF).

Particularly since October 2019, people in Lebanon have taken to the streets across the country to protest, and press for change - for their social and economic rights, for accountability, an end to corruption, and a new approach to political governance that responds to the needs of the people. Women and youth have been at the forefront of the demands for change. The pandemic has contributed to the deep financial and economic crisis. The explosion at the port Beirut on August 4 has further added to the calls for improved governance, and seen communities and civil society organisations (CSOs) step in to help themselves in areas where there is a widespread perception that the government is not helping. Meanwhile many people see the politicians failing to act in the best interest of the country and its citizens, with the failure to establish a functioning government that can tackle the crisis with urgency, and enact serious reforms.

The past year has seen a dramatic increase in political activism across the public and civil society, and healthy debate over how to move the country out of the crisis and forward with political, governance, economic and social reforms. Three elections are scheduled in 2022 and some are calling for early elections: municipal, parliamentary and presidential. There is an important opportunity ahead of the elections to refresh politics, to bring the focus on to policies and actions that respond to demands of this generation and best serve future generations, and that see parties and candidates come forward with a vision and a plan to implement it. In this context there is also renewed debate over electoral reform.

In line with its wider support for Lebanon and the Lebanese people, the British Embassy sees a pivotal role for civil society in driving and constructively contributing to the renewal of Lebanese politics, and strengthened accountability of the state towards its people.

As an initial step in expanding support to civil society, CSSF Lebanon seeks to provide direct funding support to up to two national CSOs in Lebanon in support of the following two objectives.

**Objectives**

*Objective:* Improved engagement and dialogue between civil society, public, and political actors influences the democratic reform agenda and processes.

**Project scope**

Project proposals must have a clear and specific purpose and intended outcomes and outputs achievable within the project period.

Bids for Democratic Reform project bids **must** be relevant to the upcoming elections, but can also include other pressing reforms.

A collaborative approach among national and international NGOs/civil society organisations is encouraged.

Bids can be either for funding for new initiatives or to help support and strengthen ongoing initiatives.

Bidders are encouraged to consider how funding can be used for building the capacities of national actors/organisations.

**Recipient**

The direct beneficiaries of the project are civil society (can include media, professional syndicates, unions, educational institutions, activists) and the public (including men, women, youth and people with disabilities).

**Requirements**

The implementing partner should provide evidence of:

* Registration of the organization as a non-government organization in Lebanon.
* A track record as a nationally credible actor working democratic reforms in Lebanon, with a minimum of four years’ experience of programming.
* An extensive understanding of the political context in Lebanon.
* Current projects and donors.
* Established organisational policies and procedures.
* Demonstration of past impact and examples of successes.
* Provide/propose a robust approach to managing risks, including conflict sensitivity and fiduciary.
* Provide/propose a monitoring and evaluation mechanism.
* Provide/propose a technical approach to build open communication with all stakeholders, civil society, public and political actors where needed.

**The Project should be designed based on the below principles:**

* Risk mitigation related to political, security, financial situations in Lebanon, along with reputational risks.
* Demonstrate flexible programing, allowing for adaptions if the dynamics shift.
* Mainstream gender equality based on gender analysis.
* Conflict-sensitive approach.
* Ownership and sustainability-sustainable impact beyond the lifetime of the project.
* Maximising value for money.

**The implementing partner will be required to work with the embassy to produce, within 3 weeks of grant award:**

* Project delivery plan;
* Elaborated theory of change;
* Results framework;
* Articulation of approach to conflict sensitivity;
* Gender plan and disability approach;
* Approach to duty of care;
* Risk management.

**Timeline**

The project duration will be **9 months**, to be undertaken between November/December 2020 and September 2021. Exact dates dependant on contracting.

**Budget**

Project financial bids should be up to **£350,000** GBP for the nine month period and be submitted in the activity based budget template.

A maximum of **£80,000** can be allocated for the current financial year, from the date of contract (expected December 2020) until 31st March 2021.

**Financial management and payment**

Both Non and for-profit organisations can submit project proposals for grant funding in response to a call for bids, no organisation of any kind is permitted to make a profit from a grant award.

Payment is monthly in arrears, subject to itemised invoices and supporting documentation.

It may be possible in exceptional circumstances to request pre payments – this request would need to be submitted at contracting stage and will be assessed based on need.

Whether payments are made in arrears or in advance, spend evidence should be presented to ensure that grant funding could not generate any amount of profit for the grant recipient.

Financial requirements are as follows:

* Monthly financial reports will provide the full accounting and reconciliation of project funds as a condition for the release of invoice payments.
* Evidence of expenditure and of delivery of activities/outputs will be required with each request for payment.
* In case of advance payment: After the issuance of the first payment, pre-payments will only be made once 80% of the previous payment has been spent.
* Payments may be withheld if the deliverables and milestones are not achieved without good reason (as agreed in advance with the Programme Manager), or if expenditure is not supported by documentation.

**Consortia and Sub-Contracting**

Consortia and sub-contracting is allowed under this invitation to tender.

**Gender**

The UK sees gender equality and women’s rights as central to promoting peace and stability overseas. This project will take into account any gender-related differences; consider its contribution to reducing inequality between persons of different gender; and ensure that the project does no harm to any particular gender group. If the project undertakes surveys, interviews or beneficiary analysis, the data must be gender disaggregated. Bidders should also be aware of the CSSF Approach to Gender: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/527749/Gender_Note_for_framework_suppliers.pdf>

**Application Process**

Deadline: 18:00 on Wednesday 11 November 2020. Extensions/late submissions will not be possible.

Interested organisations, meeting the above criteria, must submit the following documents within the deadline.

1. Completed narrative application template.
2. Financial bid submitted in the activity based budget template.
3. Evidence you met the requirements stated above.
4. Proof of organisational registration.

Completed applications need to submitted by email to: [cssf.beirut@fcdo.gov.uk](mailto:cssf.beirut@fcdo.gov.uk) before 18:00 on Wednesday 11 November 2020.

Applicants who do not submit all documents, within the deadline, or do not submit a plan within the financial parameters will not be scored or shortlisted.

Shortlisted applications will be reviewed by a panel, as per the below scoring criteria. Selected CSOs will be expected to work with the embassy on the final design of their projects and results, to be agreed before contract signature.

From the date of publication of this tender, the embassy will not be responding to questions on the specifics of their existing, or potential, support to civil society organisations in general.

All of these processes will operate in accordance with the rules and regulations determined by the CSSF.

**Scoring**

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| --- | --- | --- |
| **Score** | **Definition** | **Interpretation** |
| **3** | **Excellent** | ***Meets and exceeds:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution. Response demonstrates **factors that will offer potential added value**. |
| **2** | **Good** | ***Meets:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution for the Authority’s requirement. |
| **1** | **Reservations** | ***Almost meets or reservations:***  Reservations and/or limited evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement. |
| **0** | **No demonstration/ no evidence** | ***No demonstration/ no evidence:***  No demonstration and/or no evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement. The Authority reserves the right to consider bidders scoring this rating as being non-compliant. |

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| Beneficiary groups | 8 |
| Value for money | 15 |
| **Total** | **100** |

**Reporting and M&E**

Reporting shall include, but is not limited to, the provision of:

* 1. Minimum monthly briefings (email, phone call, or in person) with the CSSF Programme Manager, providing key progress updates;
  2. Monthly financial reports, detailing: activities incurring spend, proof of spend (including receipts and invoices), and details of future forecasting;
  3. Quarterly narrative and financial reports, detailing: progress towards project results framework and work plan, proposed changes, conflict sensitivity, and key risks;

The implementing partner (and any potential sub-contractors) will need to allow access to CSSF or third party monitors during the project’s lifetime if requested by the Authority.

**Duty of Care**

The Supplier is responsible for the safety and well-being of their Personnel and Third Parties affected by their activities under the contract, including appropriate security and safeguarding arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.

**Counter Terrorism Legislation**

Terrorism is a serious threat and given the countries FCDO operates in there is an increasing risk that FCDO resources could be diverted for use by terrorist organisations or for terrorist activity. FCDO is responsible for protecting its funds from diversion to these organisations. We, along with our partners, have to comply with domestic and international law.

The Terrorism Act 2000 (TACT) enables proscription of certain terrorist groups and makes it illegal to provide material assistance and support to individuals or groups knowing or having reasonable cause to suspect it will or may be used for terrorist purposes; This includes fund-raising, use and possession of money or other property and funding arrangements (Terrorism Act 2000).

FCDO takes its own responsibility for protecting its funds from diversion to a proscribed organisation seriously and expects its partners to do the same. In line with UK legislation, throughout this project legal responsibility lies with the supplier who must undertake the appropriate checks to ensure it is not inadvertently funding, supporting or providing material goods to terrorist organisations as defined under the UK Terrorism Act 2000.