



Addendum No.1 to the invitation document

RFP- Invitation to submit proposals on support to inclusive electoral process in the state of Palestine	
RFP issue Date	25 March 2021
Deadline for submission of proposals	07 April 2021 at 15:00 (Jerusalem time) Also set in the relevant e-tendering event PAL10 - 0000008849PAL10 - 0000008849

Dear Proposers,

This correspondence pertaining to the above-mentioned project should be considered as an integral part of the RFP documents. Below please find the UNDP/PAPP clarifications following the consultative session meeting which was held on 31 March 2021 via zoom meeting.

I. General Notes:

- Documents to be submitted are:
 - i. CSO/NGO organizational profile (including info on track record)
 - ii. Registration certificate with government and/or umbrella CSO
 - iii. Power of Attorney
 - iv. Detailed technical proposal
 - v. Detailed financial proposal (detailed proposed budget)
- Financial proposals shall be in US\$ currency, excluding Value Added Tax (VAT).
- With regards to coalitions and/ or partnerships, these are permitted where the lead organization should submit on behalf of all partners, but to include the name of the CSO partners and their respective roles in the coalitions.
- Regarding method of electronic submission of proposals, and beside the method via eTendering system, a dedicated email address has been created solely for this purpose. Copy of the proposals (technical and financial, in separate files), which contains all mandatory and optional documents, shall be submitted to email address elections.papp@undp.org by no later than **07 April 2021 at 15:00 (Jerusalem time)**.

Note: (File/Email size should not exceed 30 MB in a single email – proposal could be sent via multiple emails as needed).

II. Evaluation and Selection Method:

1. Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria:

1. Appropriate signatures
2. Power of Attorney
3. Minimum documents provided
4. Detailed Technical and Financial Proposals submitted separately

2. Eligibility criteria

Applicants will be considered eligible for the evaluation of their proposals, provided they meet the following mandatory Pass/Fail 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
- Can demonstrate capacity to implement activities with Proven similar and relevant experience in elections, political participation, civic engagement, youth, gender, person with disabilities, etc.

Additionally, CSOs must also meet the following criteria to be considered eligible:

- They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;
- They do not have a consistent history of court/arbitral award decisions against them, and
- They have a record of timely and satisfactory performance with their clients.

3. Technical and Financial Evaluation Method:

- For the proposers that are established as eligible, a two-stage procedure is utilized in evaluating their proposals.
- The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 below (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score of **70 points (70%)**.
- The minimum technical score required to pass is 70%. Applications which fail to attain 70 points are excluded from the second stage of the evaluation.

- In the second stage, only the Financial Proposals of those organizations who achieve the minimum technical score will be considered for evaluation.
- only a very limited number of CSOs/NGOs, who attained the highest technical score/points (i.e. ranked with the highest score, in descending order, among the received proposals); will be considered for grant awards, subject to funds availability.
- At the time of award of grants, UNDP reserves the right to vary the number and amounts of grants, depending on suitability of proposals and funds availability.
- Before the award is made and the Grant Agreement is signed, UNDP reserves the right to negotiate the fee structure and scope of activities with the recommended CSO/NGO for entering into services agreement.

4. Technical Evaluation Criteria

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Technical Evaluation Criteria		Points Obtainable
1.	Relevance of Activity to the Call for Proposals.	10
2.	CSO/NGO has capacity to implement within time frame	10
3.	CSO/NGO submission is innovative and creative.	10
4	CSO/NGO submission has a specific targeted audience	10
5	Proposal articulates well the results to be achieved	10
6	CSO/NGO targeted audience are the most vulnerable. (youth, women, persons with disabilities)	10
7	CSO/NGO targeted community are the most marginalized (area C, East Jerusalem, Bedouins, refugee camps, etc)	10
8	CSO/NGO has articulated a well-developed workplan	10
9	CSO/NGO have similar experience in implementing such projects successfully	10
10	The proposal will be implemented in partnership with other groups, organizations, etc.	10
Total		100



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- The CSO/NGO shall bear any, and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the process.
- UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of grant, without incurring any liability, or obligation to inform the affected CSOs/NGOs of the grounds for UNDP's action.
- CSOs/NGOs are required to abide fully by the government relevant COVID-19 policy, protocols, and instructions. It shall be the responsibility of the awarded CSOs/NGOs to ensure the said policy, protocols, and instructions are fully adhered to / abided by in their project activities.

Interested CSOs/NGOs shall acknowledge receipt of this addendum by returning/including it, signed and stamped, with their proposals.

For your kind attention and reference.