

CALL FOR PARTNERSHIPS (CFP)**Not-for-Profit Institutions****Ref: FO/CFP/11/2020-169**

(Please quote this UNESCO reference in all correspondence)

Date 16 November 2020

Closing date: 07/12/2020 (1645 hrs. PST)**Submission via courier to:** Administrative Officer, UNESCO Office, 7th Floor, Serena Business Complex, Sector G-5/1, Islamabad**Inquiries via email to:** islamabad@unesco.org**I. SCOPE OF PROPOSAL:**

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](#) adopted by the UN General Assembly in 2015. This Call for Partnerships (CFP) relates to the UNESCO project "***Girls' Lower Secondary Education Programme (GLSEP) in Pakistan***".

Title	Girls' Lower Secondary Education Programme in Pakistan
Programme Impact	Girls' access to quality lower secondary education improved with a view to strengthen gender equality in Pakistan
Contract duration	One year (12 months), with possibility of extension subject to the availability of funds.
Time line	January 2021 - December 2021
Project Location	District Mohmand in Khyber Pakhtunkhwa, Muzaffargarh in South Punjab and Tharparkar in Sindh
Target beneficiaries	Students studying in 112 Government Girls/Mixed Lower Secondary schools

Programme Description

UNESCO Pakistan is working with over 2,000 girls and boys primary schools in 18 of the most marginalized and isolated districts of Pakistan. The Embassy of Norway is supporting UNESCO to build upon its work for the promotion of girls' primary education, and to establish pathways for girls to access lower secondary education in marginalized areas of the country. Considering the low transition of girls from primary to secondary level due to a multiplicity of reasons, the Norwegian support has been of significant importance to facilitate girls' post-primary education in Pakistan.

The Norwegian funded programme is currently being implementing in the districts of Swat and Kohistan in Khyber Pakhtunkhwa province. However, with additional funding from the donor, UNESCO is expanding the implementation in another three district mentioned above. The

objective of the programme is to improve girls' transition from primary to lower secondary¹ education, increase access to schools and enhance learning through a holistic approach to quality education at the lower secondary level.

Objectives and Expected Outputs/ Deliverables:

The objective of this Call for Partnership (CFP) is to hire services of a civil society organization (Not for profit) with sound expertise in implementing educational programme coupled with having strong local presence to undertake activities related to community mobilization and improvement in school physical and learning environment to improve the status of Girls' Lower Secondary education in the target districts. More specifically, the programme is aimed to achieve the following objectives:

- a) Create a demand for continuation of girls' education beyond primary to lower secondary level through working with local communities in the target districts;
- b) Improve access to and retention of adolescent girls in lower secondary education through improving school physical environment and providing support to girls and teachers in the target districts;
- c) Provide optimum learning opportunities to learners through a focused approach to teachers' training, pedagogical contents and classroom strategies in the target districts.

Potential organization(s) can submit their proposals to undertake the project in the following geographical areas. Organization can submit their **separate proposal** to work in one or more areas as mentioned below depending upon their geographical presence in the province concerned:

#.	Province	District	Tehsil/ Taluka
1.	Khyber Pakhtunkhwa	Mohmand	Safi, Ghallanai, Ekka, Ghund, Pandiali, Ambar, PranGhar and Khwazai
2.	Punjab	Muzaffargarh	Jatoi and Alipur
3.	Sindh	Tharparkar	Mithi, Islamkot, Diplo, Kaloi and Nagarparkar

Detailed objectives, related outputs and deliverables are provided in the Terms of Reference:

Annex 1.1 District Mohmand, Khyber Pakhtunkhwa

Annex 1.2 District Muzaffargarh, South Punjab

Annex 1.3 District Tharparkar, Sindh

Final Beneficiaries

Over 100,000 primary and lower secondary school girls, teachers, parents, SMCs, local community groups, local organizations, provincial and district education officials in the target areas.

¹ Lower secondary is also known as middle level education, i.e. grade 6-8

II. **ELIGIBILITY:**

A UNESCO Implementation partner is an entity 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. The partner receives funding through UNESCO to deliver the programme or project, but must provide its own “added value” in terms of a monetary or in-kind contribution.

Main features of an Implementation Partner’s Agreement	
1.	The partner brings added value including monetary or in kind contribution to the project/activity
2.	The partner shares in the risks and rewards of the project/activity implementation and is responsible and accountable for delivering expected results
3.	The partner is involved at each step of the process, from detailed work plan elaboration to project/activity evaluation.
4.	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 available at **Annex 2**

III. **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.

IV. **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 has 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.

Higher Total Score of Weighted Technical and Financial Criteria

Sample: Summary of Technical Proposal Evaluation Forms		Points Obtainable	Name of Firm/ Institution		
			A	B	C
1.	Eligibility and qualifications of an entity submitting proposal	340			
2.	Proposed Methodology, Approach and Implementation Plan	240			
3.	Management Structure and Key Personnel	120			
Sub-total for Technical Evaluation		700			

Financial Proposal Evaluation Form

Sample: Summary of Financial Proposal		Points Obtainable	Name of Firm / Institution		
			A	B	C
	Financial Proposal	300			
Sub-total for Financial Evaluation		300			

Evaluation of the price proposals (of all Entities who have attained minimum 70% score in the technical evaluation) will be based on the weight scoring method as follows:

- Financial proposals are opened and list of prices is prepared, where the lowest price is ranked as the first one (receiving highest amount of points) and the most expensive as the last one (receiving the least amount of points).
- Lowest price is given maximum points (e.g. 300), for other prices the points are assigned based on the following formula: $[\text{Amount of points} = \frac{\text{lowest price}}{\text{other price}} \times \text{total points obtainable for financial proposal}]$

An example:

Offeror A – lowest price ranked as 1st in the amount of PKR 10,000 = a

Offeror B – second lowest price ranked as 2nd in the amount of PKR 15,000 = b

Points assigned to A = 300 & Points assigned to B = 200 (following formula: $a/b \times 300$ i.e. $10,000/15,000 \times 300 = 200$ points)

Combined Technical and Financial Evaluation

Sample: Summary of Financial Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution			
			A	B	C	D
	Sub-total Technical Proposal	700				
	Sub-total Financial Proposal	300				
Total 1000						

V. BUDGET SIZE AND DURATION:

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities and **all prices shall be quoted in PKR.** In principle, project duration will not exceed twelve (12) 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).

VI. 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 scored proposal; and (v) Responsible Party Agreement (RPA) signature

VII. SUBMISSION PROCESS:

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

Applicants must submit their proposals to the following address:

- Administrative Officer, UNESCO Office, 7th Floor, Serena Business Complex, Sector G-5/1, Islamabad
- Technical and financial proposals should be separately attached
- The subject should clearly indicate the reference no. FO/CFP/11/2020-169

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

- 1) Proposal documents (technical and financial, including project outline)
- 2) Partners' Identification Form (duly filled in, with supporting documents)
- 3) 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.

Organization can apply for one district in one proposal, if the firm is interested to submit proposal for more than one district, then there should be separate submission for that.

Submission Deadline

Proposals, with supporting documents, should be submitted by **07 December 2020, 1645 hrs. PST.**

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail islamabad@unesco.org

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

Estimate Competition Timeline

Below is an estimated timeline for this Call for Proposals.

16/11/2020: Call for Proposal opens.

09/12/2020: Deadline for organizations to submit proposals under this Call.

10/12/2020 - 17/12/2020: Assessment and selection processes will take place.

31/12/2020: 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 favors. Partners are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- (a) 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.
- (b) 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;
- (c) 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 **Dung Doan Thi, islamabad@unesco.org**

For and on behalf of UNESCO

Islamabad Office
Ms. Patricia McPhillips, Representative/ Director

VIII. ANNEXES:

- 1. Terms of Reference: **Annex 1.1 (Mohmand), 1.2 (Muzaffargarh) and 1.3 (Tharparkar)**
- 2. UNESCO Partner Identification form: **Annex 2**
- 3. Budget template: **Annex 3**
- 4. Example – Implementation Partner’s Agreement: **Annex 4**