Call for Proposals from NGOs/CSOs
Youth civic and political participation in the Arab region baseline report and recommendations, country office sensemaking towards enhancing coherence and effectiveness of programmatic interventions

Ref. RBAS-RFI-041-2022

INSTRUCTIONS TO PROPOSERS

I. **BACKGROUND**

UNDP partners with people at all levels of society to help build societies that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations

This Call for Proposals (CFP) is specifically related to the Regional Youth Project

II. **OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES**

Building on the work undertaken to date through the research commissioned in early 2022 by the UNDP Regional Bureau for the Arab States youth team, which provides a preliminary baseline assessment about civic and policy engagement of youth in the MENA region, UNDP is looking to engage an NGO to conduct the second phase of the overall assignment which will cover the socialization of the research findings with relevant programmatic teams and colleagues in the UNDP Amman Regional Hub, country offices and headquarters, and the facilitation of a process of joint sensemaking.

This shall be done in two steps. The engaged NGO will deliver a presentation and design a virtual workshop that enables interested colleagues to engage with and make sense of the data and share experiences and good practices with colleagues across the region.

This will be followed by country cluster deep dives aimed at extracting actionable intelligence and discuss potential entry points for designing programmatic interventions.

This will culminate in a regional flagship publication highlighting trends and patterns on youth civic and political participation

Detailed objectives, related outputs and deliverables are provided in the Terms of Reference –
Annex 1

Final Beneficiaries
Eligible proposals will be those focused on informing policy and programme design and targeting programme teams and therefore youth in the Arab region as the direct and final beneficiaries.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether an <u>NGO is eligible</u> to be considered by UNDP will be based on the requirements indicated in the TOR.

- A legal and valid NGO registration recognized by the authorities in the country of registration
- A minimum 2 years proven experience in program design and implementation, in training and coaching students and activists on policy analysis, stakeholder engagement, and policy articulation

IV. PROPOSAL

<u>Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan</u> – This section should demonstrate the NGO's response to the TOR by identifying the specific components proposed, how the outputs/delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

<u>Management Arrangement, Resources and Qualifications of Key Personnel</u> – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

V. EVALUATION CRITERIA

1. Proposals will be evaluated based on the following criteria:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	NGO/CSO Eligibility and Qualifications	20%	200
2.	Appropriates of Proposed Methodology, Approach, and Work Plan	40%	400
3.	Management Arrangement/Structure, Resources and Qualification of Key Personnel	40%	400
	Total	**100%**	**1000**

2. **Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

Quality-based Fixed Budget Selection (QB-FBS) methodology implies that all proposals have the same maximum overall price (which cannot exceed the given fixed budget amount), such that evaluation will be focused on the selection of the best quality proposal.

NGOs/CSOs are expected to provide their best technical proposal and financial breakdown (within the budget) in one single envelope, clearly stating proposed overheads. Evaluation of all technical proposals shall be carried out, in accordance with evaluation criteria stated in this document, and the proposal which obtains the highest technical score shall be selected. CSOs/ NGOs exceeding the established fixed budget in their financial proposals will be immediately rejected.

3. **Budget size and duration**

Proposals amounts should not exceed a total of **15,000 USD**.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. Project implementation must not exceed **50 Calendar Days** of duration.

V. SELECTION PROCESS

UNDP will review proposals through a five-step process:

a) Determination of eligibility;
b) Technical review of eligible proposals;
c) Scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; and
d) Round of clarification (if necessary) with the highest scored proposal.

VI. SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals via electronic e-mail to: proc.contract.rscjo@undp.org

The following documents must be submitted for the submission to be considered:

a) Technical Proposal with detailed information demonstrating the qualifications of the NGO in relation to the activities within the TOR, the proposed methodology and approach, and qualifications of key personnel engaged in implementing the required activities.
b) List of projects similar in size and complexity implemented by the NGO
c) Two reference letters from two major partners/clients
d) Breakdown of budget in line with the approach and workplan
e) CVs of key personal proposed
f) Copy of the registration certificate both at federal level and regional state level.
g) Annex 3 – Request for Information Form

h) Annex 4 – CACHE form

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

Proposals, with supporting documents, should be submitted by Tuesday, 04th of October 2022 before 24:00 hour (Amman Local Time)

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail

To: abeer.awawdeh@undp.org

CC: Hanan.abubaker@undp.org

UNDP reserves the right not to fund any proposals arising from this Call for Proposals

VII. SCHEDULE OF COMPLETION OF CALL FOR PROPOSAL

Below is an estimated timeline for this Call for Proposals.

9/26/2022	Call for Proposal opens, and relevant documents are posted online.
10/4/2022	Deadline for organizations to submit proposals under this Call.
10/7/2022	Assessment and selection processes will take place.
10/12/2022	Selected applicants will be notified.

VIII.   OTHER INFORMATION

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/ for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interest paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

1) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process
2) Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

3) Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

Sincerely yours,

DocuSigned by:

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Huda Khattab

Operations Manager

Date: 26 September 2022

Annexes to this Call For Proposal:

ANNEX 1: TERMS OF REFERENCE (TOR)

ANNEX 2: TECHNICAL AND FINANCIAL PROPOSALS TEMPLATES

ANNEX 3: REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

ANNEX 4: CAPACITY ASSESSMENT CHECKLIST (CACHE) FOR CSO/NGO

<div align="right">**ANNEX 1**</div>

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TERMS OF REFERENCE

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Terms of Reference (TOR) Youth civic and political participation in the Arab region baseline report and recommendations, country office sensemaking towards enhancing coherence and effectiveness of programmatic interventions

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Lead Unit: RBAS
Location: Algeria, Egypt, Iraq, Jordan, Lebanon, Libya, Morocco, Palestine, Sudan, Syria, Somalia, Tunisia, Yemen
Project: Shabab+

CONTEXT/BACKGROUND

An ESCWA study of civil society participation in public policymaking processes has shown a number of challenges facing civil society in Arab countries. Those challenges include lingering political instability and the absence of a conducive political environment for the active participation of civil society, dominant tribalism in some countries and conservative values of religious forces that hinder true participation, "weak political, legal, educational, socioeconomic and cultural reforms[25] and the lack of civil freedoms. Some Arab countries do not have laws on the establishment of political associations or parties, rendering their formation illegal. Compared to youth in the rest of the world, Arab youth participate more in protests and demonstrations and less in civic groups and in electoral voting.

Political participation is a key pillar of active citizenship. Participation entails taking part in mainstream politics, including voting, joining a party or pressure group, campaigning, or standing for election. Participation encompasses more than elections - it involves participating in the public discourse through organized channels, petitions, and other forms of expression. However, young people continue to demand equal access to politics and equal scope to participate in society. Despite the peak of youth activism in the wake of 2010s popular uprisings, it is evident that in the mid-2010s the large majority of young people do not engage in public life through formal avenues of political participation such as voting, political parties, or civil society organizations.[26] In particular, women's representation in legislative bodies in the Arab States region remains one of the lowest globally, with an average of 18 per cent in 2018, compared to a world average of 24 per cent[27].

Young people have, however, continuously mobilized in grass-roots movements to address political, social or environmental issues. In Morocco, the February 20th protest movement emerged into public life in 2011 and managed to promote legislative reforms that were approved in a national referendum. Algeria, too, witnessed sporadic protest movements and activities in the wake of the 2011 popular uprisings but the 1990s civil war between armed Islamists and the military provided a forceful reminder for many that social turbulence may easily lead to years of protracted violence. However, this has not translated into tangible change on the ground. Recent findings from the Arab Barometer (2021) show youth have little trust in governments, which are widely viewed as being corrupt, leading to a potential crisis of legitimacy in the region. Youth are strikingly absent in national parliaments in Iraq, Kuwait, Lebanon, Oman and Qatar, and only four countries feature specialized youth-related legislative committees (Egypt, Jordan, Tunisia and Yemen). A World Bank study on

political inclusion in Tunisia[28] highlights youth's perception that the revolution was initiated by the young but co-opted by the "old" and established politicians. Persistent unemployment, worsening social justice, and the continuing patronage and regionalism of the old order have dampened the optimism ignited by the revolution.

Overall, Arab countries have adopted multiple approaches in responding to the developmental needs of youth, ranging from mainstreaming youth in national developmental policies, to designing and implementing national sectoral strategies focusing on a specific issue[30]. Yet, despite growing interest in youth, most Arab countries lack a strategic vision for youth development. The region continues to address youth through unsustainable sectoral programs and projects, rather than by formulating national youth policies that would provide nationally-agreed-upon frameworks and realistic guidelines from which actions can be developed to enhance meaningful youth participation and development[29]. However, a small number of Arab governments devised national policies or strategies for youth including Bahrain[16], Djibouti, Egypt, Jordan, Lebanon[17], [Palestine [18], Yemen [19] and more recently Morocco. Despite these efforts, the institutional setting of policymaking for youth has usually been restricted to one ministry (for ex. Ministry of Youth and Sports) with no mechanism for coordination with other ministries (education, labor, health, etc.), civil society, or the respective youth population, making it challenging to address the issues most important to young people.

With little room for independent civil society organizations, unconventional and volatile political and civic action has emerged as a way to for young people to make their voices heard. Disenchantment with politics has found a new outlet: Approximately four-in-ten Internet users across MENA say they use online channels and social media to obtain information about political events. Two-in-ten Internet users also state that they use the online channels to express their opinions about politics and society.[31] The emergence of digital platforms and tools offer up new arenas for public discourse and pathways for increased participatory governance. Open digital tools such as the Consul platform[32] enable citizen driven participatory processes and has been deployed in the rebuilding of Garowe, empowering Somali communities to engage in initiating and hosting public debates on development issues, solution design, development of legislation, prioritization of development initiatives and (local) government planning arrangements, as well as enhanced participation in local government budgeting processes. These represent hopeful signals of how democracy can be re-imagined that would restore the social contract and enhance accountability and transparency in government.

Within this context, through its Regional Youth Project, the UNDP Regional Bureau for the Arab States seeks to foster the value of co-creation and inclusion in public policy processes that concern young people. Based on the assumption that creating better interfaces between the people and the government will lead to more responsive and relevant public policies and services and ultimately better development outcomes, it seeks to support UNDP Country Offices and partner governments in working towards:

- Youth engagement in public life and public policy design - by exploring and promoting innovative tools and frameworks for integrating a youth perspective in policy formulation and service design
- A whole of government approach on youth. Enhanced institutional capacities and ensured horizontal and vertical co-ordination across state institutions and non-governmental bodies, which is critical to ensure that all stakeholders are working in harmony towards a shared vision for youth

- Strengthened youth (serving) structures and networks (innovation hubs, national youth councils and centers, think tanks, incubators) to foster a generation of engaged and empowered citizens

To this end, at the micro-level, UNDP is driving a two-pronged strategy in building youth' agency:

Broad based civic education with the aim of reaching as many young people as possible and creating a movement of cognitively sovereign young citizens
Deep engagement with a select number of policy leaders /shapers, who want to lead on policy and systems change

To this end, the UNDP Regional Bureau for the Arab States has sought to partner with a regional policy research center to get a baseline read on the operating environment within the region, sub-regions and individual countries, highlighting challenges and opportunities and leverage points with the overall objective of informing a region-wide, up-to-date support program tailored to country-specific needs and constraints. The assignment is structured into three phases:

1) Data collection and analysis: Baseline assessment of youth civic and political participation in the Arab region. The research was commissioned to help address questions around contextual challenges and needs, as well as feasibility of capacity building and policy incubation programs in each country
2) Actionable intelligence/sensemaking: Publishable regional report as a regional flagship knowledge product; and design and co-delivery of country office sensemaking workshops with the aim of generating demand for country office support engagements geared towards enhancing coherence and effectiveness of programmatic interventions based on systems logic
3) Advisory and implementation support: Country office engagement to design portfolios of options. This phase will be led by the UNDP Reginal Hub with support from a regional think tank, knowledge, or research center.

Guided by the "leave no one behind" principle of the 2030 Agenda, special attention was given to ensuring representation from youth from all socio-economic backgrounds, ensuring geographic representation (rural /urban) where possible. In particular, the challenges faced by young women with regard to rights, access and representation during the data collection phase.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Building on the work undertaken to date through the research commissioned in early 2022 by the UNDP Regional Bureau for the Arab States youth team, which provides a preliminary baseline assessment about civic and policy engagement of youth in the MENA region, UNDP is looking to engage an NGO to conduct the second phase of the overall assignment which will cover the socialization of the research findings with relevant programmatic teams and colleagues in the UNDP Amman Regional Hub, country offices and headquarters, and the facilitation of a process of joint sensemaking.

This shall be done in two steps. The engaged NGO will deliver a presentation and design a virtual workshop that enables interested colleagues to engage with and make sense of the data and share experiences and good practices with colleagues across the region for a total budget of 15,000 USD (fifteen thousand US dollars only).
This will be followed by country cluster deep dives aimed at extracting actionable intelligence and discuss potential entry points for designing programmatic interventions.

Phase 2 will culminate in a regional flagship publication highlighting trends and patterns on youth civic and political participation.

Phase 2: actionable intelligence - of the youth civic engagement tailored programmatic support assignment of the Amman Regional Hub will include the following components:

1. Regional sensemaking workshop. The virtual workshop will convene interested colleagues for cross-regional knowledge exchange between countries and to jointly extract actionable intelligence and programmatic implications for UNDP. Preparation of the workshop will include a survey to assess CO needs and expectations.

2. 3-4 Sub-regional or thematic deep dives with country clusters. Based on feedback and learnings from the Regional sensemaking workshop: design and co-deliver (with regional youth team) 3-4 country cluster deep dives for joint extraction of actionable intelligence for clusters of countries with similar operating environments and/or thematic challenges and issues for deeper dive into challenges, identification of leverage points in the system, and formulation of options. Deliver short intelligence brief for each country office.

3. Regional report. Building on the findings from the baseline assessment, and synthesizing intelligence gathered during sensemaking workshops with country clusters, as additional collection of updated intelligence from countries in which political, social, or economic context has shifted, deliver a regional flagship publication outlining regional and sub-regional trends, patterns, and opportunities for intervention.

Target countries:
The UNDP Regional Bureau for the Arab States covers 17 countries. Given the complexity of challenges and constraints in several countries, 13 countries will be part of the initial research cohort to hedge against the risks of delaying the entire process, if the research team encounters bottlenecks in one or more countries.

This research comprised the following **13 countries:**
1. Algeria
2. Egypt
3. Iraq
4. Jordan
5. Lebanon
6. Libya
7. Morocco
8. Palestine
9. Sudan
10. Syria
11. Somalia
12. Tunisia
13. Yemen

EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Targeted Due Dates	Payment Schedule	Review and Approvals Required
Deliverable (1): Prepare 1 survey for UNDP country office(s) to inform workshop design. Design and deliver 1 sensemaking and validation online workshop tailored to primarily programmatic colleagues at the country level, in addition to regional and HQ staff. Debrief with Youth team and delivery of 1 one pager with key takeaways to inform country office deep dives.	Within 14 days from contract signature	After satisfactory completion of deliverable(s) one (01) **up to 25% of total contract amount**	Regional Youth Project Manager - Regional Youth Project Strategic Advisor
Deliverable (2): Design and co-deliver (with regional youth team) 3-4 country office online deep dives for joint extraction of actionable intelligence for clusters of countries with similar operating environments and/or thematic challenges and issues for deeper dive into challenges, identification of leverage points in the system. Deliver 1 short intelligence brief (2 pages) per each country comprised of contextualized analysis and recommendations for interventions.	Within 40 calendar days from contract signature	After satisfactory completion of deliverable(s) two (02)) **up to 25% of total contract amount**	
Deliverable (3): Deliver regional 1 report (approx. 50 pages) on youth participation divided by topics or themes (e.g., women; PWD; former fighters; state-society relations; challenges to civic engagement, sources of youth polarization; weaknesses and opportunities for international assistance, etc.), including theme-related recommendations.	Within 50 calendar days from contract signature	After satisfactory completion of deliverable(s) three (03) **up to 50% of total contract amount**	

Timeline

The assignment will be conducted between 1 October and November 30, 2022.

INSTITUTIONAL ARRANGEMENT

- The NGO is required to exhibit full commitment to UNDP Regional Bureau for Arab States
- The NGO shall perform tasks under the general guidance and direct supervision of Shabab+ Strategic Advisor
- The supervision will include approvals/acceptance of the outputs and deliverables as identified in the previous section
- The NGO is expected to liaise and collaborate while performing the work with other consultants, suppliers and UN colleagues
- The NGO is required to provide periodical progress reports on regular and needed basis throughout the assignment to monitor progress
- The NGO is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment to monitor progress. In the event of any delay, the NGO will inform UNDP promptly so that decisions and remedial action may be taken accordingly
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews, or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK

The expected duration of the assignment is expected to be up to over a period of (2) calendar months from contract signature date.

QUALIFICATIONS OF THE NGO

The NGO wishing to be considered for the services described herein would be expected to meet the following qualifications and experience:

- A legal and valid NGO registration recognized by the authorities in the country of registration
- A minimum 2 years proven experience in program design and implementation, in training and coaching students and activists on policy analysis, stakeholder engagement, and policy articulation
- Proven experience in conducting action-oriented research, and policy analysis and advice to international organizations, including the UN, donors, and other development actors in the fields of civil society, youth empowerment, local governance
- proven relevant experience in the Arab region
- Adequate quality assurance procedures, risk mitigation measures and financial standing

QUALIFICATIONS OF KEY PERSONNEL

Project Team Leader:

- PhD in development studies, human rights, gender, law, or any related field.
- Minimum of 7 years of professional technical experience in research and capacity assessment of society organization, CSOs engagement, and governance at the national and/or international levels. Experience in the technical area of stakeholders' participation community development, and social risk assessment and mitigation.
- 7 years of experience working in the MENA on youth, governance, civil society, or related fields

- Experience carrying out participatory stakeholders' analysis. Experience preparing stakeholders/young people project analysis and developing action plans.
- Prior experience in the safeguards assessments and processes of international organizations and donors, such as UNDP, World Bank.
- Proven record of previous publications/reports related to CSOs engagement and governance. Gender and women's empowerment knowledge is an asset.
- In-depth research and policy advisory experience in socio-cultural, geopolitical, and economic regional context
- Excellent command of English. Working knowledge of Arabic and French is an advantage.

Data analyst and presentation specialist

- Master's degree in social sciences, development studies, human rights, gender, law, or any related field. PhD preferred.
- Proven record of previous publications/reports related to CSOs engagement and governance. Gender and women's empowerment knowledge is an asset.
- Demonstrated experience in working with local NGOs / INGOs / CBOs at the local level, of at least 7 years in the Arab region is required.
- Demonstrated experience in carrying out consultations with young people, expert knowledge in qualitative and quantitative research methods and data analysis.
- Excellent command of English. Working knowledge of Arabic and French is an advantage.

Four (4) country analysts from the region: BA and experience with research in the region

- Bachelor's degree in development studies, human rights, gender, law, or any related field.
- Demonstrated experience in working with local NGOs / INGOs / CBOs at the local level, of at least 3 years in the Arab region is required.
- Demonstrated experience in carrying out consultations with young people, expert knowledge in qualitative and quantitative research methods and data analysis.
- Local language of the country of research. Arabic and French preferred. English an asset

PAYMENT TERMS/SCHEDULE OF PAYMENTS

All financial proposals must be expressed in a *Lump Sum Amount*, taking the following into consideration:

i) The lump sum amount must be "all-inclusive"; breakdown to be provided for each deliverable
ii) The contract price is fixed regardless of changes in the cost components.

Payments will proceed as following:

Milestone	Estimated due date	Payment

Milestone 1: Successful delivery of deliverable 1	Up to 14 days from contract signature	25% of total contract amount
Milestone 2: Successful delivery of deliverables 2	Up to 40 days from contract signature	25% of total contract amount
Milestone 3: Successful submission of publishable report (deliverable 3) after necessary rounds of review	Up to 50 days from contract signature	50% of total contract amount

TECHNICAL CRITERIA FOR SELECTION OF THE BEST OFFERS

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	NGO's qualifications, capacity, and experience	200
2.	Proposed Work Plan and Approach	400
3.	Management Structure and Key Personnel	400
	Total	**1000**

Section 1. NGO's qualifications, capacity, and experience		Points obtainable
1.1	A minimum 2 years proven experience in program design and implementation, in training and coaching students and activists on policy analysis, stakeholder engagement, and policy articulation	60
1.2	Proven relevant experience in the Arab region	40
1.3	Proven experience in conducting action-oriented research, and policy analysis and advice to international organizations, including the UN, donors, and other development actors in the fields of civil society, youth empowerment, local governance	80
1.4	Adequate quality assurance procedures, risk mitigation measures and financial standing	20
Total Section 1		**200**

Section 2. Proposed Work Plan and Approach		Points obtainable
2.1	Understanding of the requirement:	100
2.2	Description of the Offeror's approach and methodology meeting or exceeding the requirements of the Terms of Reference	200
2.3	Detailed workplan with clear schedule and sequencing of activities	100

Total Section 2	400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	**Project Team Leader:**	Sub-Score	200
	PhD in development studies, human rights, gender, law, or any related field	20	
	Minimum of 7 years of professional technical experience in research and capacity assessment of society organization, CSOs engagement, and governance at the national and/or international levels. Experience in the technical area of stakeholders' participation community development, and social risk assessment and mitigation	50	
	7 years of experience working in the MENA on youth, governance, civil society, or related fields	20	
	Experience carrying out participatory stakeholders' analysis. Experience preparing stakeholders/young people project analysis and developing action plans.	30	
	Prior experience in the safeguards assessments and processes of international organizations and donors, such as UNDP, World Bank.	30	
	Proven record of previous publications/reports related to CSOs engagement and governance. Gender and women's empowerment knowledge is an asset.	15	
	In-depth research and policy advisory experience in socio-cultural, geopolitical, and economic regional context	15	
	Excellent command of English. Working knowledge of Arabic and French is an advantage	20	
3.2	**Data analyst and presentation specialist**	Sub-Score	100
	Master's degree in social sciences, development studies, human rights, gender, law, or any related field. PhD preferred.	10	

	Proven record of previous publications/reports related to CSOs engagement and governance. Gender and women's empowerment knowledge is an asset.	30		
	Demonstrated experience in working with local NGOs / INGOs / CBOs at the local level, of at least 7 years in the Arab region is required.	20		
	Demonstrated experience in carrying out consultations with young people, expert knowledge in qualitative and quantitative research methods and data analysis	30		
	Excellent command of English. Working knowledge of Arabic and French is an advantage	10		
3.3	**Country Research Analysts (qt:4)**	Sub-Score	100	
	Bachelor's degree in development studies, human rights, gender, law, or any related field	10		
	Demonstrated experience in working with local NGOs / INGOs / CBOs at the local level, of at least 3 years in the Arab region is required.	35		
	Demonstrated experience in carrying out consultations with young people, expert knowledge in qualitative and quantitative research methods and data analysis	35		
	Local language of the country of research. Arabic and French preferred. English an asset	20		
Total Section 3			**400**	

Criteria for Contract Award
Highest Combined Score (based on the 90% technical offer and 10% price weight distribution)

ANNEX 2

<u>**Submission Form:**</u>

1. <u>**Technical ProposalFormat:**</u>

INFORMATION ABOUT APPLICANT ORGANIZATION

Organization's legal name	
Organization's legal status	
Year of registration	
Name of executive director	
Name of project manager	
Organization's legal address	
Actual address (if different from above)	
Telephone:	Fax:
E-mail address:	Web page:
Project budget (in USD)	
Project dates	

PROJECT'S NAME:

PROJECT PROPOSAL:

1. Project Summary (maximum of 1/3 page)

Describe project's objectives, main activities, stakeholders and expected results.

2. General information about applicant organization (maximum of 1 page)

2.1 Main areas of expertise – describe your organization's main competencies, especially concerning support to the vulnerable groups of people. Describe your organization's mission if it has one.

2.2 Describe main types of activity that your organization carries out.

2.3 Describe main target audiences and partners of your organization.

2.4 **Explain what kind of in-house or outside experts your organization involves in its usual work**.

2.5 Provide a brief list of your organization's three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets and donors).

2.6 Describe your organization's current management structure and internal quality control and quality assurance frameworks

3. Relevant experience (maximum of 1 page)

3.1 **Provide evidence of your organization's experience in thematic area of this competition. Describe the work performed by your organization that demonstrates its relevant capabilities**

3.2 **Describe specific results achieved by your organization in conducting any past activities that are relevant or similar to this assignment**

3.3 **Explain how your organization's experience will help to reach project's goals.**

4. Methodology, Approach, and Work Plan

Provide a detailed methodology, approach, and workplan to conduct activities and deliver the targeted results

Include any challenges and/or constraints that you identify in relation to implementing activities

Include a risk management approach for identified risks

5. Project Monitoring and Evaluation (maximum of ½ page)

Describe how you will monitor project implementation and evaluate its results, and what qualitative and quantitative indicators will be used.

6. Personnel (maximum of 2 pages)

Provide the CVs of key personnel who will be engaged in designing and implementing activities

2. **Financial Proposal Template:**

The Proposer is required to prepare the Financial Proposal. The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples:

a) Cost Breakdown per Deliverable:

SN	Deliverables [list them as referred to in the RFP]	No. of Persons	Time (Persons/ day)	Professional Fees	Other Costs	Total (All inclusive)
1	**Deliverable (1):** Prepare 1 survey for UNDP country office(s) to inform workshop design. Design and deliver 1 sensemaking and validation online workshop tailored to primarily programmatic colleagues at the country level, in addition to regional and HQ staff. Debrief with Youth team and delivery of 1 one pager with key takeaways to inform country office deep dives.					
2	**Deliverable (2):** Design and co-deliver (with regional youth team) 3-4 country office online deep dives for joint extraction of actionable intelligence for clusters of countries with similar operating environments and/or thematic challenges and issues for deeper dive into challenges, identification of leverage points in the system. Deliver 1 short intelligence brief (2					

	pages) per each country comprised of contextualized analysis and recommendations for interventions.				
3	**Deliverable (3):** Deliver regional 1 report (approx. 50 pages) on youth participation divided by topics or themes (e.g., women; PWD; former fighters; state-society relations; challenges to civic engagement, sources of youth polarization; weaknesses and opportunities for international assistance, etc.), including theme-related recommendations.				
	Total Price All Inclusive				

a) Cost Breakdown by Cost Component [*This is only an Example*]:

The applicant organizations are required to provide the cost breakdown for the above services for each deliverable based on the following format given below. UNDP shall use the cost breakdown in order to determine the value for money against each unit cost as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

The below table is meant to guide the applicant and NOT to restrict the applicant. Where possible please also submit an excel budget separately

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	Total Rate
Team Leader			
Data analyst and presentation specialist			
Country Research Analysts			
II. Out of Pocket Expenses			
1. Travel Costs			
2. Daily Allowance			

3. Communications			
4. Reproduction			
5. Equipment Lease			
6. Others			
III. Other Related Costs			

[Name and Signature of the NGO's Authorized Person]

[Designation]

[Date]

REQUEST FOR INFORMATION (RFI) FROM CSO/NGO
YOUTH CIVIC AND POLITICAL PARTICIPATION IN THE ARAB REGION BASELINE REPORT AND
RECOMMENDATIONS, COUNTRY OFFICE SENSEMAKING TOWARDS ENHANCING COHERENCE AND
EFFECTIVENESS OF PROGRAMMATIC INTERVENTIONS

Ref. RBAS-RFI-041-2022

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: **Youth civic and political participation in the Arab region baseline report and recommendations, country office sensemaking towards enhancing coherence and effectiveness of programmatic interventions**

2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested.   If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in this country.

Please note that attachments should be provided to support each answer to the questions.   All questions must be answered directly and clearly.   Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO's alignment with UNDP requirements.

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment.   Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

A copy of the CACHE is attached **for information only. Please do not submit the CACHE form at this stage.**

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	1. *Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?* 2. *Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.*	

2. Legal status and Bank Account	1. *Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? Please provide copies of all relevant documents evidencing legality of operations.* 2. *Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)*	
3. Certification/ Accreditation	*Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:* • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other	
4. Date of Establishment and Organizational Background	1. *When was the CSO/NGO established?* 2. *How has the CSO/NGO evolved since its establishment? (No more than 2 paragraphs)* 3. *Who are your main donor/ partners?* 4. *Please provide a list of all entities that the CSO/NGO may have an affiliation with.* 6. *In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.*	
5. Mandate and constituency	1. *What is the CSO/NGO's primary advocacy / purpose for existence?* 2. *What is the CSO/NGO's mandate, vision, and purpose? (No more than 2 paragraphs)* 3. *Is the CSO/NGO officially designated to represent any specific constituency?*	
6. Areas of Expertise	1. *Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?* 2. *What other areas of expertise does the CSO/NGO have?*	
7. Financial Position and Sustainability	1. *What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide audited financial statements for the*	

	last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them. 2. *What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?* 3. *Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).*		
8. Public Transparency	1. *What documents are publicly available?* 2. *How can these documents be accessed? (Pls provide links if web-based)*		
9. Consortium	1. *Do you have the capacity to manage a consortium?* 2. *Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.* 3. *Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.*		

3. CLOSING DATE

A completed RFI with requested attachments must be submitted by e-mail to:
proc.contract.rscjo@undp.org

They should be received no later than Monday 3 October 2022 before 24:00 (Amman Local Time)

CAPACITY ASSESSMENT CHECKLIST (CACHE) FOR CSO/NGO

YOUTH CIVIC AND POLITICAL PARTICIPATION IN THE ARAB REGION BASELINE REPORT AND RECOMMENDATIONS, COUNTRY OFFICE SENSEMAKING TOWARDS ENHANCING COHERENCE AND EFFECTIVENESS OF PROGRAMMATIC INTERVENTIONS

Ref. RBAS-RFI-041-2022

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	1. Who are the CSO/NGO's key donors? 2. How much percentage share was contributed by each donor during the last 2 years? 3. How many projects has each donor funded since the CSO/NGO's inception? 4. How much cumulative financial contribution was provided for each project by each donor? 5. How is the CSO/NGO's management cost funded?	
2. Audit	1. Did the CSO/NGO have an audit within the last two years? 2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
3. Leadership and Governance Capacities	1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme. 2. Does the CSO/NGO have a formal oversight mechanism in place? 3. Does the CSO/NGO have formally established internal procedures in the area of: • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • Monitoring and Evaluation • Asset and Inventory Management • Other	

	4. What is the CSO/NGO's mechanism for handling legal affairs? 5. Ability to work (prepare proposals) and report in English	
4. Personnel Capacities	1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. 2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.	
5. Infrastructure and Equipment Capacities	1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.) 2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
6. Quality Assurance	Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding: • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results	