



**INVITATION TO PRE-QUALIFICATION PROCESS FOR  
ROSTER OF CIVIL SOCIETY ORGANIZATIONS  
IN THE FIELD OF  
RULE OF LAW, JUSTICE AND HUMAN RIGHTS**

**- occupied Palestinian territory -**

**COVERAGE AREAS:  
EAST JERUSALEM  
GAZA STRIP  
WEST BANK**

**JULY 2010**

**UNITED NATIONS DEVELOPMENT PROGRAMME /  
PROGRAMME OF ASSISTANCE TO THE PALESTINIAN PEOPLE  
(UNDP/PAPP)**

## 1. Introduction

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) is soliciting expression of interest and submission of pre-qualification data from experienced civil society organizations (CSOs) in the field of rule of law, justice and human rights for the implementation of a multi-year programme titled *Supporting the Rule of Law and Access to Justice for the Palestinian People 2010-2012*. Pre-qualified organizations – only those who meet all pre-qualification criteria – will be part of the roster and will be considered for partnership arrangement for the implementation of specific outputs during the programme implementation cycle.

## 2. Description of the Programme

Under the overall objective of **strengthening institutional capacity of Palestinian justice system to uphold the rule of law and improving access to justice through legal empowerment of the poor and disadvantaged**, the programme aims at achieving the following outcomes.

### **Outcome 1: Capacity of rule of law institutions strengthened**

Output 1.1: Capacity of the Ministry of Justice (MoJ) reviewed and strengthened

Output 1.2: Support to MoJ to lead the drafting of a new justice sector strategy provided

Output 1.3: Implementation of MoJ's 'Justice for the Future' project ensured

Output 1.4: Development and implementation of a legal aid policy supported

Output 1.5: Legislative drafting skills enhanced

Output 1.6: Public awareness on MoJ's work raised and access to relevant legal information by the public enhanced

Output 1.7: Capacity of the Attorney-General's Office strengthened specific to planning capacity

### **Outcome 2: Access to justice at local and grassroots level enhanced**

Output 2.1: Legal aid services provided and strengthened, particularly for the poor and disadvantaged

Output 2.2: Legal literacy and awareness for rights holders and duty bearers improved

Output 2.3: Models for potential linkages between formal and informal justice systems reviewed and developed

### **Outcome 3: Gender and juvenile justice improved**

Output 3.1: Legislation related to gender justice and its enforcement reviewed

Output 3.2: Formulation and adoption of a national policy on youth and adolescent supported in partnership with others

Output 3.3: Gender and juvenile justice strategy and action plan developed

Output 3.4: Capacity of law enforcement officers and legal professionals on gender justice, specific to GBV, developed

### **Outcome 4: Rule of law in Gaza Strip strengthened**

Output 4.1: Capacity of CSOs to deliver legal aid services and conduct civic education strengthened

**Outcome 5: Confidence building among stakeholders within and dependent on the justice system promoted**

Output 5.1: Advocacy capacity of CSOs strengthened

Output 5.2: Measurements and strategies for public confidence in justice service providers developed

Output 5.3: Citizens' access to justice service and information improved

Output 5.4: Efforts to achieve legal harmonization and consistency of legal systems throughout the oPt initiated

### **3. Focus Areas of Work**

UNDP-partnered organizations can support the activities of CSOs that address all aspects of Rule of Law, Access to Justice and Human Rights. General areas for proposed activities include, but are not limited to, the following:

- Advocacy/Networking
- Alternative dispute resolution
- Awareness-raising
- Capacity development of the justice sector
- Civic education
- Gender Justice
- Human rights
- Informal justice
- Institutional development
- International law
- Juvenile Justice
- Legal aid
- Legal harmonization
- Legal literacy and education
- Legal research and analysis
- Legislative drafting
- Research and data collection/analysis for the justice sector
- Policy development for the justice sector

### **4. Intent of Pre-Qualification**

The intent of this pre-qualification process is to create **a roster of expert civil society organizations** who can be potential partners of UNDP/PAPP for the implementation of specific outputs of the programme. The potential organizations are expected to:

- Meet the eligibility and qualification requirements as stipulated in this invitation;
- Have technical expertise and management capacity to perform tasks in a timely and effective manner;

- Have financial resources and overall financial capacity to achieve expected outputs.

## 5. Instructions to Applicants

### 1) Eligibility:

The pre-qualification process is open to national and international organizations. **For national organizations**, it is required to indicate whether they are registered with the Palestinian National Authority or the Government of Israel. **Gaza-based national organizations** should specify if they are a member of the Palestinian Non-Governmental Organizations Network (PNGO). **For international organizations**, they must submit registration from the relevant administration in their home country.

### 2) Cost of Preparing Pre-qualification Application:

Each applicant will bear all costs and expenses associated with the preparation and submission of the pre-qualification package, including the provision of any supplemental information that may be requested.

### 3) Submission of Application:

**One original copy** of the pre-qualification application, which contains all mandatory and optional documents, shall be submitted in a sealed envelope to one of the following places **no later than 15:00 hours (Jerusalem local time), 10 September 2010.**

Boram Kim, Programme Analyst  
UNDP/PAPP  
**Jerusalem Office**  
4A Ya'qubi Street  
P.O.Box 51359  
Jerusalem 91191  
Telephone: +972 (0) 2 626 8200  
Fax: +972 (0) 2 626 8222

Maarten Barends, Chief Technical Specialist/Programme Manager  
UNDP/PAPP  
**Ramallah Office**  
Sateh Marhaba  
Al Nakoureh Street  
Al-Biereh  
Telephone: +972 (0) 2 242 8040  
Fax: +972 (0) 242 8041

Ibrahim Abu-Shammalah, Deputy Programme Manager  
UNDP/PAPP  
**Gaza Office**  
Omar Bin Abdel Aziz Street

Al Remal-Gaza  
Telephone: +972 8286 3364  
Fax: +972 8282 2021

Once submitted through mail or in person, **an e-mail of confirmation of submission should be sent to [boram.kim@undp.org](mailto:boram.kim@undp.org) and [maarten.barends@undp.org](mailto:maarten.barends@undp.org), indicating “Application for Pre-Qualification Process: Rule of Law, Justice and Human Rights – Gaza or Jerusalem or West Bank” in the subject heading of your e-mail.**

The outer envelope should be clearly marked as **“PQ-2010-001: Rule of Law, Justice and Human Rights – Pre-Qualification/Gaza or Jerusalem or West Bank”**.

**Faxes or electronic copies of the application will not be accepted.**

Applicants should include all documents stated in Section 8 – Documents to be submitted.

- 4) Language of Application:  
**All information shall be in English.** Any information submitted in other languages should attach a summary in English, explaining the key contents, for UNDP audit purposes.
- 5) Data Verification:  
UNDP/PAPP reserves the right to check other sources available to verify information submitted as part of the pre-qualification process. If an applicant deliberately makes misrepresentation or an omission of a fact when submitting information to UNDP/PAPP, such misrepresentation or omission may be a sufficient ground for denying pre-qualification to that applicant.
- 6) Clarification of Solicitation Documents:  
Clarifications regarding the information to be submitted can be requested **in writing** to UNDP/PAPP’s Rule of Law and Access to Justice Programme Team at the following contact.

**Contact persons: Programme Analyst/Programme Manager**  
**Name of office: UNDP/PAPP Jerusalem/Ramallah Office**  
**E-mail: [boram.kim@undp.org](mailto:boram.kim@undp.org) / [maarten.barends@undp.org](mailto:maarten.barends@undp.org)**

Clarifications should not be requested and information will not be provided from any other sources than the contact persons stated above. Requests for clarifications must be sent **by e-mail 10 working days prior to the closing date** as stated in point 3) above. Answers to any clarifications sought will be provided in return e-mail a maximum 5 working days prior to the closing date of the pre-qualification submission.

7) Confidentiality of Information:

The documents submitted for the pre-qualification process are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by rules and regulations of UNDP/PAPP, although part of the contents may be disclosed to third parties for the purpose of verification or investigation of substantial allegations.

**6. Eligibility and Qualifications**

In order to prove eligibility and qualifications, interested organizations must provide all requested mandatory supporting documents stated in Section 8 – Documents to be submitted. It is highly recommended to submit as many optional documents as possible to make your application stronger.

**7. Evaluation Criteria**

Applicants will be evaluated based on the information provided in response to this invitation to the pre-qualification process. **Key areas for evaluation are i) institutional and management capacity; ii) technical expertise; and iii) partnership management.** The following minimum criteria must be met in order to be considered pre-qualified.

- 1) Experience of managing **similar projects/programmes** with clear results produced (if the organization has longer history, please explain chronologically)
- 2) **Financial capacity** to handle a large amount of funds with transparent written procedures (i.e. Supporting document should clearly indicate the average amount as well as the largest amount handled by the organization)
- 3) Experience of **implementing in partnership with others, including donors**, with a focus of encouraging capacity development of smaller organizations and networking among organizations of similar objectives (i.e. Supporting document should clearly indicate membership status of the organization, as well as number of partnership agreement made in the last two to five years)
- 4) **Audited financial statements** for the past two years in English
- 5) **Sharing of UNDP principles of human development** (i.e. Organization's mission statement, charter, policy document or annual report to be submitted should clearly highlight this)
- 6) **Clear organizational structure** with profiles of board members/trustees (i.e. Supporting document should clearly indicate the number and profile of staff including support staff such as administration, human resources and finance)

**8. Documents to be submitted**

***PLEASE NOTE: Applications failing to submit all mandatory documents will not be considered. If any of the requested mandatory documents is not available, please provide a clear justification in your cover letter.***

**Mandatory**

- Cover letter

- Registration certificate with government and/or umbrella CSO
- Proof of document showing an officially registered organization's name and name(s) of registered officer(s) and certifying officer(s)
- CSO profile / mission statement / statutes / rules and regulations
- CSO organizational chart / list of board members
- Copies of project document(s) and project fact-sheet(s)
- Evaluation(s)/assessment(s) of project activities/impact
- Annual narrative report(s)
- Annual financial statement(s)
- List of partner organizations
- List of core and non-core funding sources (including name, nationality of the source)
- Copies of progress report(s) to a donor
- Written rules and regulations for human resources, procurement and finance
- Annual budget 2009 & 2010 (and previous reports if available)

**Optional**

- Policy documents / tools / training materials
- Letters of reference (from local/international partner organizations – if any)
- Partnership agreements with other CSOs
- Governing board meeting report(s)
- Article(s)/media coverage of past/current project activities
- Website/blog/web forum
- Code of conduct, if available
- Periodic newsletter/publications

***PLEASE NOTE: This advertisement and any subsequent acceptance to the roster do not entail any commitment on the part of UNDP/PAPP. UNDP/PAPP reserves the right to accept or reject any or all submissions without incurring any obligation to inform the affected applicant(s) of such decision.***