

## **Strengthening and Empowerment of Education and Youth in the oPt:**

### **Al Fakhoora Dynamic Future's Programme, (2009-2017)**

#### ***Guidance Note – Call for Applications for Partner CSOs for establishing Economic Empowerment projects***

## ***Request for Proposal***

**November 2016**

### **1. Introduction**

Al-Fakhoora Dynamic Futures Programme aims at effectively building a cadre of educated and trained leaders who are civic- minded, intellectually able, and professional to become community, Business, and national /global leaders of the future. The programme avails opportunities for Palestinian university-level students to actualize their professional and leadership potential by overcoming socioeconomic, political and cultural limitations and becoming enabled to productively engage in society. Started in 2009, UNDP and its partners have envisioned this long comprehensive programme that links educational scholarships for post-secondary students to other supporting interventions such as; leadership and advocacy trainings, Students Services, economic empowerment for scholars' families, career guidance, academic advising, civic engagement, and different personal and professional development opportunities.

The economic empowerment component aims to bridge educational opportunities to success in professional life through career preparation and counselling opportunities, internships, networking, and opportunities for entrepreneurship and economic empowerment projects for either families or graduates. The expected outcome is to have the Educational opportunities for targeted youth effectively linked to economic productivity of students' families.

#### **The current practices of the programme focus on;**

- ❑ Three months Paid internship for the Al-Fakhoora Dynamic Futures' Graduates; With the weak job market in Gaza, there are limited opportunities for new graduates to find meaningful employment in their area of specialization. The internship program supports non-working fresh graduates in obtaining professional experience that will give them an advantage in making the transition to career life.
- ❑ Economic Empowerment projects for the Fakhoora student's Families; Recognizing the limited number of opportunities in the Gaza job market, the Programme supports students'



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families or students individually in establishing their own economic empowerment projects through Grants. This has been implemented through DEEP project.

Currently, Al-Fakhoora Dynamic Futures Programme is planning to implement 65 economic empowerment projects (through Grants methodology) for 65 Al-Fakhoora Dynamic Futures Programme scholars' families identified by the programme before August 2017.

## **2. Purpose of this call for Expression of Interest**

This document is intended for CSOs who have the required organizational capabilities, and experiences to help the programme in achieving the related economic ultimate goal through implementing 65 economic empowerment projects (family or individually based). A pre-assessment process will be conducted for shortlisted CSOs.

## **3. Scope: Outputs and Results**

The implementation of projects under this agreement must contribute to the official results chain adopted by DFP. Specifically, the project activities carried out by the implementing partner (IP) should contribute to the following Outputs:

**Ultimate Outcome (UO):** Establishment of a cadre of Palestinian youth from underserved backgrounds empowered economically and socially by quality academic programs, capacity development, and support systems, making meaningful contributions as leaders in their communities and globally.

**Immediate Outcome 2.2:** Educational opportunities for targeted youth effectively linked to economic productivity of families

### **Component indicators are;**

- 2.2a. Proportion of beneficiaries gainfully working (overall/and in areas relevant to their field of study)
- 2.2c. Student self-assessment of employability, disaggregated by year of study
- 2.2d. Proportion of non-working alumni (i) aware of and (ii) accessing career/ entrepreneurship support services or training
- 2.2g. Number of programme financed DEEP projects successfully operating.

The income generating activities proposed must adhere to the criteria and methodology set forth in the methodology section below. In summary, these activities must target individuals and/or families who are part of the AlFakhoora scholarship program. The implementation of the activities must be based on a thorough assessment of the capacity and assets of the target household and or individual and the feasibility of the proposed interventions.

## **4. Types of interventions**

Any type of intervention that can help the household establish a sustainable livelihood strategy is encouraged by the programme. There are no limitations on economic sectors and training, including entrepreneurial ideas or strengthening of existing business. Regarding the funding, the program will use a grant methodology with an AVERAGE of USD\$ 5,000 allocated for each

household. If there are business ideas that require larger financing, CSOs should refer these cases for Dynamic Futures Programme Management Unit (PMU) for advice.

The implementing partner (IP) must ensure that the project does not violate any of the existing laws and regulations in place and must help the household acquire any necessary licenses from the competent authorities.

### **5. Time frame**

The implementation time frame should be indicated by the application and supported by a comprehensive action plan that covers all the project activities not to exceed August 2017. The selection and contracting process of the successful IP is expected to be done in two months after the deadline of the call.

### **6. Budget**

The implementing partner should submit a budget for the project that includes two main headings: Direct costs and Administrative costs as follow;

- Direct costs: a breakdown of the total direct costs should be submitted which include the following:
  - Costs of goods and services procured for the benefit of 65 targeted families (through Grants methodology)<sup>1</sup>
  - Cost of training for the benefited target group
- Administrative costs: This will be a percentage of the direct costs, Personnel costs, and overhead cost.

The implementing partner must also submit a Disbursement Plan that corresponds to the action plan identifying the milestones and expected expenditures.

The implementing partner will have two modalities under which to operate either through direct payments (whereby they advance the funds and we replenish them) or through advances where their budgets and action plan will have to reflect a realistic reconciliation within 6 months of the amount advanced.

**The total value of the interventions under this sub-component should not exceed USD 520,000**

### **7. Methodology**

The implementing partner must adhere to the general methodology set forth in these guidelines. Implementation of activities in contradiction to these guidelines may render costs of the activity in question ineligible or other any corrective actions. The interventions implemented under these projects will consist of five phases: selection; assessment and analysis of assets and capabilities; business plan development and training; procurement; and, coaching and follow up. All forms, updates, and reports should be shared with Economic Empowerment Coordinator at PMU. As well,

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<sup>1</sup> Average available budget per household for the materials and supplies is \$5,000

the programme's Management Information System (MIS) and the archive should be updated regularly.

#### **▣ Selection and targeting**

The implementing partner will receive a list of names of Dynamic Futures scholars to be reached during the selection phase. These households will be checked for compliance with the programme's selection criteria: ability to run a business, and motivation. The implementing partner should conduct house visits to every household on the list during which the field worker will fill a brief application form. The projects can be either for the family or for the student based on the provided justification and the idea of the business.

The implementing partner will conduct a capacity assessment of households, based on the sustainable livelihoods approach advocated by the UNDP. During the initial capacity assessment, the implementing partner is expected to verify the capacity of the household to engage in the economic empowerment activities. This includes the availability of basic "capitals" which can be supported by further investments from the project in creating a sustainable livelihood strategy. Additionally, the implementing partner is expected to verify the existence of a positive attitude among the household members towards engagement in such activities.

#### **▣ Assessment and Analysis**

Further to the initial capacity assessment, the implementing partner is expected to engage in a thorough assessment of the assets and capacities of the households. This phase constitutes an essential component in identifying the assets which the households can invest in any potential livelihood strategy. During this phase the implementing partner should conduct an assessment of all the capital assets available or accessible to the targeted households, placing a strong focus on the human, natural and physical capitals. The implementing partner is also expected to conduct in depth assessment of the individuals who potentially will run and manage the potential interventions.

This process should lead to the identification of one or several business ideas that can be implemented with the target household. This process should engage the household in all aspects while allowing the implementing partner to provide input on aspects relating to the technical implementation of the interventions. Also this process should reflect the wishes and interests of the household members. It is highly recommended to have entrepreneurial ideas to compete in the market. Their creativity in developing the ideas can be simple and innovative.

#### **▣ Business Plan Development and Training**

Based on the outputs of the previous process, the implementing partner will have prepared lists of families, specific family member, and business idea to be referred to a specialized business provider to provide the business plan development and training. This can be done either by the implementing partner or through external consultancy based on the IP's capacity.

#### **▣ Procurement**

Based on the business plans prepared during the previous stage, the implementing partner should start the procurement activities associated with setting-up the income generating activities.

The implementing partner must adhere to the procurement and financial procedures provided by UNDP - DFP for all the required goods, services, or work needed to establish the selected income generating activity.

#### ▣ **Follow up**

The implementing partner should establish a process of periodic follow up to all interventions implemented by its staff. The follow up process should serve to ensure the success of the activity and its contribution to establishing positive livelihood strategies that contribute to favorable outcomes for the targeted households. The follow up process should provide for a thorough review and assessment of the situation of each intervention and an identification of the obstacles faced. The implementing partner should provide professional business advice to help the household improve and expand its project. Additionally, follow up should contribute to a thorough monitoring and evaluation plan.

The implementing partner should develop an individual log book for each household documenting all aspects of the household assessment, intervention design, implementation and obstacles, including success indicators. Field visits reports shall be shared with the Economic Empowerment Coordinator at PMU and the MIS should be updates regularly.

### **8. Principles of Partnership**

A partnership, as defined by UNDP, refers to a collaborative relationship between UNDP and another organization that is characterized by <sup>2</sup>

- ▣ An expectation of mutual benefits;
- ▣ A commitment to shared outcomes which have been jointly determined;
- ▣ A clear definition of the partners' roles and contributions, and;
- ▣ The existence of a framework to discuss and review progress towards the shared outcomes

The establishment and management of partnerships with UNDP/PAPP in the framework of Al Fakhoora Dynamic Futures Programme will be guided by a shared commitment to the following key principles:

- ▣ **Transparency**, with a clear commitment to work in ways that maximise accountability to each other for the commitments undertaken together;
- ▣ **Accountability**, within the partnership itself and in relation to all relevant human development stakeholders, most importantly the poor and disadvantaged;
- ▣ **Participation, inclusion** and a respect for **diversity**;
- ▣ **Empowerment** of the disempowered, in the framework of the rights-based approach to development;
- ▣ Supporting **national ownership** and inclusive Palestinian-led processes;
- ▣ A commitment to **strengthening local capacities**, as a unifying theme of support, and;
- ▣ **Partnership**, in which NGOs/CSOs will be come into a full partnership with UNDP/PAPP where UNDP will not be considered as a donor only.

<sup>2</sup> UNDP Programme and Operations Policies and Procedures, Role in Coordination and Partnerships. See: [http://content.undp.org/go/userguide/results/strat-gie-et-planification/levaluation-et-les-rapports-des-resultats-pour-2006/?jsessionid=a9\\_BVVc6BrQa?lang=en&urlLang=fr&g11n.enc=ISO-8859-1](http://content.undp.org/go/userguide/results/strat-gie-et-planification/levaluation-et-les-rapports-des-resultats-pour-2006/?jsessionid=a9_BVVc6BrQa?lang=en&urlLang=fr&g11n.enc=ISO-8859-1)

## **9. Implementing Partner Selection Process**

UNDP/PAPP will carry out a selection process consisting of multiple stages to identify the most relevant CSOs for partnership under this call. As the first step toward the establishment of partnerships with civil society organizations, UNDP/PAPP invites civil society organizations to apply for this partnership. CSOs are requested to submit to UNDP/PAPP basic organizational documents such as annual reports, financial reports, strategic plans and internal policy documents. In addition, CSOs must submit Technical and financial proposals that include methodology, Action Plan, Disbursement Plan, and Budget. This process of applying is referred to as the ‘Expression of Interest.’

The purpose of the Expression of Interest process is three-fold:

- ❑ To determine whether interested CSOs meet UNDP/PAPP’s mandatory criteria for partnership under this Programme (See further section 10);
- ❑ To assess the capacity levels of interested CSOs in order to determine appropriate levels of financial and management capacity; and
- ❑ To assess the capacity levels of interested CSOs in implemented economic empowerment interventions

CSOs will be assessed based on the documents and information they provide during this process. The applications of interested organizations may be further verified through visits, reference checks and interviews with staff, board members and beneficiaries.

Admission to the Civil Society Roster is a pre-requisite to entering into a partnership with UNDP/PAPP under Al Fakhoora Dynamic Futures Programme. However, admission to the Civil Society Roster does not guarantee that a partnership with UNDP will be established. A partnership between UNDP/PAPP and a CSO admitted to the roster will only be established on the basis of a subsequent project proposal assessed by UNDP/PAPP to be consistent with one or more of the programme outcomes.

## **10. Screening Process and Evaluation Criteria:**

Projects will be screened by Al Fakhoora Dynamic Futures Programme Management Unit along with other UNDP/PAPP staff members, to make sure that all requisites are met.

### **Mandatory Assessment Criteria**

In order to be eligible to join the Civil Society Roster, an applicant **must**:

- A. Be Non-governmental organisations (NGOs); or Community-based organizations (CBOs)
- B. Be registered in accordance with the national legislation of the location of the head office of the organisation (From Ramallah )
- C. Demonstrate a commitment to the principles of human development.



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- D. Have the ability to make a significant contribution to supporting Economic Empowerment, and Capacity Building.

These mandatory criteria are *essential* for consideration for partnership. Any organization that does not meet any of the above requirements will be automatically excluded from admission to the Al Fakhoora Dynamic Futures partnership.

**After this preliminary formal screening**, the integrated evaluation will take place through a simple formula whereby **the two main evaluation criteria will have the following weight:**

1. Alignment with the priority and objectives of this call for proposal and the quality of the proposal submitted: 70% of total scoring
2. Institutional Strength of the Requesting NGO: 30% of total scoring

1) *Alignment with the priority and objectives of this call for proposal and the quality of the proposal submitted:*

- A. Project design: coherence, risk analysis and management, sustainability, and impact (40)
- B. The project has been designed as be economic empowerment best practises (20)
- C. The project responds to the requirement under this call for proposal (10)
- D. Justifiable budget and its cost efficiency (30)

2) *Institutional strength of the requesting NGO:* With a maximum of 100 points, here the review team will analyse the capacity of the NGO to translate on the ground what has been proposed in the project document, looking into the following components:

- ▣ Project management capacity (25)
- ▣ Human resources (20)
- ▣ Financial capacity (15)
- ▣ Organisational structure and governance (10)
- ▣ Systems and infrastructure (10)
- ▣ Constituency (10)
- ▣ Experience of working in partnership (10)

Indicator	Areas for Assessment	Applicable Documents and Tools	Score
<b>1. Mandatory Criteria</b>			
<b>1.1. Status as a public, Privet, non-state non-public actor whose aims are neither to generate profits nor seek governing power</b>	<ul style="list-style-type: none"> <li>▪ Does the organisation receive public (state) funding?</li> <li>▪ Was the organisation established by national legislation including law-decrees?</li> <li>▪ Does the organisation seek governing power?</li> <li>▪ Does the organisation directly or indirectly seek to advance the agendas of political parties/factions?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mission statement/ Charter</li> <li>▪ Legal incorporation documents</li> <li>▪ Annual reports</li> <li>▪ Annual budget</li> <li>▪ Policy statements</li> <li>▪ Publications</li> </ul>	Yes/No
<b>1.2. Status as a registered not-for-profit and/or non-</b>	<ul style="list-style-type: none"> <li>▪ Is the CSO legally established?</li> <li>▪ Does the CSO comply with all legal requirements of its legal identity and registration?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Name of officers</li> <li>▪ Registration with government or umbrella CSO</li> </ul>	Yes/No

<p><b>governmental organisation or Privet sector in accordance with relevant national legislation<sup>3</sup></b></p>		<ul style="list-style-type: none"> <li>▪ Legal incorporation documents</li> </ul>	
<p><b>1.3. A commitment to the principles of human development</b></p>	<ul style="list-style-type: none"> <li>▪ Does the CSO share a commitment to UNDP principles of human development?</li> <li>▪ Does the CSO share similar values to UNDP?</li> <li>▪ Is the CSO clear on its role and mandate?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mission statement/ Charter document</li> <li>▪ Annual reports</li> <li>▪ Policy statements</li> <li>▪ Publications</li> </ul>	<p>Yes/ No</p>
<p><b>1.4. The ability to make a significant contribution to: strengthening justice and security institutions; enhancing access to justice and security; advancing national anti-corruption efforts; improving gender justice, or; improving juvenile justice.</b></p>	<ul style="list-style-type: none"> <li>▪ Does the CSO have the ability to strengthening justice and security institutions; enhancing access to justice and security; advancing national anti-corruption efforts; improving gender justice, or; improving juvenile justice – through service provision and/or research and advocacy activities and/or monitoring activities?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mission statement/ Charter document</li> <li>▪ Annual reports</li> <li>▪ Project documents</li> <li>▪ Policy statements</li> <li>▪ Publications</li> <li>▪ three years' activity framework</li> </ul>	<p>Yes/ No</p>
<p><b>2. Assessable Criteria</b></p>			
<p><b>2.1. Project management capacity</b></p>	<ul style="list-style-type: none"> <li>▪ Does the CSO produce clear, internally consistent project proposals and intervention frameworks?</li> <li>▪ Does the development of a programme include a regular review of the programme?</li> <li>▪ Does the CSO hold annual programme or project review meetings?</li> <li>▪ Is strategic planning translated into operational activities?</li> <li>▪ Are there measurable objectives in the operational plan?</li> <li>▪ Does the CSO report on its work to its donors, to its constituency, to CSOs involved in the same kind of work, to the local council, relevant government ministries, etc.?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Well-designed project and programme documents as well as evaluations and reports</li> <li>▪ Action/operational plans</li> <li>▪ Evaluation and monitoring reports</li> <li>▪ Reports on performance</li> <li>▪ Reports to donors and other stakeholders</li> <li>▪ Internal and external evaluation and impact studies</li> </ul>	<p>25</p>

<sup>3</sup> In exceptional circumstances this requirement can be waived.



	<ul style="list-style-type: none"> <li>▪ Does the CSO monitor progress against indicators and evaluate its programme/project achievement?</li> <li>▪ Does the CSO include the viewpoints of the beneficiaries in the design and review of its programming?</li> </ul>		
<b>2.2. Human resources</b>	<ul style="list-style-type: none"> <li>▪ Does the CSO staff possess adequate expertise and experience, especially in relation to legal staff for legal service provision?</li> <li>▪ Does the CSO use local capacities (financial/ human/other resources)?</li> <li>▪ Does the CSO have clear human resource management policies?</li> <li>▪ Does that CSO have an adequate staff retention rate?</li> <li>▪ What is the role of the senior management team and director in strategic planning and organisational oversight?</li> <li>▪ Does the organisation have sufficient qualified, expert and experienced staff to delivery project to a high standard, especially in relation to proposed legal work?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staffing table including profile, qualifications and experience of organisation's staff.</li> <li>▪ Internal and/or external evaluation reports</li> <li>▪ Annual reports</li> <li>▪ Human resources manual</li> </ul>	20
<b>2.3. Financial capacity</b>	<ul style="list-style-type: none"> <li>▪ Is there a regular budget cycle?</li> <li>▪ Does the CSO produce programme and project budgets?</li> <li>▪ What is the maximum amount of money the CSO has managed?</li> <li>▪ Does the CSO ensure physical security of advances, cash and records?</li> <li>▪ Does the CSO disburse funds in a timely and effective manner?</li> <li>▪ Does the CSO have procedures on authority, responsibility, monitoring and accountability of handling funds?</li> <li>▪ Does the CSO have a record of financial stability and reliability?</li> <li>▪ Does the CSO keep good, accurate and informative accounts?</li> <li>▪ Does the CSO have the ability to ensure proper financial recording and reporting?</li> <li>▪ Is the financial growth realistic (7-10% per year)?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Operating budgets and financial reports</li> <li>▪ List of core and non-core donors and years of funding</li> <li>▪ Written procedures ensuring clear records for payable, receivables, stock and inventory</li> <li>▪ Reporting system that tracks all commitments and expenditures against budgets by line</li> <li>▪ A bank account or bank statements</li> <li>▪ Audited financial statements</li> <li>▪ Good, accurate and informative accounting system</li> <li>▪ Written procedures for processing payments to control the risks through segregation of duties, and transaction recording and reporting.</li> <li>▪ Financial history (budgets for the last 3 years).</li> </ul>	15
<b>2.4. Organisational</b>	<ul style="list-style-type: none"> <li>▪ Who makes up the governing body and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reports on the meetings of</li> </ul>	

<p><b>structure and governance</b></p>	<p>what is it charged with?</p> <ul style="list-style-type: none"> <li>▪ How does the independent governing body exert proper oversight?</li> <li>▪ Does the CSO have a clear and communicated organisational structure?</li> <li>▪ Are the work programmes of the different departments of the CSO mutually reinforcing?</li> </ul>	<p>the governing body</p> <ul style="list-style-type: none"> <li>▪ Profile of board members/ trustees</li> <li>▪ Copies of rules and procedures</li> <li>▪ Minutes of management or decision making meetings;</li> <li>▪ Code of conduct</li> <li>▪ CSO organisational chart</li> <li>▪ Annual reports</li> <li>▪ Annual work plans</li> </ul>	<p>10</p>
<p><b>2.5. Systems and infrastructure</b></p>	<ul style="list-style-type: none"> <li>▪ Does the CSO possess logistical infrastructure and equipment?</li> <li>▪ Can the CSO manage and maintain equipment?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adequate logistical infrastructure: office facilities and space, basic equipment, utilities</li> <li>▪ Computer capability and library materials</li> <li>▪ Proper equipment for area of specialisation/inventory to track property and cost</li> </ul>	<p>10</p>
<p><b>2.6. Constituency</b></p>	<ul style="list-style-type: none"> <li>▪ Does the CSO have a clear constituency?</li> <li>▪ Does the CSO have regular and participatory links to its constituency?</li> <li>▪ Are constituents informed about and supportive of the CSO and its activities?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mission statement/Charter</li> <li>▪ Webpage</li> <li>▪ Reports of field visits and consultations</li> <li>▪ Media coverage</li> </ul>	<p>10</p>
<p><b>2.7. Experience of working in partnership</b></p>	<ul style="list-style-type: none"> <li>▪ Does the CSO belong to CSO umbrella organisations and/or CSO networks in its own sector?</li> <li>▪ Does the CSO have strong links within the CSO community and to other social institutions?</li> <li>▪ Does the CSO have partnerships with government/ UN agencies/private sector/universities/foundations/other CSOs/other?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Membership/affiliation in a CSO umbrella and/or network</li> <li>▪ Participation in regional/national/international CSO meetings and conferences</li> <li>▪ Partnerships agreements with other organisations</li> <li>▪ Records of funding</li> <li>▪ Reports on technical external support from national and/or international agencies</li> <li>▪ Minutes of partnership interactions</li> <li>▪ Annual reports</li> <li>▪ Action plans</li> <li>▪ Strategic plans</li> </ul>	<p>10</p>

### **11. Selection Committee**

Potential partners are evaluated in accordance with pre-defined technical and financial criteria, The Selection will be subject UNDP/PAPP Partnership Review Committee in terms of:

- ❑ Compliance with the established selection procedures
- ❑ Compliance with the established selection criteria
- ❑ Strategic programmatic considerations



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## **12. Submitting guidelines**

Interested CSOs shall submit the following:

1. Technical and financial proposals that include methodology, Action Plan, Disbursement Plan, and Budget;
2. Basic organizational documents such as annual reports, financial reports, strategic plans and internal policy documents; and
3. and this Call for Applications.

The soft copies shall be submitted to Dynamic Futures Programme PMU to the following email by **24 November 2016 @12:00hr.** of receiving this Call: [proc10.papp@undp.org](mailto:proc10.papp@undp.org)

### ***Please note that the attachments should not exceed 10 Mb.***

After the finalization of the application and attachments, the CSO shall submit a hard copy of the above mentioned items signed and stamped by the organization's head to the PMU Office at the following addresses:

Gaza
Dynamic Futures Programme UNDP/PAPP Omar Bin Abdul Aziz Street Gaza Telephone:972 8 2822167 Facsimile: 972 8 2822021

### **13. Notification of projects approved:**

UNDP/PAPP will notify in written by email to the applicant organizations the approval or rejection of their project proposals within 2 months after the conclusion of the deadline. During this time, UNDP/PAPP might contact organizations to request additional information if deemed necessary.

### **14. How to seek clarifications**

Organizations wishing to seek clarifications with respect to this Call for Applications should send their request in writing to: [abeer.al-yazji@undp.org](mailto:abeer.al-yazji@undp.org) . With the following subject line: "Dynamic Futures Programme Internship".

### **15. General Conditions**

The implementing partner is expected to adhere to all technical, financial, reporting requirements of the programme as detailed in the procedures and policies manual.

We hereby certify that there we have read and reviewed all items mention in this call for applications:
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