INVITATION TO SUBMIT PROPOSALS ON SUPPORT TO INCLUSIVE ELECTORAL PROCESS IN THE STATE OF PALESTINE

March 2021

COVERAGE:

WEST BANK (INCLUDING EAST JERUSALEM) and GAZA STRIP

United Nations Development Programme / Programme of Assistance

to the Palestinian People

CALL FOR PROPOSALS ON
SUPPORT TO INCLUSIVE ELECTORAL PROCESS IN THE STATE OF PALESTINE

BACKGROUND

The United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) is working on promoting participation in electoral processes for the upcoming electoral cycle. The project aims to support electoral stakeholders including women, youth, and persons with disabilities in conducting an inclusive electoral process through enhancing transparency, strengthening institutional capacities, promoting the role of media in elections and ensuring an active and engaged civil society. The overall aim of the project is to support the State of Palestine in promoting a democratic environment conducive to a participatory election and an engaged and expanded electorate.

OBJECTIVE

Under this project, UNDP is calling on civil society organizations to submit project proposals that would support

Enhanced inclusiveness of the electoral process through improved public confidence and participation

Public confidence is a pre-condition to the success of the future elections in the State of Palestine. Therefore, this output will focus on enhancing the credibility of the election through widespread accessibility and participation of all sectors of Palestinian society, focusing on women, youth and persons with disabilities, as well as identified vulnerable and marginalized communities such as people living in refugee camps, Gaza, Bedouins and Palestinian residents of Area C. The activities under this objective could encompass voter education, participation, and election observation to increasing the involvement of civil society actors as voters, candidates, decision makers, election administrators and observers etc.

INSTRUCTIONS TO APPLICATIONS

General and Eligibility Information

Organizations that are applying for technical and financial support for their activities should submit a project proposal in English. Each applicant will bear all costs and expenses associated with the proposal.

Eligibility and Qualifications

Call for proposal process is open to national civil society organizations. National organizations need to submit proper registration documents from the Palestinian government. In order to prove eligibility and qualifications, interested organizations must provide all requested mandatory supporting documents listed below.

Capacity Assessment Criteria

Applicants will be evaluated based on the information provided in response to this invitation to the call for proposal process, including:

- Experience of managing similar projects/programmes
- Proven financial management capacity, including proper financial controls and an adequate inventory management system
- Experience in implementing projects in partnership with others including coalitions
- Expertise and consistency with the priorities as articulated in the accompanying guidelines
- Geographical and marginalized areas covered in the proposal submitted
- Inclusiveness of women, youth, and persons with disabilities in the project activities.

Data Verification
UNDP/PAPP reserves the right to check other sources available to verify information submitted as part of the pre-qualification process. If an applicant deliberately makes misrepresentation or an omission of a fact when submitting information to UNDP/PAPP, such misrepresentation or omission may be a sufficient ground for denying pre-qualification to that applicant.

Confidentiality of Information
All information provided will be kept confidential to the extent permitted by rules and regulations of UNDP/PAPP, although part of the contents may be disclosed to third parties for the purpose of verification or investigation of substantial allegations.

Eligibility criteria
Applicants will be considered eligible for the evaluation of their proposal, provided they meet the following requirements:
- Be a non-public non-state actor whose aims are neither to generate profits nor seek governing power
- Be registered as a not-for-profit organization and/or a non-governmental organization in accordance with the national legislation of the location of the head office of the organization

PROJECT PROPOSAL

Language of Application
All information shall be in English.

Organizational information
Provide official contacts of the organization. If you are applying on behalf of a coalition, include a contact of each coalition organization. Describe the legal status of the organization. Provide information on the leadership and the key staff of the organization. If you are applying on behalf of a coalition, include leadership of each coalition member.

Project Objective
Describe the objective of the project and how it supports the transparency and inclusivity of the electoral process.

Project Activities
Describe project activities as detailed as possible. Link the activity to the objective. Explain how the activity will be implemented. Include the description on targeted audience and beneficiaries and the methods how you will reach them. Provide information on geographical areas where the activities will be implemented.

Capacity statement
Describe why your organization is well positioned to implement the project. Provide examples of similar projects implemented in the past. Point out partnerships that you have or that you plan to establish. Outline technical capacity and awareness of the electoral process. Provide information on other projects that are being currently implemented and the other donors that will participate in support of this project.

Structure and staff implementing project
Include organigram of the staff and the volunteers that will implement the project.

Calendar of project activities
Provide timeline of the activities. If applicable, include geographical areas and places where you will hold the activity.

Deliverables of the project
Describe the deliverables of the project and try to quantify them. Deliverables could be trainings, publications, manuals, leaflets, posters, public meetings, etc.

Project Budget
Provide project budget with as much details as possible.

DOCUMENTS TO BE SUBMITTED

PLEASE NOTE: Applications failing to submit all mandatory documents will not be considered. If any of the requested mandatory documents is not available, please provide a clear justification in your cover letter. Mandatory:
- Project Proposal, including technical and financial as described in the instructions to applicants.
- Registration certificate with government and/or umbrella CSO.

PLEASE NOTE: This advertisement and any subsequent acceptance do not entail any commitment on the part of UNDP/PAPP. UNDP/PAPP reserves the right to accept or reject any or all submissions without incurring any obligation to inform the affected applicant(s) of such decision.

SUBMISSION OF APPLICATION
Copy of the proposal, which contains all mandatory and optional documents, shall be submitted through https://etendering.partneragencies.org portal by no later than **07 April 2021 at 15:00 (Jerusalem time)**
UNDP will hold consultative session for interested organizations **on 31 March 2021.** Interested organizations can register to be part of the consultative session by sending an email to (julie.samara@undp.org)

Please note that this process is being conducted through the online tendering system of UNDP. Bidders who wish to obtain the RFP document and submit a proposal must be registered in the system. Visit this page for system user guides and videos in different languages:
https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html

The document concerning this call for proposals can be examined and obtained free of charge from the online tendering system of UNDP: https://etendering.partneragencies.org (Business Unit: PAL10 / Event ID: 0000008849).