

## **Al Fakhoora Dynamic Futures Programme**

### ***Clarification for the Request for Proposals for Partner CSOs and NGOs for Psychosocial Support and Training Services***

#### **Addendum No 1**

#### **RFP D-0000062151: Request for Proposals for Partner CSOs and NGOs for Psychosocial Support and Training Services**

**Issue Date:** 10 April 2018  
**Closing Date:** 10 May 2018 @15:00 hrs. (Jerusalem Time)  
**Orientation Session:** 24 April 2018 @12:00 hrs. (Jerusalem Time)

#### **Dear Applicants:**

With reference to the Request for Proposals for Partner CSOs and NGOs for Psychosocial Support and Training Services and the orientation session held on 24 April 2018, the following is considered as Addendum No 1 to the RFP D-0000062151 which shall be deemed to form, be read as part of the TOR.

**Please note below two points related to additional information to the ToR, which organizations are required to provide:**

- **Non-profit organizations are eligible to apply**
- **Please attach the ToRs for the staff to be employed on the project**

**Please note that DEADLINE has been extended to 10 May 2018 @15:00 hrs. (Jerusalem Time)**

#### **A Note on the Budget:**

Please note that Financial Proposal as well as Technical Proposal is required for Six Months ONLY from 01 July 2018 to 31 December 2018. This will be first phase on the project.

Future Extension to the implementing partner (IP) beyond 31 December 2018 will be subject to discussion based on the (a) IP performance, (b) Student satisfaction, (c) Donor approval, (d) availability of funding and (e) the agreement on the terms of partnership between UNDP and the IP.

**1. Two weeks are not enough to carry out the Assessment.**

Timeframe for implementing that Assessment is extended to **six weeks**

**2. Two Weeks are not enough to carry out the training**

The general training for the 630 students shall be implemented within **12 Weeks**

**3. What is the Team Leader employment duration, as 6 months is not enough?**

To be more cost effective when doing the budget please make sure that team leader is needed to lead the process of the psychosocial assessment as well as the training until the end of December 2018.

**As mentioned during the orientation meeting the recruitment process for the Two Counselors should start immediately upon signing the contract with the UNDP.**

Any extension for the team leader or any of the staff members after December 2018 is subject to the discussion and agreement between UNDP and the IP.

**4. Is the least budget going to be accepted?**

The Contract will be awarded to the Offeror who receives the **Highest Combined Technical and Financial score**

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposals prior to any Financial Proposals being opened and compared. The Financial Proposals will be opened only for submissions that passed the minimum technical score (70%) in the evaluation of the technical proposals. The technical proposals are evaluated based on its responsiveness to the Terms of Reference (TOR).

**In the Second Stage, the Financial Proposals of organization who have attained the minimum 70% score in the technical evaluation will be opened and evaluated.**

30 points shall be allotted to the lowest total cost proposed among those invited service providers which obtain the threshold points in the evaluation of the substantive presentation. All other fees proposals shall receive points in inverse proportion to the lowest total fees; e.g. [30 Points] x [US\$ lowest total fees]/ [US\$ other] = points for other proposer's cost.

The General mark or combined score for each proposal will be arrived as follows:

The score of the Technical proposal multiplied by 70% will be added to the Financial Proposal 30%. The organizations whose proposal received the highest combined score will be the successful organization.

## **5. How to cover the cost of the training?**

Please refer to the " Primary Psychosocial Support (training) including venue, hospitality, ..ect under Technical Direct Cost in the budget template

The cost per each student must **INCLUSIVE** to:

1. The general required training hours needed
2. The grouping of students
3. Cost of trainers.
4. No of Training hours
5. Hospitality
6. Stationary
7. Cost of Venue

The cost per each student should **EXCLUDE** Transportation of students. UNDP will add the accurate cost of Transportation based on the Transportation Matrix that is being used by the AI Fakhora Dynamic Futures Programme.

## **6. What do you mean by: "UNDP/PAPP will be responsible for coordinating trainings with the organization, processing payments, and for acceptance of the deliverables"?**

The organization is fully responsible to coordinate all related project activities yet in full coordination with UNDP/AI Fakhora Programme Management Unit.

UNDP/AI Fakhora Programme Management Unit should clear/approve and actively engage/participate in the following:

- Recruitment Process of all Project staff
- Training Dates/Times
- Training Venues
- All Procurement processes related to the training
- Branding and Visibility
- Recruitment Process of Trainers
- Any type of coordination that may be required to do the training.

## **7. What is the duration that this budget covers?**

The budget needs to be for 06 months duration

### **8. Can we redesign the interventions after the assessment?**

Your original intervention should reflect the actual required interventions. However, re-planning can be considered but it should not skew much from the original plans.

### **9. How the students have been selected for Al Fakhooa scholarship?**

Students were selected based on three main criteria as following:

1. Academic performance (Tawjihi),
2. Financial need
3. Leadership potentiality.

### **10. Is Profit or private sector allowed to apply?**

Profit or private sector **NOT** allowed to apply

### **11. Is consortium allowed?**

Consortiums are **NOT** allowed to apply

### **12. Is there a specific percentage for the Admin cost?**

There is NO specific percentage for the Admin cost. Please follow the budget line items indicated in the budget sheet.

### **13. Are INGOs eligible? Do they have a preference for non-international orgs?**

INGOs are not eligible to apply. As indicated in the RFP only local CBOs, Non-profit organizations and CSOs can apply.

### **14. Is there a maximum grant costing?**

There is no grant maximum or minimum costing. You need to put the most accurate cost as per your estimation.

Kindly design a responsive budget according to the activities required for all the students.

### **15. Are partnerships/sub-contracting allowed?**

The CBOs/CSOs are supposed to have the required expertise in the psychosocial area. sub-contracting can take place with the context of administrative/logistical issues.

**16. Are the organization can have different staffing structures from what the RFP says: for example, not having 2 full time on-site people, instead we could have group doing clinical work plus our off-site staff doing reporting/admin. If so, can we change the budget template?**

Applicant organizations cannot change the budget template. There is no need for any other additional staff. Only the two full time staff are required. If you wish to make additional staffing with no cost as part of the added value then this should be fine.

**17. Are services expected to be on-site at universities? Why different venues are needed?**

Services are **not** expected to be done at universities. The venues in all governorates needed in order to carry out the training at the governorates where students are residing in order to save students' time, efforts and reduce the transportation allowance for students.

**18. Are there any other budget guidelines? Can applicants add line-items to the budget template for expenses for personnel (e.g. Clinical Supervision), materials and administrative costs?**

Kindly use the budget line items indicated in the budget template only.

**19. The organization does not have the resources or time to submit the following documents in English: Copies of rules and manuals, Code of conduct, Human resources manuals. Is it possible to submit these documents in Arabic in order to not miss the deadline for submission?**

It is preferable to submit all required documentations in English. If you only have your documentations in Arabic, and cannot be translated within the timeframe, Organizations Can submit their supporting documents in Arabic.

**20. What is the maximum range for the training hours per a day for each student?**

This is up to the organization's experience to decide. However, its preferable that the Training hours per day should not exceed 6 training hours.

**21. Is the work duration for the team leader, coordinator and psychotherapist 12 months as illustrated in the attached budget?**

The contractual period for ALL STAFF is SIX (6) months.

**22. Do you have specific venues to implement the primary psycho-social Training so we should not add this cost in the budget and if the implementation venues are not available?**

The program will provide a venue for the two counsellors. Thus, the organization does not need to budget for both.

The organization needs to budget for the training venues mainly.

If the organization need to have venues for the psychosocial assessment, the costing needs to be embedded under the relevant activity in the budget template. Please do not create a new item in the budget template.

**23. can we implement the Psychosocial training at hotels or recreational places or it preferable to be implemented this activity in local NGOs / CBOs venues and according to this point a big difference in the rent cost will be occurred?**

It is up to your technical expertise and methodology. If you think from your technical perspective it should be conducted at a hotel or recreational places, or local NGOs / CBOs venues then budget accordingly.

**24.Regarding the budget items, is it important to be committed for the budget template or the organization can add other details as doing breakdown for some items to clarify the financial cost details.**

Kindly follow the budget template.

**25.How the UNDP will calculate the financial and technical offers and will you take into your consideration the difference in the implementation mechanisms when you reviewing the budget?**

The technical offer accounts for 70% of the total score and the financial offer accounts for 30% of the total score. The differences in the implementation shall be scored through the technical offer evaluation.

**26. Can the deadline be extended?**

The deadline has been extended to 10 May 2018. Organization must submit the proposals @15:00 or before.

**27. Can you give us details about psychosocial support and training services?**

Psychosocial support, is a support that given to specific number of students who are in need for such kind of support. This would be given through the consoler and it is up to her/him to decide on the number of sessions needed for each student and possibly for their families. The training services are given for all 630 students as a general training based on the results of the psychological needs assessment. Please read the RFP documents to have more information.

**28. Can you share this presentation?**



Please check Annex 1

**29. Can you share details of students per gender, specialization and governorate?**

Please find below a table summarizing the details of students per gender, specializations, per universities and governorates (rough estimation based on available information).

Ref: D-0000065062

		Medicine		Engineering		Others				
		Level 3	Level 4	Level 3	Level 4	Level 1	Level 2	Level 3	Level 4	Graduated
North Gaza	Male	0	4	3	3	9	24	0	14	0
	Female	0	3	3	6	8	24	3	15	1
Gaza	Male	0	5	6	6	19	38	1	24	0
	Female	0	5	5	5	19	38	9	23	1
Middle Gaza	Male	0	3	2	3	7	13	1	10	0
	Female	0	4	2	3	7	16	5	11	3
KhanYounis	Male	0	2	2	5	10	20	1	13	0
	Female	1	4	3	3	9	22	4	13	2
Rafah	Male	0	2	2	2	6	15	0	11	1
	Female	0	2	2	2	6	14	0	7	2

Level 1	100
Level 2	224
Level 3	55
Level 4	213
Graduated	10

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**Important Note:** Please note that a number of 28 students left the programme for different reasons. Those students will be replaced. Thus, total number of targeted beneficiaries is 630.



## United Nations Development Programme

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Distribution of Students over universities

Islamic University	<b>335</b>
Al Aqsa University	<b>42</b>
Al Azhar University	<b>124</b>
AL Qouds Open University	<b>31</b>
Palestine Nursing College	<b>6</b>
Palestine Technical college	<b>1</b>
Palestine University	<b>29</b>
University of Applied Sciences	<b>16</b>