



Livelihoods and Food Security Trust Fund



Livelihoods and Food Security Trust Fund (LIFT) Delta 3 Call for Proposals (CfP)

Ref no: CfP/LIFT/2015/2/Delta3
Release date: 12 March 2015
Deadline: 27 April 2015, noon (1200h)
Title: Delta 3 Programme
Duration: Period of grant from on or about 1 July 2015, not to go beyond December 2018

Background

The Livelihoods and Food Security Trust Fund (LIFT) is a multi-donor fund established in Myanmar in 2009 with the overall aim of reducing by half the number of people living in poverty. LIFT has received funding from 12 donors¹ to date. The United Nations Office for Project Services (UNOPS) is the Fund Manager (FM) to administer the funds and provide monitoring and oversight.

LIFT is active in the four main agro-ecological regions of Myanmar: the Ayeyarwady Delta, the coastal region of Rakhine State, the central dry zone (including Mandalay, Magwe, and the southern Sagaing Region), and the uplands of Chin, Kachin, and Shan States.

LIFT started operations in the Delta in 2010 as a one year post-emergency programme after Cyclone Nargis. This programme was further extended with three year projects under the Delta 2 call for proposals in 2011. The programme intended to build more coherence between interventions and to promote development activities with a longer-term focus. Most of these projects have now been extended to a fourth year up to mid-2015.

Objective of the Call for Proposal

In June 2014, the Fund Board agreed to develop a Delta 3 programme based on the lessons of earlier projects. The FM has worked with its partners to identify and document those lessons. Two workshops were organized in early October 2014. (<http://www.lift-fund.org/eventbest-practices-event/lift-partners-share-lessons-and-good-practice-implementing-projects-delta>).

¹ As of February 2015, Australia, Denmark, the European Union, France, Ireland, Italy, the Netherlands, New Zealand, Sweden, Switzerland, the United Kingdom, and the United States of America had contributed a total of \$206m.



The new Delta 3 programme intends to deepen the impact of the previous projects and to contribute to the new LIFT strategy and its high-level outputs in terms of income, resilience, nutrition and pro-poor policy influence. It proposes targeted approaches to smallholders with commercial potential (*step up*), those looking for opportunities beyond agriculture (*step out*), and households needing subsistence security (*hang in*). See LIFT's strategy for more explanation on the terms in italics (<http://www.lift-fund.org/strategy>).

LIFT is currently seeking proposals from qualified organisations² to implement LIFT's Delta 3 Programme. LIFT expects to sign more than one grant agreement.

Funding allocation

Call for proposals funding allocation (USD)					
Component 1	Component 2	Component 3	Component 4	Component 5	Total
\$6m	\$3m	\$4m	\$2m	\$1m	16 million

Proposal submission:

Key documents for the preparation of submissions are:

- Annex 1: Scope of the Call for Proposals
- Annex 2: Format and requirements for proposals
- Annex 3: Selection criteria to be used by LIFT

Please note the following requirements for submissions:

- Proposals must be prepared in the English language or in Myanmar language according to the format requirement presented in annex 2.
- Proposals must be received by email at the following address: (lift.proposals.mmoh@unops.org) on or before 1200h Yangon time (noon: GMT+6:30) on 27 April 2015. Please do not submit your proposal to any email address other than the secure email address provided above or your proposal will be considered invalid. The size of individual e-mails, including e-mail text and attachments, must not exceed 5 MB. Subject line of the email should read: *CfP/LIFT/2015/2/Delta3 – "Organisation Name"*.
- Proposals must also be submitted in hard copy at: LIFT Fund Management Office, 12(0) Pyi Thu Lane, 7 Mile, Mayangone Township, Yangon, Myanmar. Hard copies should arrive on or before the same date. Unless received in both electronic and hard copy, on or before the deadline, proposals will be rejected.
- Please note that the cost of preparing a proposal and of negotiating a grant agreement, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

² From LIFT operational guidelines "Eligible implementing partners include the Government of Myanmar, international and national non-governmental organisations, United Nations agencies, other international organisations, academic or research institutions and private sector companies."



Any requests for clarification should be referred to lift@unops.org. Clarifications will be provided on the LIFT website: <http://lift-fund.org/> and the UNOPS website <https://www.unops.org/english/Opportunities/suppliers/Pages/Grant-advertisement.aspx>.

Also note that successful applicants will be expected to conform to LIFT's Operational Guidelines, which are available at <http://www.lift-fund.org/guidelines>. The guidelines specify LIFT's rules in relation to *inter alia* reporting, procurement, inventory management, record management and visibility.

Proposal selection and appraisal procedures

A Technical Appraisal Committee (TAC) will complete a technical, capacity, and financial appraisal of each proposal. As a part of its appraisal process, LIFT may elect to discuss technical, cost, or other aspects of proposals with applicants. The TAC will proceed to the selection of the proposals through three stages:

1. Long listing:
 - Proposals that do not align sufficiently with the LIFT strategy and the Delta 3 programme framework, or which have shortcomings regarding the criteria outlined in annex 2, will be rejected. Other proposals will be selected for further appraisal.
2. Short listing:
 - The TAC will appraise each proposal using the criteria listed in Annex 2.
 - Applicants whose proposal has been long listed will be asked to present their approach and respond to questions from the TAC in an interview.
3. Proposal revision
 - LIFT may determine that one or more of the short listed proposals require further clarification and possible revision. The applicant will have a maximum of two weeks to revise their proposal based on TAC questions and comment.
 - The TAC will update its appraisal based on the revised proposal.

Successful proposals will be implemented under a grant agreement with UNOPS as the LIFT Fund Manager. Unsuccessful applications will not be returned to the applicant.

Schedule of Events

Except for the final date for proposal submission to LIFT, the dates provided below are only indicative. The TAC may follow a quicker or a longer timeframe for the appraisal of proposals.

<i>Event</i>	<i>Date</i>
Call for Proposals release date	12 March 2015
Deadline for receipt of written inquiries	4 April 2015
Written responses distributed	9 April 2015
Proposal due date	27 April 2015, 1200hours / noon (GMT+6.30h)
Longlisting	27 April to 8 May 2015
Shortlisting	11 May to 19 June 2015
Grant agreement negotiation	July and August 2015



Annex 1: Scope of the Call for Proposals

The applicant will have to show how the proposed intervention will be aligned with LIFT strategic outcomes and outputs as defined in the LIFT Strategy (<http://www.lift-fund.org/strategy>) and in the Delta 3 programme framework (<http://www.lift-fund.org/sites/lift-fund.org/files/uploads/Delta/Delta%203%20-%20programme%20framework%20-%20March%202015.pdf>). Other LIFT guidance should be addressed as appropriate. Note in particular the LIFT gender strategy (<http://www.lift-fund.org/guidelines>) and the LIFT accountability framework (<http://www.lift-fund.org/beneficiary-accountability>).

Proposed projects may contribute to one or a combination of the programme components and their respective outcomes. Projects that integrate direct nutrition related activities (e.g. WASH and maternal cash transfers) are encouraged. All projects must demonstrate their impact on food security and nutrition. Proposals should clearly articulate how gender will be addressed.

All proposals must clearly articulate how the proposed interventions will contribute to learning, coordination between stakeholders, and policy influence that helps to build an environment more conducive to pro poor development and rural economic growth. The outcome and proposed interventions of component 5 should be considered in the context of all applications.

The total estimated budget for the five components (see below) is approximately US\$16 million. The programme will not go beyond December 2018 (from on or about 1 July 2015).

Component 1: *Strengthening smallholder farmers in the rice value chain*

Outcome 1: Farmers gain increased income from the sale of rice.

- Smallholder farmers have sustainable and affordable access to quality rice seeds:
 - sufficient and sustainable supply of quality seeds is provided for the most prevalent and best performing varieties;
 - local seed growers are organized in associations and linked to the public and commercial seed system (see exclusions).
- Smallholder farmers make more profitable investments through access to extension and agricultural services:
 - sustainable and mixed public-private extension and advisory services are supported;
 - services are technically robust, readily available, customer oriented, and provide linkages to financial services, quality inputs suppliers, relevant and cost efficient mechanization options, and technical knowledge (e.g. for summer rice, etc.).

Note: The applicant will have to demonstrate the economic value of the services to be developed.



- Smallholder farmers increase the quality of the rice they produce and generate higher profits through better post-harvest management:
 - improved harvesting, threshing and drying methods, collective storage, and marketing strategies (may include contract farming, aggregation of produce, linkage to high quality markets, etc.).
- Farmer organisations at community, intra and inter-village levels are strengthened towards professional farmer associations that deliver improved services to their members (institutional, management, technical and financial support to farmer organisations).

Exclusions: rural finance (managed through another call for proposals), direct support to public-sector seed systems (under consideration through other modalities).

Component 2: Access to new off-farm economic opportunities for landless/poor households

Outcome 2: Landless and vulnerable households diversify and increase income from non-farm employment and economic opportunity.

- Landless and vulnerable households access new and more profitable off-farm employment and livelihood options through:
 - support to productive activities with good marketing prospects and limited land requirement;
 - skills, technical and business training;
 - support household investment: start-up grants and linkages to rural financial services;
 - support for small scale agri-business activities.
- Small fishers generate higher and more sustainable benefits from fisheries
 - access to fisheries, processing activities, collective marketing, etc.;
 - sustainable and responsible governance and collective management of wild fisheries.

Exclusions: rural finance (managed through another call for proposals).

Component 3: Improved nutrition

Outcome 3: Rural households have improved nutritional outcomes (stunting rates of young children are reduced)

- Improved feeding practices:
 - nutrition education and promotion of exclusive breastfeeding, improved infant and young child feeding and caring practices, supporting small home gardens;
 - maternal cash transfers to pregnant women, breastfeeding mothers and children under 2 years (the 1000 day window);
 - increasing access to nutritious foods for pregnant women and young children.
- Improved hygiene practices:
 - hygiene promotion and community sanitation services;



- technical support to village and township planning for WASH infrastructure.

Component 4: Increased resilience of the most vulnerable households

Outcome 4: Rural households are less vulnerable to shocks and stresses

- Diversification of household income from non-farm employment opportunities;
- Support to local community-based social protection systems and village social protection funds;
- Direct conditional cash transfers for households with vulnerabilities;
- Resilience mapping, village action plans and DRR plans are prepared to facilitate better linkages to local authorities and public services.

Component 5: Support for pro-poor policies and stakeholder coordination

Outcome 5: Rural economic growth and increase livelihood opportunities for the poor are stimulated by improved government policies and expenditure.

- Relevant stakeholders, including beneficiaries, implementing partners, local CSOs, and government agencies exchange information and knowledge to inform ongoing programme design and policy advocacy efforts through:
 - coordination and learning mechanisms between LIFT partners
 - relevant knowledge management mechanisms: thematic studies, documenting lessons, workshops and trainings
 - production and dissemination of IEC material
 - capacity building for IPs, CSO and government staff to produce evidence-based knowledge, develop advocacy plans.
- Improved linkages with public services:
 - coordination and communication channels between villages and townships are strengthened,
 - village and CBO leader capacity is strengthened.

Funding Allocation

Call for proposals funding allocation (USD)					
Component 1	Component 2	Component 3	Component 4	Component 5	Total
\$6m	\$3m	\$4m	\$2m	\$1m	16 million

Geographical coverage:

The interventions will be located in the Ayeyarwady Region with a focus on three townships: Bogale, Labutta, Mawlamyinegyun for village-based interventions; although this targeting is not exclusive of other areas, including towns where public and private services can be supported/developed to serve more effectively the target area.



Proposals must clearly explain in which townships, areas and number of villages it will work.

For proposals that are shortlisted under the Call for proposals, LIFT may discuss refinements with some applicants to adjust the scope of their intervention to ensure necessary coverage, complementarity and synergy between the various initiatives proposed under the Call. Applicants are encouraged to identify synergies with other organisations to make the proposed project coherent feasible and efficient.

Partnerships:

The applicant should demonstrate that their organisation and proposed partners have relevant expertise and a proven approach based on successful experience.

There is no obligation to submit a proposal in partnership with another organisation, however LIFT encourages applicants to look for the right mix of expertise and to ensure that their team includes sufficient relevant experience and builds as much as possible on existing linkages with local communities, government departments, private sector, etc. Partnerships will be particularly relevant for supporting LIFT's nutrition outcomes.



Annex 2: Format and requirements of the proposals

The proposal must be complete and conform to the format requirements presented below.

Submissions must be made both electronically and in hard copy as outlined in the main part of this call for proposals.

The proposal must not exceed 20 pages (12 point Times New Roman Font and a minimum of 1 inch margins all around). Pages should be numbered. The proposal may include annexes with additional details regarding approach, methodologies, references, maps, etc. Annexes must not exceed 20 pages.

Electronic submissions must not exceed 5MB in size.

LIFT will consider only applications conforming to the above format and page limitations. Any other information submitted will not be evaluated.

Applicants should include all information that they consider necessary for LIFT to adequately understand and evaluate the project being proposed. The remainder of this section describes the information that LIFT considers essential for all applications.

Proposals must consist of the following:

Title page

Project title, name and contact of the applicant, partners, geographical area, expected project duration, start and finish dates and total budget,

Preamble

Include a table of contents, a list of abbreviations, a map, a summary

Project background and rationale

Outline the origin of the concept, problem definition/rationale and context for the project. Outline how the proposed project links in with the LIFT strategy and the Delta 3 Programme priorities and explain how lessons from previous experiences and studies inform the design of the project. Identify any gaps in the available knowledge. Explain how it aligns with the development plans/priorities of the GoUM (if not, why not), and other Development Partners working in the same field.

Outline the results of key discussions which have taken place in preparation of the proposal, including:

- Who was consulted (e.g. other development partners, government departments, NGOs, etc.),
- Any issues raised pertinent to the project's rationale and design approach, and
- A summary of the views of other key stakeholders.



Project Theory of Change

A clear Theory of Change should be presented in diagrammatic form and explained. The Theory of Change should make it clear how the project aligns with the LIFT results framework (refer LIFT Strategy) and the Delta 3 programme outcomes and outputs. There should be a specific statement of what the project will accomplish and specification of the project outcomes and outputs.

A measurement framework should be provided in an annex to the proposal.³

Activities, technical approach, methodology and scope

This section should describe the targeted geographical areas of the project, (township(s), number of villages, village name, location, population), and number of direct and indirect beneficiaries (disaggregated).

An activity and methodology description needs to be sufficient to identify **what** will be done, **how** it will be done, **who** will do it, **when** it will be done, and **where** it will be done. This should include a clear description of what will be done to produce the expected results along with explanation of the technical approach and methodology. A clear and direct linkage between the activities and the stated Delta 3 outcomes should be evident, i.e. the technical approach and methodology should clearly demonstrate that the activities are a viable means of delivering the results and getting to the intended outcomes.

A stakeholder analysis should be provided describing the key direct and indirect beneficiaries, and the organisations and individuals involved and which have an interest - along with any vested interests they may have. The following are also important:

- A clear description of how the project will cooperate with the government and engage with the private sector.
- A description of the role of all local institutions involved and any support or intention to establish new institutions clearly detailed and justified.
- Where new or improved institutional arrangements are to be enduring, explanation should be provided on the sustainability provisions included.

A Work Plan should be presented in graphical (table, preferably LIFT template) form and can be attached as an Annex. It should indicate the sequence of all major activities and implementation milestones, including targeted beginning and ending dates for each step and key deliverables. Provide as much detail as necessary. The work plan should show a logical flow of implementation steps, indicating that all the things that must happen have been carefully thought through from the start to the end of the grant project. It should consider seasonality and/or other major constraints. Please include in the work plan all required milestone reports and monitoring reviews.

³ A measurement framework replaces LIFT's previous use of project logframes and identifies the project outcomes, outputs, indicators, targets, milestones and means of verification. A template is available with the CfP documents on the LIFT website.



Organisational background of the applying organisation, staffing, governance / coordination and partnerships

It should be clearly demonstrated that the proposing organisation has the experience, capacity, and commitment to implement the proposed project successfully. The following should be covered:

- Type of organisation – Is it a community-based organisation, national NGO, international NGO, research or training institution?
- Organisational approach (philosophy), purpose and core activities of the organisation, and relevant experience.
- Length of existence and legal status - registration with government approved authority.
- Expertise mobilised from within and outside the organisation.
- A description of partnerships, how long they have been in place and for what purpose.

An overview of the organisational structure of the project should be provided, including the CVs of senior personnel (national and international), (e.g. chief of party, project director, senior technical advisor and chief financial officer).

How the expertise required for project implementation will be made available should be explained (i.e. from within the organisation, through external consultancy, and partnerships) along with a description of implementation roles. Explain who the partners are, how they have been identified and what their contribution is to be? A letter from the main partners may be provided stating that they have contributed to the project design and are willing to collaborate with the applicant.

The section should explain what the governance and coordination arrangements are, and how the project will maximise local ownership.

Cross-cutting issues

The section should outline the key cross-cutting issues and how they may impact on the project and will be addressed (e.g. gender, nutrition, migration, human rights including disability, and the environment).

Risks to successful implementation

Identify and list major risk factors that could result from project activities and/or the project not producing the expected results. These should include both internal factors (e.g. the technology involved fails to work as projected) and external factors (e.g. government policy changes). Outline mitigation strategies and/or how risk will be identified and assessed in the design. Include key **assumptions** on which the proposal is based.



M&E and knowledge management

This section should follow the guidelines provided in LIFT's M&E/Learning guideline (refer to call for proposal documents on the LIFT website). All projects need to provide an M&E/Learning Framework including 3 main components: (1) a project Theory of Change; (2) a project Evaluation and Learning Plan; and (3) a project Measurement Plan.

While IPs will be required to provide basic data on outreach (e.g. villages covered, households reached, sex disaggregated data on individuals reached through various activities), a significant portion of data collection based on the LIFT logframe will be managed directly by the FM. Project M&E/Learning frameworks are instead required to report on the specific outcomes and impact that the project has committed to.

The framework will need to consider the monitoring and evaluation needs for both implementation (formative) and project completion (summative). Suggested key issues to be addressed are:

- Establishment of an appropriate project baseline.
- How the outcomes and impact of the project will be assessed.
- How the performance of the project activities will be tracked in terms of achievement of the steps and milestones set forth in the measurement framework.
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received

Specific and measurable indicators for the project outcomes and deliverables should be provided and form the basis for monitoring and evaluation. These indicators will be refined, and along with the M&E/Learning framework will form an important part of the grant agreement between the proposing organisation and LIFT.

The evaluation and learning plan should explain which measures will be taken to ensure that evidence-based lessons are generated throughout the project implementation and are used to inform project management for design adjustments and input to key policy development and advocacy.

Proposals should provide an outline of the M&E capacity that will be available for implementation of the project, including:

- Current M&E staffing and how this will be augmented with additional assistance if necessary.
- Existing measurement practices.
- The information storage systems that will be used.



Project budget breakdown

The development and management of a realistic budget is an important part of developing and implementing a successful project. Careful attention to issues of financial management and integrity will enhance effectiveness and impact.

The budget template available on the LIFT website must be used (<http://www.lift-fund.org/guidelines>).

The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the outcomes which are set forth in the proposal. Other associated costs should be funded from other sources. Refer to the LIFT operational guidelines on what LIFT can and cannot fund.
- The budget should be realistic.
- The budget should include all costs associated with managing and administering the grant project. In particular, include the cost of monitoring and evaluation.
- Indirect costs are allowable up to six percent of the total direct costs, not including investment capital funded by LIFT.
- The budget line items in the budget template are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the budget sheet should agree with those on the proposal header and text.
- The budget needs to be accompanied by **detailed assumptions** on costs (e.g. how many computers are required for how many staff, how per diems are calculated, etc.).

Financial and technical proposals should be sufficiently linked to enable LIFT to conduct a reasonable value-for-money assessment of the proposal. Proposals that demonstrate that LIFT's funds will leverage other funds, as well as proposals that demonstrate clear progress towards financial sustainability, are encouraged.



Annex 3: Selection criteria to be used by LIFT

A Technical Appraisal Committee (TAC) will review applications. Proposals will be evaluated in accordance with the selection criteria identified below.

Applicants should note that these criteria serve to: a) identify the significant issues that applicants should address in their applications; and, b) to set standards against which all applications will be evaluated.

If there are ambiguities/unclear explanations, or further need for details, the LIFT evaluation team will seek clarifications with the submitting organisation if the proposal otherwise meets the main criteria.

Evaluation criteria

The evaluation committee will have to answer the following questions to justify their final appraisal:

- *Completeness*: Is the information provided in the proposal complete and sufficient for the appraisal?
- *Relevance*: Is the problem definition and rationale for the project clear and does it address a critical issue relevant to LIFT strategy? Is it based on a good understanding of the context in the Delta? Does the project formulate a clear Theory of Change?
- *Coherence of the design*: Is there clear outcome logic? Are the project's expected results (including outcomes, deliverables and activities) well defined and aligned with the identified problem/needs of the LIFT Delta 3 programme? Is the idea technically feasible and likely to achieve the stated results? Does it embody good development practice and lessons?
- *Approach and methods*: Is the project approach and methodology innovative, feasible and appropriate? Are the methodologies based on previous experience and evidence-based knowledge?
- *Stakeholder analysis*: Is there a stakeholder analysis and a clear definition of target groups? Is the concept based on the views of key stakeholders? To what extent is ownership and participation of key stakeholders evident? Is it clear how the project will work with the government and the private sector?
- *Sustainability*: Does the project demonstrate a good case for sustainability of the proposed outcomes and impacts beyond the funding period?
- *Capacity*: Does the proposed implementing organisation and its partners have the necessary technical expertise and capacity to implement the project?
- *Partnership*: Is the governance and coordination system between stakeholders and partners appropriate? Is the role and involvement of the partners clear and sound?



- *Cross cutting issues:* are relevant gender, nutrition, migration, human rights, disability, and environment issues considered? Is an appropriate nutrition sensitive approach evident? What is the impact on food security and nutrition?
- *Risks:* has the proposal sufficiently considered major risks and provided a clear risk management plan?
- *Monitoring and evaluation:* Is an M&E/Learning framework provided and is it appropriate to the type and scale of the project? Does it align with the Delta 3 programme Theory of Change and the LIFT Logical Framework? Have the key evaluation and learning questions been identified? Have SMART indicators been identified for measuring the project's outcomes and deliverables?
- *Policy dialogue:* Does the project give sufficient scope to contribute to policy dialogue and change and is it plausible and aligned to the Delta 3 priorities?
- *Budget:* Does the budget demonstrate cost efficiency and value for money for the project? Is it adequate to deliver the outputs? Is there a sufficient budget dedicated to M&E, learning and capacity building?