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Swiss Agency for Development  
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# **AGENCY: Action for Gender Equality, Non-Discrimination, Civil Society Strengthening and Youth Empowerment**

**A community-based protection programme funded by the Swiss Agency for Development and Cooperation**

## **Partner Selection Criteria**

Terre des hommes Foundation

Avenue de Montchoisi 15, 1006 Lausanne, Switzerland

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## Introduction

This Partner Selection Criteria was prepared by the Project Implementation Team (PIT) of the Action for Gender Equality, Non-Discrimination, Civil Society Strengthening and Youth Empowerment (AGENCY) project within the Community-based protection programme funded by the Swiss Agency for Development and Cooperation (SDC).

This Partner Selection Criteria should be read alongside Tdh's the Grants Operational Manual and Partnership Selection Due Diligence Framework.

This Partner Selection Criteria will be shared with applicants during the workshop(s) to be held in Gaza and with grant recipients under the Action for Gender Equality, Non-Discrimination, Civil Society Strengthening and Youth Empowerment project. This project is herebelow referred to as AGENCY Project.

## Three-step Approach

The prospective partners will be selected on the basis of the following approach:

**Step 1 Formal Requirements:** The applicant must fully comply with the Formal Requirements specified below, such as compliance with deadlines. Failing this, the proposal will not be considered.

**Step 2 Eligibility Criteria:** The eligibility criteria specified in this section must be complete and without limitation or modification with the submission of the proposal. Evidence must be provided. Otherwise the proposal will not be considered.

Only those applicants and proposals that fulfil all formal requirements and eligibility criteria will be evaluated on the basis of the award criteria. The other applicants and proposals will not be considered.

**Step 3 Award Criteria:** The proposals will be evaluated on the basis of the award criteria and the evaluation scale. Please note the importance of the "most economically favourable proposal".

## Step 1. Formal Requirements

The proposals must be submitted by 28 December 2020 midnight (before 11.59 Palestine time UTC+2) in the required format.

The proposals must be submitted in the required application form (template online).

The proposals must be submitted in English including all relevant annexes. If an applicant is short of time or resources to translate required annexes into English, justification must be provided in the core document. A short description of the document in Arabic must be provided and the document annexed.

## Step 2. Eligibility Criteria

Awards will only be made to Palestinian institutions and not to individuals. All non-profit organisations are eligible to apply, including NGOs, community-based organisations, research organisations. Inter-governmental organisations and international NGOs are not eligible.

The following eligibility criteria must be complete and without limitation or modification with the submission of the proposal. Otherwise the proposal will not be considered.

The evaluation provided for the eligibility criteria will simply be **a yes or a no**. A single “no” in this section will disqualify the applicant and the evaluation of suitability criteria will not be carried out.

EC No.	Eligibility Criteria	Evidence
EC 1	<b>Acceptance of Due Diligence Process</b> The applicant shall explicitly confirm, without limitation or modification, participation in the Partnership Risk Assessment (Due Diligence) Framework. The PRA can be carried out during the evaluation process or after the award of the mandate. This eligibility criterion is considered fulfilled if the PRA results in a positive assessment of the risks.	<b>Appendix 1.1 Written confirmation.</b> A model is provided in Annex VIII to the Grant Operation Manual: “Declaration by the Applicant”
EC 2	<b>Legal Documents</b> Certificate of legal registration of the applicant	<b>Appendix 2.1 Certificate(s) of legal registration</b> with the Palestinian Authority. The certificate of registration must be accompanied by an official letter from the Applicant’s Bank.

EC 3	<p><b>Organizational capability</b></p> <p>The applicant has sufficient economic, financial organizational capability to carry out the work and meet its legal obligations concerning taxes, duties and social security contributions.</p>	<p>Appendix 3.1 Annual reports (incl. financial report) of last 3 financial years)</p> <p>Appendix 3.2 External independent audit report of last financial year</p> <p>Appendix 3.3 Bylaws and/or organization chart (organigram).</p> <p>Appendix 3.4 HR Regulations and/or Manual and Financial/Operational regulations.</p> <p>Appendix 3.5 written confirmation that statutory social insurance contributions, taxes, etc. provided by the national law have been paid in full for the last fiscal year. There is no template for this written confirmation.</p>
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EC No.	Eligibility Criteria	Evidence
EC 4	<p><b>Policies</b></p> <p>The applicant has a gender equality policy in place The applicant has a code of conduct for staff in place. It includes contractual partners, suppliers and covers a minima child safeguarding and corruption.</p> <p>The applicant may include other policies such as gender equality policy if available. With the exception of Code of Conduct which is mandatory, the availability of additional policies is recommended and will not jeopardize the chance of getting fund.</p> <p>Awarded organisations, with support from Tdh, will develop relevant policies during the project implementation period. It is highly recommended for organisations applying for Category B grants to have at least a code of conduct for staff and a gender equality policy.</p> <p>If applicant does not a Covid19 protocol and contingency plan in place, the guidelines proposed by the Ministry of Health should be applied to prevent the spread of COVID-19.</p>	<p><b>Appendix 4.1 Policies</b> include as many policies as you deem relevant.</p> <p>For policies that require staff acknowledgment/commitment, provide in a separate note an indication of the number of staff that have a signed copy on file.</p>
EC 5	<p><b>Bank Registration</b></p> <p>The applicant shall confirm that he/she is registered with a bank and can receive/make bank transfers to and from this bank account.</p>	<p><b>Appendix 5.1 Written confirmation.</b> There is no template. The written confirmation must include the name and address of the bank.</p>

EC No.	Eligibility Criteria	Evidence
EC 6	<p><b>Experience</b></p> <p>The applicant has sufficient experience in comparable projects focused on GBV, inclusion and disability, Gender Equality, Non-Discrimination, Civil Society Strengthening and Youth Empowerment, support to vulnerable women and men, girls and boys through support and protection multi-sectorial services (economic, medical, psychosocial, cultural, security and shelter, case management, legal aid, etc.).</p> <p>The listed projects should be similar to the one the Applicant is proposing in terms of scope, financial volume and complexity. The applicant proves this experience with a list of projects in the last 5 years.</p>	<p><b>Appendix 7.1 List of Projects</b></p> <p>There is no template. Simply provide the following data:</p> <ul style="list-style-type: none"> <li>Name of donor and email address of contact person(s);</li> <li>Time and place of execution of the project;</li> <li>Budget</li> <li>Description of the provided services;</li> <li>Tdh and SDC reserve the right to contact the donors indicated.</li> </ul>
EC 7	<p><b>Personnel resources</b></p> <p>The applicant in its entirety has the necessary human resources at its disposal to be able to fulfil the mandate as described in the functional specification.</p>	<p><b>Appendix 8.1 CV of key personnel.</b> Maximum two pages and maximum seven personnel. The person submitting the CV takes the commitment that “(1) to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience; and (2) that I am available for the assignment for which I am proposed.”</p>

EC	Eligibility Criteria	Evidence
EC 8	<p><b>Anti-corruption clause/ Prevention of irregularities</b> The applicant confirms that all persons involved in the tendering process and/or project implementation as well as subcontractors:</p> <ul style="list-style-type: none"> <li>a) Have not been condemned, in any country, of an offence related to the fulfillment of a contract or project in the last 5 years.</li> <li>b) Are not included on the sanctions list of an international financial institution<sup>5</sup>.</li> <li>c) Have not acted in a manner which would compromise or call into question the competitive neutrality and equal treatment or the most economical execution of the contract in the context of this call for proposals.</li> </ul>	<p>Written confirmations with legal signature. Points a, b and c must be confirmed individually.</p> <p>SDC and Tdh reserve the right to request an extract from relevant criminal records or a comparable document (including an official translation).</p> <p>Written confirmation with legal signature.</p>

<sup>5</sup> These include the following international financial institutions:

- [African Development Group](#)
- [Asian Development Bank](#)
- [European Bank for Reconstruction and Development](#)
- [Inter-American Development Bank](#)
- [World Bank Group](#)

## Step 3. Award Criteria

The following table provides an overview of the evaluated award criteria (AC) and the corresponding weighting. This is essentially a scoring sheet document which is provided for information only. It will be filled for each eligible project by the Proposals Evaluation Committee).

Number of the Proposal	To be assigned by the PEC by order of receipt, e.g. AGENCY1, AGENCY2	
Name of applying organization		
Proposal title (as provided by the Applicant) if any		

Award Criteria No.	Explanation of the criteria	Max. score per criteria	Weight	Total score
1. Relevance and coherence	<ul style="list-style-type: none"> <li>How relevant is the proposal to the AGENCY goal, outcome and overall logframe? (score+5)</li> <li>How coherent is the proposal with the GBV sub-cluster objectives and priorities? (score +5)</li> </ul>	10	2	
				Max. 20
2. Capacity and experience, human resources	<ul style="list-style-type: none"> <li>Qualification of the head of the team: Level of training; Confirmed experience in GBV; Qualification of the other members of the team (education and experience in GBV) (score + 4)</li> <li>Rationality of the proposed structure, coherence of the distribution of responsibilities, complementarity of the team (score + 2)</li> <li>Has the applicant provided relevant work experience in implementation of GBV-related projects (score +2)</li> <li>Has the applicant got the proper management and administrative resources for the successful management of this project; (score +2)</li> </ul>	10	1	
				Max. 10
3. Quality of proposal and impact	<ul style="list-style-type: none"> <li>Are the objectives and outputs achievable and feasible within the project scope and budget available; (score +2)</li> <li>Is the proposal providing a reasonable and realistic plan? (score +2)</li> </ul>	10	3	
				Max. 30



Award Criteria No.	Explanation of the criteria	Max. score per criteria	Weight	Total score
	<ul style="list-style-type: none"><li>Is the intervention strategy leading to sustainable long-term results even after the completion; follow-up activities are planned and explained (score +2)</li><li>What improvements / change could the proposal bring in the GBV sector; potential policy making at local and national level; (score +4)</li><li>Capacity to expand beyond Gaza directly or within a partnership (score +2)</li></ul>			
4. Financial Proposal, most economically favourable proposal	<ul style="list-style-type: none"><li>How detailed and realistic is the proposed budget? Clarity of the budget, full character of the cost structure (level of detail), realistic estimation of the costs (score +3)</li><li>To what extent is the proposed budget economical? Here the highest score will be provided to the lowest proposal within the grant category (score +7). The formula will be as follows: <b>Score=(B1*7)/B2</b> Whereas B1 = Total budget of the lowest Proposal received, within the grant category And B2 = Total budget of the Proposal to be assessed</li></ul>	10	3	
				Max. 30
5. Contribution to wider advocacy efforts; partnership approach	<ul style="list-style-type: none"><li>How will the project take part in advocacy on GBV in the Gaza Strip and beyond? (score +3)</li><li>To what extent does the applicant include youth groups (for example young feminists) and other partners in its activities, taking into account the ladder of participation.<sup>1</sup> Youth group applicants receive maximum points and do not need to justify this criteria (score +5).</li><li>Is the proposal made in partnership with other organisation(s) Is the partnership programmatic and/or sharing budgets? (score +2)</li><li>Is the applicant active in any clusters and/or working groups? (score +2)</li></ul>	10	1	
				Max. 10
Total Score Per Applicant				
				Max. 100

<sup>1</sup> See Ladder of Participation/Tdh Partnership Framework: A Guide for Partnering with Local NGOs & CBOs in MENA Zone, September 2019

Looking at each suitability criterion as a whole, irrespective of the various subcriteria, the following table may help to verify independently each criterion's assessment:

Score	Fulfilment and quality of the suitability criteria	
0	Cannot be established	<ul style="list-style-type: none"> <li>• Information has no significance</li> </ul>
1 to 3	Very poor or insufficient fulfilment	<ul style="list-style-type: none"> <li>• Information is insufficient.</li> <li>• Data quality is very poor.</li> </ul>
3 to 5	Poor fulfilment	<ul style="list-style-type: none"> <li>• Information relates inadequately to the requirements.</li> <li>• Data quality is poor.</li> </ul>
5	Average fulfilment	<ul style="list-style-type: none"> <li>• Information globally responds inadequately to the requirements.</li> <li>• Data quality is adequate.</li> </ul>
6 to 8	Good fulfilment	<ul style="list-style-type: none"> <li>• Information focuses well on requirements</li> <li>• Data quality is good.</li> </ul>
8 to 10	Very good fulfilment	<ul style="list-style-type: none"> <li>• Information clearly relates to the achievement of outputs</li> <li>• Data quality is excellent.</li> </ul>