

Request for Expression of Interest

Subject: “Gender mainstreaming and women economic empowerment in Chin State and neighboring”

Component of the Project:
“GEWE-IT: Gender Equality and support to women micro-business in Chin State and neighbouring areas– AID 11450”

1. BACKGROUND

The Project “GEWE-IT: Gender Equality and support to women micro-business in Chin State and neighbouring areas – AID 11450” aims to i) strengthen the institutional capacities of the Department of Social Welfare (DSW) at Union and local level, and of the Department for Rural Development (DRD) at local level; ii) support the inclusion and economic development of women in the Chin State and neighbouring areas through the organisation of gender mainstreaming and women economic empowerment activities in the selected townships.

Counterparts of the project will be the DSW, that will be supported both at local and Union level, the DRD, that will be supported at local level, and the local committees (Village Tract Councils-VTCs) which will be engaged for the implementation of gender mainstreaming and women economic empowerment activities.

At Union level, the project will support the DSW in the management and implementation of the four Technical Working Groups (TWGs) that have been established by the Myanmar Government to realise the “National Strategic Plan for the Advancement of Women (2013-2022)” (NSPAW). The TWGs are structured over the following topics: Violence Against Women and Girls (VAWG); Gender Mainstreaming; Women and Participation (of which Italy is a member); e Women Peace and Security (WPS). At the same time at local level the DSW will be supported through the provision of supplies and trainings that will improve its performance in carrying out daily activities (the content of the trainings will be defined through a previous need assessment on the services delivery capacity of the DSW).

The DRD will also receive support to improve the capacities of its local offices. This action will strengthen the support that AICS is already providing to local DRD offices through the NCDDP project, under which two gender experts have been introduced in each township. The DRD will benefit of trainings on GEWE issues and of the supply of office materials to strengthen its daily activities on the ground.

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Among the actions that will be carried out within the GEWE-IT project, specific activities will be targeting and involving the Civil Society of Chin State and neighbouring areas according to the two following components:

COMPONENT 1 – Organisation of gender mainstreaming activities in selected townships;

This component will aim mainly to: i) Carry out a need assessment study aimed at identifying gaps in the service delivery capacities of the local DSW office and at identifying the level of capacities of the local DRD on GEWE topics; ii) Carry out training courses for the local DSW and DRD offices. Contents of the trainings will be structured based on the need assessment previously carried out; iii) Develop VTCs knowledge on the TWG Women and Participation's topics, which include gender equality, participation of women into the public life and strengthening of women leadership roles, ii) provide support to the VTCs to identify the beneficiaries of awareness campaigns on topics such as GEWE, sexual and reproductive health, maternal and child health and GBV and iii) carry out the related awareness campaigns.

COMPONENT 2 – Organisation of women economic empowerment activities in selected townships;

This component aims to: i) carry out market research to assess local value chains that offer entrepreneurial opportunities and to identify potential women beneficiary, ii) organise vocational trainings on the basis of the market analysis results and iii) create or strengthen women microenterprises in the selected townships and follow up their start-up and operation.

According to the above-mentioned indications, AICSY will award one Contract for each Component to an Italian NGO. **The Contract will foresee a collaboration between an Italian NGO (signatory part of the Contract) and one (or more) local CSO identified through the present Request for Expression of Interest.** Candidate CSOs, which Expression of Interest will receive a positive evaluation, will be included in a registry of local CSOs (the Registry) that will be established by AICSY. CSOs listed in the registry will be eligible for collaborating with the Italian NGOs that will sign the contract with AICSY to implement Component 1 and/or Component 2.

CSOs are informed that the Request for Expression of Interest is specifically addressed to local CSOs that are based in Chin State and Magway Region and that operate in the area on a continuous base. However, AICSY reserves the right to consider proposals submitted from CSOs that can demonstrate a solid track record of past experiences and ongoing activities in the region of interest even if they are not permanently based in the area.

2. SCOPE OF THE SERVICES

Under “**Component 1 – Organisation of gender mainstreaming activities in selected townships**” the selected local CSO will collaborate with the Italian NGO in order to realise the following activities:

- a) Carry out a need assessment study aimed at identifying gaps in the service delivery capacities of the local DSW office and at identifying the level of capacities of the local DRD on GEWE topics;

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- b) Carry out training courses for the local DSW and DRD offices. Contents of the trainings will be structured based on the need assessment previously carried out;
- c) Coordinate project stakeholders (DSW, DRD and VTCs) through the organisation of periodic meetings;
- d) Develop Village Tract Councils' knowledge on the TWG Women and Participation principles;
- e) Coordinate VTCs to carry out activities for the identification of awareness campaigns' beneficiaries. The campaigns will be on topics such as GEWE, sexual and reproductive health, maternal and child health and GBV;
- f) Together with the VTCs, carry out awareness campaigns on topics such as GEWE, sexual and reproductive health, maternal and child health and GBV.

Under “**Component 2** – Organisation of women economic empowerment activities in selected townships” the selected local CSO will collaborate with the Italian NGO in order to realise the following activities:

- a) Carry out a market research to identify both beneficiary women and local value chains with entrepreneurial development potential. The market research will involve three selected townships and will aim to produce a final report that will summarize its outcomes;
- b) Carry out training courses related to the sectors identified through the market analysis, for the selected women. Training courses will cover general topics such as alphabetization, accountancy and business plan design topics and specific topics related to the market analysis results;
- c) At the end of the vocational trainings, on the basis of an expression of interest and on a business plan proposal by the courses' participants, they will receive a small grant to start-up or reinforce a micro-business. Business plan proposals will be selected leading to the identification of entrepreneurial ideas for the creation/strengthening of micro enterprises. Each microenterprise will receive a grant for the implementation of their activities and a follow up support for the following 12 months.

3. PROJECT DURATION

The Project AID 11450 will have an overall duration of 24 months.

4. SUBMISSION OF EXPRESSIONS OF INTEREST

The AICSY invites all the interested local CSOs to submit an **Expression of Interest (EOI)** for this procurement procedure.

All the documents shall be written in English language. Wherever documents are submitted in Myanmar language, relevant English translation shall be duly provided.

Interested local CSOs shall provide the following documents, according to the indications provided below:

- A. CSO INFORMATION AND DETAILS OF THE CONTACT PERSON, duly filled, signed and stamped (Please see in “Annex A.1. - Legal Entity Declaration”, and fill it with relevant information, sign and stamp);
- B. ECONOMIC AND FINANCIAL CAPACITY, information providing evidence of the Candidate average annual turnover for the last 3 years, see in “Annex A.2 – Economic and financial

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capacity”. The CSOs established more recently (less than 3 years), thus having less than 3 years of financial records are also eligible to participate to the Expression of Interest. In that case, the CSO will fill in the information for the available period;

- C. CERTIFICATE OF REGISTRATION AS NATIONAL CSOS issued by the relevant authority, such as Township, District, Region or Union Registration Board;
- D. LIST OF CSO’S REPRESENTATIVES as filed with the authorities¹;
- E. TAX DOCUMENTS:
 - a. the COMMERCIAL TAX REGISTRATION CERTIFICATE (Ka Tha Kha 2) along with a sample of the Ka Tha Kha 31, that is an official form to be filled for each domestic purchase;
 - b. in case the CSO claims to be exempted from the payment of tax, the CONFIRMATION LETTER issued by the Internal Revenue Department;
- F. FACT SHEET listing and describing previous experience, within the past 3 years, in the provision of (See in “Annex A.3 – Fact sheet”):
 - a. for COMPONENT 1: activities on needs assessment and capacity development, implementation of gender mainstreaming activities and awareness campaigns, funded by public institutions, international cooperation organization, development agencies, private foundations etc.
 - b. for COMPONENT 2 activities related to women economic empowerment, analysis of local value chains and identification of potential entrepreneurial initiatives, creation and support to women microenterprises for their start-up and operation phases, management of small grants.In case the CSO has been established less than 3 years ago, please attach any other document proving the CSO’s key staff members have at least 3 years of experience.
For each listed experience, CSOs should indicate also the relevant total funding received from the donor, international cooperation and/or agencies as per signed contracts.
- G. SELF-DECLARATION as per Annex A.4;
- H. DESCRIPTION OF THE CSO AND ITS STAFF to carry out the requested services, including: organization background; organization vision and mission; organization working sectors and technical expertise; organization structure/staff composition (i.e. list of staff with indication of experience and job description) (See in “Annex A.5 – Description of The CSO and Its Staff”);
- I. CONCEPT NOTE in which the CSO will propose a project idea **related to the activities to be realised under Component 1 and/or Component 2**. The concept note will provide further evidence of the CSO’s knowledge of the local context and its capacity to identify problems and propose solutions in the fields of the relevant component of interest (gender mainstreaming and/or women economic empowerment). The relevance and comprehensiveness of the concept note will lead to additional points during the evaluation of the submitted expression of interest. (See Annex A.6)

5. CLARIFICATION MEETING

Interested CSOs may submit requests for clarification only in writing before the **31th of July 2018, 10:00 a.m.** Yangon Time

¹ Registration of the CSO as Domestic Association in compliance with the Association Registration Law n. 2014.

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In the subject of the email it should be specified: **“Request for Expression of Interest for Gender mainstreaming and women economic empowerment in Chin State and neighbouring areas”** – specifying for which component (**Component 1 or Component 2**) the EOI is submitted.

Questions shall be written in English and should be sent to the following email address: yangon@aics.gov.it

Interested CSOs are reminded that the above e-mail address may be used only to send queries. Please note that clarifications requested by phone will not be considered.

Two clarification meetings will be held by AICSY

- in Yangon 3rd of August 2018 at 12 a.m.
- in Mindat (Chin State) 9th of August 2018 at 9 a.m.

The two locations will be announced before the **25th of July 2018** in the website www.aicsyangon.org and www.ambyangon.esteri.it.

During the meeting, the Request for expression of interest and relevant submission procedure will be presented and explanations to questions previously received, if any, will be provided. The presence of CSOs will be recorded by the Contracting Authority and CSOs representatives will be asked to sign a form.

All the clarifications provided during the Clarification Meeting together with Questions raised and relevant Answers will be made available in the websites www.aicsyangon.org and www.ambyangon.esteri.it within **15th of August 2018** and will be sent to all the CSOs from the above-mentioned e-mail address. These answers will complement the original Request for expression of interest.

6. EVALUATION OF EXPRESSION OF INTERESTS

AICSY will check the compliance of the documentation received with the instructions provided in “Art. 4 - Submission of expression of interest”. Failure to comply with these requirements will lead to a negative evaluation of the CSO’s candidature and its exclusion from the Registry. In addition to this, CSOs guilty of making false declarations will not be included in the Registry.

AICSY reserves the right to request clarifications to the candidate CSOs in order to provide additional information on elements of the submitted expression of interest which might be not clear.

CSOs’ expression of interest which are compliant with the requirements listed in art. 4 will be then evaluated based on the following criteria.

Finally, please consider AICS has the duty to verify that the action of each applicant CSO is carried out in line with the Universal Declaration of Human Rights, and with the principles of Humanity, Neutrality and Impartiality.

For COMPONENT 1

The AICSY will select the CSOs, if available locally, based on the following criteria:

Evaluation criteria	Description	Scoring
1	Previous experience as direct implementer (or not) in projects targeting gender mainstreaming, capacity development, training and	maximum 15 points

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	awareness campaigns, funded by local or international donors	
2	Partnerships with major international development organizations within the past 3 years in field related to the scope of this EOI - Component 1	maximum 15 points
3	Support provided to national institutions (i.e. the Department of Social Welfare, the Department for Rural Development etc) within the past 3 years	maximum 10 points
4	Financial/administrative capabilities	maximum 10 points
5	Previous documented experience in projects targeting Civil Society engagement and participation in the target area i.e. Chin State, Magway region	maximum 15 points
6	Proven track record in working with local communities, regardless of ethnicity, gender etc.	maximum 15 points
7	Qualified human resources to implement the project	maximum 10 points
8	Relevance of the proposed project idea to Component 1 and comprehensiveness of the concept note	Maximum 10 points

For COMPONENT 2

The AICSY will select the CSOs, if available locally, based on the following criteria:

Evaluation criteria	Description	Scoring
1	Previous experience as direct implementer (or not) in projects targeting women economic empowerment, market research and local value chains, support to micro enterprises, small grants management, vocational training, etc. funded by local or international donors	maximum 15 points
2	Partnerships with major international development organizations within the past 3 years in field related to the scope of this EOI - Component 2	maximum 15 points
3	Support provided to national institutions (as, for example the Department for Social Welfare, the Department for Rural Development etc.) within the past 3 years	maximum 10 points
4	Financial/administrative capabilities	maximum 10 points
5	Previous documented experience in projects targeting Civil Society Socio-Economic Development in the target area i.e. Chin State, Magway region	maximum 15 points
6	Proven track record in working with local communities, regardless of ethnicity, gender etc.	maximum 15 points

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7	Qualified human resources to implement the project	maximum 10 points
8	Relevance of the proposed project idea to Component 2 and comprehensiveness of the concept note	Maximum 10 points

AICSY will evaluate the received Expression of Interest and will create a list of CSOs that are eligible to collaborate with Italian NGOs within the GEWE-IT project. Only the CSOs reaching a minimum score of 60 points will be considered eligible and included in the list.

The ranking of the Roster will be based on the score received by each CSO during the evaluation process.

Based on the evaluation carried out and on the list of eligible CSOs, AICSY reserves the right to select the highest ranking CSO/CSOs for each component (1 and 2) as proposed one/ones for the collaboration with Italian NGOs.

Expression of Interest (EOI) submission

The interested CSOs shall submit their Expression of Interest dossier in hard copies including all the required documents (see point 4 above). The dossier shall be included in a sealed, duly signed and stamped envelope. The envelop shall bear the name of the Civil Society Organization and the subject: **Expression of Interest for Gender mainstreaming and women economic empowerment in Chin State and neighbouring areas**, to the following address:

Italian Agency for Development Cooperation (AICS) – Yangon Office, 41-7, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon

The EOI dossier shall be hand delivered or sent by courier within the **31st of August 2018 at 17:00 p.m.** EOI must be delivered to the designated address during the AICSY working hours from 8:00 am to 4:30 pm Monday through Friday.

Each envelop (one for each awarding procedure) must clearly indicate the EOI is submitted for:

COMPONENT 1 – Gender mainstreaming;

or

COMPONENT 2 – Economic women empowerment.

Each Expression of Interest for each Component must be submitted in a separate envelope.

CSOs combining different EOIs in the same envelope will be disregarded and their submission will be rejected.

Submission for both Components is not mandatory: CSOs may submit EOI for both components, however it is suggested that CSOs should apply to the component that better matches their expertise and previous scopes of work.

This Expression of Interest request is a non-binding document. The AICSY does not make any representations or provide any undertakings to the organizations other than to invite them to submit an Expression of Interest.

The AICSY reserves the right to annul the procurement process and reject all the EOI, at any time prior to the award of contract, without thereby incurring any liability or bearing any costs connected to the EOI submission.

The Director of AICS Yangon
Maurizio Di Calisto

