

## Request for Proposal UNHCR Multi Country Office for the USA and the Caribbean (MCO Washington)

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- **Project Title:** Psychosocial Support for U.S. Stateless Persons Organization (United Stateless)
- **Total amount approved:** Up to \$6,500.00 (not including travel)
- **Duration and dates:** 5 months; From: 1 August 2020 – 31 December 2020
- **Deadline for Submissions:** 15 July 2020, 23:59EST

### UNHCR Background:

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities, and stateless people. We deliver life-saving assistance like shelter, food and water, and develop solutions that ensure people have a safe place to call home where they can build a better future. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. Millions more are denied a nationality and are stateless. We are present in over 125 countries, using our expertise to protect and care for refugees, asylum-seekers and stateless people the world over. UNHCR's Multi-Country Office in Washington (MCO Washington) covers the United States of America and the Caribbean. This project forms part of MCO Washington's work to promote protection and solutions for the stateless in the U.S.

### Project Background:

In November of 2016, MCO Washington hosted a series of consultations with stakeholders in light of the "Global Action Plan to End Statelessness: 2014-2024" (Global Action Plan). With the assistance of stakeholders, UNHCR developed a U.S. National Action Plan (NAP), laying out a strategy by which the United States can achieve the global goals, and end statelessness, by 2024. Organizing stateless persons is central to advancing the goals of the U.S. NAP.

Since December 2017, MCO Washington has supported the creation and development of United Stateless (USL), an organization dedicated to advocating exclusively for the end of statelessness in the United States. The organization was founded by stateless people living in the United States and has a dual-purpose mission: to provide networking and mutual support for stateless people in the United States and to use their collective voices to advocate for solutions to statelessness in the U.S. Over the last two years, United Stateless has logged a number of organizational milestones, including awareness raising and outreach to other stateless individuals in the U.S.

The leadership of United Stateless are affected persons, operating in a largely volunteer capacity, who face a number of pressures and stresses from their work with USL. They are called upon not only to grow and develop the young organization but also to share their experiences as part of their advocacy and mutual support mission. In response, **MCO Washington seeks to contract an expert to provide psychosocial support and resiliency training and individual consultations to interested members among the United Stateless leadership team (comprised of seven affected individuals).** The goal of such support is to foster individual and group resiliency as the organization continues to grow and develop.

To this end, the service provider will be responsible for:

- Conducting **monthly remote self-care/counseling sessions** for interested members of the United Stateless leadership team (~40 sessions total)
- Conducting one **resiliency and self-care workshop** during United Stateless convening

#### Monitoring and Progress Controls:

The service provider will check-in with UNHCR staff twice – once mid-year and again at year’s end. UNHCR will also gather feedback from the members of United Stateless as to the relevance and impact of the psychosocial support. The service provider will also submit a summary report from the workshop, detailing the content and follow-up.

#### Qualifications and Experience of Provider:

- **Degree Required:** Advanced degree (minimum Bachelors, Masters preferred).
- **Years of Experience:** 10 years of experience in provision of psychosocial training and support, direct services or otherwise, particularly with trauma-informed practice. Experience working with vulnerable refugee, asylum-seeker and/or stateless populations, and knowledge of migration and human rights issues preferred.
- **Language Required:** English fluency required.

#### Submission Requirements:

To be considered for the project, please submit the following to [usawaadm@unhcr.org](mailto:usawaadm@unhcr.org), with the subject line “RFP – Psychosocial Support for U.S. Stateless Persons Organization”, **no later than 15 July 2020, 23:59 EST:**

- **Technical Proposal** (Proposal for provision of services)
- **Financial Offer** (Costing of services provided)

**IMPORTANT:** The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

The **Technical Proposal** must include the following:

- 1) **Description of the company and the company’s qualifications:** A description of your company with the following documents:
  - a. Company profile, registration certificate and last audit reports;
  - b. Year founded;
  - c. If multi location company, specify headquarters location;
  - d. Number of similar and successfully completed projects;
  - e. Number of similar projects currently underway;
  - f. Total number of clients; and
  - g. Any information that will facilitate our evaluation of your company’s substantive reliability, financial and managerial capacity to provide the services.
- 2) **Proposed approach, solutions, methodology and outputs:** This includes a detailed description of the manner in which your company would respond to the project terms outlined above, including,
  - a. A description of your organization’s capacity to provide the goods / services;

- b. A description of your organization’s experience in the supply of these goods / services; and
  - c. Compliance to the requirements outlined above.
- 3) **Proposed personnel to carry out the assignment:** The composition of the team you propose to provide, including the Curriculum Vitae of core staff.

The **Financial Offer** must cover all services to be provided (price “all-inclusive”). The financial offer shall include the following information:

- 1) Rates for services provided (daily, hourly, etc.)
- 2) Estimated amount for travel and related expenses, if any (indicating details)
- 3) Other costs, if any (indicating nature and breakdown)
- 4) A proposed schedule of payments

You are requested to hold your offer valid for **30** days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor’s invoice and delivery of the goods and/or acceptance by UNHCR of the services. UNHCR will not provide any advance payments or payments by letter of credit.

Note that the cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

Submission of the following additional documents will be required of the selected vendor:

- [UNHCR Vendor Registration Form](#)
- [UN Supplier Code of Conduct](#)
- [UN General Conditions for the Provision of Services](#)

#### Evaluation Criteria:

For the award of this project, UNHCR has established evaluation criteria that govern selection among the proposals received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

- 1) The **Technical Proposal** will be evaluated using the following criteria and percentage distribution, among others, and will account for **75%** of the total score:

Criteria	Percentage
1. Previous experience	30
2. Staff qualifications	30
3. Compliance with the terms of the project description (above)	30
4. Proper documentation	10
<b>Total:</b>	<b>100</b>

To assist in the examination, evaluation and comparison of technical proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

- 2) The **Financial Offer** will constitute **25%** of the total score. The maximum number of points will be allotted to the lowest price offer that is opened and compared among proposals received. All other price offers will receive points in inverse proportion to the lowest price.