Annex 5 – Eligibility Description, technical and financial evaluation grid

I/NGO Application Eligibility Criteria

Only proposals submitted by lead I/NGOs aimed at achieving the strategic objectives, priorities and results as indicated in the table below are eligible for funding under this Call for Partnership.

The following types of proposals are not eligible for funding:

- Proposals concerned only or primarily with individual sponsorships for participation in workshops, seminars, conferences, congresses.
- Proposals concerned only or mainly with individual scholarships for studies or training courses.
- credit or loan schemes.
- Proposals which intend to pay debts or include provisions for losses or debts.
- Proposals which consist exclusively or primarily of capital expenditure e.g. land, buildings, equipment, vehicles, etc.;
- Proposals which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs, or lack of them, or their ethnic origin;
- Scholarships, sponsorships and school fees;
- Cash donations or transfers;
- Political or religious activities;
- Proposals which fund terrorist activities.

The applicant shall be a not-for-profit entity endowed under their national law and active for at least two years, including but not limited to: non-governmental organizations (NGOs), research institutes, universities, foundations, professional associations and intergovernmental organizations which meet the following criteria and can provide documentary evidence that they meet all requirements. Organizations which do not meet the criteria listed below or which cannot provide the required evidence with their proposal will not be considered.

Part One: <u>Eligibility Criteria</u>

To be assessed through the Applicant's Identification Form, supporting documents and possibly through assessment visit to the Applicant's premises:

	Requirement	Criteria	Documentary Evidence to be Provided (in English)
1	Legally authorized to implement education projects in Iraq	Should be registered at international and/or national level as a non-government organization and not-for-profit organization	International registration certificate from the applicant's legal headquarters (for international applicants). Certificate of NGO registration in Iraq (national and international organizations).

			Registration with the Ministry of Education in Bagdad (for international and national organizations). Recommendation letter from the concerned Directorate of Education may be an asset. Power of attorney.
2	Not blacklisted or ineligible due to the reasons specified under the criteria on the right.	Applicants are ineligible if at the time of submission of the applicant: a) The applicant is on the exclusion list published on the global portal for suppliers of the United Nations Organization, http://www.ungm.org due to fraudulent activities. b) The name of the applicant appears on the 1267 terrorists list, issued by resolution 1267 of the UN Security Council which establishes a list of sanctions covering individuals and entities associated with Al-Qaida or the Taliban. c) The applicant is excluded by the World Bank Group.	Letter by the applicant stating the organization's full legal name, type of incorporation, country of registration and confirming that the applicant is not blacklisted or excluded for any of the reasons listed in the criteria at left.
3	Valid bank account in the name of NGO	Valid bank account where name of account holder matches the legal name of organization (i.e. not personal account).	Letter from the bank which states the NGO's bank account details.
6	Working relationships with a donor or project owner and History of similar assignment	At least three successfully completed previous projects (at international or national levels) with one of the following entities in Iraq: the Iraq Federal Government or Kurdistan Regional Government, a UN Organization, USAID, EU delegation or other similar international aid agencies. At least one of the three project in education	Three reference letters in English from previous donors or project owners. (Failure to provide these at the time of submission does not automatically disqualify the applicants. However, they are **mandatory documents for submission at the time of contracting.** Therefore, it is

			strongly recommended that the letters will be ready by 06 January 2020) Description and details of previous projects using the template in Appendix A in the Application Package.
7	Capacity to work in English.	Capacity to interact on project activities and requirements in English.	Project application in English.
8	Financial capacity	Experience managing a previous project whose value exceeds US$100,000 during the last two years. Value of current fixed assets not less than $30,000; A sound and sustainable financial position (limited debts and deficits) Ability to contribute to project funding with monetarily or in kind.	Documentation of previous project meeting with a value of $100,000 or greater using the template in Annex A in the Application Package. Certified audited financial statements for the NGO for 2017, 2018 and 2019. Budget template indicating organization contribution to overall project cost.
9	Financial and accounting system meeting international standards	Financial procedures ensuring reliable and transparent reporting supported by adequate controls including segregation of duties	Financial, accounting and procurement guidelines or manual.
10	Procurement system requirement meeting international standards.	Procurement guidelines establishing competitive process procedures based on international standards.	Financial, accounting and procurement guidelines or manual.

Non-profit organization has a sound structure that ensures a successful undertaking for the work assignment proven by a good profile for the institution and key personnel, flow decision-making process, a well-established financial and administration system, and solid performance during the last three years. The non-profit institution should provide details on its accounting and financial system (IT application) and internal procedures.	Yes/ No
A healthy financial position in 2017, 2018 and 2019 demonstrated by limited debts and deficits, and ownership of fixed assets not less than $30,000 demonstrated through audited financial reports certified by external audit firms.	Yes/ No
Organization has relevant technical experience in education, social or humanitarian development services in general, project management and business and logistics support services.	Yes/ No
Organization has a geographical presence (either administration or operation) in the proposed location (Ninewa and Al Anbar)	Yes/ No
Demonstrated ability to work with government, civil society organizations, UN organizations, or any international development or aid agencies.	Yes/ No
Proven experiences and ability to work with Directorate of Education in the respective governorate (e.g. recommendation letter from DoE)	Yes/ No
Experience managing funds with a strong financial capacity to support implementation of the project, demonstrated with managing contracts with aggregated amount in 2018-2019 no less than USD 300,000.00	Yes/ No

Part Two: <u>Technical Evaluation Criteria Table:</u>

Applications which meet the criteria listed above will be reviewed for technical merit based on the criteria listed below and a ranked short list of applications will be prepared.

Technical criteria	Possible score
1. Qualifications and Expertise	**130**
The NGO has successfully passed HACT assessment during 2017 and/ or 2018 and/ or 2019 (HACT is preferable, however, similar type certificate of assessment may be accepted) – Desirable 40 points	40
The NGO demonstrates a sound technical capacity supported with evidence of undertaking more than one project of similar nature or education-related projects in Iraq through furnishing at least one reference letter – One project is mandatory (50 points), 20 points for additional projects up to 2 additional projects.	90
2. Methodology and work plan	**350**

Organization presented sound strategy and a technical approach for successful implementation for the project within the allowed time frame and resources proposed – Desirable 50 points	50
A clear work plan; which is relevant to the work assignment and timelines that carefully considers timelines required to obtain permission, prepare and implement activities in harmony with the academic year – Mandatory 50 points	50
A clear project management structure with ToRs for each position is presented – Mandatory 50 points	50
Organization incorporate modern project management techniques and methodologies during the implementation of the project including project monitoring and control, documentation and reporting procedures – Desirable 50 points	50
Organization identified potential risks may affect timely implementation of project activities and provided a risk mitigation plan – Mandatory 50 points	50
Organization provided a plan for engagement of all project stakeholders and a sound communication plan – Mandatory 50 points	50
Organization provided a plan for engagement of private sector in the provision of educational support and services through public private partnership (PPP) – Desirable 50 points	50
2. Key personnel against the required qualification below in Section J	**220**
Project Staff structure: The allocated staff to manage and implement the project and their duties showing the ability to manage the project, support staff in the field and interact with UNESCO project staff. Identify which allocated staff is permanent or regular staff of the organization and those need to be hired. The Applicant NGO should provide: Organigram, description key project staff, hierarchical structures and responsibilities. The organigram of the organization, highlighting the key permanent or regular personnel to be assigned for the project. Curriculum vitae of key staff who will be involved in the project in the template attached to this document as Annex B or in a standard CV format.	
Organization proposed qualified key project personnel who should contribute in a direct manner to the implementation of the project (mandatory – 50 points)	50
Project Manager (full timer) – mandatory to meet qualifications below(50 points)	50
Finance Officer/Assistant (part timer) - mandatory to meet qualifications below(50 points)	30
Field Coordination Officer (full timer) - mandatory to meet qualifications below(50 points)	40
M&E Officer with the function of Data Collection and Reporting (full timer) - mandatory to meet qualifications below(50 points)	50
Total	**700**

Part Three: **Financial Criteria**

Mandatory financial requirements (300 points)	
Proposed budget corresponds with work assignment and level of effort	Yes/ No
Detailed budget for direct cost ONLY	Yes/ No
Personnel cost does not exceed 30% of the total budget. In case personnel cost exceeds 30%, the applicant NGO should provide a clear justification demonstrating the linkage between roles and responsibilities of all project personnel and the implementation of all activities.	Yes/ No
Costs/ rates are in line with local Iraqi standards and market prices	Yes/ No
Organization has provided financial and in kind contributions to total project funding.	Yes/No

Minimum Qualification of Project Personnel (related to Key Personnel / Technical Criteria)

- The applicant Non-for-Profit entity is expected not only to provide highly qualified experts for each of the above Service Areas but also to guarantee at any point in time during the project implementation to find alternative expert(s), wherever applicable, at no additional cost on UNESCO in case of unexpected attrition of a proposed expert or in case of his/her rejection by UNESCO or the counterpart of due to unsatisfactory performance during contract implementation.
- The Applicant Non-for-Profit entity is expected to indicate if the resources below are permanent staff of your entity or will be recruited to cater for this project specifically.
- The Applicant Non-for-Profit entity has freedom to propose reasonable number of working days based on their previous experiences.
- The Applicant Non-for-Profit entity may propose additional needed human resources to undertake the project implementation as necessary.
- The Applicant Non-for-Profit entity is encouraged to mobilise the volunteers where applicable and possible.

Profile of Key Staff:

1.   Project Manager (full timer)

- University Degree in Education, Education Management, Law or a related field or equivalent proven work experiences in education for prevention of violence, peace or Emergency Education;
- Minimum of five (5) years of proven work experience as a project manager for projects of similar intervention/scopes in education in post-conflict and/or post disaster contexts;
- Knowledge of up-to-date trends and best practices in emergency support services;
- Proficiency in English and Arabic (written and spoken)
- Good IT skills

2. Finance Officer/Assistant (part timer)

- At least Bachelor's degree in accounting or finance;
- Minimum of three (3) years of 'hands-on' professional experiences in finance;
- Demonstrated good IT skills.

3. Field Coordination Officer (full timer)

- At least Bachelor's degree in business, social science, civil engineering or a related field of study.
- A minimum of three (3) years of experience in project management or similar fields;
- At least two (2) years of experience in supporting education and/or media support projects;
- Proven work experience in multicultural environment;
- Excellent knowledge in English and Arabic.

4. M&E Officer with the function of Data Collection and Reporting (full timer)

- University Degree preferably in Business Administration, project management or related field;
- At least fiver (5) years of work experience in the design and implementation of M&E in development project or relevant projects;
- Proven experience of M&E in projects implemented by international NGOs and UN bodies;
- Proven experience in designing tools for data collection, data entry, analysis and production of reports;
- Demonstrated good IT skills
- Excellent knowledge in English and Arabic.

5. Other Personnel

Please specify as necessary, including purpose and role of the personnel in the project with qualification and time allocation during the project implementation

In addition, the Non-for-Profit entity should ensure the following qualities in the proposed experts:

- Excellent planning and reporting skills;
- Good facilitation skills with excellent communication capabilities;
- Ability to adapt to dynamic environments;
- Ability to work effectively in a multicultural/multinational environment;
- Commitment to UN values of non-discrimination on the basis of race, gender, economic status or religion