



**CALL FOR EXPRESSION OF INTEREST**  
**PRE-QUALIFICATION PROCESS**  
**FOR ROSTER OF CIVIL SOCIETY ORGANISATIONS**  
**IN THE FIELD OF ELECTORAL ENGAGEMENT**

**Terms of Reference**

**Background**

In February 2021, the Palestinian Cabinet postponed local elections from May to 13 November 2021. In September, the Cabinet announced that local elections will be conducted in several phases, with the first phase scheduled for 11 December 2021. The UNDP is undertaking steps to support civil society organizations including the media that are interested in monitoring the elections, educate voters, motivate them to participate in elections and facilitate engagement of citizens with the candidates. Following extensive consultations with an array of national and international partners, the overall outcomes of the electoral programme are:

- Supporting the Palestinian Central Elections Commission (CEC) to engage civil society actors, the media and national electoral observers.
- Strengthening the participation and representation of women, youth, and persons with disabilities (PwD's) as well as marginalized communities in both civic engagement and the political processes.
- Strengthening mechanisms and platforms promoting social accountability and cohesion.
- Improve the ability of media to be a platform for freedom of information and expression.

The UNDP will support these activities by providing financial awards and technical support to organizations on Civil Society Roster for Electoral Engagement. Organizations applying for the Roster will be assessed to verify their capacity to implement activities and to confirm their commitment to adhere to non-partisanship and electoral standards.



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## 1. Strategic directions of partnerships with CSOs

The Roster will provide a framework for organizations implement the following categories of activities:

1. Election Day Observation
2. Electoral Process Observation
3. Awareness and Motivation
4. Voter Education
5. Research
6. Dialogue with Candidates
7. Social Contract and Social Cohesion

### Category 1: Election day observation

Organizations observing election day process will commit to the following standards:

#### TRAINING

- Participate in Training for Trainers for election day observers organized by the UNDP
- Train observers according to the standards and the curriculum received on Training for Trainers, with maximum 25 participants per training

#### DEPLOYMENT

- Deploy only trained observers to a polling center
- Deploy 2 observers per polling center, for a morning and the evening shift
- Observation team to observe from opening to counting
- Not to deploy more than one team per polling center
- To compensate observers with the rate set by UNDP

#### REPORTING

- Develop/adapt reporting forms from the template provided at the Training for Trainers
- Use the reporting forms to receive information from the observers
- Setup rapid reporting system to receive information on “critical incidents” from the observers
- Process and analyze the forms in quantitative manner



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## COMMUNICATIONS

- Day after elections issue a press release and hold an independent press conference or attend a “joint press conference” with other observation organizations.
- Press releases and reports to include quantifiable information from the observation forms and from incident reporting

## SPECIFIC MANDATORY REQUIREMENTS

Organizations eligible to observe the electoral process will have a proven track record in election observation, which include publishing of electoral reports. Applications for this category will include electoral reports compiled and published by the organization

### CATEGORY 2: Electoral Process Observation

Organizations observing the complete process will commit to the standards of election day observation that are outlined for the organizations under Category #1. In addition, they will:

- Deploy one long term observer in each governorate.
- Issue a statement and/or hold a press conference after each phase of the electoral process:
  - Voter registration
  - Nominations
  - Campaigning
  - Election day
  - Results/tabulation/election disputes resolution
- Issue a final report with analysis of electoral topics in context of electoral standards. These topics are
  - Legal Framework
  - Election Administration
  - Voter Registration
  - Candidacy
  - Campaigning and Political Competition
  - Election Day procedures
  - Results
  - Electoral Disputes Resolution
  - Security
  - Freedom of Speech



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### **SPECIFIC MANDATORY REQUIREMENTS**

Organizations eligible to observe the electoral process will have a proven track record in election observation, which include publishing of electoral reports. Applications for this category will include electoral reports compiled and published by the organization.

#### **CATEGORY 3: Awareness and Motivation**

Activities under this category will aim to make voters aware of elections in their community and will motivate them to participate in local elections. Activities under this category include

- Production and distribution of audio-visual content through the traditional and social media
- Production and distribution of printed materials such as posters and leaflets.
- Community/Civic engagement activities, such as meetings, workshops and presentations
- Artistic and cultural activities, such as public performances

### **SPECIFIC MANDATORY REQUIREMENTS**

- Proven record of activities focusing on political participation and/or elections.

#### **CATEGORY 4: Voter Education**

Voter education activities will aim to inform voters on more complex types of information about voting and the electoral process than voter information, which is basic information on the date, time, and place of voting. Voter education will address the role responsibilities and rights of voters; the relationship between elections and democracy and the conditions necessary for democratic elections; secrecy of the ballot; methods for supporting participation of women in elections etc. Activities under this category will include:

- Presentations
- Workshops
- Training
- Door to door visits
- Outreach campaigns
- Engagement with the students in cooperation with high-schools and universities

### **SPECIFIC MANDATORY REQUIREMENTS**

- Proven record of voter education activities focusing on political participation and/or elections.



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### CATEGORY 5: Research

Organizations and individuals applying for research grants may propose topics that include, but not limited to the following topics:

- Social media impact on elections
- Implementation of the Code of Conduct for political parties
- Participation and challenges to women voters and candidates
- Participation and challenges to youth
- Participation and challenges to marginalized communities
- Political organizing and political competition
- Voting trends in local communities.

### SPECIFIC MANDATORY REQUIREMENTS

- Previous research and policy development experience.

### CATEGORY 6: Dialogue with the Candidates

Activities under this category will aim to engage candidates and facilitate direct dialogue between the candidates and voters. This engagement could be in the form of:

- Candidate debates
- Interviews of candidates
- Events in which candidates and lists present their policies and programs

### SPECIFIC MANDATORY REQUIREMENTS

- Record of engagement with political parties and/or elected officials

### CATEGORY 6: Social Contract and social cohesion

Organizations and individuals applying for research grants may propose topics that include, but not limited to the following topics:

- Joint initiatives between CSOs and Local Authorities
- Joint initiatives between CSOs and National Governmental bodies
- Activities that promote national unity

### SPECIFIC MANDATORY REQUIREMENTS

- Proven record of similar activities/projects

## 2. Definition of 'Civil Society Organisation'

For the purposes of this Civil Society Initiative, CSOs are defined as non-public, non-state actors including, *inter alia*:

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



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- Non-governmental organisations (NGOs) including officially established NGOs networks
- Community-based organisations (CBOs)
- Non-profitable companies
- Labour, trade and professional unions and associations
- Universities and academic institutions

### 3. Principles of Partnership

A partnership as defined by the programme refers to a collaborative relationship between *UNDP/PAPP* and another organisation that is characterised by:

- An expectation of mutual benefits
- A commitment to outcomes, outputs and indicators which have been determined in the programme document.
- A clear definition of the partners' roles and contributions
- The existence of a framework to discuss and review progress towards the shared outcomes

The establishment and management of partnerships in the framework of the programme will be guided by a shared commitment to the following key principles:

- *Transparency*, with a clear commitment to work in ways that maximise accountability to each other for the commitments undertaken together.
- *Accountability*, within the partnership itself and in relation to all relevant human development stakeholders, most importantly the poor and disadvantaged.
- *Participation, inclusion and respect for diversity*.
- *Empowerment* of the disempowered, in the framework of the rights-based approach to development.
- Supporting *national ownership* and inclusive Palestinian-led processes.
- A commitment to *strengthening local capacities*, as a unifying theme of support.
- *Partnership*, in which NGOs/CSOs will come into a full partnership with *the programme*.

### 4. Instructions to Applicants

The aim of this Pre-qualification process is to assess the eligibility of the CSOs to be included in the roster.

The purpose of the pre-qualification process is two-fold:

## United Nations Development Programme

Programme of Assistance to the Palestinian People

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- To determine whether interested CSOs meet specific and general mandatory criteria for partnership under this Programme (see further section 6)
- To assess the capacity levels of interested CSOs in order to determine appropriate levels of financial and capacity building support (see further section 6)

CSOs will be assessed based on the documents and information they provide during this process. The applications of interested organisations may be further verified through visits, reference checks and interviews with staff, board members and/or beneficiaries.

Admission to the Civil Society Roster for Electoral Engagement is a prerequisite to entering into a partnership with UNDP/PAPP under this programme. However, admission to the Roster does not guarantee that a partnership with UNDP/PAPP under this programme will be established. A partnership between the programme and a CSO admitted to the roster will only be established on the basis of a subsequent project proposal assessed by the programme team to be consistent with one or more of the four above mentioned outcomes and the strategic directions stated in the programme document.

### i. Eligibility

The pre-qualification process is open to national civil society organisations. National organisations need to submit proper registration documents from relevant authorities and meet all category-specific and general eligibility criteria.

### ii. Cost of Preparing 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.

### iii. Submission of Application

A soft copy of the pre-qualification application, which contains all mandatory documents, shall be submitted by email to the following address: [sara.qaddoura@undp.org](mailto:sara.qaddoura@undp.org) indicating 'Application for Pre-Qualification Process: Inclusive electoral Process' in the subject heading of your email no later than 15:00 hours, Tuesday, 5 October 2021. Late applications will be disregarded.



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Once received through email, an e-mail of confirmation of receipt will be sent to the applicant by the team.

iv. Language of Application

The application and other programme templates shall be filled in English, while the supporting documents could be according to what is available within the organisation.

v. Data Verification

The Programme 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, such misrepresentation or omission may be a sufficient ground for denying pre-qualification to that applicant.

vi. Confidentiality of Information

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.

## 5. General Mandatory Assessment Criteria

### Mandatory Criteria

In order to be eligible to join the Civil Society Roster for Electoral Engagement, an applicant must:

- Be a non-public non-state actor whose aims are neither to generate profits<sup>1</sup> nor seek governing power (as described in section 3 above)
- Be registered as a not-for-profit organisation (company) and/or a non-governmental organisation with a Palestinian and/or Israeli registration and for a minimum of three years.
- Programmatic focus on human development principles including transparency, accountability, participation, inclusion, empowerment, capacity development and national ownership

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<sup>1</sup> Organisations that generate income for the purpose of funding their charitable work are eligible to join the civil society roster. Organisations whose *primary objective* is to generate profits are not eligible to join the roster





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- Have the mandate/ability to make a significant contribution to supporting democratization, political participation, and inclusive electoral process in the State of Palestine.
- Meet all the specific and general mandatory criteria specified in this pre-qualification document.

These mandatory criteria are essential for consideration for being a member in the roster. Any organisation that does not meet any of the above requirements will be automatically excluded from admission to the Civil Society Roster for Electoral Engagement

## 6. 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 organisation's name and name(s) of registered officer(s) and certifying officer(s)
- CSO profile/mission statement/statutes/rules and regulations
- CSO organizational chart
- Identify one selected category
- Samples of project proposal(s) similar/ related to one of the categories
- Audited annual financial statements for year 2020