

## CALL FOR PARTNERSHIPS (CFP)

from

Not-for-Profit Institutions

**Ref: 2023/Ukraine/CLT/11-Amendement 1 (closing date extended)**

(Please quote this UNESCO reference in all correspondence)

Date 21/07/2023

**Closing date: 01/08/2023 (18:00 (UTC+01:00))**

**Applicants must submit their proposals comprising of separate technical proposal and financial proposal in two separate emails, via an electronic submission (e-mail), should reach exclusively no later than 18:00 (UTC+ 01:00) 1 August 2023 the following address [ukraine.desk@unesco.org](mailto:ukraine.desk@unesco.org) without any copy to any other e-mail addresses. Offers addressed at any other e-mail accounts will be disqualified. **Max. e-mail size 10MB****

**Inquires shall be addressed to email:**

Tural Mustafayev, [t.mustafayev@unesco.org](mailto:t.mustafayev@unesco.org) (technical aspects)

Oleksandr Deineko, [o.deineko@unesco.org](mailto:o.deineko@unesco.org) (administrative & financial aspects)

### **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](#) adopted by the UN General Assembly in 2015. This Call for Partnerships (CFP) for Implementation Partners relates to the UNESCO project **"Culture for Peace and Resilience: Creation of a Culture Hub in L'viv, Ukraine"**.

The Culture Hub in Lviv is a unique platform, conceptualized in a participatory manner, to serve as a centre of excellence for capacity-building in the field of culture and cultural policy research and to enable artists to continue express their creativity, as well as boosting continuity of cultural life in Ukraine.

It is a project that brings civil society together with the Lviv City Council, as well as the Ministry of Culture and Information Policy of Ukraine and the National Commission of Ukraine for UNESCO to create a platform for boosting recovery of the culture sector impacted by the war.

Located in Lviv it will serve also as a space to demonstrate the role of culture as a source of resilience and recovery for communities, including by supporting the return and recovery of displaced culture professionals, in line with the strategic vision of the Ukraine National Recovery Plan.

The project aims to implement activities in the following seven areas:

1. Museum collections and documentary heritage
2. Built heritage
3. Living heritage
4. Creative industry
5. Literature
6. Culture for resilience and recovery

## 7. Governance and cultural policies

The present Call for Partnerships (CFP) provides opportunity for entities with a not-for-profit status registered in line with the legislative framework of Ukraine to present proposals to a defined action, as described below, falling under the component “**Culture for resilience and recovery**”. The proposals shall be submitted in line with the objectives and expected outputs/deliverables stipulated under the present CFP.

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

The objective of this Call for Proposals is to identify an implementing partner which will develop a project to use the power of culture and creative expressions to foster healing, well-being and mental health of local communities with particular focus on internally displaced persons (IDPs), in particular children, and veterans, as well as volunteers, to regain self-confidence and self-control at three levels: physical, emotional and intellectual.

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

### I. **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.

<b>Main features of a UNESCO Implementation Partners' Agreement</b>
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**

### II. **PROPOSAL:**

The partner should demonstrate its response to the Terms of Reference of the project mentioned below, by identifying the specific components proposed, how the outputs/delivery shall be addressed, providing a detailed description of the essential performance characteristics proposed, and identifying the works/portions of the work that will be subcontracted:

- **Project:** Develop a project to use the power of culture to support the well-being and mental health of local communities with particular focus on internally displaced persons (IDPs), in particular children, and veterans, or volunteers, to regain self-confidence and self-control at three levels: physical, emotional and intellectual.

The Proposal shall be composed of:

- A **technical proposal** including a proposed methodology, approach, quality assurance plan and implementation plan, covering all aspects of the Terms of Reference of the project,
- A **financial proposal** within the indicated maximum budget ceiling in the form of a detailed budget, also mentioning the in-kind and/or financial contribution to be offered by the Partner to complement the budget provided by UNESCO (see Annex 3),
- A **comprehensive description** of the management structure and key personnel of the partner, including the CVs of the people that will be assigned to support the implementation of the proposed methodology, clearly defining their qualifications in areas relevant to the Terms of Reference,
- A completed **Partner Identification Form** (see Annex 2),
- The Partner's **proof of legal registration**,
- The Partner's past **project references**,
- **Audited financial statements** for the past two years, if subject to audit as per national legislation

### III. EVALUATION CRITERIA AND METHODOLOGY:

Proposals will be evaluated based on the following criteria:

- 1) Sound technical proposal including the development of methodology and high impact interventions directly targeting and responding to the needs established in the Terms of Reference of the project
- 2) Cost-efficiency of the financial proposal, taking into account the size of the budget requested (**within the maximum budget ceiling of 160,000 USD**) and unit price criteria, commensurate with the organization's proven administrative and financial management capacity.
- 3) The partner's experience, expertise and ability to deliver the proposed activities.
- 4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

#### Highest 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.	Proposed Methodology, Approach and Implementation Plan	400			
2.	Qualifications and expertise of the Partner	250			
3.	Management Structure and Key Personnel	150			
<b>Sub-total for Technical Evaluation</b>		<b>800</b>			

#### Financial Proposal Evaluation Form

Sample: Summary of Financial Proposal		Points Obtainable	Name of Firm / Institution		
			A	B	C
	Financial Proposal	200			
<b>Sub-total for Financial Evaluation</b>		<b>200</b>			

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:

1. 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).
2. Lowest price is given maximum points (e.g. 200), 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:

3. Offeror A – lowest price ranked as 1<sup>st</sup> in the amount of USD 10,000 = a
4. Offeror B – second lowest price ranked as 2<sup>nd</sup> in the amount of USD 15,000 = b  
Points assigned to A = 200 & Points assigned to B = 200 (following formula:  $a/b * 300$  i.e.  $10,000/15,000 * 200 = 133$  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	800				
	Sub-total Financial Proposal	200				

Evaluation Grid of Technical Proposal		Points Obtainable	Name of Firm / Institution		
			A	B	C
1.	<b>Proposed Methodology, Approach and Implementation Plan:</b> <ol style="list-style-type: none"> <li>a. Clear and structured proposal for the development of the methodology, preferably with the participation of international partner organization(s) (<b>max. 100 points</b>)</li> <li>b. Number of direct beneficiaries (<b>max. 50 points</b>)– at least 100 as per minimum requirement of the Call for Proposal</li> <li>c. Inclusivity on all aspects of the Terms of Reference of the project with gender mainstreaming and inclusivity of marginalized/people with disabilities ref. veterans, children, youth (<b>max. 50 points</b>)</li> <li>d. Detailed preliminary workplan (schedule) (<b>max. 50 points</b>)</li> <li>e. Strategy for project sustainability, supported by a sound monitoring mechanism (<b>max 100 points</b>)</li> <li>f. Risk matrix detailing risks and mitigating measures proposed (<b>max 50 points</b>)</li> </ol>	400			
2.	<b>Qualifications and expertise of the Partner:</b> <ol style="list-style-type: none"> <li>a. Minimum 2 years of experience managing projects in the cultural heritage, preferably with the experience of using the culture to address the physical and physiological effects emergencies (war, disasters) .(<b>max 50 points</b>) Evidence: donor's/stakeholders letter</li> <li>b. Effective corporate policies/safeguards in place: well established financial /administration system, human resources policy, anti-fraud and anti-corruption mechanism, policy on protection from sexual exploitation and abuse (PSEA), Personal Data protection policy, clean audit opinions on annual company's accounts, and a solid overall performance during the last two years (<b>max 50 points</b>)</li> <li>c. Demonstrated experience working in emergency situations, notably by implementing projects supporting the target groups (children, youth, veterans etc.)</li> </ol>	250			

	during the context of the war ( <b>max 100 points</b> ) d. Review of budget annex as part of partner's financial reporting capacity: clear budget breakdown by main cost elements. Costs are direct costs, reasonable, in line with national standards and market prices (20 points). Partner's contribution is mandatory (no minimum amount is set), but higher contributions get additional up to 30 points depending on its value ( <b>max. 50 points</b> )				
3.	Management structure and key personnel  The key personnel must include: - At least two professionals with proven experience in managing projects in using culture to address the physical and physiological effects emergencies (war, disasters) in the context of emergency situations, and in particular the war in Ukraine ( <b>max 150 points</b> ): Evidence: CVs	<b>150</b>			
	Total	800			

**Important:** If you are submitting in partnership with another NGO (your sub-contractor or co-implementer), please ensure that you detail each organization's role, define the leading partner who will sign the contract with UNESCO, and provide a separate Partner Identification Form for each co-implementer too.

#### IV. BUDGET SIZE AND DURATION :

The interested Partner must submit a detailed budget proposal for activities (**maximum budget ceiling: 160,000 USD**). Including the average cost per beneficiary (i.e. Total IPA amount divided by the total number of beneficiaries), to allow UNESCO to compare the cost proposals with different number of beneficiaries. The amount should be commensurate with the organization's administrative and financial management capabilities. In principle, the Partnership Agreement will not exceed 9 months; starting August 2023.

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).

Please note that UNESCO reserves the right to extend/expand the activities with selected Partner for an additional period, subject to their satisfactory performance, lessons learnt, and conditional to receipt of donor funding.

#### V. 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.

## VI. SUBMISSION PROCESS:

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

**Applicants must submit their proposals comprising of separate technical proposal and financial proposal in two separate emails, via an electronic submission (e-mail), should reach exclusively no later than 18:00 (UTC+01:00) 1 August 2023 the following address [ukraine.desk@unesco.org](mailto:ukraine.desk@unesco.org) without any copy to any other e-mail addresses. Offers addressed at any other e-mail accounts will be disqualified. **Max. e-mail size 10MB** (File sharing web tools similar to Dropbox or WeTransfer will NOT be accepted.)**

**MANDATORY SUBJECT EMAIL: "2023/Ukraine/CLT/11" - [YOUR FIRM NAME]**

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, if subject to audit as per national legislation.

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

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:

**30 June 2023:** Call for Partnerships opens.

**1 August 2023:** Deadline for organizations to submit proposals under this Call.

**8 August 2023:** Assessment and selection processes will take place.

**14 August 2023:** 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:

- (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 Tural Mustafayev ([t.mustafayev@unesco.org](mailto:t.mustafayev@unesco.org))



For and on behalf of UNESCO

UNESCO Desk in Ukraine:

Chiara Dezzi Bardeschi, Liaison Officer, Head of the Desk

## **VII. ANNEXES:**

**Annex 1-** Terms of Reference

**Annex 2 -** UNESCO Partner Identification form

**Annex 3 -** Budget template

### **Annex 1: Terms of reference**

#### **I- Context**

Since the outbreak of the full scale invasion of Ukraine on 24 February 2022, culture in all its forms has been damaged, destroyed and disrupted. The war affected, and continues to affect, the entire culture sector of Ukraine, both directly (shelling of civilian infrastructure, military operations within proximity of heritage sites etc.) and indirectly, by disrupting the enactment and transmission of living heritage that is crucial for the identity of communities in Ukraine. The armed conflict has also disrupted the livelihoods of artists and culture professionals, reducing access to culture in Ukraine. Many artists were forced to leave their homes and work, and other specialists joined the ranks of defenders. The composition and capabilities of the cultural community have changed a lot.

The toll of the war on individuals has been devastating, with casualties and widespread physical and psychological trauma. However, just as with the cultural community, the work on society's recovery should be as inclusive as possible, it is important to include in the rebuilding process such vulnerable groups as internally displaced people, children, youth, veterans, volunteers, who strengthen the state and citizens on all fronts etc. Recognizing the urgent need to address these challenges and support the healing process, UNESCO has established a Culture Hub in Lviv. The Culture Hub serves as a focal point for leveraging the transformative power of culture to mend the wounds inflicted by the war. In line with this mission, UNESCO announces the launch of a call for partnerships, inviting non-profit entities legally registered since a minimum 2 years to submit their proposals to contribute to this vital endeavor.

#### **II- Objectives of the project**

The call for partnerships seeks innovative partnerships that aim to develop a robust methodology for utilizing the power of culture and creative expression to foster the well-being and mental health of local communities, with a specific emphasis on internally displaced persons (IDPs), particularly children, and veterans. The proposed initiatives should focus on empowering individuals to regain self-confidence and self-control on physical, emotional, and intellectual levels.

#### **III- Beneficiaries**

The direct beneficiaries of the project shall be children, veterans and volunteers affected by the war. The methodology shall be developed in the course of the project to expand the profile of beneficiaries in future. Educators, functional to the delivery of the activities and in a view to strengthen the sustainability of the action, can also be a target group of the project. In total, the proposal shall target at least 100 beneficiaries.

#### **IV- Specific tasks of the Implementing Partner**

The proposals shall be developed to cover the following three components:



## **Component 1: Development of methodological framework and multimodal curriculum**

Partnership proposals should outline a clear approach for the development comprehensive methodological framework that integrates cultural practices and mental health approaches. The framework should include a multimodal curriculum that combines various artistic disciplines, traditional knowledge, and therapeutic techniques to promote healing and resilience. Applicants should articulate a clear understanding of the cultural context in Ukraine and demonstrate how the proposed framework can address the specific needs and challenges faced by the target communities.

Under this component, the applicant shall also specify the approach to the development of a multimodal curriculum with the prospect of turning it into a certified program. The multimodal curriculum within the proposed partnership should encompass a diverse range of components designed to address the well-being and mental health of the target audience. The curriculum should draw upon cultural practices, artistic disciplines, traditional knowledge, and therapeutic techniques to create a holistic and inclusive approach to healing and resilience.

Methodological frameworks shall be developed with an international partner organization(s) and/or experts specialized in this domain.

## **Component 2: Conducting workshops to pilot the materials and train trainers:**

Applicants should detail plans for conducting workshops to pilot the developed materials and train trainers who will subsequently deliver the program to the identified target groups. These workshops should serve as a practical testing ground to refine and adapt the curriculum based on participants' feedback and evaluation. The proposals should outline strategies for selecting and engaging workshop participants, ensuring inclusivity and sensitivity to the needs of individuals affected by the war.

## **Component 3: Organize pilot camps for children:**

Partnership proposals must include a plan to organize pilot camps specifically designed for children who have experienced the impact of the war. These camps should provide a safe and nurturing environment for children to engage in culturally enriched activities that promote healing, self-expression, and social integration. The proposals should outline the logistics, duration, and content of the pilot camps, as well as mechanisms for monitoring and evaluating the impact on children's well-being and resilience. The partner will apply the UNESCO ethical principles including PSEA (Protection from sexual exploitation and abuse, as detailed in Form 7-9A)

The Implementing Partner, in close consultation with UNESCO, will produce communication materials documenting the impact of the project, using a storytelling approach (photo and video documentation subject to the explicit consent of individuals and/or legal representatives of a child). Information on progress made (and potentially artists' profiles) could also be promoted on the Partner's webpages and social media channels.

## **V- Deliverables**

**Deliverables will be fine-tuned with the selected partner at the signature of the contract. Planned deliverables include:**

**Deliverable 1:** Methodological framework and multimodal curriculum, the structure of which shall be finalized in cooperation with UNESCO and the Ministry of Culture and Information Policy during the implementation of contract

**Deliverable 2:** Progress report documenting achievements in terms of selecting participants and organizing the pilot trainings for trainers.

**Deliverable 3:** A final technical narrative and financial report documenting achievements of the project after the conduct of the camps for children, and supported by financial documentation of expenses incurred. Last 10% of the contract will be disbursed after submission of final reports ( ref. annexed contract template Form 7-10).

Additionally:

- For the personnel recruited on the project: a copy of the contract, pay slips/receipts signed by the beneficiary and a copy of ID/passport.
- For personnel recruited to work on the project: actual time sheet data on deployment of staff signed by the staff member and approved by the responsible officer.
- For expenses related to contractor/consultants: a copy of the contract, invoice documents, the payment order/receipt and a copy of ID/passport or the company's official registration document.
- For expenses related to travel: tickets, invoices and boarding passes (all invoices related to ticket purchases must clearly show the traveler's name, destination, date and cost of the ticket in the most economical mode).
- For expenses related to participants: Name of the main and dependent beneficiaries, copy of the identity document, date, proof of payment (receipt, payment slip)
- For every other expense: invoices and receipts from supplier.

## Annex 3 - Budget template

*Example of Budget template or similar\*:*

*\*The following tables are provided as an example. The applicant may wish to present the budgets in a different format, while clearly specifying the contribution of UNESCO and itself to the project.*

Component 1: Development of methodological framework and multimodal curriculum							
Item description (eg. Recreuitment of an expert, stationary, travel etc.)	Duration (months / days)	Unit of measurement (month/person, lump sum, etc)	Number of Units	Unit Cost (US\$)	Total budget for this line	Partner's contribution (US\$)	UNESCO contribution (US\$)

Component 2: Conducting workshops to pilot the materials and train trainers							
Item description (eg. Recreuitment of an expert, stationary, travel etc.)	Duration (months / days)	Unit of measurement (month/person, lump sum, etc)	Number of Units	Unit Cost (US\$)	Total budget for this line	Partner's contribution (US\$)	UNESCO contribution (US\$)

Component 3: Organize pilot camps for children							
Item description (eg. Recreuitment of an expert, stationary, travel etc.)	Duration (months / days)	Unit of measurement (month/person, lump sum, etc)	Number of Units	Unit Cost (US\$)	Total budget for this line	Partner's contribution (US\$)	UNESCO contribution (US\$)

<b>Other expenses</b>							
Item description (eg. Recruitment of an expert, stationary, travel etc.)	Duration (months / days)	Unit of measurement (month/person, lump sum, etc)	Number of Units	Unit Cost (US\$)	Total budget for this line	Partner's contribution (US\$)	UNESCO contribution (US\$)
Project coordinator							
Communication							
Office costs							
Domestic travel							
TOTAL						Total	Total = IPA amount

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