Pre-qualification process for roster of civil society organizations in the field of rule of law, justice and security

I. Context

In April 2018 the Sawasya programme advertised a “Call for Expression of Interest under the title of: pre-qualification process for roster of civil society organizations in the field of rule of law, justice and security” for CSOs in the West Bank, Gaza, East Jerusalem and Israel. The call was published on UNDP, UN Women and UNICEF websites, Sawasya facebook page and in Alquds newspapers. The programme also conducted two “information sessions” with CSOs in Gaza on 26/04/2018 and in Ramallah on 2/05/2018 with the aim of providing CSOs with the opportunity to learn about the requirements of the application, discuss opportunities and concerns, and get clarifications on any unclear matter. Deadline for applications was 14/05/2018 and was then extended until the 21/05/2018 and 100 applications were received through a dedicated email address.

II. Selection process

In line with the relevant UNDP, UN Women and UNICEF regulations, two committees were established to look into the applications:
- A technical committee composed of programme’s technical representatives
- A CSO roster panel composed of senior representatives from the three agencies, including people who do not work on the programme (see CSO roster panel member attached).

On the 31/05/2018, the CSO roster panel agreed to divide the selection process of the CSO roster into two stages (see MoM attached): the initial screening process based on the mandatory criteria mentioned in the guidelines of the call and a full assessment which includes scoring and a risk analysis. The programme received 100 applications\(^1\), of which 80 passed the “initial screening” which was guided by the mandatory criteria highlighted in the guidelines of the call for expression of interest.

\(^1\) 98 applications were initially identified. After reviewing again the email inbox, two additional submissions were identified (see MoM 12/08/2018).
On the **13/6/2018**, the technical committee shared with the panel the results of the initial screening, provided justifications to their assessment and highlighted recommendations. The CSO roster panel confirmed the elimination of 20 CSOs based on the following mandatory criteria: lack of essential supporting documents, mandate and thematic areas of CSO is not compatible with what was announced by the programme, and private sector companies which do not meet the definition of civil society (see MoM and the attached initial screening sheet – Annex I).

The comprehensive assessment/full evaluation of the CSOs was achieved through a well-articulated selection criteria (scoring) that includes assessment of the CSOs in terms of project management capacity, financial capacity, organizational structure and governance; systems and infrastructure; human resources, constituencies, partnership experience, experience with *Sawasya*; in addition to a risks analysis and areas of expertise. Each of the CSOs capacity assessment was reviewed and assessed (scored) by two staff members within the technical committee sequentially—to ensure transparency. After that, the technical committee met with the panel on **26/7/2018** to share results of the full evaluation including scoring and risk analysis, provided answers for inquiries and identify the CSOs that qualified to be part of the roster.

During the 26/7/2018 meeting, the panel members agreed on the following issues (see MoM attached):

- No CSO will be excluded on the basis of the scoring and risk analysis rating. This rating will be taken into consideration at a later stage while selecting the CSO for funding
- A financial ceiling was established on the basis of the average annual audited budget of the CSO for the last two years: 50,000 USD/year for a 100,000-200,000 USD budget; 100,000 USD/year for a 200,001-500,000 USD budget; 200,000 USD/year for a 500,001-1,000,000 USD budget;
- The organizations will be categorized based on their areas of operation, area of expertise and target beneficiaries (see attached full evaluation sheet).

### III. Final decision

Based on the above-mentioned process the panel took the following decisions:

- 21 CSOs were rejected based on the initial screening (see Annex I: initial screening roster list)
- 79 CSOs were approved to be included in the roster (See Annex II: full evaluation roster list)