

Call for Proposals

Call for Proposals to award small grants in support of well-formulated projects aimed at Delivering Climate-Resilient Solid Waste Management Services in Greater Monrovia, Liberia.

Eligibility:

CBEs, SMEs, NGOs, and local organizations from the twelve local authorities that collectively make up the Greater Monrovia area.

Grant Size:

From USD 25,000 to USD 50,000 per project.

Information Sessions:

3 September 2020 at 09:00 GMT (Liberian Time) at Corina Hotel (Monrovia).

27 November 2020 at the Monrovia City Hall, Monrovia:

- Session 1: 09:00 - 11:00 GMT (Liberian Time)
- Session 2: 13:00 - 15:00 GMT (Liberian Time)

Questions and clarifications:

Accepted until **30 October 2020** to ca-proposal@citiesalliance.org with subject line "Waste Reuse Grant Questions".

Deadline:

10 November 2020 at 16:00 GMT (Liberian Time).



EUROPEAN UNION

Waste Reuse (Turning Trash to Treasure)

Small Grants for Plastic Recycling and Organic Waste to Composting

The Cities Alliance

The mission of the Cities Alliance is to improve the lives of urban populations by delivering integrated, citywide and innovative solutions to urban poverty in cities where it matters the most. Cities Alliance's vision is to provide technical support and grants to local and national actors to deliver policies and programmes that directly address urban poverty and gender inequality in cities. Cities Alliance is an agent for urban change with a clear focus on secondary cities, which are increasingly instrumental to economic and social progress in rapidly urbanising economies.

Cities Alliance is the global partnership supporting cities to deliver sustainable development. For nearly 20 years, the Secretariat has convened partners from civil society, local and national authorities, and development actors with an urban focus to combine complementary strengths and expertise. With its programmatic approach and diverse membership, Cities Alliance has the capacity to coordinate the efforts and core competencies among partners to leverage this collective expertise to advance urban thinking and solutions. The Cities Alliance is managed through a Secretariat based in Brussels and is hosted by the United Nations Office for Project Services (UNOPS).

The **Cities Alliance Liberia Country Programme** (LCP) provides long-term, programmatic support to help Liberia realise its developmental objectives in a way that benefits the majority of the urban poor. Launched in 2016 with funding from Comic Relief, it is an ambitious, (initially) five-year, multi-level urban development programme that aims to improve the lives and opportunities of up to 400,000 slum dwellers in Greater Monrovia. It also includes two projects on primary waste collection (2018–2021) and innovative waste-to-energy initiatives (2018–2020) funded by the EU.

Improved coverage and effectiveness through CBEs, SMEs, and local institutions working in the solid waste management sector

The Cities Alliance Liberia Country Programme through the European Union funded 4-year Solid Waste Management Project entitled "Delivering Climate Resilient Solid Waste Management Service in Greater Monrovia through Community Based Enterprises" supports primary waste collection services within Greater Monrovia Metropolitan region. The project is complementary to the Cheesemanburg Landfill and Urban Sanitation project implemented through the World Bank. The project works directly with Monrovia City Corporation, Paynesville City Corporation, WASH commission, Environmental Protection Agency and the Ministry of Internal Affairs to coordinate and provide overall oversight to project activity implementation and ensure implementation of a sustainable primary solid waste collection model.

The project has four main components:

- Collection of more waste,
- Extraction and re-use of plastic and organic waste,
- Awareness and education campaigns,
- Integrated Solid waste management systems and capacity building.

Objectives

The goal of the programme is to contribute to poverty reduction and improve the quality of life while supporting Liberia's carbon neutrality agenda. The Programme overall objective is to ensure a citywide integrated solid waste management system that reduces greenhouse gas emission in Greater Monrovia, enhancing the city's resilience against climate change and disease; thus, creating jobs and creates awareness of climate change.

The Cities Alliance with financial support from the European Union intends to award small grants for waste reuse pilots under two categories: Plastic Recycling, and Organic Waste to Composting. Cities Alliance invites CBEs, SMEs, NGOs, and local organizations from the twelve local authorities that collectively make up the Greater Monrovia area in support of the following proposal categories.

Category #1 – Non-organic waste

1.a. Reduce and reuse

Proposals that have as the primary objective the measurable reduction in the use of plastics and that seek to promote more environmentally friendly re-usable alternatives.

1.b. Recycling non-organic

Proposals that have as the primary objective the sorting out from the general city/community waste the non-organic materials that can be recycled and sold to businesses that can transform such waste into new products.

1.c. Transformation of non-organic waste

Proposals that have the primary objective of using re-cycled non-organic waste to manufacture in a non-polluting manner any products that will generate market demand.

Category #2 – Transformation of Organic waste

Proposals that have the primary objective of transforming organic waste into either compost or any other usable product that will generate market demand.

Outcomes and Deliverables

The proposed project should expand the existing initiatives in the waste sector for composting and recycling and create a value chain for the reusable materials within the solid waste generation in Greater Monrovia. Each project is expected to identify and propose its own specific outputs. The deliverables proposed by the project must be aligned with its overall objective and activities and contribute to advancing initiatives in the waste sector for composting and recycling and create a value chain for the reusable materials within the solid waste generation in Greater Monrovia. For instance, this could be physical products that will be delivered by your recycling or organic waste composting project, or other soft components such as capacity building, community-local government engagement processes, or activities contributing to improve the status of women and girls.

Eligibility

- **Scope.** Proposed projects must meet the objectives of one of the chosen themes of promoting the reduction, reuse and recycling of waste within the greater Monrovia area.
- **Target organizations.** CBEs, SMEs, NGOs, and local organizations from the twelve local authorities that collectively make up the Greater Monrovia area.
- **Fiduciary requirements.** Organizations must be legally registered within Liberia for **at least six months on the closing date of the call** and must have or should be able to open a bank account in the name of the organization.

- **Geographic scope.** Projects must take place within the geographic space of at least one of the 12 local authority areas of the greater Monrovia area.
- **Funding.** Funding can be requested for grants between USD \$25,000 and USD \$50,000¹ with a clear costing demonstrating how the amount applied for is derived.
- **Language.** Applications must be submitted in English.
- **Applications:** Applications must provide all the information and support documentation requested².
- **Potential grantees, should not:**
 - be included in any of the following ineligibility lists (which are consolidated and can be checked at the [United Nations Global Marketplace](#)):
 - The [United Nations Ineligibility List \(UNIL\)](#) which includes UNOPS' ineligibility list;
 - The [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and the [World Bank Listing of Ineligible Firms and Individuals](#); and
 - the [Consolidated United Nations Security Council Sanctions List](#);
 - be currently [suspended from doing business with UNOPS](#).

Implementation approach

The grant award to a winning proposal will be broken down into two separate budgets broadly defined as:

1. **Soft activities** (process, capacity building, communication, technical assistance, etc.); *and*
2. **Hard activities** (procurement of equipment and construction).

The winning applicants will receive a direct grant to manage and oversee the soft components of the proposal. In parallel, the Cities Alliance will work with the winning proposals to help identify procurement specifications of any required equipment and to design and oversee the construction of identified infrastructure in accordance with the required national safeguards.

Available funding

Funding is available for projects with a duration of up to **12 months**. Grants amounts will be at a maximum total value of **USD \$50,000.00** (Fifty Thousand United States Dollars) constituting soft and hard costs in stipulated percentages (See next section below for details). **ONLY the soft component of the funding constituting a maximum of 30% of the total grant amount will be disbursed to the grantee.** The Cities Alliance Liberia Country Program will on behalf of the grantee, procure all hard costs constituting a maximum of 70% of the total grant amount.

The soft costs cover non-tangible expenses such as compensation or remuneration of time spent by personnel directly related to implementation of specific project activities; specific costs of acquiring non-expendable equipment/items that are considered critical for the successful management of the soft component of the project;

¹ For further details about grant amount potential grantees will receive, please see the “Available Funding” section of this document.

² For further details about the application process and requirements, please see the “How to apply” section of this document.

incremental costs of administering the grant; and costs associated with the events and meetings, BUT the soft costs CANNOT include remuneration of government officials of any kind or media personnel.

The hard costs cover tangible equipment or results based services such as equipment or machinery required will be specified by selected consultants and procured by the Cities Alliance/UNOPS on behalf of the proposal applicant; costs associated with providing technical assistance (TA) to the design of the proposed facility; and costs associated with the construction of clearly defined infrastructure including materials, and labour and submission and approval of plans.

Please note that Cities Alliance typically receives far more applications than funding is available. Once the request for Call for Proposals is closed, a competitive selection process will select applicants for further screening. Note that not every application receives or qualifies for a grant. Smaller sizes of grant applications are encouraged. Depending on the details of the proposal and risk assessment of the applicants, the Cities Alliance will design a payment schedule that will be a mix between staggered and milestone payments.

Grant funding can be spent on:

Cost Categories	Description
Staff (Soft cost)	Costs of time spent by personnel directly related to implementation of specific project activities. Costs CANNOT include remuneration of government officials of any kind or media personnel.
Grant Administration and supervision Costs (Soft cost)	Indirect/overhead Personnel costs of administering or supervising the grant. Such costs are limited to 10% of the total grant amount. Such costs are limited to 10% of the total grant amount.
Training/Workshop/Seminars Costs (Soft cost)	Costs associated with the events and meetings. This also includes training/seminars or workshops for project beneficiaries, partners and/or stakeholders necessary for achieving the project goals/objectives and sustaining the results.
Purchase of small fixed assets (Soft cost)	Specific costs of acquiring non-expendable equipment/items that are considered critical for the successful management of the soft component of the project. Costs in this category are limited to 15% of the total grant amount.
Miscellaneous (Soft cost)	Incremental costs of administering the grant that can be directly attributable to the project such as office supplies, bank charges, and communication/postage. Costs in this category are limited to 5% of the total grant amount.
Purchase of equipment and machinery (Hard cost)	Any equipment or machinery required will be specified by selected consultants and procured by the Cities Alliance/UNOPS on behalf of the proposal applicant. Costs in this category are limited to 50% of the total grant amount. In combination with envisaged purchase of building materials and labour costs, the overall costs cannot exceed 75% of the total grant amount.
Building materials and labour costs (Hard cost)	The Costs associated with the construction of clearly defined infrastructure including materials, labour and submission and approval of plans. The selected consultants will identify needed building materials and labour costs and will oversee the appointment of a local contractor to implement. Costs in this category are limited to 50% of the total grant amount. In combination with envisaged purchase of equipment and machinery, the overall costs cannot exceed 75% of the total grant amount.

Cost Categories	Description
Consultant Costs (Hard cost)	Costs associated with providing technical assistance (TA) to the design of the proposed facility, the specifications of a procurement, and other services required.
Precautionary measures	To implement all the activities in the field, the grantee must be compliant in fulfilling all precautionary measures related to COVID-19 pandemic.

How to apply

To apply for the grant, follow these guidelines:

Deadline.

Applicants must submit proposals before **10 November 2020, 16.00 GMT (Liberian Time)**. Late submissions will not be accepted. Please submit your proposal to **ca-proposal@citiesalliance.org** with subject line: ***“Waste Reuse Grant Proposal”***.

Information Sessions.

- An information session, open for potential grantees to attend, is scheduled for **Thursday, 3rd September 2020 at Corina Hotel**, located on Tubman Boulevard in Monrovia at **09:00 GMT (Liberian Time)**.
- **A second information session will be held on Tuesday, 27 October 2020 at Monrovia City Hall, located on Tubman Boulevard in Monrovia, with two sessions as follows:**
 - Session 1 TIME: 9:00 - 11:00 GMT (Liberian Time)
 - Session 2 TIME: 13:00 - 15:00 GMT (Liberian Time)

During the **‘Information Session’**, facilitators from the Cities Alliance Liberia Country Programme will provide detailed explanation on the Solid Waste Management Grants, explain the requirements and related Proposal templates to all potential grantees in attendance.

Questions and Clarifications:

- Please submit your questions or request for clarifications about this ‘Waste Reuse – Solid Waste Management Grant’ opportunity or the application to **ca-proposal@citiesalliance.org** with subject line: ***“Waste Reuse Grant Questions”***.
- We will accept question/clarification requests until **2nd October 2020**.
- We will post our answers to your questions and requests for clarification about this grant opportunity on Cities Alliance website and UNGM (United Nations General Market Place) on **14 and 28 September, 5 October 2020 and 3 November 2020**.

Format. All proposals must be submitted using provided proposal templates.

Language. Applications must be submitted in English.

Completeness. Applications must provide all the requested information and support documentation: **(1) Proposal Form; (2) Project Budget; (3) Integrated Assessment Framework; (4) Legal Registration Certificate; and (5) Submission Acceptance Form.**

Selection process

There are five fundamental steps in the approval process of a submitted proposal.

1. **Submission of applications following the Call for Proposals.** Proposals are submitted by email to ca-proposal@citiesalliance.org in any of the following file formats (Microsoft word, excel, or pdf)
2. **Eligibility check.** The Cities Alliance selection panel screens the proposals to ensure that they meet the minimum criteria for eligibility (as described on page 2 – Eligibility). Proposals that pass the eligibility check/threshold are assessed by a Technical Evaluation (Technical Working Group) based on a predefined set of selection criteria.
3. **Technical evaluation by a Technical Working Group (TWG).** The Technical Working Group comprised of key stakeholder representatives will evaluate all eligible proposals on a competitive basis using a predefined set of selection criteria. The TWG then makes recommendations to the Cities Alliance selection panel based on a ranked list of proposal assessments.
4. **Financial assessment and additional information.** Qualified applicants are contacted to provide further financial and technical information about their organization and the proposal submitted.
5. **Final decision.** The Cities Alliance selection panel reviews the ranked list from the technical evaluation. In addition to the selection criteria, the panel may also take into consideration additional factors such as theme, geography or constituencies and knowledge needs to maintain the strategic balance of the overall Cities Alliance grant portfolio. The panel then makes recommendations on which applications are eligible in principle for funding and qualified to proceed.
6. **Formal approval and grant processing:** Selected projects are formally approved by the Cities Alliance Director. From there, the Secretariat begins processing the grant according to its procedures.

From the technical evaluation and the grant processing, different recommendations may arise which are to be taken into consideration for the implementation phase of the project. The entire selection process is expected to take approximately one month from the submission deadline date.

Criteria for evaluation

Project proposals will be assessed according to a predefined set of selection criteria that are in line with the core principles of the Cities Alliance Charter and the objectives of the Solid Waste Management scope of the Liberia Country Programme:

- **Strategic Approach.** The areas, and to what extent, the project promotes/uses innovative approaches, processes or products to achieve its objectives.
- **Scope.** How the proposal addresses the issues and objectives stated in the Call for Proposals.
- **Geographic spread.** Whilst the objective is to award grants to the best proposals consideration will also be given to proposals that ensure geographic spread across the Greater Monrovia area.
- **Thematic spread.** Consideration will be given to ensure that all categories and subcategories of projects are covered by solid project proposals.
- **Environmental impact.** The proposal demonstrates that the project implementers understand the technicalities of the chosen activity and dynamics of the solid waste sector in Liberia, the natural environment of the site of implementation and the measures that need to be in place to not only protect against damage but to improve it the environmental conditions of Greater Monrovia.
- **Gender mainstreaming.** How the proposal considers gender issues, problem, approach, outputs and results.

- **Partnership, dialogue, consultations.** How the proposal facilitates participation of stakeholders and builds partnerships among urban actors. In addition, it includes appropriate strategies and actions to ensure adequate participation of target groups, paying attention to gender, age and other relevant characteristics.
- **Local leadership/Community involvement.** Level of inclusion with community input, involvement, and investment, serving the community as an integral part of their success. Cities Alliance will give preference to small organisations that do not have access to large government, corporate or private funding sources, and for whom a small grant from Cities Alliance could make a significant impact.
- **Scalability/Transferability.** The potential to be expanded beyond its initial geographic area to benefit more people within a city or country, or a design flexible enough to be potentially adapted in a new and different context.
- **Implementation capacity.** The organisation has demonstrated adequate capacity and experience to implement the grant activities.
- **Business plan and approach/Sustainability.** The proposal presents a sound strategy or approach to achieving the stated objectives. This will include a business plan that demonstrates how the project will achieve financial sustainability.
- **Financing/Budget.** The proposed budget is realistic, comprehensive and well structured.
- **Risks and mitigations.** Please assess and identify any potential impacts and risks (i.e. social, environmental, political, implementation, etc.) connected to the activities listed in the Proposal.

Grantee responsibilities

If selected for funding, successful grantees must:

- Be responsible for the proper use of the Cities Alliance funds.
- Enter into a Grant Agreement with the United Nations Office for Project Services (UNOPS), on behalf of the Cities Alliance, which will stipulate the terms and conditions for receiving and utilising the funds.
- Comply with all provisions in the Grant Agreement and applicable UNOPS policies and procedures.
- Be fully responsible for implementing the project in accordance with the Grant Agreement conditions and timelines.
- Be responsible for using the funds only for the outputs specified in the Grant Agreement.
- Provide timely reporting to the Cities Alliance on progress in implementing the project, and financial reporting on the uses of the funds as specified by the Grant Agreement.
- Provide communication material on project implementation (including pictures, quotes, videos, stories and other materials, *where applicable*).
- Communicate with the Cities Alliance on all significant matters relating to the project, such as changes in activities, budget revision and timeline. This includes any emerging social and environmental risks and any adverse impacts resulting from implementation of project activities.
- If opportunities arise, participate in knowledge-sharing activities so that other cities/countries might benefit from the project experiences.

Reporting Requirements

During the implementation period, the following are grantee reporting requirements:

1. A financial report (Statement of Expenditures) on the format provided by Cities Alliance;

2. Regular check-in calls with Cities Alliance to discuss the status of implementation; and
3. A final financial report (Statement of Expenditures) on the format provided by Cities Alliance.

Contact information

- ➔ To apply for this grant, please submit your **proposal to ca-proposal@citiesalliance.org with subject line “Waste Reuse Grant Proposal” before 10 November 2020 at 16:00 GMT (Liberian Time).**
- ✉ For any questions and clarification requests, contact **Cities Alliance at ca-proposal@citiesalliance.org with subject line “Waste Reuse Grant Questions”**. Questions and clarification requests are accepted until **30 October 2020**.
- 🔗 Please visit our website for more information on the [Cities Alliance Liberia Country Program](#).