CALL FOR PARTNERSHIPS (CFP)
Not-for-Profit Institutions

Ref: FO/CFP/05/2020-167
(Please quote this UNESCO reference in all correspondence)

Date 13 May 2020

Closing date: 27/05/2020 (1700 hrs. PST)

Inquiries and Submission via email to: islamabad@unesco.org

I. SCOPE OF PROPOSAL:

United Nations Educational, Scientific and Cultural Organization (UNESCO) seeks to build peace through international cooperation in Education, Communication and Information, 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) relates to the UNESCO project:

*Distance learning programme through radio for primary school children of grade 1-3. The programme titled "Radio, My Best Friend" will be implemented across 18 districts of Pakistan with UNESCO's existing geographic presence.*

Programme Description

UNESCO Pakistan is working with over 2,000 girls and boys primary schools in 18 of the most marginalized and isolated districts of Pakistan where the entire education system is currently at halt, due to the Covid19 pandemic. To mitigate the educational disruption in the existing and post-crisis period of this pandemic, UNESCO is re-strategizing its existing and new programmes and projects through well thought-out strategies. In response to schools closure, UNESCO recommends the use of distance learning programs and platforms that schools and teachers can use to reach learners remotely, and limit the disruption of education.

In Pakistan, to facilitate students’ learning during the schools closure, the Ministry of Federal Education and Professional Training (MoFE&PT) has introduced an educational TV channel “Tele School” which is available on satellite, terrestrial television and cable. The educational channels air programmes from 8 AM to 5 PM every day and delivers lessons based on students’ learning outcomes from grades 1 to 12. However, there are remote districts in the country, where the outreach of television is quite limited owing to socio economic conditions, availability of electricity and acceptance of television. Provision of alternative medium of communication is, therefore, much needed in these areas.

Objectives and Expected Outputs/ Deliverables:

The objective of this Call for Proposals is to hire services of a civil society organization / radio broadcasting firm/ relevant organisation capable to broadcast radio programs for children of the curriculum of grades 1-3, in the identified 18 project districts. The broadcasts will include specific response to the Covid-19 pandemic such as public service messages, infomercials, jingles and infotainments to be included in educational radio programmes. The broadcasts are also to be inclusive of the art and culture of Pakistan, for the learners and students. More specifically, the activity has the following key objectives:
1. To complement and facilitate the government’s efforts regarding distance learning through radio broadcasting in marginalised districts of the country.
2. To sensitise communities on response to the Covid-19 pandemic in mitigation of the negative impact associated with it.
3. To engage children in activity based learning in order to nurture their cognitive skills and keep them engaged in learning and educational activities.

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 grade 1-3 students studying in 2,000 primary schools in the identified 18 districts, with an estimated 6-7 million population as the overall beneficiaries.

II. ELIGIBILITY:

A UNESCO Implementation partner is an entity 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. The partner receives funding through UNESCO to deliver the programme or project, but must provide its own “added value” in terms of a monetary or in-kind contribution.

<table>
<thead>
<tr>
<th>Main features of an Implementation Partner’s Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The partner brings added value including monetary or in kind contribution to the project/activity</td>
</tr>
<tr>
<td>2. The partner shares in the risks and rewards of the project/activity implementation and is responsible and accountable for delivering expected results</td>
</tr>
<tr>
<td>3. The partner is involved at each step of the process, from detailed work plan elaboration to project/activity evaluation.</td>
</tr>
<tr>
<td>4. The partnership will include aspects beyond the delivery of a service to include capacity-building elements with respect to the partner and/or beneficiary</td>
</tr>
</tbody>
</table>

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 has 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.

Higher Total Score of Weighted Technical and Financial Criteria

<table>
<thead>
<tr>
<th>Sample: Summary of Technical Proposal Evaluation Forms</th>
<th>Points Obtainable</th>
<th>Name of Firm / Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Eligibility and qualifications of an entity submitting proposal</td>
<td>200</td>
<td>A</td>
</tr>
<tr>
<td>2. Proposed Methodology, Approach and Implementation Plan</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>3. Management Structure and Key Personnel</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Sub-total for Technical Evaluation</td>
<td>700</td>
<td></td>
</tr>
</tbody>
</table>

Financial Proposal Evaluation Form

<table>
<thead>
<tr>
<th>Sample: Summary of Financial Proposal</th>
<th>Points Obtainable</th>
<th>Name of Firm / Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Proposal</td>
<td>300</td>
<td>A</td>
</tr>
<tr>
<td>Sub-total for Financial Evaluation</td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>

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:
Offerer A – lowest price ranked as 1st in the amount of PKR 10,000 = a
Offerer B – second lowest price ranked as 2nd in the amount of PKR 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

<table>
<thead>
<tr>
<th>Sample: Summary of Financial Proposal</th>
<th>Points</th>
<th>Name of Firm / Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation Forms</td>
<td>Obtainable</td>
<td>A</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------</td>
<td>---</td>
</tr>
<tr>
<td>Sub-total Technical Proposal</td>
<td>700</td>
<td></td>
</tr>
<tr>
<td>Sub-total Financial Proposal</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Total 1000</td>
<td></td>
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V. **Budget Size and Duration:**

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities and all prices shall be quoted in PKR. In principle, project duration will not exceed six 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 scored proposal; and (v) Responsible Party Agreement (RPA) signature

VII. **Submission Process:**

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

Applicants must submit their proposals to the following address:

- islamabad@unesco.org
- Technical and financial proposals should be separately attached
- The subject should clearly indicate the reference no. FO/CFP/05/2020-167

The following documents must be submitted in order for the submission to be considered:
1) Proposal documents (technical and financial, including project outline)
2) Partners’ Identification Form (duly filled in, with supporting documents)
3) 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 27 May 2020, 1700 hrs. PST.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail islamabad@unesco.org
Note: UNESCO reserves the right not to fund any proposals arising from this Call for Partnerships

Estimate Competition Timeline
Below is an estimated timeline for this Call for Proposals.

13/05/2020: Call for Proposal opens.
27/05/2020: Deadline for organizations to submit proposals under this Call.
01-03/06/2020: Assessment and selection processes will take place.
10/06/2020: 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 favors. 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 islamabad@unesco.org

For and on behalf of UNESCO

[Signature]
Islamabad Office
Ms. Patricia McPhillips, Representative/ Director
VIII. ANNEXES:

1. Terms of Reference – Annex 1
2. UNESCO Partner Identification form – Annex 2
3. Budget template – Annex 3
4. Example – Implementation Partner’s Agreement – Annex 4