

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



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Resilient nations.*

EOI-2014-322

### Call for Expression of Interest

#### Provision of business development services to the productive families Economic Empowerment Programme – (DEEP)

<b>Reference:</b>	<b>EOI -2014-322</b>
<b>Closing date for submission of pre-qualification documents:</b>	<b>28 December 2014 at 2:00 p.m. (Jerusalem time)</b>

## 1. INTRODUCTION

In 2007 the Palestinian Authority, the Islamic Development Bank (IDB), and the United Nations Development Programme/ Programme of Assistance to the Palestinian People (UNDP/PAPP) partnered to establish and jointly implement the deprived families Economic Empowerment Programme (DEEP) as an innovative Palestinian model for poverty reduction. The first phase of the programme (2007-2010) was the piloting stage and targeted more than 6,000 vulnerable households with economic empowerment interventions seeking to achieve sustainable livelihoods, and successful graduation from poverty.

On account of its extensive network of partners, outreach, and impact on families, DEEP is now considered the largest civil society-based poverty reduction initiative in the Palestinian territory, and is regarded a major pillar of the Palestinian Social Protection Programme led by the Ministry of Social Affairs.

The second phase of the programme was launched in May 2013. The second phase consists of economic empowerment interventions for approximately 12,000 households in the West Bank, Gaza Strip, and East Jerusalem to be carried out during 2013-2017. Through a previous exercise, DEEP has developed a database of civil society organizations to assist in the implementation of the second phase. It is essential at the time being that DEEP is able to mobilize technical support and professional services from consultants, consultancy firms and other providers of professional services as need arises. For this purpose, DEEP is launching a call for expression of interest from individuals and organizations who view themselves as capable of providing such services as further described in this document.

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## 1.1 DEEP PROGRAMME

The Productive families Economic Empowerment Programme is a poverty reduction programme seeking to empower and graduate chronically poor and hard hit families from being recipients of humanitarian assistance to become economically independent and productive households, through accessing a package of financial and non-financial services that address their needs.

The political and technical partnership of the programme with the relevant ministries of the Palestinian Authority as well as specialized NGOs and MFIs contribute to enhancing the impact of the programme and aligning it with national priorities.

During the piloting phase, DEEP set out to produce a model for poverty alleviation based on sustaining peoples' livelihoods at the household level through supporting self-employment and micro-enterprise development as means to reduce unemployment, achieve higher economic growth and reduce poverty.

The programme succeeded in developing effective strategies to expand the opportunities for members of deprived families to engage in economic activities. This was facilitated through providing the target families with the needed resources to start a business, a social safety net to increase resilience, and access to financial and business development services to promote growth. The programme enabled the entrepreneurs within these families to start up micro enterprises and create sustainable sources of income for their families.

The DEEP model was ready to expand its well tested interventions to a larger pool of beneficiaries during phase two; and started complementing, at a significant level, the ongoing social protection program implemented by the Ministry of Social Affairs.

In the second phase the programme will target approximately 12,000 households identified by the Ministry of Social Affairs and who are economically vulnerable and live below national poverty lines. These families will benefit from a diverse package of services to start sustainable economic empowerment activities which seek to gradually graduate them from poverty and transfer them from being chronic recipients of aid to potential entrepreneurs and productive workers.

## 1.2 ROLE OF BUSINESS DEVELOPMENT SERVICE PROVIDERS

During the first phase of the programme, DEEP utilized professional services from a variety of providers. The support of these service providers assisted in the process of operationalizing the methodology of the programme, assessing and developing the capacity of the partners and their staff. For the second phase of the programme, and in the process of continuous improvement to deliver value added services to its beneficiaries, DEEP will utilize professional service providers in the fields related to

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Business Development Services to ensure that the created businesses for the benefit of the poor households are feasible and will have the intended impact of improving their livelihoods. The required services will address different needs whether on the household, individual, and group level, implementing partners' level, or market level as follows:

- 1- **Services on the Household, Individual and groups level:** As the programme's focus is on creating and supporting small businesses, there is a need for services related to establishing and running a sustainable economic enterprise. As such, the programme anticipates that consultants and consultancy firms wishing to provide such services in this area must present proven experience in at least ONE of the following fields:
  - a. Development of feasibility studies and business plans for micro, small, medium, and large enterprises.
  - b. Training on various business planning and management topics.
  - c. Business coaching for beneficiaries.
  - d. Business diagnostics and support (problem solving, development aspects).
- 2- **Services on the implementing partners' level:** The programme cooperates with various civil society organizations (CSOs) for the purpose of reaching out to poor households and assisting them in establishing and developing their small businesses to improve their living conditions. During the first and second phase of the programme, UNDP has invested in various capacity development activities for its implementing partners for the purpose of enhancing service delivery and results achievements. The consultants will help the programme in continuing this effort though providing the following services:
  - a. Developing simple forms for feasibility study and business plan that suite the micro and small projects.
  - b. Training on various business planning and management topics.
  - c. Business mentoring and coaching for business officers within the CSOs.
  - d. Quality Assurance and Control for business plans and related deliverables.
- 3- **Market Studies and Marketing the national products and services:** As DEEP continues creating and supporting thousands of micro, small, medium and large projects, the market should be tested and the types of the new established and supported enterprises should be addressed toward fulfilling the local consumers' needs and to replace other imported products. The export of some products should be facilitated. The expected needed consultation may include the following:
  - a. Market Analyses for the different opportunities.
  - b. Conducting feasibility assessments
  - c. Products Development.
  - d. Build on the value chain analysis to create or develop new businesses.
  - e. Exploration of local and external marketing for some local products (existed or developed).

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## 2. CAPACITY ASSESSMENT PROCESS

DEEP is interested in developing a list of prequalified service providers that can be, at a later stage, approached to compete for the provision of quantifiable and clear services as required by the programme in a timely manner. For this purpose, compiling a list of prequalified service providers will assist the programme in addressing those providers who are most capable of delivering the required services within the area of specialization. At the current stage only simple applications are required from service providers. These applications will be evaluated and stored on a database. **DEEP is under no obligation to inform service providers of whether or not they have been prequalified for the provision of a certain type of service.** Prequalified service providers will only receive invitations to participate in competitive processes for the delivery of services as and when the need for such services arises.

### 2.1 CALL FOR EXPRESSION OF INTERESTS

By the publication of this call, DEEP is inviting all interested organizations and individuals with an experience in areas relevant to Business Development Services to submit an expression of interest in accordance with the guidelines hereby provided.

### 2.2 PURPOSE OF THE CALL

The purpose of this call is to identify service providers with the capacity and mandate to deliver services outlined in section 1.2 above under the Productive families Economic Empowerment Programme (DEEP).

The main output for this assessment process is to produce a list of qualified organizations, consultancy firms and individual consultants who can engage immediately in the delivery of services as outlined above.

Consequently, the **success of any NGO, firm or individual in the capacity assessment does not entail any obligations on DEEP to engage in any contractual agreement with this NGO, firm or individual.** Interested applicants should provide their expression of interest with the full understanding that success in this process **DOES NOT constitute a financial or legal commitment from UNDP to engage in contractual arrangements.**



## 2.3 ELIGIBLE APPLICANTS

This call is open for individual consultants, consultancy firms from the private sector and non-profit organizations with extensive experience in any of the fields identified in section 1.2 above.

## 2.4 ASSESSMENT CRITERIA

### Organizational Applicants:

Organizational Applicants will be assessed based on their expertise in the field of the consultancy/professional services requested, clients, and outreach. The table below shows the different criteria, description of desired capacity for each criterion, and the respective weight that will be used in assessing organizational applicants.

Area	Criterion	Description of desired capacity	Weight
<b>Education</b>	Education of Lead/Senior Consultant	Bachelor , Masters, PhD	<b>10</b>
<b>Record and experience</b>	<b>Number of assignments</b>	The organization has a track record of implementing at least three assignments in the field it is intending to provide services in annually for the last three years.	<b>20</b>
	Alignment of assignments with the field of expertise applied for		<b>15</b>
	The complexity of the last three assignments in the three last years		<b>15</b>
	The size (in Dollar Value) of the last three assignments in the three last years		<b>10</b>
	<b>Diversity of clients</b>	The organization demonstrates a diverse set of clients including private sector, non-profits, international organizations and donor agencies.	<b>10</b>
	The number of assignment for each client		<b>5</b>
<b>Outreach</b>		The organization is able to implement activities within the district of residence	<b>15</b>
References		Provide at least THREE references.	KP*

\*KP: killing point, by which the applicant will be disqualified.

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### Individual Applicants:

Individual applicants will be assessed based on expertise in the field of the consultancy/professional services requested, clients, and mobility. The table below shows the different criteria, description of desired capacity for each criterion, and the respective weight that will be used in assessing Individual applicants.

Area	Criterion	Description of desired capacity	Weight
<b>Education</b>		Bachelor , Masters, PhD	<b>10</b>
<b>Record and experience</b>	Number of assignments	The consultant has a track record of implementing at least three assignments in the field it is intending to provide services in annually for the last three years.	<b>20</b>
	Alignment of assignments with the field of expertise applied for		<b>15</b>
	The complexity of the last three assignments in the three last years		<b>15</b>
	The size (in Dollar Value) of the last three assignments in the three last years		<b>10</b>
	Diversity of clients	The consultant demonstrates a diverse set of clients including private sector, non-profits, international organizations and donor agencies.	<b>15</b>
	The number of assignment for each client		<b>10</b>
<b>Mobility</b>		The consultant is able to implement activities within the district of residence	<b>5</b>
<b>References</b>		Provide at least THREE references.	<b>KP*</b>

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### 3. APPLICATION SUBMISSION

#### 3.1 FORMS

- **Individual applicants** must submit the Expression of Interest: Individual Consultant Cover Sheet (Form 1), Previous Experience (Form 3) should be filled for relevant assignments, in addition to the applicant's resume.
- **Organizational applicants** (whether private sector or non-profit) must submit the Expression of Interest Form for Organizational Applicant (Form 2). Next, Previous Experience (Form 3) should be filled for relevant assignments. Additionally, these organizations must submit CV's for each of their senior consultants with the Individual Consultant Cover Sheet (Form 1).

#### 3.2 WHEN AND WHERE TO SUBMIT

All applications for capacity assessment must be delivered by hand to the following address on or before **28 December 2014 at 2:00 p.m.** Applications for Prequalification received after the above deadline will not be considered.

Ramallah	Gaza
Deprived Families Economic Empowerment Programme	UNDP/PAPP
Floor. 2, VIP II Building,	Omar Bin Abdul Aziz Street
Al Bireh	Gaza
Telephone: 972 2 2412411	Telephone: 972 8 2822167
Facsimile: 972 2 2412412	Facsimile: 972 8 2822021

#### 3.3 HOW TO SEEK CLARIFICATIONS

Organizations and individuals wishing to seek clarifications with respect to this Invitation for Expression of Interest should send their request in writing to: [ghadeer.taha@undp.org](mailto:ghadeer.taha@undp.org)

With the following subject line:

**"Invitation for Expression of Interest for BDS Providers Capacity Assessment- DEEP".**

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Requests for clarification must be submitted to the above email address at least one week prior to the deadline for applications. DEEP will provide responses to requests for clarification in the form of formal addenda which will be posted on the DEEP website – <http://www.deep.ps/Eoi>

These addenda will include a copy of the request for clarification but will not identify the source of the inquiry.

**In order to ensure fairness and transparency, telephone calls regarding the expression of interest submissions will not be answered.**

Yours Sincerely

Khaled Shahwan

Deputy Special Representative

(Operations) – UNDP/PAPP



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# Forms

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Form 1

## Expression of Interest: Individual Consultant cover sheet

1. Family name		First name		Middle name	
2. Date of Birth		3. Nationality		4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
5. Permanent address		6. Telephone		7. email:	
8. Area of Expertise		<input type="checkbox"/> Household & individual level <input type="checkbox"/> Implementing partners' level <input type="checkbox"/> Market level			
9. Education					
Institution		years	Degree	Specialization	
10. Work experience:					
Organization		Starting date	End Date	Job title	
11. Willing and Able to work in the following Districts:					
<input type="checkbox"/> Jenin	<input type="checkbox"/> Tulkarem	<input type="checkbox"/> Toubas	<input type="checkbox"/> Nablus	<input type="checkbox"/> Salfit	
<input type="checkbox"/> Qalqilya	<input type="checkbox"/> Ramallah	<input type="checkbox"/> Jerusalem	<input type="checkbox"/> Jericho	<input type="checkbox"/> Hebron	
<input type="checkbox"/> North Gaza	<input type="checkbox"/> Gaza	<input type="checkbox"/> Deir Al Balah	<input type="checkbox"/> Khan Yunis	<input type="checkbox"/> Rafah	
12. Declaration					
I, the undersigned, certify that to the best of my knowledge and belief, the information supplied here and in other attached documents correctly describes me, my qualifications, and my experience. I Understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged. I, hereby, declare that I will be available for the entire duration of any assignment delegated to the organization submitting this application or me personally.					
Signed		Date			

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Form 2

### Expression of Interest Form for Organizational Applicant

Section 1. Organizational Identity			
Full legal name			
Main Office Address		Legal Status	<input type="checkbox"/> Private sector <input type="checkbox"/> NGO
Website		Registration No.	
Organization Email		Telephone	
Field offices (please list all offices)		Fax number	
Contact person			
Title		Contact email	
Fields of expertise	<input type="checkbox"/> Household & individual level <input type="checkbox"/> Implementing partners' level <input type="checkbox"/> Market level		
Please paste below your organization's profile			
Section 2. Organizational Infrastructure			
a. Does the organization have office space?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Is it rented or owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Owned	Area (M2)
c. What is the number and total area for training rooms (If Applicable)?			

Form 3

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### Previous experience (Please add pages as necessary)

Assignment Name:		Duration of the assignment (Months)	
Country:		Start Date (Month/Year):	
Location within Country		Completion Date (Month/Year):	
Name of Client:		Address:	
Sector (Choose One):	International Organizations (Donors) / NGOs / Public / Private	Approx. Value of Services provided by your firm (USD):	
Name of Lead/Senior Consultant(s):		Name of Associated/Junior Consultants, If Any:	
Name of Senior Staff (Project Director/ Coordinator, Team Leader)		Assignment Finished on Time:	Yes / No
Narrative Description of Project:			
Description of Actual Services Provided by You:			

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Assignment Name:		Duration of the assignment (Months)	
Country:		Start Date (Month/Year):	
Location within Country		Completion Date (Month/Year):	
Name of Client:		Address:	
Sector (Choose One):	International Organizations (Donors) / NGOs / Public / Private	Approx. Value of Services provided by your firm (USD):	
Name of Lead/Senior Consultant(s):		Name of Associated/Junior Consultants, If Any:	
Name of Senior Staff (Project Director/ Coordinator, Team Leader)		Assignment Finished on Time:	Yes / No
Narrative Description of Project:			
Description of Actual Services Provided by You:			

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Assignment Name:		Duration of the assignment (Months)	
Country:		Start Date (Month/Year):	
Location within Country		Completion Date (Month/Year):	
Name of Client:		Address:	
Sector (Choose One):	International Organizations (Donors) / NGOs / Public / Private	Approx. Value of Services provided by your firm (USD):	
Name of Lead/Senior Consultant(s):		Name of Associated/Junior Consultants, If Any:	
Name of Senior Staff (Project Director/ Coordinator, Team Leader)		Assignment Finished on Time:	Yes / No
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			