Call for Proposals: "Professionalization of CSOs in Libya"
Terms of Reference for Implementing Partner

Organizational Background

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. With 166 member states, a further 8 states holding observer status and offices in over 100 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Project Background

IOM's Community Stabilization program "Together We Rebuild" contributes to the efforts of the international community and Government of Libya to bring back normality to communities in Libya. The program started in 2016 in Sabha and Qatroun in the south and expanded to Benghazi and Kufra in the east of Libya in 2017. The program encourages collaboration between varied social groups, including civil society and local municipal authorities, to promote community engagement and strengthen social cohesion. It does so through building local capacities and promoting peace initiatives through trainings, social and cultural activities and support of inter and intra community dialogue. The program engages a wide variety of community groups (including host communities, IDPs and migrants), as well as local authorities and civil society.

As part of its efforts to strengthen the community's capacity to promote social cohesion, IOM is planning to conduct a 1-year activity on professionalization of civil society organizations (CSOs) in its four target areas Benghazi, Kufra, Sabha and Qatroun. The professionalization consists of **2 main components:** 1) Selected CSOs will first receive an **intensive tailor-made training course**, covering approaches to stabilization and social cohesion and project management. 2) The CSOs will then be awarded with **small-grants to conduct activities that promote social cohesion** in their communities, including: social, cultural and recreational activities, peace building, sports competitions, dialogue sessions, livelihoods related activities etc. engaging both host and migrant communities. The CSOs will be supported in developing the small-grants during the training. The small-grants will be implemented following the training, when the CSOs will receive tailormade coaching and mentoring over a period of 9 months to intensify the capacity building over the project period. At the end of the project, the CSOs will be brought together to a closing

event to present their projects and form a consortium of CSOs which will be formalized through an MoU with IOM for future collaboration on response and recovery programming.

Request for Proposals

Through this Call for Proposals (CFP), IOM is inviting applications from implementing partners that can undertake the task of professionalizing CSOs as described in the background. Interested applicants can submit proposals for the below listed four project lots divided by area of intervention. The applicants can apply for all four lots, a selection of lots or an individual lot.

Each lot includes 2 activity components:
1) Intensive tailor-made training course for CSOs. IOM wants to train a total of 100 CSO staff across four target areas, which means an average of 25 CSO staff per area (average approx. 7-8 CSOs per area) should be enrolled in the program. The applicant will also be required to provide regular coaching to the CSOs until the end of the project.
2) Small-grants to conduct activities that promote social cohesion. IOM is planning to award a total of 30 small-grants (max USD $5000 each) to the selected CSOs undergoing training (average approx. 7-8 per area). The applicant will be required to manage the small-grants, including procurement and administration, according to IOM rules and procedures.

The project will start January 2019 and be implemented for a duration of 1 year.

LOT NR	PROJECT TITLE	AREA	TIMELINE
Lot 1	1-year professionalization program for CSOs	Sabha	Jan-Dec 2019
Lot 2	1-year professionalization program for CSOs	Qatroun	Jan-Dec 2019
Lot 3	1-year professionalization program for CSOs	Benghazi	Jan-Dec 2019
Lot 4	1-year professionalization program for CSOs	Kufra	Jan-Dec 2019

Key Responsibilities of the implementing partner

1. Select local CSOs that are genuinely interested and motivated to be enrolled in the professionalization program, working to promote social cohesion engaging host communities and migrants. The selection may be done through an expression of interest with a simple application process.
2. Conduct a capacity assessment of the selected CSOs, including mapping of social cohesion thematic skills, experience working with migrants, project management skills and organizational capacity.
3. Develop a training plan and manual/curricula, that is based on the capacity assessments. This includes the initial training (duration to be confirmed based on capacity assessment) and follow-up coaching/mentoring program.
4. Organize and conduct the initial intensive training for selected CSOs, including procurement of training venue, training materials, refreshments, trainee transportation if required as well as delivering the training sessions.
5. Support the CSOs in planning, developing the small-grants, and be responsible for administering the small-grants to the trained CSOs. The management of small-grants and reporting needs to be done in compliance with IOM procurement policies and financial accounting procedures.
6. Organize a closing event for the trained CSOs, local authorities, community members, media etc. where the small projects will be presented, and the consortium will be formalized through an MoU. This will include procurement of venue, refreshments and transportation if required.

Key Deliverables
1. Expression of interest and an application package for CSOs to be enrolled, along with criteria based on which the organizations are selected.
2. A CSOs capacity assessment tool, covering social cohesion and migration thematic skills, project management skills and organizational capacity
3. Report on capacity status, gaps needs of the CSOs, including a short presentation with infographics
4. Data base of selected CSOs, with a short profile for each trained CSO and staff members (to be updated during and after the professionalization program)
5. Plan, manual and schedule for the initial intensive tailormade training
6. Proposals, scopes of work and implementation plans of CSOs for delivering small-grant activities, including strategy and schedule for coaching/mentoring sessions to be delivered by implementing partner

7. Post-training evaluation of each professionalized CSOs to be incorporated in the CSOs profiles in the data base (see point 4)
8. Compile presentations from closing event (with photos) of the small-grant initiatives

Role of IOM:

1. IOM will be closely involved in and support the selection of CSOs to be trained, including development of EOI, the application package, the selection criteria and review process.
2. IOM will provide available relevant documents and information and share its network of local organizations and mapping of active local organizations.
3. IOM will provide support with and review the capacity assessment tool before the mapping
4. IOM will provide support with and review training plans, manuals and schedule
5. IOM will review the CSOs proposals and workplans for small-grants
6. IOM will provide training to the implementing partners on its procurement and financial reporting policies and procedures and provide support with the small-grants administering as needed

Qualifications:

The interested applicants should have the following:
- Proven experience in providing similar trainings or conducting similar activities for CSOs groups in Libya
- Good understanding of migration and displacement in the context of Libya, and proven experience working with migrant communities and related social cohesion/capacity building activities
- Have experience and be able to work in Benghazi and Kufra in eastern Libya, and/or Sabha and Qatroun in southern Libya.
- Capacity to manage the small-grants administering, procurement and financial reporting, ensuring transparency and value for money (training will be provided by IOM).
- Required staff and personnel to implement the project (CVs clearly showing their relevant professional experiences to the planned activities if applicable)
- Demonstrates integrity, professionalism and respect of diversity

- Excellent training, organizational and communication skills as well as leadership skills within the institute/organization
- Ability to perform under high pressure and according to time sensitive schedule, and the flexibility to apply modifications given the rapidly changing context in Libya

Eligibility

Any organization or institution may apply, which is:
- Non-Profit
- Legally recognized. If Libyan, registered at the Libyan Ministry of Culture or the High Commission of Civil Society or any other relevant Libyan official entity
- In possession of a USD account

Application and submission instructions

Applicants can apply for all 4 lots, a selection of lots or individual lots.

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Lot 1	1-year professionalization program for CSOs	Sabha	Jan-Dec 2019
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Lot 4	1-year professionalization program for CSOs	Kufra	Jan-Dec 2019

Application Components: Applications should be in English, and must include the following:

1. **Narrative proposal**:
- Presenting the organization's background and experience in similar activities/trainings, including the activities final report, year of conduct, name of donor if applicable

- Clear description of implementation methodology of the proposed activities, including how migrant communities/organization's working with migrants will be involved. The narrative proposal should include both project components:
   1) **Intensive tailor-made training course for CSOs,** including initial intensive training course and coaching until the end of the project.
   2) **Small-grants to conduct activities that promote social cohesion**
- A detailed work plan, clearly presenting the activity action plan in accordance with the required time period
- If there are implementing partners, please clearly indicate them and their role in the work plan
- A list of trainers/facilitators who will be engaged in the training or the activities, including their previous experience in similar activities
- If the applicant has pre-existing relevant tools, training manuals/curricula, or any other documents that may be useful, these should be mentioned may be attached with the proposal

2. **Budget:** Please include a detailed budget clearly showing all budget lines and its relevance to the proposal. The budget should include and estimated costing for both components:
   1) **Intensive tailor-made training course for CSOs** (average 25 CSO staff per area; approx. 7-8 CSOs per area), including initial intensive training course and coaching until the end of the project.
   2) **Small-grants to conduct activities that promote social cohesion.** (30 small-grants (max USD $5000 each) average approx. 7-8 per area)

3. **Credentials:** If Libyan Organization/Institute a valid registration at the Libyan Ministry of Culture or High Commission of Civil Society Institutions registration, or any other relevant Libyan governmental body is required

4. **Other supporting documents:**
- CVs of staff and trainer that will be implementing the project in English must be attached to the proposal if applicable
- Organogram of organization
- Latest financial report
- Any organization manuals (procurement, financial, HR etc.)

Deadline for submission of proposal: 21st of January, 2019

Proposals should be submitted by email to togetherwebuild@iom.int or in a sealed envelope to the program office, located in Tripoli: Hay Al Andalos Post Office.

Application review information

Within 7 days of the submission deadline, a Grants Review Committee (GRC) will convene to review all applications. The GRC will verify the application submission requirements. If an application is deemed suitable, an award will be made within 7 working days of the GRC meeting provided that the awardee furnishes the call with all the required documentation as listed in this RFP.

Suggested workplan

1. **Project initiation activities: CSOs identification, capacity assessment, development of training program:** 8 weeks, January and February 2019
2. **Conducting trainings areas:** 2 weeks, March 2019
3. **Implementation of small grants; coaching/mentoring sessions:** 9 months, April- December 2019
4. **Closing event and signing of MOU:** December 2019