



Invitation to Pre-Qualification Process

**Rule of Law & Access to Justice Programme in the oPt
Civil Society Initiative**

DECEMBER 2011

UNITED NATIONS DEVELOPMENT PROGRAMME
PROGRAMME OF ASSISTANCE TO THE PALESTINIAN PEOPLE

1. Introduction

In 2010, the United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) launched a comprehensive Rule of Law & Access to Justice Programme in the occupied Palestinian territory (oPt). The programme is funded by Canada, Sweden and the Netherlands, as well as UNDP's Bureau for Crisis Prevention and Recovery (BCPR).

In light of the importance of partnering with the civil society, UNDP/PAPP's Rule of Law & Access to Justice Programme in the oPt has launched a **Civil Society Initiative** through which it can establish partnerships with civil society organizations. Therefore, UNDP/PAPP is soliciting applications to join its Civil Society Roster from national and international civil society organizations active in the fields of rule of law, access to justice and human rights.

All civil society organizations that meet UNDP/PAPP's mandatory criteria for partnership under this programme are eligible to join the Civil Society Roster. Admission to the Civil Society Roster is a pre-requisite to entering into a partnership with UNDP/PAPP. **However, admission to the Civil Society Roster does not guarantee that a partnership with UNDP will be established.**

2. Description of the Rule of Law & Access to Justice Programme in the oPt

The Rule of Law & Access to Justice Programme in the oPt has the following five intended outcomes:

- Capacity of rule of law institutions strengthened
- Access to justice at local and grassroots levels enhanced
- Gender and juvenile justice improved
- Rule of law in the Gaza Strip initiated
- Confidence building among stakeholders promoted

The establishment of strong, sustainable and enabling partnerships with civil society organizations is critical to the realization of these five outcomes and the overall success of the programme.

3. Focus Areas of Work

UNDP/PAPP recognizes that civil society organizations have an extremely important role to play in strengthening the rule of law and access to justice; *inter alia*, by providing legal aid and assistance to vulnerable groups; delivering human rights and legal awareness programmes to rights-holders and duty-bearers; and by striving to hold duty-bearers to account through research, reporting, litigation and advocacy initiatives. Therefore, activities which could be implemented as part of a partnership with a civil society organization could include the following:

- Advocacy/Networking
- Alternative Dispute Resolution (ADR)
- Awareness-Raising
- Capacity Development of the Justice Sector
- Confidence-Building
- 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
- Monitoring of the Justice Sector
- Policy Development for the Justice Sector

4. Intent of Pre-Qualification Process

The process of applying to join the roster is referred to as the **Pre-Qualification Process**. 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 board members, staff and beneficiaries.

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; and
- 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 UNDP staff members **no later than 16:00 hours (Jerusalem time), 4 January 2012:**

Maarten Barends, Chief Technical Specialist/Programme Manager
UNDP/PAPP Office Jerusalem
4A Ya'qubi Street
P.O. Box 51359
Jerusalem 91191
Telephone: +972 (0) 26268200

Jeanette Lundberg, Civil Society Coordinator
UNDP/PAPP Office Ramallah
Tokyo Street
Ein Monjid - Ramallah
Telephone: +972 (0) 2985520

Ibrahim Abu-Shammalah, Deputy Programme Manager
UNDP/PAPP Gaza City
Omar Bin Abdel Aziz Street
Al Remal - Gaza
Telephone: +972 (0) 8282 2021

Once submitted through mail or in person, civil society organization are kindly requested to send a confirmation e-mail to E jeanette.lundberg@undp.org, indicating “Application for Pre-Qualification Process: Rule of Law, Access to Justice and Human Rights” in the subject heading of the e-mail.

The outer envelope should be clearly marked as **“PQ-2011-007: Rule of Law, Justice and Human Rights - Pre-Qualification Process”**.

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

4. Language of Application

All information shall be in English. Any information submitted in other languages without authorized official translation will not be considered.

5. Data Verification

UNDP/PAPP reserves the right to check other sources available to verify information submitted as part of the pre-qualification process.

6. Confidentiality of Information

As per UNDP rules and regulations, all information provided will be kept strictly confidential.

7. Further Information

For further information, please contact:

Jeanette Lundberg, Civil Society Coordinator
UNDP/PAPP Office Ramallah
Tokyo Street
Ein Monjid - Ramallah
Telephone: +972 (0) 2985520
E-mail: jeanette.lundberg@undp.org

6. 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. Mandatory Criteria

Applicants will be evaluated based on the information provided in response to this invitation to the pre-qualification process. In order to be eligible to join the Civil Society Roster, an applicant **must**:

- Be a non-public non-state actor whose aims are neither to generate profits nor seek governing power;
- Be registered as a not-for-profit organization and/or a non-governmental organization in accordance with the national legislation of the location of the head office of the organization;
- Demonstrate a commitment to the principles of human development; and
- Have the ability to make a significant contribution to strengthening one or more of the programme's intended outcomes.

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 Civil Society Roster.

8. Capacity Assessment Criteria

Applicants that meet the mandatory criteria will be assessed to determine their organizational capacities in the following areas:

- Project management capacity
- Financial capacity
- Organizational structure and governance
- Systems and infrastructure
- Human resources
- Constituency
- Experience of working in partnership

The acquisition of limited scores for these criteria will not exclude applicants from the Civil Society Roster. Rather, the scores will be used to determine the nature and level of support that can be extended by UNDP under the Rule of Law & Access to Justice Programme.

9. Documents to be submitted

PLEASE NOTE: Applications that fail to submit the documents requested below will not be considered. If any of the requested 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 2010 & 2011 (and previous reports if available)
- Bank Credit Letter(s)

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 activities
- Website/blog/web forum
- Code of conduct, if available
- Periodic newsletter/publications

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.
