

**CALL FOR PARTNERSHIPS (CFP)  
Not-for-Profit Institutions**

**Ref: FO/CFP/07/2021-180**

(Please quote this UNESCO reference in all correspondence)

Date: 08 July 2021

**Closing date: 29/07/2021, 1700 hrs. Pakistan Standard Time (PST)**

**Submission via email to:** [procurement.isb@unesco.org](mailto:procurement.isb@unesco.org)

Email subject should be clearly marked with the CFP Ref i.e., Submission of Proposal against CFP Ref. no.: FO/CFP/07/2021-180 for District XXX (please specify the district in the subject applying for)

- Maximum size of single email: 10 MB – with the possibility to send several emails
- All documents should be in PDF and a ZIP file of max. size 10MB can be shared via email
- File sharing web tools similar to Dropbox or Wetransfer will **NOT** be accepted
- Maximum No. of Email Transmission {unlimited}

**Inquiries via email to:** [procurement.isb@unesco.org](mailto:procurement.isb@unesco.org)

Please specify the subject as: "Query related to CFP Ref. no.: FO/CFP/07/2021-180"

**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 **"Support to Girls' Right to Education and Safeguarding Cultural Heritage through Education in Pakistan"**.

Title	Support to Girls' Right to Education and Safeguarding Cultural Heritage through Education in Pakistan
Programme Impact	Girls' improved access to quality primary education through capacity building and targeted interventions in the project areas
Contract duration	One year (12 months)
Time line	August 2021 - July 2022 (Tentative)
Project Location	(a) District Swat , Khyber Pakhtunkhwa and (b) District Bahawalpur, Punjab
Target beneficiaries	Institutions, teachers ,girls' students, communities

**Programme Description**

To address the systemic issues of access and quality of girls 'education in Pakistan especially at primary level, UNESCO's Girls' Right to Education Programme (GREP) was launched as a flagship initiative in July 2015 to support the government's efforts in increasing access and improving the quality of girls' education through capacity building and targeted interventions at both institutional and community level. Geographically, GREP targets 18 most isolated and marginalized districts of Pakistan where girls' access to primary education are most challenged and has high illiteracy rate of adults particularly among women.

The GREP is a multi-donor funded initiative jointly conceived by UNESCO and Government of Pakistan. To extend the programme outreach, a separate project framework was developed as “Support to Girls’ Right to Education and Safeguarding Cultural Heritage through Education in Pakistan” in collaboration with the Italian Agency for Development Cooperation (AICS), Government of Italy. The project components were designed to support the government efforts in district Bahawalpur in Southern Punjab and district Swat in Khyber Pakhtunkhwa to (i) expand access, (ii) improve quality and (iii) enhance capacity of education officials to create local environment conducive for girls’ education. The project provides an opportunity to expand the GREP implementation in selected union councils of districts Bahawalpur and Swat and aims at supporting the efforts of Government of Punjab and Khyber Pakhtunkhwa in increasing access, retention and improving the quality of girls’ education through capacity building and targeted interventions at both institutional and community levels.

More specifically, the project has a set of three objectives:

1. Increase girls’ enrolment in the primary schools in marginalized communities of district Bahawalpur and Swat through mobilization of local communities.
2. Improve retention and quality of girls’ primary education in the marginalized communities of district Bahawalpur and Swat through improvement in school learning environment.
3. Improve the capacity of relevant provincial and district education officials to create an enabling school environment for girl’s education.

The UNESCO Islamabad Office is the project-executing agency in collaboration with national, provincial and district education departments, whilst local NGOs and civil society organizations are being engaged as implementing partners.

#### **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 knowledge and expertise in undertaking educational programmes and projects with strong local presence and capacity to undertake activities related to community mobilization and improvement in school physical and learning environment in the target districts.

Potential organization(s) are invited to submit their proposals to undertake the project in the following geographical areas. Depending upon the local presence and capacity, **organization can submit separate proposal to work in one or more areas** as mentioned below. Joint proposal for two areas will not be accepted.

#.	Province	District	Union Councils (UCs)
1.	Khyber Pakhtunkhwa	Swat	Bahrain, Balakot, Bashigram, Kalam and Mankyal
2.	Punjab	Bahawalpur	Naushehra Jadeed, Mandhal, Janu Wala, Kotla Musa Khan, Hatheji, Ghous Pur, Bwp Ghalwan, Wahi Bahawal Shah, Ali Kharak, and Mad Peer Wah

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

**Annex 1.1** District Swat, Khyber Pakhtunkhwa

**Annex 1.2** District Bahawalpur, Punjab

#### **Final Beneficiaries**

Eligible proposals will be those focused on district Bahawalpur in Punjab and/ or District Swat in Khyber Pakhtunkhwa, while targeting a sizeable number of direct and indirect beneficiaries.

## II. **ELIGIBILITY:**

A UNESCO Implementation Partner (IP) is an entity with a not-for-profit status to which UNESCO has entrusted partially or fully the implementation of programmes or projects specific 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.

### **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.

## 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.

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	300			
2.	Proposed Methodology, Approach and Implementation Plan	500			
3.	Management Structure and Key Personnel	200			
<b>Sub-total for Technical Evaluation</b>		<b>1000</b>			

Detailed sub-criteria are provide in the Terms of Reference attached as **Annex 1**

### **V. BUDGET SIZE AND DURATION:**

Proposal amount for each area i.e., Bahawalpur and Swat should range from a minimum of **PKR 20 million (USD 130,000 approx.)** to a maximum of **PKR 23 million (USD 149,000 approx.)** including all administrative expenses and interventions as stated in the TOR.

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) Implementation Partners' Agreement (IPA) signature.

### **VII. SUBMISSION PROCESS:**

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

**Applicants must submit their proposals only via email to:**

- [procurement.isb@unesco.org](mailto:procurement.isb@unesco.org)
- CFP Reference no. should be clearly indicated on the subject line i.e., Submission of Proposal against CFP Ref. no.: FO/CFP/07/2021-180 for District XXX (please specify the district in the subject applying for)
- Clearly indicate the district applying for in the cover letter as well
- Maximum size of single email: 10 MB – with the possibility to send several emails
- All documents should be in PDF and a ZIP file of max. size 10MB can be shared via email
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- Maximum No. of Email Transmission {unlimited}

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

**Note:** The organizations can apply for one or both districts depending upon their local presence and institutional capacity. However, separate proposals will be required for each district if an organization intends to apply for both areas. Combined proposals (for both districts) will not be accepted.

**Submission Deadline**

Proposals, with supporting documents, should be submitted via email by **29 July 2021, 1700 hrs. PST.**

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail [procurement.isb@unesco.org](mailto:procurement.isb@unesco.org) (*Please specify the subject as: "Query related to CFP Ref. no.: FO/CFP/07/2021-180"*)

**Note:** UNESCO reserves the right not to fund any proposals arising from this Call for Partnerships depending on the value and content 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 workplan elaboration and contract finalization.

**Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals.

**29/07/2021:** Deadline for organizations to submit proposals under this Call.

**02/08/2021:** Call for Proposal opens.

**03/08/2021 - 13/08/2021:** Assessment and selection processes will take place.

**20/08/2021:** 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 **Ms. Dung Doan Thi**, [procurement.isb@unesco.org](mailto:procurement.isb@unesco.org)

For and on behalf of UNESCO

Education sector/ Islamabad Office  
Mr. Zafar Hayat Malik, Head of Education

**VIII. ANNEXES:**

- 1. Terms of Reference: **Annex 1.1 (Bahawalpur, Punjab) and 1.2 (Swat, Khyber Pakhtunkhwa)**
- 2. UNESCO Partner Identification form: **Annex 2**
- 3. Budget template: **Annex 3**
- 4. Example - Implementation Partner's Agreement: **Annex 4**