

CALL FOR PARTNERSHIPS (CFP)

from

Not-for-Profit Institutions

Ref: UNESCO/DOH/CLT/2023/006

(Please quote this UNESCO reference in all correspondence)

Date: 07 November 2023

Closing date: 1/12/2023 23:59 Doha time

Submission by email to: ao.doha@unesco.org - no other email address should be copied
N.B. Documents shall be submitted **as attachments** without copying any other UNESCO email address. UNESCO will not accept any document sent via file transfer websites or links.

Inquiries via email to: ao.doha@unesco.org (technical, administrative & financial aspects)

I. 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](#) adopted by the UN General Assembly in 2015. This Call for Partnerships (CFP) for Implementation Partners relates to the UNESCO project:

549YEM4001 Youth Employment Through Heritage and Culture

As part of its EU-funded project, "Youth Employment through Heritage and Culture in Yemen" UNESCO aims at addressing youth employment in Yemen through urban rehabilitation and cultural programming. UNESCO is looking for a partner(s) to implement a long-term capacity-building and mentorship program for advanced CSOs in the cultural and creative industries from Yemen and training of trainers for local partners (SMEPS). The programme is envisioned to contribute significantly to the sustainable development of the cultural and creative industries in Yemen, empowering local CSOs mechanisms conducive to sustaining their activities after the project ends, building the capacity of SMEPS in the Culture and Creative Industries sector, and fostering artistic freedom and cultural expressions for the betterment of the country's social fabric and economic prosperity.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES:

The objective of this Call for Partnerships is:

- 1) Design and implementation of the capacity-building programme for CSOs in Yemen:

The Contractor will develop a comprehensive training toolkit for CSOs in the domain of culture and creative industries and implement the capacity-building programme for 15 well-established CSOs from Yemen. The 1-year long programme will consist of training workshops, mentoring sessions, and networking events. Training modules should cover all relevant topics and courses related to cultural management including proposals writing, strategic fundraising, sustainable (financial) management, digital skills development in CCI sector, marketing and design, technical workshops for artistic and cultural development, women inclusion and empowerment, etc. Mentorship sessions should complement the workshops and include experts in the field to provide support to Yemeni CSOs in strategic development. The sessions may also include supporting CSOs in how to advance skills in their own domain of CCI such as music, digital games, architecture, interior design, visual communication design, product design, fashion, film, animation and video, photography, craft, culinary, publishing, advertising, performing arts, fine arts, radio-television and similar.

2) Design and implementation of a training of trainers in cultural management for representatives of local authorities

The contractor will develop and execute a training of trainers' program aimed at enhancing the capacities of selected local partners in strategically managing culture and creative industries (CCI). The programme will be implemented in parallel with the capacity-building programme for CSOs (during the first year of the partnership agreement)

3) Disburse small grants to CSOs, and supervise and monitor implementation projects in Yemen. The Contractor is expected to work closely with all CSOs on preparation of project proposal with detailed budgets and support implementation for 12 months, through providing technical advice, maintaining regular online meetings, monitor implementation and review deliverables. The Contractor will be responsible for disbursement of grants to CSOs (on an average up to 25,000 USD per CSO, totaling 375,000 USD, according to proposals and budgets approved by UNESCO); and supervise the implementation process. Projects will be implemented in Yemen. The Contractor will develop a detailed monitoring tools to track implementation of activities by all CSOs.

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

Detailed eligibility and selection evaluation criteria are available at end of **Annex 1 – TOR**

Final Beneficiaries

Eligible proposals will be those focused on advanced cultural CSOs and targeting Cultural Operators/CSO representatives as the direct and final beneficiaries.

II. 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.

- 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

Summary of Technical Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution		
			A	B	C
1.	Expertise of the Requestor Submitting Proposal Previous experience in the field of culture and arts in Arab region/Yemen, experience in organizing capacity-building sessions for culture operators, including networking events, and experience in grants management (selection of grantees, disbursement and monitoring of grants).	100			
2.	Proposed work plan and implementation methodology Quality of the proposal, planning and implementation strategy, timeline, feasibility, and innovation. Quality of the visibility plan. Quality of the training of trainers programme.	400			
3.	Management Structure and Key Personnel Capacity Experienced personnel in cultural management, training, research, networking, monitoring and evaluation, and communication.	200			
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: [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 USD 10,000 = a
- Offeror B – second lowest price ranked as 2nd in the amount of USD 15,000 = b

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**

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's proven administrative and financial management capacity.

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

V. BUDGET SIZE AND DURATION :

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 24 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-scoring 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 in one email to:

- ao.doha@unesco.org
- Number of copies: 1

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

- 1) Proposal documents (technical and financial, including project outline);
- 2) Implementation Partner Identification Form (duly filled in, with supporting documents);
- 3) Workplan for the project;
- 4) Three most recent audited financial statements;
- 5) Certificate of registration
- 6) Organigram describing organization structure, responsibilities and supervision;

- 7) CVs of key staff proposed to implement project;
- 8) Risk analysis and mitigation plan;
- 7) Finance and procurement manuals or standards;
- 8) Letter from bank confirming account in name of organization;
- 9) List of projects (including donor information and amounts) managed in the past 5 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 Doha time on 1 December 2023

For additional questions about the Call for Partnerships Guidelines or application forms, please e-mail ao.doha@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:

07 November 2023: Call for Partnerships opens.

01 December 2023: Deadline for organizations to submit proposals under this Call.

10 December 2023: Assessment and selection processes will take place.

15 December 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 ao.doha@unesco.org.

For and on behalf of UNESCO
Salah Khaled
Director



List of annexes:

Annex 1 - Terms of Reference

Annex 2 - UNESCO Partner Identification form

Annex 3 - Budget template

Annex 4 - Implementation Partners' Agreement (example)

Annex 5 - Sample structure of the technical proposal

Annex 6 - Risk matrix template

