Call for proposals

“Socio-economic Empowerment of Rural Women in Kurdistan Region” project

A. Description

Within the framework of the project “Socio-economic Empowerment of Rural Women in Kurdistan Region”, UNESCO Office for Iraq invites interested national non-governmental organizations (NGOs)/non-for-profit institutions to submit proposals for providing literacy classes and life skills training for adolescent girls (15+) and women in the Kurdistan Region of Iraq (KR-I) in temporary Community Learning Centers (CLCs). The selected NGO/Institution shall deliver services to the target beneficiaries on a partnership basis.

Scope of Work

The project seeks to provide literacy classes and life skills training for adolescent girls (15+) and women by setting up 10 temporary CLCs in KR-I within premises provided by the Ministry of Education in the following rural areas:

- **Governorate of Duhok**: Deralok, Sheladze, Seri and Qadish (four CLCs).
- **Governorate of Sulaymaniyah**: Saruchawa, Chwarqurna and Sarkapkan (three CLCs).
- **Governorate of Erbil**: Koshtabeh, Binslawa and Darato (three CLCs).

Applicant NGOs must select one of the above governorates as per its field presence and capacity to undertake the following task:

- Undertake community based activities to mobilize the communities for an increased access to literacy classes and life skills training, in close coordination with women associations and community leaders;
- Identify and register targeted beneficiaries within the project locations;
- Identify premises either within schools or related premises managed by the MoE in close coordination with the Directorate of Education (DoE)/MoE, local authorities and UNESCO in order to set up temporary CLCs for literacy and life skills training. Each CLC will be composed of two classes of 30 students each;
- Set up and equip the temporary CLCs;
- Recruit literacy teachers nominated by MoE to provide literacy classes;
- Recruit life skills trainers to provide life skills training;
- Deliver literacy classes (based on the national curriculum) and life skills training.
The project is targeting adolescent girls (15+) and women according to the below selection criteria:

1- Between 15 and 50 years old (obligatory);
2- Preferably engaged in agricultural activities;
3- From low-income families;
4- Preferably to be family breadwinners;
5- Do not read nor write (illiterate) or dropped–out of school (previously enrolled);
6- Committed to follow the full cycle and other conditions of the activity;
7- Parental/custodian consent.

Detailed terms of reference (TOR) in Annex 1

B. Eligibility for NGOs/Institutions

Qualified NGOs/institutions that meet the following requirements are invited to submit their technical and financial proposals:

- Required legal status and license to operate in Iraq as a non for profit organization that has humanitarian or development objectives (all supporting documents should be provided);
- Track record of successful implementation of at least two similar projects.

C. Qualifying Criteria

For the purpose of the provision of above mentioned services, UNESCO invites qualified /NGOs and non for profit institutions to submit proposals to provide aforementioned services and in accordance with the TOR in Annex 1. Only those NGOs who fully meet the eligibility criteria will be considered for evaluation. Project proposals submitted by eligible NGOs will be evaluated by a joint management committee. The selection of the NGO/institution to carry out the assignment will be based on the following criteria.

1. Technical offer of the proposal including:

(Relevant experience, proposed approach and strategy for the assignment, proposed team for the assignment, managerial/administrative capacity, references for the institution),

<table>
<thead>
<tr>
<th>#</th>
<th>Technical criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Relevant technical experience in related professional areas, including skills in public event organization, project management, communications and development ideally in a conflict or post-conflict environment.</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>A proven track record in designing and implementing educational interventions (a minimum of two similar projects).</td>
<td>10</td>
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</tbody>
</table>
### Technical criteria

<table>
<thead>
<tr>
<th>#</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>5</td>
<td>A proper geographical presence in the locations proposed by MoE.</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>A demonstrated ability to work with government counterparts, civil society organizations, private sector and UN affiliated organizations,</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Experience in managing funds with a strong financial capacity to support implementation of the project.</td>
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<tr>
<td>6</td>
<td>10</td>
<td>Ability to present a sound strategy and an applicable technical approach that guarantees a successful implementation of the project.</td>
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<tr>
<td>7</td>
<td>15</td>
<td>A clear work plan; which is relevant to the work assignment and timelines that carefully considers proposition of a reasonable number of project personnel and durations of activities</td>
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<tr>
<td>8</td>
<td>15</td>
<td>Technical team for the project (project manager, finance and administration staff and monitoring and evaluation staff), who has relevant qualifications and experience in the implementation of fast-track educational projects and setup of learning classes.</td>
</tr>
</tbody>
</table>

**Total score**  
70

**Minimum passing score for technical criteria**  
49

### Financial criteria

<table>
<thead>
<tr>
<th>#</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>Total proposed budget corresponding with the work assignment and level of effort</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>NGO cost share to the project (like sharing cost of venues, facilities, staff time, equipment, utilities, etc.)</td>
</tr>
</tbody>
</table>

**Total score**  
30

### 2. Financial offer of the proposal including:

The NGO/Institution shall be able to provide UNESCO with a competitive financial proposal showing its ability to implement the project in a cost effective manner.

### D. Submission of Request for Proposal

Interested NGOs and institutions should forward their proposals, including the following documentation to UNESCO:

1. Profile of the NGO/institution;
2. Brief background information about the organization/institution; structure; experiences, profiles of management staff, power of attorney, and qualifications of the proposed technical team;

3. Registration of the NGO and operations license;

4. Audited financial statement reports for 2011 – 2013 demonstrating the financial soundness of the organization;

5. Implementation strategy, technical approach, and work plan proposed (including schedule for main deliverables) in order to ensure a successful implementation of the work assignment (detailed TOR is annexed to this call for proposal);

6. Summary of the main objectives of the project;

7. Description of activities;

8. Expected deliverables;

9. Monitoring and reporting plan (including technical and financial reporting);

10. Description of the personnel proposed for the project in terms of their roles, qualifications and experience. Please submit detailed CVs for all proposed personnel;

11. Documents to verify NGO’s/institution’s work experience with similar projects in the past;

12. References: provide at least two references including details of the services provided by the NGO/institution.

Deadline for proposal submission is **11 January 2014**.

**E. Submission address**

The complete abovementioned proposal package including the technical part and the financial part should be submitted to the attention of:

Mr. Anas AL-Omari, Associate Project Officer  
Email: baghdad.proc@unesco.org; a.al-omari@unesco.org  
United Nations Educational Scientific and Cultural Organization (UNESCO)  
Iraq Office in Amman
ANNEX 1

TERMS OF REFERENCE

Each NGO is expected to select only one target governorate from Erbil, Duhok, or Sulaymaniyah as per its field presence and capacity.

UNESCO will provide each selected NGO with a maximum fund of US$ 30,000.00

The maximum duration of the project is 10 months.

1. Mobilize target beneficiaries through community based activities in close coordination with women associations and community leaders and with support from host communities and international and local organizations;

2. Register the target beneficiaries;

3. Select a target temporary community learning centre within each district: The selected partners shall identify suitable sites, as per the below table, either within schools or related MOE premises in close coordination with DoE/MoE, local authorities and UNESCO in order to serve as temporary Community Learning Centres (CLCs) for literacy classes and life skills training. Each CLC will be composed of two classes of 30 students each. Each identified site should meet the minimum criteria for delivering the literacy classes along with life skills training;

4. Set up and equip temporary CLCs in the identified MOE premises in order to host literacy classes and life skills training (This includes the provision of teaching and learning materials such as white boards and other teaching tools);

5. Recruit literacy teachers nominated by MOE to provide literacy classes in the CLCs;

6. Recruit life skills trainers to provide life skills training in the CLCs;

7. Design a detailed programme for delivering literacy classes and life skills training targeting for adolescent girls (15+) and women;

8. Coordinate with MoE/ DoE to collect and distribute the textbooks and materials to target beneficiaries;

9. Provide stationery for students;

10. Deliver literacy classes and life skills training;

11. Submit to UNESCO Office for Iraq a monthly progress report as per UNESCO’s template covering all activities undertaken by the partner for a period of 4 weeks in addition to the monthly students’ attendance sheet.

12. Submit a final narrative report and financial statement as per UNESCO’s template supported by all relevant documents which include:

   a) The final report should cover the programme from starting date until end date. Success stories (if possible written by beneficiaries), lessons learned, additional activities, photos and challenges will be added value to the report;

   b) Signed and stamped financial detailed report (as per UNESCO’s format) including the disbursed budget and expenditures against invoices (invoice number and date against each payment);

   c) Original invoices for all the expenditures as indicated in the financial report;

   d) Against each submitted invoice, NGO should provide “proof of money receipt” signed and stamped by the vendor (if stamp is available for the vendor);
e) List of beneficiaries’ names and copies of their IDs;
f) Monthly beneficiaries’ attendance sheets signed and stamped by the school headmaster or the director of the CLC;
g) Results of the final exams undertaken by the beneficiaries upon completion of literacy classes;
h) List of CLC staff (both management and facilitators/life skills instructors) including CVs and ID copies;
i) Copy of all the contracts with facilitators, trainers, teachers, drivers, admin staff, etc.;
j) Original receipts of salary payments (“proof of money receipt”) signed by facilitators, trainers, teachers, drivers, administrative staff, etc. including copies of their IDs;
k) Any other relevant supporting documents such as ministerial order, recommendations, etc.;
l) CDs of photos, videos and any related material prepared under the programme;
m) DVD with the electronic copies of all the above requested documents and requirements to be submitted to UNESCO by the end of the project.

Please see detailed table below identifying number of CLCs, classes and students per each target location (Each NGO must select only one target governorate from the below mentioned areas as per its field presence and capacity):

<table>
<thead>
<tr>
<th>Governorate</th>
<th>Location</th>
<th>Number of CLCs to be set up per each location</th>
<th>Number of literacy and life skills classes per CLC</th>
<th>Number of students per class</th>
<th>Total number of students per CLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duhok</td>
<td>Deralok</td>
<td>1</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Sheladze</td>
<td>1</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Seri</td>
<td>1</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Qadish</td>
<td>1</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Sulaymaniyah</td>
<td>Saruchawa</td>
<td>1</td>
<td>2</td>
<td>30</td>
<td>60</td>
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<tr>
<td></td>
<td>Chwarquma</td>
<td>1</td>
<td>2</td>
<td>30</td>
<td>60</td>
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<tr>
<td></td>
<td>Sarkapkan</td>
<td>1</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Erbil</td>
<td>Darato</td>
<td>1</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Koshtabei</td>
<td>1</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Binslawa</td>
<td>1</td>
<td>2</td>
<td>30</td>
<td>60</td>
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</tbody>
</table>

Annex 2: Financial Proposal Template (enclosed)