



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Call for Expression of Interest CEILBY20180003

UNHCR Libya is seeking existing and new partners to respond to the Call for Expression of Interest (CEOI) for implementation of 2019 UNHCR's operations activities and participate in achieving common goals and objectives. Based on the concept notes received, UNHCR will select the best-fit partner for the relevant sector(s) and area(s).

### Objective

UNHCR policy on selection and retention is to ensure that UNHCR partners with the most suitable organization in a given operation for the implementation of projects, in order to provide quality protection and assistance to refugees and other persons of concern. As partners bring distinctive attributes and UNHCR operates in varying and challenging environments, it is necessary to identify the Best-Fit Partner.

The call for expression of interest is for projects that will support Internally Displaced Persons (IDPs) and IDP returnees.

### The main thematic areas of the call for expression of interest are:

- a. Basic needs and essential services
- b. Community empowerment and self-reliance
- c. Favourable protection environment
- d. Security from violence and exploitation
- e. Logistics and operations support

### Instructions for submission of concept notes:

1. All relevant documents for the CEOI can be accessed on UNHCR's partner Portal- <https://partner.unhcr.org>
2. Concept notes to be submitted on UNHCR Partner Portal- <https://partner.unhcr.org>. If you do not have access to the portal, please register your organization.
3. Applicants are encouraged to submit on the partners portal a signed cover letter, concept note and partner declaration
4. All submissions and annexes to be submitted in English.
5. If there are any technical issues in submitting the concept notes on the Partners portal, please address your concerns to [lbytrlbyipmc@unhcr.org](mailto:lbytrlbyipmc@unhcr.org)

6. The closing date for this call is 6<sup>th</sup> November 2018-any late submissions will not be accepted for review.

Detailed information and relevant forms for the Call for Expression of Interest can be found on UNHCR partner's portal <https://partner.unhcr.org> or by request to [lbytrlbyipmc@unhcr.org](mailto:lbytrlbyipmc@unhcr.org)



**CALL FOR EXPRESSION  
OF INTEREST No. CEILBY20180003**

The purpose of the Call for Expression of Interest is for UNHCR to solicit the interest from prospective or existing partners (NGOs, Government and other non-profit entities) that wish to participate in a UNHCR-led operation and contribute complementary resources (human resources, knowledge, funds, in-kind, and/or equipment) for achieving common and agreed objectives by undertaking a Project Partnership Agreement (PPA).

**A Concept Note can be submitted for one or more Objectives, as well as for one or multiple locations. However, partners are requested not to submit concept note that includes at the same time warehouse management and distribution of CRIs to avoid conflict of interest.**

UNHCR reserves the right to accept a proposal in whole or in part. Conclusion of a PPA with UNHCR is subject to availability of funds. Selection of a partner through this Call for Expression of Interest does not constitute an obligation for UNHCR to conclude a PPA with the selected partner.

*In addition to submitting their Concept Notes, interested organizations are strongly advised to register on UNHCR's Partner Portal, at [partner.unhcr.org](http://partner.unhcr.org), which is a pre-requisite for conclusion of a PPA with UNHCR.*

**Project title and Identification:**

Assistance to IDPs and IDP returnees  
2019/31041/ 4LBYA

**Project Location:**

Libya

**About UNHCR**

The Office of the United Nations High Commissioner for Refugees was established on 14 December 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international response to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and wellbeing of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people.

UNHCR's involvement in assisting internally displaced persons (IDPs) dates back to engagement in Sudan in 1972. The principal criteria governing UNHCR's involvement with IDPs are set out in Resolution 53/125 (December 1998). This Resolution effectively extended the mandate of the agency in "providing humanitarian assistance and protection to internally displaced persons [...] with the consent of the State concerned". In relation to IDP situations, UNHCR has made a commitment to act as humanitarian 'cluster lead' in the areas of protection; camp management and coordination; and emergency shelter.

**Brief Background of the Project**

The overall operational landscape in Libya remains volatile. In 2019, the instability and ongoing conflict may continue to lead to forced displacement, deteriorating living conditions, impacting on people's safety and security, as well as restricted access of persons of concern to UNHCR (POC) to essential services.

The crisis in Libya may continue to present targeted attacks on civilians, including women and girls, rising civilian casualties, restricted access to safety and freedom of movement, alarming levels of SGBV, arbitrary detention and torture, child protection risks, an increasing number of civilian accidents caused by landmines and explosive devices.

Under these conditions, the civilian population is likely to remain highly vulnerable, exposed to violence and unable to have sustained access to life-saving medical assistance, essential medicines, food, safe drinking water and sanitation, shelter and education. The liquidity crisis is expected to continue to affect people's



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ability to access basic commodities and services.

IDPs remain one of the most vulnerable population groups, as they seek out temporary shelter and scarce livelihood opportunities in urban centers, many without access to basic services. There have been multiple waves of displacement in Libya since the initial outbreak of conflict in 2011. At the same time, where the security situation is improving, the displaced families are returning to their communities, finding their homes damaged or completely destroyed and being in dire need of humanitarian assistance before they can start rebuilding their lives. According to the 5-12 October UNHCR Flash Update, there are 193,581 Libyans internally displaced and 382,222 Libyan IDP returnees in Libya. While the situation has improved in certain parts of the country, large displacements continue to heavily burden the non-displaced population.

#### Goal/Objectives, Outputs and Main Activities

Goal: Ensure that IDPs and IDP returnees in Libya have access to protection and life-saving assistance.

#### Rights Group 1: Basic needs and essential services

**Locations:** *Across Libya, including but not limited to Tripoli and western region (Nafusa mountains and other locations), Benghazi and eastern region, Southern region (al Kufra, Sabha and other locations)*

##### 1.1 Objective 1: Population has sufficient basic and domestic items

- Support the identification of Core Relief Items (CRIs) needs, distribution of CRIs and conduct post distribution monitoring in line with UNHCR Standard Operating Procedures (SOPs);
- Provision of multi-purpose cash grants;
- Joint market monitoring.

##### 1.2 Objective 2: Services for persons with specific needs strengthened

- Support to persons with specific needs.

##### 1.3 Objective 3: Shelter and infrastructure established, improved and maintained

- Provision of light shelter materials;
- Provision of complementary shelter items as part of winterization assistance.

#### Rights Group 2: Community Empowerment and Self Reliance

**Locations:** *Across Libya, including but not limited to Tripoli and western region (Nafusa mountains and other locations), Benghazi and eastern region, Southern region (al Kufra, Sabha and other locations)*

##### 2.1 Objective 1: Community mobilization strengthened and expanded

- Establishment of community-based structures and outreach activities;
- Management of Community Day Centres (CDCs) in Misrata.

##### 2.2 Objective 2: Peaceful co-existence with local communities promoted



- Implementation of Quick Impact Projects (QIPs) supporting infrastructure including WASH, Health and Education in line with UNHCR QIPs Standard Operating Procedures.

### **Rights Group 3: Favorable Protection Environment**

**Locations:** *Across Libya, including but not limited to Tripoli and western region (Nafusa mountains and other locations), Benghazi and eastern region, Southern region (al Kufra, Sabha and other locations)*

#### **3.1 Objective 1: Administrative institutions and practice developed or strengthened**

- Provision of legal assistance and legal counselling;
- Implementation of a comprehensive needs assessment based on the Age, Gender and Diversity approach.

### **Rights Group 4: Security from violence and exploitation**

**Locations:** *Across Libya, including but not limited to Tripoli and western region (Nafusa mountains and other locations), Benghazi and eastern region, Southern region (al Kufra, Sabha and other locations)*

#### **4.1 Objective 1: Protection from effects of armed conflict strengthened**

- Protection monitoring of IDP and host communities including data collection, documentation and analysis, and on-going protection needs assessments;
- Identification of humanitarian needs, most vulnerable people and analysis of protection concerns;
- Provision of legal assistance;
- Protection information and awareness raising.

### **Rights Group 5: Logistics and Operations Support**

**Locations:** *Tripoli and Benghazi*

#### **5.1 Objective 1: Logistics and supply optimized to serve operational needs**

- Management of UNHCR warehouses;
- Transportation of CRIs from port to warehouses and from warehouses to distribution points;
- Transportation of Persons of Concern (PoCs).

#### **Intended Population of Concern:**

Internally displaced persons

#### **Project Period [estimated start and end dates of project]:**

1 January 2019 to 31 December 2019

#### **Concept note:**

Please use the Annex C

#### **Submission Deadline:**

Date Open:  
22<sup>nd</sup> October 2018 – 6<sup>th</sup>  
November 2018 (inclusive)

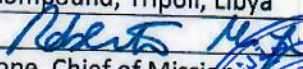
#### **Date decision results to be communicated to the applicants:**

All applicants will receive a reply to their application by 25<sup>th</sup> November 2018.



Selection Criteria		
S/n	Criteria Description	Assigned Weighting
1	<b>Sector expertise and experience:</b> the required specific skills, sector specialists, knowledge and human resources.	20%
2	<b>Project management:</b> ability to deliver project objectives, accountability mechanisms and sound financial management, taking into account the audit results of the previous UNHCR-funded projects, past performance and the external audit of partners' financial statements, where applicable.	15%
3	<b>Local experience and presence:</b> local knowledge; engaging refugees and other persons of concern; trust from local communities; local presence; partner policy on community relations; complaint mechanisms for POC; self-organized groups of POC; and other factors that would facilitate access to and better understanding of the POC and that would reduce administrative difficulties.	15%
4	<b>Contribution of resources:</b> evidenced and documented contribution of resources to the Project in cash or in-kind (e.g. human resources, supplies and/or equipment) by the partner that are presently available (or potentially mobilized by the partner) in order to supplement UNHCR resources.	10%
5	<b>Cost effectiveness:</b> level of direct costs and administrative costs imposed on the Project in relation to project deliverables.	10%
6	<b>Partner's capacity to undertake procurement:</b> ability to undertake large scale procurement, prior procurement experiences and value of procurement. Functioning procurement unit in the country of operation. Established effective internal-controls and PQP status (when procurement is US\$100K and above).	10%
7	<b>Experience working with UNHCR:</b> global and/or local partnerships including knowledge of UNHCR policies, practices and programmes, an understanding of and ability to work within UNHCR's funding limitations and associated inherent risks. Partners that have three consecutive qualified audit opinions for UNHCR-funded projects may not be considered.	10%
8	<b>Ability to work in the peculiar security situation:</b> clear understanding of the security situation in Libya, and presence of a contingency plan.	10%
Other information		
<p><i>Selected partners will be required to submit a full proposal within two weeks after receiving notification of selection from UNHCR.</i></p> <p><i>UNHCR retains the right to cancel or reduce the scope of some of the activities due to limited funding or other operational reasons.</i></p>		

Issuing UNHCR Office  
Contact Address  
Signature, Head of Office  
Full name and title, Head of Office  
Name of UNHCR Office  
Date

UNHCR Libya  
UNHCR, Oea Compound, Tripoli, Libya  
  
Roberto Mignone, Chief of Mission  
UNHCR Office Libya  
22<sup>nd</sup> October 2018





## ANNEX B: PARTNER DECLARATION

### Establishing New Partnerships

**Note:** The Partner Declaration has to be completed by prospective partners that are not yet registered with UNHCR Headquarters. To determine whether a prospective partner is registered, please contact [epartner@unhcr.org](mailto:epartner@unhcr.org). (Once the Partner Portal is developed, the Partner Declaration will be automated and available on the Partner Portal.)

The purpose of this declaration is to determine whether a prospective partner is committed to UNHCR's core values and its commitment to persons of concern. UNHCR will engage in partnerships with non-profit entities that are committed to UNHCR's core values and its commitment to persons of concern. An organization must have answered 'yes' to all five statements in order to engage in a partnership with UNHCR.

### Establishing Partnership – Partner Declaration

UNHCR engages in partnerships with non-profit organizations and entities that are committed to UNHCR's core values and its commitment to persons of concern.

The purpose of this declaration is to determine whether the prospective partner is committed to UNHCR's core values and its commitment to persons of concern.

#### Partner Declaration

Please provide name of organization: \_\_\_\_\_

Please initial response to question

Yes No

By answering yes, the organization confirms that it is not sanctioned by the UN Security Council Committee on Sanctions pursuant to resolutions 751 (1992), 1267 (1999), 1907 (2009) 1989 (2011) or any other resolutions, and that the organization has not supported and does not support, directly or indirectly, individuals and entities associated with those sanctioned by the Committee or any person involved any other manner that is prohibited by a resolution of the United Nations Security Council adopted under Chapter VII of the Charter of the United Nations.

[http://www.un.org/sc/committees/1267/ag\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/ag_sanctions_list.shtml)

By answering yes, the organization confirms that it is has not been charged with or been complicit in corrupt activities, including crimes against humanity and war crimes, and is not involved, nor has been involved in the past, with such activities that would render the organization unsuitable for dealing with UNHCR or working with persons of concern.

By answering yes, the organization commits that it will not discriminate against any persons of concern, regardless of their race, religion, nationality, political opinion, gender or social group.

By answering yes, the organization commits to abide by the *Principles of Partnership* as endorsed by the Global Humanitarian Platform (GHP) in July 2007. The *Principles of Partnership* are:

a) *Equality*. Equality requires mutual respect between members of



<p>the partnership irrespective of size and power. The participants must respect each other's mandate, obligations and independence and recognize each other's constraints and commitments. Mutual respect must not preclude organizations from engaging in constructive dissent.</p> <p>b) <i>Transparency</i>. Transparency is achieved through dialogue (on equal footing), with an emphasis on early consultations and early sharing of information. Communications and transparency, including financial transparency, increase the level of trust amount organizations.</p> <p>c) <i>Result-orientated approach</i>. Effective humanitarian action must be reality-based and action orientated. This requires result-orientated coordination based on effective capabilities and concrete operational capacities.</p> <p>d) <i>Responsibility</i>. Humanitarian organizations have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They must make sure they commit to activities only when they have the means, competencies, skills and capacity to deliver on their commitments. Decisive and robust prevention of abuses committed by humanitarians must also be a constant effort.</p> <p>e) <i>Complementarity</i>. The diversity of the humanitarian community is an asset if we build on our comparative advantages and complement each other's contributions. Local capacity is one of the main assets to enhance and on which to build. Whenever possible, humanitarian organizations should strive to make it an integral part in emergency response. Language and cultural barriers must be overcome.</p>		
By answering yes, the organization confirms that it is willing to comply with all clauses of the UNHCR Project Partnership Agreement when implementing UNHCR-funded Projects.		

I declare, as an official representative of the above-named organization, that the information provided in these declarations and expression of interest is complete and accurate, and I understand that it is subject to UNHCR verification.

Signature

Name/title of the duly authorized partner representative

Name of the partner

Date

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*Brief description of the activities, methodology and approach to be used for the project to address the need and achieve the desired outcome for the persons of concern. Describe how the methodology and approach links/complements UNHCR's objectives for the persons of concern, including a description of how your organization would monitor project progress. Indicate whether any other partner(s) or contractor(s) will be used in the delivery of the project activities.*

**Resources**

*Brief description of how the required resources would be mobilized and the estimated total cost of the project, including total funding to be requested from UNHCR, the organization's contribution (financial and/or in-kind) as well as any contributions by other donors. Please provide number of projects and resources currently managed.*

Total Estimated Funding to be requested from UNHCR:	
% for Programme Cost: <i>(% of budget allocated to the project activities)</i>	
% of Administrative Cost: <i>(% of budget allocated to administrative costs - including UNHCR's contribution towards Project Headquarters Support Costs if applicable)</i>	



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*Brief description of the distinctive technical capacity and strengths, including past experiences, to deliver the desired outcome of this project. Brief description of areas of improvement for which the organization may require support.*

**Expectations**

*Brief description of the partner's expectations of UNHCR for the successful implementation of this project.*

**Other**

*Any other information the organization would like to provide to UNHCR.*

<b>Signature:</b>	
<b>Name/Title of the duly authorized Partner Representative:</b>	
<b>Date:</b>	



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## Attachment A of Annex C

### SUBMISSION CHECKLIST

Cover Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Concept Note	<input type="checkbox"/> Yes <input type="checkbox"/> No
Partner Declaration	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of authorization to work in Libya (locations applying for) as an NGO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof to operate a bank account in Libya	<input type="checkbox"/> Yes <input type="checkbox"/> No
Obtained Prequalified for Procurement (PQP) or initiated process	<input type="checkbox"/> Yes <input type="checkbox"/> No

**ANNEX D:****Frequently Asked Questions****UNHCR Libya Call for Expression of Interest for Refugees and Asylum Seekers and Internally Displaced Persons (IDPs).****1. Is the Call for Expression of Interest (EOI) open to all organizations?**

The call for expression of interest applies to all national/international non-governmental organizations (INGOs, NGOs), Red Cross and Red Crescent Society or other non-profit entities are eligible to apply to this EOI. This EOI does not apply to private companies, Government and/or UN organizations.

**2. Can one proposal include more than one objective?**

A Concept Note can be submitted for one or more objectives. In case of submission for more than one objective under this call, please make distinct reference to each objective in the Concept Note form or submit a separate Concept Note per objective. The distinction per objective should also be reflected in the estimated funding from UNHCR.

**3. Is registration with the Government of Libya a pre-condition for selection of partners?**

Partners applying to this call should have authorization to operate in the location they are applying for.

**4. Does geographical criteria apply?**

A Concept Note can be submitted for one or multiple Project locations as specified for each objective in the Call for Expression of Interest

**5. Is registration with UNHCR partner's portal a pre – condition for selection of partners?**

Prospective new partners, should register at UNHCR Partners portal: <https://partner.unhcr.org> and submission of the concept note for 2019 CEOI, should be done on the portal. Therefore, partners who are not registered on the portal **are required to register ahead of time of the deadline (6<sup>th</sup> November) as the vetting process is done on the portal.**

**6. What is Partners' portal?**

The Portal is a facility to support the Framework for Implementing with Partners. It is a web-based innovative and interactive tool for enhanced communication between UNHCR and



Partners on project partnerships. The main purpose of the Portal is to strengthen UNHCR Partnerships to achieve the best protection and solutions for refugees and other persons of concern.

**7. What are the required clearance for partners to carry out procurement for over USD 100,000?**

Partners require to obtain a pre-qualification for procurement by UNHCR Procurement Service. In order to get the Pre qualifications to carry out procurement over USD 100,000 partners must initiate the discussion with UNHCR Supply Unit in HQ at this email: [hqsmisipp@unhcr.org](mailto:hqsmisipp@unhcr.org)

Further information can be obtained by this link: <http://www.unhcr.org/implementing-partner-procurement-guidelines.html>

**8. Does existing partner have to re-register on the portal?**

No, this is only for new partners, applying for the first time for UNHCR Project.

**9. What should the Concept Note cover and how is it different from a fully developed project proposal?**

The Concept Note is for the partner to express its unique advantage and added value in accomplishing project objectives. The Concept Note is to clearly spell out objectives for undertaking the project, describe the implementation approach, expected outputs, and demonstrates abilities to meet the selection criteria and project requirements, the unique advantage the partner brings to the partnership, and its complementarity with UNHCR. It is important that the selected partner participates in the design and detailed budgeting of the project and in concluding the Project Partnership Agreement. Therefore, the Concept Note should not be a fully developed project proposal, but rather should be concise and contain clear information.

**10. Should partners strictly follow the format proposed by UNHCR when submitting concept notes?**

All partners are required to submit Concept Notes to the UNHCR Office according to the same standard submission format required to ensure fair assessment, consistency and objectivity.

**11. When will UNHCR's decision on selection be communicated?**

UNHCR will communicate the final decision before end of November to all the applicant organizations – both the successful as well as the not successful.

**12. What is the meaning of selection?**

The selection entails that the NGO will be retained/selected as a UNHCR partner in 2019. The selection however is not a commitment by UNHCR to fund the NGO to the amount

submitted by the NGO in the Concept Note. The funding to be received from UNHCR will be subject to receiving a full-fledged project proposal and the related discussions around this submission.

**13. Once partners are selected, what are the next steps?**

Once the selection/retention process is completed and decisions communicated to all applicants, selected partners will be requested to provide detailed project proposals for the 2019 implementation period.

**14. Once the partner is selected, how long will be the Agreement?**

UNHCR plans are based on annual basis, so partners are requested to develop the project and the budget for one year starting 1st January to 31st December of the year.

**15. What is the budget ceiling that the partner should add to the project?**

The budget should be developed for one year, there is no ceiling but the budget should be realistic, based on the targets and implementable in one year.

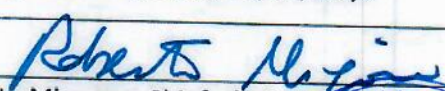
Issuing UNHCR Office

UNHCR Libya

Contact Address

UNHCR, Oea Compound, Tripoli, Libya

Signature, Head of Office

  
Roberto Mignone, Chief of Mission

Full name and title, Head of Office

UNHCR Office Libya

Name of UNHCR Office

Date

22<sup>nd</sup> October 2018

