**CALL FOR PARTNERSHIPS (CFP)**

**from**

**Not-for-Profit Institutions**

**Ref:** CI/FOE/GlobalMediaDefenceFund2020/01

(Please quote this UNESCO reference in all correspondence)

Date 23/03/2020

Closing date: 10/05/2020 (23:59 *[*Paris *time]*)

Submission via email to: [gmdf@unesco.org](mailto:gmdf@unesco.org) (accessible to FEJ team members and AO/CI)

Inquiries via email to: gmdf@unesco.org (technical aspects)

gmdf@unesco.org (administrative & financial aspects)

1. **BACKGROUND:**

The United Nations Educational, Scientific and Cultural Organization (UNESCO) seeks to build peace through international cooperation in Education, the Sciences and Culture. UNESCO's programmes contribute to the achievement of the [Sustainable Development Goals in Agenda 2030](https://www.un.org/sustainabledevelopment/sustainable-development-goals/) adopted by the UN General Assembly in 2015. This Call for Partnerships (CFP) for Implementation Partners relates to the UNESCO project:

**[Programme/ Project]** Global Media Defence Fund

**[Brief description of the programme/ project]** The Global Media Defence Fund is a Multi-Partner Trust Fund/Program at UNESCO developed with the goal of enhancing media protection and improving the access of journalists to specialized legal assistance. It was established upon impulsion by the governments of the United Kingdom and Canada in the framework of the 2019 Global Campaign for Media Freedom – and under the overall umbrella of the [UN Plan of Action on the Safety of Journalists and the Issue of Impunity](https://en.unesco.org/un-plan-action-safety-journalists).

This Fund synergizes with other activities (including those funded by the Regular Programme, UNESCO’s Multi-Donor Programme on Freedom of Expression and Safety of Journalists, the International Programme for the Development of Communication, and FIT Projects). Its particular niche is supporting legal defense based on internatinal standards on media freedom, and part of its implementation approach consist in seeking applications for funding from external relevant non-profit organizations.

Administered by UNESCO, the Global Media Defence Fund contributes to a free and safer environment for journalists via four key approaches or outputs:

- Output 1: Fostering international legal cooperation, as well as the sharing and implementation

of good practices to promote the defense of journalists under attack;

- Output 2: Reinforcing the operationalization of national protection mechanisms and peer

support networks to ensure journalists' rapid access to legal assistance, bolster their defense

and enhance their safety;

- Output 3: Supporting investigative journalism that contributes to reduced impunity for crimes

Against journalists, and enhancing the safety of those conducting this line of work;

- Output 4: Enhancing structures for fostering strategic litigation in order to protect environments

where the legal frameworks are conducive to an independent, free and plural media ecosystem.

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

The objective of this Call for Proposals is to support in partnering with local, regional and international actions that will enhance journalists' legal protection and their access to legal assistance –always in line with international freedom of expression/press freedom standards– by advancing at least one of three Global Media Defence Fund's Outputs (Outputs 2, 3 and 4).

1) Outputs: 1) International cooperation, as well as the sharing and implementation of good practices for promoting the defense of journalists under attack are fostered, with a triple focus on: ensuring journalists are bette able to protect themselves, addressing impunity for attacks against journalists, and ensuring journalists are able to access legal assistance; 2) The operationalization of national protection mechanisms and peer support networks is reinforced, including by supporting governments and other institutions to develop national frameworks, action plans and legislation relevant to the safety of journalists and the issue of impunity, ensuring rapid access to legal assistance, and bolstering the defense of journalists under attack; 3) Support is provided to investigative journalism that contributes to reduced impunity for crimes against journalists by holding the justice system accountable and by pursuing investigative work that risks being censored when journalists are attacked, imprisoned or murdered, and enhance the safety of those conducting this line of work; and 4) Structures for fostering strategic litigation are enhanced, in order to protect a national environment where the legal frameworks are conducive to an independent, free and plural media ecosystem.

2) Outcome: Media protection and journalists' access to legal advice enhanced at grasroots level // Impact: A safer global environment for journalists to undertake their work, thanks to strengthened legal protection mechanisms, expanded access to legal defense and reduced impunity for crimes committed against them.

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

*Final Beneficiaries*

Eligible proposals will be those focused on enhancing the legal protection of journalists and their access to legal assistance, and those who contribute to reduced impunity for crimes against journalists, and targeting journalists as the direct and final beneficiaries.

1. **ELIGIBILITY:**

A UNESCO Implementation Partner is an entity with a not-for-profit status to which UNESCO has entrusted partially or fully the implementation of programmes or projects specified in a signed document, along with the assumption of full responsibility and accountability for the effective use of resources and the delivery of outputs as set forth in such a document.

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| --- |
| **Main features of a UNESCO Implementation Partners’ Agreement** |
| The partner brings added value, including monetary or in-kind contribution, to the project/activity |
| The partner shares in the risks and rewards of the project/activity implementation and is responsible and accountable for delivering expected results |
| The partner is involved at each step of the process, from detailed work plan elaboration to project/activity evaluation. |
| The partnership will include aspects beyond the delivery of a service to include capacity-building elements with respect to the partner and/or beneficiary |

The parameters that will determine whether an entity is eligible to be considered by UNESCO will be based on the UNESCO Partner Identification form – **Annex 2**

1. **PROPOSAL:**

Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan

This section should demonstrate the entity’s response to the Terms of Reference 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.

Management Structure and Resource (Key Personnel)

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 qualifications in areas relevant to the TOR.

1. **EVALUATION CRITERIA AND METHODOLOGY:**

**Proposals will be evaluated based on the following criteria:**

1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.

2) High impact interventions directly targeting and responding to the needs established in the TOR.

3) Size of budget requested commensurate with the organization’s proven administrative and financial management capacity.

4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

**OPTION 2 –** **Quality Based under Fixed Budget Selection (QB-FBS)**

This methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the proposed approach and methodology. Not-for-profit entities have to provide their best technical proposal and financial breakdown (within the budget) in one single envelope (no overheads or administrative fees are allowed). Evaluation of all technical proposals shall be carried out, in accordance with the outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected (min 70% score required). Entities exceeding the established fixed budget in their financial proposals will be rejected.

Proposals have to translate institutional needs into implementable activities. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary within a given budget.

1. **BUDGET SIZE AND DURATION :**

Proposals amounts should range from a minimum of USD [15.000] for direct interventions in a single community/ activity or geographical area to a maximum of USD [60.000] for direct interventions in multiple communities/ activities or geographical area within the same country as stated in the ToR].

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities. In principle, project duration will not exceed 18 months .

Regarding the budget of the technical proposal of the partner, UNESCO retains the right to elaborate the work plan and negotiate the budget with the partner, prior to signing agreement, to ensure value of money. Likewise, UNESCO will ensure that in accordance with its policies the selected Partner will be able to provide added value in terms of financial or in-kind contribution. The partner’s financial or in-kind contribution will be indicated in the budget proposal. No overheads in terms of administrative or service fees are accepted (direct budgeting based on activities).

1. **SELECTION PROCESS:**

UNESCO will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section, to identify highest ranking proposal; (iv) round of clarification (if necessary) and work plan elaboration with the highest-scoring proposal; and, (v) Implementation Partners’ Agreement (IPA) signature.

1. **SUBMISSION PROCESS:**

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

Applicants must submit their proposals in one envelope to:

All requested forms and documents must be submitted by applicants via the following email address: [gmdf@unesco.org](mailto:gmdf@unesco.org)

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

1) Proposal documents (technical and financial, including project outline)

3) Partners’ Identification Form (duly filled in, with supporting documents)

5) Audited financial statements for past two years.

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

Submission Deadline

Proposals, with supporting documents, should be submitted by 23:59 on 10 May 2020.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail [gmdf@unesco.org](mailto:gmdf@unesco.org)

Note: UNESCO reserves the right not to fund any proposals arising from this Call for Partnerships

Depending on the value and context of the implementation partners agreement, the final financial report must be audited by the External Auditor of the Partner. The audit requirement will be confirmed during work plan elaboration and contract finalization.

Below is an estimated timeline for this Call for Partnerships:

01/04/2020: Call for Partnerships opens.

10/05/2020: Deadline for organizations to submit proposals under this Call.

10/05/2020 - 10/06/2020: Assessment and selection processes will take place.

12/06/2020: Selected applicants will be notified.

IMPORTANT ADDITIONAL INFORMATION

UNESCO requires that partners, bidders and their subcontractors adhere to the highest standards of moral and ethical conduct during the implementation of the partnership agreement and do not engage in corrupt and fraudulent practices.

United Nations Agencies have adopted a zero tolerance policy on gifts and, therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favorable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Partners are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

1. Reject a proposal to award an agreement if it determines that a partner recommended for award has engaged in fraud and/or corruption in competing for the agreement in question.
2. Cancel or terminate an agreement if it determines that a partner has engaged in fraud and/or corruption in competing for or in executing a UNESCO contract;
3. Declare a partner ineligible to become a “United Nations registered vendor”, either indefinitely or for a stated period of time, if it determines at any time that the partner has engaged in fraud and/or corruption in competing for or in executing a UNESCO agreement.

This Call for Partnerships is not to be construed in any way as an offer to contract with your organization. Your proposal could, however, form the basis for a contract between your organization and UNESCO.

You are requested to acknowledge the receipt of this Call for Partnerships and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact Andrea Cairola, Programme Specialist (CI/FOE).

For and on behalf of UNESCO

CI/FOE:

[Andrea Cairola, Programme Specialist, UNESCO]

1. **ANNEXES:**

**Annex 1-** Terms of Reference

**Annex 2 -** UNESCO Partner Identification form

**Annex 3 -** Budget template

*Example of Budget template or similar:*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | a | b | c | d | e | f = a \*b\*c\*d\*e |  |  |  |
| **Item Description** |  | **Total Project Costs** | | | | |  | **Partner's contribution (US$)** | **UNESCO contribution (US$)** |
|  | **Duration** (months / days) | **Unit of measurement** (month/person, lump sum, etc) | **Number of Units** | **Unit Cost (US$)** | **Percentage time worked for project** | **Total budget for this line** |  |
| **Personnel costs e.g.** |  |  |  |  |  |  |  |  |  |
| senior team leader |  |  |  |  |  |  |  |  |  |
| social workers…. |  |  |  |  |  |  |  |  |  |
| **Subtotal personnel cost** |  |  |  |  |  |  |  |  |  |
| **Activity 1 Costs e.g.** |  |  |  |  |  |  |  |  |  |
| stationary and didactic materials… |  |  |  |  |  |  |  |  |  |
| beneficiaries transportation … |  |  |  |  |  |  |  |  |  |
| **Subtotal Activity 1 Costs** |  |  |  |  |  |  |  |  |  |
| **Activity 2 Costs e.g.** |  |  |  |  |  |  |  |  |  |
| visibility materials |  |  |  |  |  |  |  |  |  |
| awareness campaign materials |  |  |  |  |  |  |  |  |  |
| **Subtotal Activity 2 Costs** |  |  |  |  |  |  |  |  |  |
| **Activity 3 Costs** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Subtotal Activity 3 Costs** |  |  |  |  |  |  |  |  |  |
| **Other Expenses e.g.** |  |  |  |  |  |  |  |  |  |
| communitication costs |  |  |  |  |  |  |  |  |  |
| contribution to office costs |  |  |  |  |  |  |  |  |  |
| domestic travel |  |  |  |  |  |  |  |  |  |
| **Subtotal Other Expenses** |  |  |  |  |  |  |  |  |  |
| **Total Costs** |  |  |  |  |  |  |  |  |  |
| Notes: |  |  |  |  |  |  |  |  |  |
| Cost breakdown must be deemed reasonable and fair in comparison in prevailing market trends, and represents value for money. | | | | | | | | | |
| Budget financed by UNESCO should only include financial provisions for activities that are directly relevant to achievement of IPA outcomes. Indirect/overhead costs should be borne by the Partner. | | | | | | | | | |
| Nature and breakdown of partner’s contribution to be confirmed at the latest during workplan elaboration. | | | | | | | | | |

**Annex 4** -Implementation Partners’ Agreement (example)