**United Nations Development Programme**
Programme of Assistance to the Palestinian People
برنامج الأمم المتحدة الإنمائي/ برنامج مساعدة الشعب الفلسطيني

# Al Fakhoora Dynamic Futures Programme

# Clarification for the Request for Proposals for Partner CSOs, NGOs and non-profit Organizations for Quality Education and Student Services

*Addendum No 1*

**RFP D-0000071450**: Request for Proposals for Partner CSOs, NGOs and
Non-profit Organizations for Quality Education and Student Services

**Issue Date:**          21 June 2018
**Closing Date:**        08 July 2018 @15:00 hrs. (Jerusalem Time)
**Orientation Session:** 26 June 2018 @12:00 hrs. (Jerusalem Time)

**Dear Applicants:**

With reference to the Request for Proposals for Partner CSOs, NGOs and non-profit Organizations for Quality Education and Student Services and the orientation session held on 26 June 2018, the following is considered as Addendum No 1 to the RFP D-0000071450 which shall be deemed to form, be read as part of the TOR.

1. What is required in the technical proposal, since Al Fakhoora has already designed different activities?

The applicant needs to focus on the implementation modality they intend to use to implement the different activities, it's the know-how techniques and the ability to use creative and innovative approaches to facilitate and implement activities according to the best practices.

2. Does applicant needs to submit and Memorandum of Understanding (MoUs) with sub-contractors?

The applicant organization need to present the legal issues and how they are going to control it (MOUs with universities, contracts with students … etc.)

3. Referring to the staffing CVs, can applicant organization present more than one CV and can Human Personnel apply with different applicant organizations?

No duplication in CVs between organizations, each staff to sign availability and declaration letter with a one applicant organization.

4. Can the proposed Staff be a Palestinian Authority, yet currently retired?

Retired Palestinian Authority personnel can apply, but if any of the staff found to be still having working relationship with the Palestinian Authority, his/her application will be dropped, and the organization will get zero mark for that position.

5. Will UNDP carry any site visits to the applicant organizations premises?

Yes, if needed, the UNDP/PAPP staff will can conduct site visits to organizations.

6. In the Budget and technical notes, it has been referred that contracting can be divided and/or activities "budget lines" can be deleted, could you please explain this?

Yes, UNDP/PAPP has the right to award the activities to more than one applicant organization, delete position, or delete whole budget lines.

7. What kind of financial documentation required from the applicant organization?

The applicant organizations will be assessed on their capacities to manage financial and procurement issues professional. Thus, it is recommended to elaborate more about the financial systems and capacity and to share any external audits.

8. If the applicant organization is HACTED by UN, does the HACTED applicant organization need to submit any organizational documentation?

Regarding the organizational documentation; the applicant organization need to follow the check list and submit all required documents if not submitted to the UNDP/Al Fakhoora call for PRE-QUALIFICATION No. 2017-001. In addition, if the organization is HACTED, it needs to submit the relevant UN letter.

9. Are the staff mentioned in the Budget fixed for all the years of implementation e.g from 2018 to 2021?

No, Staffing can be increased and decreased as per the budget.

10. Are there any gender preferences in the personnel?

The applicant organizations need to maintain Gender balance when sending the CVs, some positions require a balance between females and male staff, and will be evaluated accordingly.

11. Referring to Page 20 in the Technical Proposal Template, Items required in the Technical Proposal, do we need to provide a breakdown of the available budget per activity?

**No**, the applicant organization does not need to provide breakdown of the budget per activity. The programme has already developed a budget for the activities and will be shared with the selected partners. The costing will be mainly to the Human resources, operational cost as well as administrative cost.

12. Are Consortiums allowed between local organizations?

Yes, a lead organization needs to be identified and the role of each partner organization needs to be clarified technically, administratively and financially.

13. Please find enclosed:

Annex 4: The Presentation shared during the Orientation meeting
Annex 5: Al Fakhoora Students' Handbook