**CALL FOR PARTNERSHIPS (CFP)**

**from**

**Not-for-Profit Institutions**

**Ref: [**CFP Juba/ED/YLP/2/2024**]**

(Please quote this UNESCO reference in all correspondence)

Date 17 December 2024

Closing date: 3 January 2025 (16:30 GMT +2) Click or tap here to enter text.)

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

Inquiries via email to: [j.okodi@unesco.org](mailto:j.okodi@unesco.org) (technical aspects)

[fc.sumo@unesco.org](mailto:fc.sumo@unesco.org) (administrative & financial aspects)

1. **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](https://www.un.org/sustainabledevelopment/sustainable-development-goals/) adopted by the UN General Assembly in 2015. This Call for Partnerships (CFP) for Implementation Partners relates to the UNESCO project:

Youth Leading Peace: Establishing participatory and inclusive mechanisms for implementation of the Youth Peace and Security Agenda in South Sudan

The project’s main goal is to promote and institutionalize youth participation in peacebuilding processes in South Sudan by facilitating young women and young men-led designing of a costed National Strategy on Youth Peace and Security. It employs an innovative, participatory and institutionalized approach to meaningful engagement of young women and young men in peacebuilding processes that encompass strategic partnerships and consultations with the youth and their organizations; capacity building of young women and young men on understanding UNSCR 2250 in its totality to drive and engage in peace processes; advocacy for increased youth spaces in national and local peace structures; support towards operationalization of youth inclusive peace architecture; and formulation of a comprehensive Strategy on Youth Peace and Security based on perspectives of youth at the grassroots, and inspired by the UNSCR 2250, 2419 and 2535. The project will then support operationalization and monitoring of the strategy in four states and one administrative area to be selected though mapping based criteria cnsisting of pre-existance of some form of youth structures, political commitment, and the extent of youth mobilization, among others.

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

The objective of this Call for Proposals is to engage in partnership with local civil society organizations to implement aspects of the project on behlaf of UNESCO South Sudan Country Office. The output and activities are provided below:

1) Outputs

Output 1: Young women and young men mobilized and empowered to effectively engage in national and local peacebuilding processes.

2) Activities

Activity 1.1: Establish and operationalize Youth Peace Forums in Lakes and Eastern Equatoria States.

Activity 1.2: Building the capacity of Youth Peace Forums in Warrap State (Kuajok), Unity State (Bentiu), Lakes State (Rumbek), Eastern Equatoria State (Torit) to operate effectively and help them meaningfully participate in peace building processes.

Activity 1.3: Initiate and support peacebuilding activities and dialogues together with the Youth Peace Forums in conflict hotspots such as Tambura in Western Equatoria State, and Twic-Ngok Dinka in Warrap State and Abyei Administrative Area.

Activity 1.4: Engage with the relevant stakeholders (State Ministry of Peacebuilding; State Ministry of Culture, Youth and Sports; State Peace and Reconciliation Commission; among others) to support the Youth Peace Forums.

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

*Final Beneficiaries*

Eligible proposals will be those focused on young men and women and targeting 4 Youth Peace Forums as the direct and final beneficiaries.

1. **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.

|  |
| --- |
| **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**

1. **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.

1. **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.

4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

**OPTION 1 – 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. | Eligibility and qualifications of an entity submitting proposal | 250 |  |  |  |
| 2. | Proposed Methodology, Approach and Implementation Plan | 250 |  |  |  |
| 3. | Management Structure and Key Personnel | 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:

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. 300), for other prices the points are assigned based on the following formula: [Amount of points = lowest price/other price \* total points obtainable for financial proposal]

An example:

1. Offeror A – lowest price ranked as 1st in the amount of USD 10,000 = a
2. Offeror B – second lowest price ranked as 2nd in the amount of USD 15,000 = b

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 |  |  |  |  |

*Detailed sub-criteria are provided in* ***Annex 1***

1. **BUDGET SIZE AND DURATION :**

[Proposals amounts should range from a minimum of USD [N/A] for direct interventions in a single community/ activity or geographical area to a maximum of USD [N/A] million for direct interventions in multiple communities/ activities or geographical area within the same country as stated in the ToR].

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 [4 months] months/ years.

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).

1. **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.

1. **SUBMISSION PROCESS:**

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

Applicants must submit their proposals in one envelope to:

- Please submit all the applications via email: [procurement.juba@unesco.org](mailto:procurement.juba@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)

3) Partners’ Identification Form (duly filled in, with supporting documents)

5) 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.

Submission Deadline

Proposals, with supporting documents, should be submitted by 16:30 GMT +2 on 3 January 2025.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail [procurement.juba@unesco.org](mailto:procurement.juba@unesco.org) CC: [j.okodi@unesco.org](mailto:j.okodi@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:

17 December 2024: Call for Partnerships opens.

3 January 2025: Deadline for organizations to submit proposals under this Call.

10 January 2025: Assessment and selection processes will take place.

13 January 2025: 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:

1. 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.
2. 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;
3. 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 James Muorwel.

For and on behalf of UNESCO

[Education Sector/Juba Office]:

[Jasper Okodi/OiC Education Unit]

1. **ANNEXES:**

**Annex 1-** Terms of Reference

**Annex 2 -** UNESCO Partner Identification form

**Annex 3 -** Budget template

*Example of Budget template or similar:*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | a | b | c | d | e | f = a \*b\*c\*d\*e |  |  |  |
| **Item Description** |  | **Total Project Costs** | | | | |  | **Partner's contribution (US$)** | **UNESCO contribution (US$)** |
|  | **Duration** (months / days) | **Unit of measurement** (month/person, lump sum, etc) | **Number of Units** | **Unit Cost (US$)** | **Percentage time worked for project** | **Total budget for this line** |  |
| **Personnel costs e.g.** |  |  |  |  |  |  |  |  |  |
| senior team leader |  |  |  |  |  |  |  |  |  |
| social workers…. |  |  |  |  |  |  |  |  |  |
| **Subtotal personnel cost** |  |  |  |  |  |  |  |  |  |
| **Activity 1 Costs e.g.** |  |  |  |  |  |  |  |  |  |
| stationary and didactic materials… |  |  |  |  |  |  |  |  |  |
| beneficiaries transportation … |  |  |  |  |  |  |  |  |  |
| **Subtotal Activity 1 Costs** |  |  |  |  |  |  |  |  |  |
| **Activity 2 Costs e.g.** |  |  |  |  |  |  |  |  |  |
| visibility materials |  |  |  |  |  |  |  |  |  |
| awareness campaign materials |  |  |  |  |  |  |  |  |  |
| **Subtotal Activity 2 Costs** |  |  |  |  |  |  |  |  |  |
| **Activity 3 Costs** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Subtotal Activity 3 Costs** |  |  |  |  |  |  |  |  |  |
| **Other Expenses e.g.** |  |  |  |  |  |  |  |  |  |
| communitication costs |  |  |  |  |  |  |  |  |  |
| contribution to office costs |  |  |  |  |  |  |  |  |  |
| domestic travel |  |  |  |  |  |  |  |  |  |
| **Subtotal Other Expenses** |  |  |  |  |  |  |  |  |  |
| **Total Costs** |  |  |  |  |  |  |  |  |  |
| Notes: |  |  |  |  |  |  |  |  |  |
| Cost breakdown must be deemed reasonable and fair in comparison in prevailing market trends, and represents value for money. | | | | | | | | | |
| Budget financed by UNESCO should only include financial provisions for activities that are directly relevant to achievement of IPA outcomes. Indirect/overhead costs should be borne by the Partner. | | | | | | | | | |
| Nature and breakdown of partner’s contribution to be confirmed at the latest during workplan elaboration. | | | | | | | | | |

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