



## RESPONSIBLE PARTY AGREEMENT

**Between the United Nations Development Programme "UNDP"**

**and**

**University College of Applied Sciences "CSO"**

<b>1. Country Where Activities Will Be Carried Out:</b> State of Palestine, Gaza Strip	
<b>2. UNDP Project Name:</b> Right to Education in the Gaza Strip Programme	<b>3. UNDP Project Number:</b> PAL10-00094739
<b>4. Description of Activities:</b>  This project is about establishing the linkage between Gaza's youth and the world. It will enable Palestinian youth to acquire highly needed skills and experience through e-work and freelancing. The programme will cooperate with regional and international partners to achieve the following: Increased access of Palestinian Youth in Gaza Strip to employment opportunities abroad through e-work and international freelancing platforms within a culture supporting freelancing as an approach to create opportunities in light of difficult context of Gaza, which will ultimately contribute to decreasing unemployment rate among Gaza youth. As part of phase I of the project, 100 youth will be trained on different ICT technical training, particularly on Game Development and Web Development. Following this phase, 40 trainees will be selected to benefit from phase II of coaching and mentorship on freelancing platforms.	
<b>5. Activities Starting Date:</b> 15 October 2017	<b>6. Activities Ending Date:</b> 20 December 2017
<b>7. Total Amount of Funds:</b> [USD 40,213.80]	

<p>7a. <b>First Installment (70%): USD 28,149.66</b> upon signing the agreement.</p> <p>7b. <b>Second Installment (30%): USD 12,064.14</b> upon completion of the activities and satisfactory submission of the final narrative and financial report.</p>
<p>8. <b>CSO's Name:</b> University College of Applied Sciences (UCAS)  Address: Own al Shawwa St., Gaza  Country of incorporation: Palestine</p>
<p>9. <b>CSO Contact Person's Name:</b> Rifat Rustom  Title: UCAS Rector  Address: Own al Shawwa St., Gaza  Telephone number: 0097082624999  Fax: 0097082624222  Email: <a href="mailto:rector@ucas.edu.ps">rector@ucas.edu.ps</a></p>
<p>10. <b>UNDP Contact Person's Name:</b> Mr. Roberto Valent  Title: Special Representative of the Administrator  Address: 3 Yakubi St., Jerusalem, 91191, P.O. Box: 51359 ps.undp.org  Telephone number: (972 2) 626 8200  Fax: (972 2) 626 8222  Email: <a href="mailto:roberto.valent@undp.org">roberto.valent@undp.org</a></p>
<p>11. <b>CSO Bank Account to which Funds will be transferred:</b>  Beneficiary: University College of Applied Sciences (UCAS)  Account name: University College of Applied Sciences  Account number: 1117000  Bank name: Bank of Palestine  Bank address: Gaza Remal  Bank SWIFT Code: PAL SPS22</p>

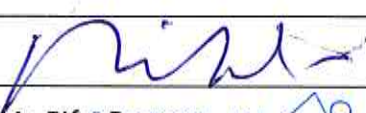
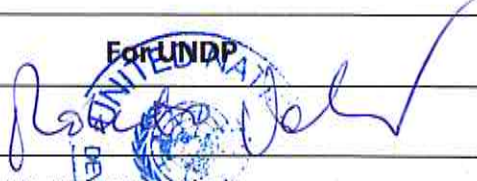
This agreement includes this face sheet and the following documents, which shall take precedence over one another in case of conflict in the following order:

1. UNDP **Standard Terms and Conditions**, attached hereto as **Annex I**;
2. UNDP Special Conditions, attached hereto as **Annex II: Terms of Reference and Special Conditions**;
3. The Work Plan, incorporating the description of activities, deliverables and performance targets, time frames and budget, attached hereto as **Annex III: CSO's Technical Proposal and Financial Proposal**;

4. The CSO's **Technical Proposal and Financial Proposal Annex III**, dated [10 July, 2017], as clarified by the agreed minutes of the negotiations meeting, dated [26 July, 2017] and the revised application dated **31 July, 2017**; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Agreement; and
5. The Project Document, not attached hereto but known to and in the possession of the Parties.

All the above shall form the entire agreement ("Agreement") between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

**IN WITNESS WHEREOF**, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Agreement at the place and on the day set forth below.

For the CSO		For UNDP	
Signature:		Signature:	
Name:	Mr. Rifat Rustom الكلية التطبيقية	Name:	Mr. Roberto Valent
Title:	UCAS Rector University College of Applied Sciences	Title:	Special Representative of the Administrator
Date:	17.10.2017	Date:	



## **Annex I: STANDARD TERMS AND CONDITIONS**

WHEREAS the Government of the Host Country indicated in Section 1 of the face sheet to this Agreement and the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP") concluded a project document for a project indicated in Sections 2 and 3 of the face sheet to this Agreement (hereinafter the "Project Document" or the "Project"),

WHEREAS, pursuant to the Project Document, UNDP serves as an implementing partner under the Project,

WHEREAS in its capacity as an implementing partner, UNDP has selected a civil society organization indicated in Section 8 of the face sheet to this Agreement, a non-for-profit entity (hereinafter the "CSO"), as a responsible party to implement activities (hereinafter the "Activities") and achieve deliverables (hereinafter the "Deliverables") within the time frames and pursuant to the budget set forth in the Work Plan, attached hereto;

WHEREAS UNDP and the CSO (together referred to as the "Parties" or, individually, a "Party"), pursuant to their respective mandates and policies, share a common aim in the furtherance of sustainable development;

WHEREAS the CSO understands and agrees that the overall goal of this Agreement is to contribute to producing the outputs and achieving the outcomes set forth in the Project Document;

NOW, THEREFORE, on the basis of mutual trust and in the spirit of cooperation, the Parties have entered into this Agreement.

### **Article 1. Objectives and General Responsibilities of the Parties**

1. The Parties agree that the main objective of this Agreement is to further the goals of the Project through the successful implementation of the Activities and achievement of the Deliverables.
2. Consistent with this objective, the CSO shall commence and implement the Activities and achieve the Deliverables with due diligence and efficiency, pursuant to the schedule set forth in the Work Plan, and in accordance with the terms and conditions of this Agreement. The Activities must be consistent with the regulations, rules, policies and procedures of UNDP.
3. UNDP shall cooperate with the CSO in achieving the main objective of this Agreement in accordance with the terms and conditions thereof.
4. All deadlines and time limits contained in this Agreement shall be deemed to be of the essence in respect of the implementation of the Activities and achievement of the Deliverables under this Agreement.

5. Any information or data provided by the CSO to UNDP for the purpose of entering into this Agreement, as well as the quality of the Activities, Deliverables and reports foreseen under this Agreement, will conform to the highest professional standards.
6. The Parties shall on a regular basis keep each other informed of, and consult on matters pertaining to the implementation of the Activities and achievement of the Deliverables under this Agreement.

## **Article 2. Financial Arrangements**

1. Pursuant to the budget contained in the Work Plan, UNDP shall make available to the CSO funds up to the maximum amount indicated in Section 7 of the face sheet to this Agreement upon timely achievement of the Deliverables and in accordance with the schedule set forth in the Work Plan.
2. The amounts stated above shall not be subject to any adjustment or revision because of price or currency fluctuations, or the actual costs incurred by the CSO in the implementation of the Activities.
3. All payments shall be made by UNDP to the CSO bank account indicated in Section 11 of the face sheet to this Agreement.
4. Payments effected by UNDP to the CSO shall be deemed neither to relieve the CSO of its obligations under this Agreement nor as acceptance by UNDP of the CSO's performance of the Activities.
5. The CSO shall notify UNDP about any expected budget variations. The CSO shall be authorized to make variations not exceeding twenty (20) per cent on any one budget line item in the Work Plan, provided that the maximum amount allocated by UNDP pursuant to paragraph 1, above, is not exceeded. Any variations exceeding twenty (20) per cent on any one budget line item that may be necessary for the proper and successful implementation of the Activities under this Agreement shall be subject to prior consultations with, and written approval by UNDP.
6. UNDP shall not be liable for the payment of any expenses, fees, tolls, or any other costs not expressly provided for in the Work Plan, not authorized by UNDP pursuant to the preceding paragraph, or exceeding the maximum amount stated in paragraph 1, above.
7. Unless otherwise agreed in writing by UNDP, the CSO shall return all unspent funds and income (including interest) to UNDP within one (1) month of completion of the Activities or termination of this Agreement, whichever is earlier.

## **Article 3. Refund**

1. The CSO shall disburse the funds made available to it by UNDP and incur expenditures in connection with the Activities on the terms and conditions set forth in this Agreement and the Work Plan. In the event that the CSO disburses the funds or incurs expenditures in violation of this Agreement and/or the Work Plan, notwithstanding the availability or exercise of any other remedies under this Agreement, the CSO shall refund the amounts to UNDP not later than thirty (30) days after the CSO



receives a written request for such refund from UNDP. Failing that, UNDP may deduct the amount of the requested refund from any payments due to the CSO under this Agreement.

#### **Article 4. The CSO Personnel**

1. The CSO shall be fully responsible and liable for all persons engaged by it in connection with the Activities, including employees, consultants, agents, accountants, advisers, and contractors (hereinafter the "CSO Personnel"). The CSO shall ensure that the CSO Personnel meet the highest standards of professional qualifications and competence necessary for the implementation of the Activities and achievement of the Deliverables under this Agreement, are free from any conflicts of interest related to the Activities, respect the local laws and customs, and conform to the highest standards of moral and ethical conduct. ,
2. The CSO Personnel shall not be considered in any respect as being the officials, personnel or agents of UNDP or the United Nations.
3. The CSO agrees and shall ensure that the CSO Personnel performing the Activities under this Agreement:
  - a) Shall not seek nor accept instructions regarding the Activities or the Deliverables from any Government or other authority external to the CSO or UNDP;
  - b) Shall refrain from any conduct that would adversely reflect on UNDP or the United Nations, and shall not engage in any activity that is incompatible with the aims, objectives or mandate of UNDP or the United Nations; and
  - c) Shall not use information that is considered confidential without the prior written authorization of UNDP, as required by Article 12, below.
4. The CSO's decisions related to the CSO Personnel, including employment or dismissal, shall be free of discrimination on the basis of race, religion or creed, ethnicity or national origin, gender, handicapped status, or other similar factors.

#### **Article 5. Assignment**

The CSO shall not assign, transfer, pledge or make other disposition of this Agreement or any part thereof, or any of the CSO's rights, claims or obligations under this Agreement except with the prior written consent of UNDP.

#### **Article 6. Contracting**

In the event the CSO requires the services of contractors, the CSO shall remain responsible for their acts and omissions in relation to the Activities as if they were the acts and omissions of the CSO. The terms of any contract with any such contractor shall be subject to and conform to the provisions of this Agreement.

### **Article 7. Procurement**

Procurement of goods, services and technical assistance required under the Work Plan will be conducted by the CSO in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

### **Article 8. Equipment**

1. Any non-consumable supplies, equipment, vehicles and materials financed by UNDP or furnished by UNDP to the CSO under this Agreement (hereinafter the "Equipment") shall remain the property of UNDP.
2. The CSO shall be responsible for the proper custody, maintenance and care of the Equipment. It shall also maintain complete and accurate records of the Equipment, and shall regularly verify the inventory thereof. In addition, it shall purchase and maintain appropriate insurance for the Equipment in the amounts agreed upon between the Parties and incorporated in the budget contained in the Work Plan.
3. UNDP shall provide reasonable assistance to the CSO in connection with clearing the Equipment through the customs at ports of entry into the country where the Activities are to be implemented.
4. In the event of damage, theft, loss or other forfeiture of the Equipment, the CSO shall provide UNDP with a complete written report supported, where appropriate, by a police report and any other evidence, giving full particulars of the events leading to the loss of, or damage to the Equipment.
5. The CSO shall return the Equipment to UNDP within thirty (30) days upon completion of the Activities or termination of this Agreement, whichever is earlier, or when no longer needed by the CSO. When returned to UNDP, the Equipment shall be in the same condition as when furnished to the CSO, subject to normal wear and tear.
6. UNDP may request compensation for the damaged, stolen, lost or otherwise forfeited Equipment, or the Equipment determined by UNDP to be degraded beyond normal wear and tear. If the CSO fails to compensate UNDP within thirty (30) days of UNDP's request, UNDP may deduct the amount thereof from any payments due to the CSO under this Agreement.

### **Article 9. Copyrights, Patents, and Other Proprietary Rights**

1. Except as may be otherwise agreed by the Parties in this Agreement, UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the CSO has developed for UNDP under this Agreement and which bear a direct relation to, or are produced, prepared or collected in consequence of, or during the course of, the performance of this Agreement. The CSO acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP.



2. The CSO shall be responsible for obtaining any licenses and permits required by national laws in connection with the Activities. UNDP shall cooperate as appropriate and necessary.

#### **Article 10. Reporting**

1. The CSO shall report to UNDP on the implementation of the Activities and achievement of the Deliverables under this Agreement.
2. The CSO shall provide UNDP with (a) quarterly reports, due within thirty (30) days after the end of each quarter; (b) if the duration of this Agreement exceeds one (1) year, annual reports, due within sixty (60) days after the end of each year; and (c) a final report, due within sixty (60) days after the completion of the Activities or expiration or prior termination of this Agreement.
3. Each report must be written in the English language and must, *inter alia*, contain information on:
  - a) Activities carried out under the Agreement during the reported period;
  - b) Progress towards achieving the Deliverables during the reported period;
  - c) Corresponding indicators, baselines, sources of data, and data collection methods;
  - d) Any new issues, risks, challenges and opportunities that should be considered in implementing the Activities;
  - e) Financial data, including cash receipts and disbursements incurred by the CSO, reconciliation of outstanding advances and foreign exchange loss or gain during the reported period, if applicable; and
  - f) Cumulative financial data, showing satisfactory management and use of UNDP resources.
4. In addition, the annual report and final reports, referred to in paragraph 2 of this Article 10, must contain audited financial statements and records related to the Activities.
5. The CSO shall provide such additional reports related to the Activities as may be reasonably required by UNDP under its regulations, rules, policies and procedures.

#### **Article 11. Maintenance of Records**

1. The CSO shall keep accurate and up-to-date records and documents, including original invoices, bills, and receipts pertinent to each transaction related to the Activities under this Agreement.
2. The CSO shall promptly disclose to UNDP any income, including interest, arising from the Activities. Such income shall be reflected in a revised Work Plan and recorded as accrued income to UNDP, unless otherwise agreed by the Parties.



2. Upon completion of the Activities, or the termination of this Agreement, the CSO shall maintain the records for a period of at least five (5) years, unless otherwise agreed by the Parties.

#### **Article 12. Confidentiality**

1. Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties.
2. The CSO may disclose information to the extent required by law, provided that and subject to and without any waiver of the privileges and immunities of the United Nations, the CSO will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
3. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.
4. These obligations shall not lapse upon completion of the Activities or termination of this Agreement, whichever is earlier.

#### **Article 13. Insurance and Liabilities to Third Parties**

1. The CSO shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used in connection with the Activities under this Agreement.
2. The CSO shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to the CSO Personnel to cover claims for personal injury or death in connection with this Agreement.
3. The CSO shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the Activities, as well as the use of the Equipment owned or leased by the CSO or the CSO Personnel, or furnished or financed by UNDP pursuant to Article 8, above.

#### **Article 14. Responsibility for Claims**

The CSO shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials and persons performing services for UNDP from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the CSO, including the CSO Personnel, under this Agreement. This provision shall extend, *inter alia*, to claims and liability in the nature of workmen's compensation, damage to property or other hazards that may be suffered by the CSO Personnel as a result of their services pertaining to the Activities, products liability and liability



arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the CSO or the CSO Personnel. The obligations under this Article 14 shall not lapse upon completion of the Activities or termination of this Agreement, whichever is earlier.

#### **Article 15. Tax Exemptions**

1. Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations' exemption from such taxes, duties or charges, the CSO shall immediately consult with UNDP to determine a mutually acceptable solution.
2. Accordingly, the CSO authorizes UNDP to deduct from the CSO's invoice any amount representing such taxes, duties or charges, unless the CSO has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically provided written authorization to the CSO to pay such taxes, duties or charges under protest. In that event, the CSO shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### **Article 16. Security and Anti-Terrorism**

1. The responsibility for the safety and security of the CSO and the CSO Personnel and property, as well as of the Equipment and other UNDP property in the CSO's custody, shall rest with the CSO.
2. UNDP reserves the right to verify whether the necessary security arrangements are in place, and to suggest modifications thereto when necessary.
3. The CSO agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Agreement are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all contracts entered into under this Agreement.

#### **Article 17. Audit and Investigations**

1. All payments made by UNDP under this Agreement shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of this Agreement and for a period of five (5) years following the completion of the Activities or the termination of this Agreement.
2. The CSO acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of this Agreement or the selection of the CSO as a responsible party, the obligations performed under this Agreement, and the operations of the CSO generally relating to the



performance of this Agreement. The right of UNDP to conduct an investigation and the CSO's obligation to comply with such an investigation shall not lapse upon completion of the Activities or the termination of this Agreement, whichever is earlier.

3. The CSO shall provide its full and timely cooperation with any post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the CSO's obligation to make available the CSO Personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions, and to grant to UNDP access to the CSO's premises at reasonable times and on reasonable conditions. The CSO shall the CSO Personnel to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.

#### **Article 18. Force Majeure**

1. In the event of, and as soon as possible after, the occurrence of any cause constituting *force majeure*, the Party affected by it shall give the other Party notice and full particulars in writing of such occurrence. If the affected Party is thereby rendered unable, in whole or in part, to perform its obligations or meet its responsibilities under this Agreement, the Parties shall consult on the appropriate action to be taken, which may include termination of this Agreement by UNDP pursuant to Article 28, or termination of this Agreement by the CSO with at least seven (7) days written notice of such termination.

2. In the event that this Agreement is terminated owing to causes constituting *force majeure*, the provisions of Article 28, below, shall apply.

3. *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the CSO. The CSO acknowledges and agrees that, with respect to any obligations under this Agreement that the CSO must perform in areas in which the United Nations is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas, or to any incidents of civil unrest occurring in such areas, shall not, in and of itself, constitute *force majeure* under this Agreement.

#### **Article 19. Use of the Name, Emblem and Official Seal of UNDP**

1. The CSO shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

2. The Parties shall cooperate in any public relations or publicity exercises when UNDP deems these appropriate or useful.



## **Article 20. Privileges and Immunities**

Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

## **Article 21. Officials not to Benefit**

The CSO warrants that no official of UNDP has received, or will be offered by the CSO, any direct or indirect benefit arising from this Agreement.

## **Article 22. Observance of the Law**

1. The CSO shall comply with all laws, ordinances, rules, and regulations applicable to the performance of its obligations under this Agreement.

## **Article 23. Child Labor**

1. The CSO represents and warrants that neither it, nor the CSO Personnel are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

2. Any breach of this representation and warranty shall entitle UNDP to terminate this Agreement immediately upon notice to the CSO, without any liability for termination charges, or any other liability of any kind of UNDP.

## **Article 24. Mines**

1. The CSO represents and warrants that neither it nor the CSO Personnel are actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

2. Any breach of this representation and warranty shall entitle UNDP to terminate this Agreement immediately upon notice to the CSO, without any liability for termination charges or any other liability of any kind of UNDP.

## **Article 25. Sexual Exploitation**

1. The CSO shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by the CSO Personnel. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the CSO shall refrain from, and shall take all reasonable and appropriate measures to prohibit the CSO Personnel or any other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from



engaging in any sexual activities that are exploitive or degrading to any person. The CSO acknowledges and agrees that the provisions herein constitute an essential term of the Agreement and that any breach of these provisions shall entitle UNDP to terminate the Agreement immediately upon notice to the CSO, without any liability for termination charges or any other liability of any kind.

2. UNDP shall not apply the foregoing standard relating to age in any case in which the CSO Personnel is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such CSO Personnel.

#### **Article 26. Conflicts of Interest; Anti-Corruption**

1. The Parties agree that it is important that all necessary precautions are taken to avoid conflicts of interest and corrupt practices. To this end, the CSO shall maintain standards of conflict that govern the performance of the CSO Personnel, including the prohibition of conflicts of interest and corrupt practices in connection with the award and administration of contracts, grants, or other benefits.

2. The CSO and persons affiliated with it, including the CSO Personnel, shall not engage in the following practices:

(a) participating in the selection, award, or administration of a contract, grant or other benefit or transaction funded by UNDP, in which the person, members of the person's immediate family or his or her business partners, or organizations controlled by or substantially involving such person, has or have a financial interest;

(b) participating in such transactions involving organizations or entities with which or whom that person is negotiating or has any arrangement concerning prospective employment;

(c) offering, giving, soliciting or receiving gratuities, favors, gifts or anything else of value to influence the action of any person involvement in a procurement process or contract execution;

(d) misrepresenting or omitting facts in order to influence the procurement process or the execution of a contract;

(e) engaging in a scheme or arrangement between two or more bidders, with or without the knowledge of the CSP, designed to establish bid prices at artificial, non-competitive levels; or

(f) participating in any other practice that is or could be construed as an illegal or corrupt practice under domestic law.

3. If the CSO has knowledge or becomes aware of any of the practices outlined in paragraph 2 of this Article 26 undertaken by anyone affiliated with the CSO, the CSO shall immediately disclose the existence of such practices to UNDP.

#### **Article 27. Dispute Settlement**

1. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Agreement, or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with



the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the Parties in writing.

2. If such dispute, controversy or claim between the Parties is not settled amicably under the preceding paragraph within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, it shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim measures") and Article 34 ("Form and effect of the award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

#### **Article 28. Termination of this Agreement**

1. The Parties recognize that successful implementation and completion of the Activities and achievement of the Deliverables are of paramount importance, and that UNDP may find it necessary to terminate or to modify the Activities, should circumstances arise that jeopardize successful completion of the Project. The provisions of the present Article shall apply to any such situation.

2. UNDP shall consult with the CSO if any circumstances arise that, in the judgment of UNDP, interfere or threaten to interfere with the successful implementation or completion of the Activities, or achievement of the Deliverables. For its part, the CSO shall promptly inform UNDP of any such circumstances that might come to its attention. The Parties shall cooperate towards the rectification or elimination of the circumstances in question and shall exert all reasonable efforts to that end, including prompt corrective steps by the CSO, where such circumstances are attributable to it or within its responsibility or control. The Parties shall also cooperate in assessing the consequences of possible termination of this Agreement on the beneficiaries of the Project.

3. UNDP may at any time after occurrence of the circumstances in question, and after appropriate consultations with the CSO, suspend or terminate this Agreement by written notice to the CSO, without prejudice to the initiation or continuation of any of the measures envisaged in the preceding paragraph.

4. Upon receipt of a notice of termination by UNDP under the present Article, the CSO shall take immediate steps to terminate the Activities under this Agreement, in a prompt and orderly manner, so as to minimize losses and further expenditures. The CSO shall undertake no forward commitments and



shall return to UNDP, within thirty (30) days, all unspent funds made available to it by UNDP under Article 2, and the Equipment financed by UNDP or furnished to it by UNDP pursuant to Article 8.

5. In the event of termination by UNDP under this Article 28, UNDP shall only reimburse the CSO the costs incurred in connection with the Activities carried out in accordance with the terms and conditions of this Agreement. Such reimbursement, when added to the amounts previously made available to the CSO by UNDP in accordance with Article 2, above, shall not exceed the maximum amount of funds set forth in paragraph 1 of that Article.

6. Following the termination, in the event UNDP decides to transfer the responsibilities of the CSO for the Activities to another entity, the CSO shall cooperate with UNDP and the other entity to ensure the orderly transfer of such responsibilities.

#### **Article 29. Entry into Force, Duration, Extension and Modification of this Agreement**

1. This Agreement shall enter into force on the date of the last signature of the face sheet to this Agreement by the duly authorized representatives of the Parties, and terminate on the Activities Ending Date indicated in Section 6 of the face sheet to this Agreement.

2. Should it become evident to the CSO during the implementation of the Activities that an extension beyond the termination date above will be necessary to achieve the Deliverables, the CSO shall, without delay, inform UNDP and give full particulars. UNDP shall take such action as, in its sole discretion, it considers appropriate or necessary under the circumstances, including the granting to the CSO of a reasonable extension of time in which to perform its obligations under this Agreement.

3. This Agreement, including its Annexes, may be modified or amended only by written agreement between the Parties.

4. Failure by either Party to exercise any rights available to it, whether under this Agreement or otherwise, shall not be deemed for any purposes to constitute a waiver by the other Party of any such right or any remedy associated therewith, and shall not relieve the Parties of any of their obligations under the Agreement.



## Annex II: Terms of Reference and Special Conditions

### 1. BACKGROUND

The Right to Education Programme in the Gaza Strip aims to support recovery efforts in the educational sector in Gaza through reconstructing, rehabilitating and building-better what was destroyed in the latest war against Gaza in July/August 2014, increasing the capacity for mental health care in Gaza and by restoring the hope of youth for increased prospects of employment through e-work. The proposed programme provides an unprecedented opportunity to respond to the recovery of the education sector in a holistic manner, integrating emergency responses into a sustainable and scalable development intervention. The Right to Education Programme, will allow over 600,000 Palestinian children and youth to regain equitable access to quality education and its completion in an inclusive child-friendly learning environment by 2016.

The Programme is supported by Education Above All's Al Fakhoora programme. Education Above All (EAA) is a global initiative founded in 2012 by Her Highness Sheikha Moza bint Nasser of Qatar. EAA's aim is to build a global movement that contributes to human, social and economic development through quality education and other welfare programmes and initiatives. With a particular focus on areas affected by poverty, conflict and disaster, EAA champions the needs of children and youth and empower them to be active members of their communities. By meeting the demand for education, EAA equips them to support sustainable development and to nurture environments of peace, security, justice and prosperity.

As part of the Right to Education Programme, the E-work component focuses on developing the capacities of national initiatives specialized in creating employment opportunities for Gaza's youth through creating and supporting freelancing culture among Gaza youth. The virtual economy offers young graduates in Gaza and the West Bank a way to overcome the odds posed by their environment. This will create new opportunities within a devastated Gaza economy. This support is both crucial and timely, addressing the needs of Palestine youth living through crisis. Through it, many talented young people in Gaza will have opportunities to materialize their ideas in the IT field which in turn will contribute to the creation of jobs in Gaza. The programme will cooperate with national, regional and international partners to achieve the desired objectives and results. The project mainly aims to *achieve excellence in the utilization of ICT as a medium to generate employment for Gaza youth* by providing the youth with the needed technical and soft skills, working space, mentoring and linking them to the e-work jobs opportunities, this will be the optimal utilization of cutting-edge knowledge for reducing poverty and engaging educated youth in productive employment.

Overall the project seeks to achieve the following outcome: "Increased access of Palestinian Youth in Gaza Strip to employment opportunities abroad through e-work and international freelancing platforms within a culture supporting freelancing as an approach to create opportunities in light of difficult context of Gaza, which will ultimately contribute to decreasing unemployment rate among Gaza youth".



UNDP/PAPP is seeking Implementing Partner/s (IPs) with the necessary expertise and resources to carry out specific tasks related to technical training for 200 Palestinian Youth. The IP will work under the overall guidance and supervision of the UNDP staff.

## 2. OBJECTIVES OF THE ASSIGNMENT:

The overall objective of the assignment is to describe the responsibilities and tasks of an Implementing Partner (IP) to assist UNDP to deliver the first output of the E-Work project which is:

- "Strengthened capacities of 200 Palestinian youth through advanced technical training programme in ICT related specializations"

The selected IP/s will be responsible to implement the following activities:

Activity 1.1 Preparation of Training Program for 200 Palestinian Youth

Activity 1.2: Successful Participation of 200 Palestinian Youth in an Advanced Technical Training Programme

## 3. SCOPE OF WORK AND DESCRIPTION OF ACTIVITIES:

Under the direct supervision of UNDP designated staff including the e-work expert and support from the UNDP Country Office Programme and Operations Team, the implementing partner will be required to undertake the following deliverables;

- **Introductory Workshop:**

The IP will hold an introductory workshop with relevant e-work stakeholders to coordinate and organize efforts. In the beginning of the project, a launching workshop will be organized to announce the new E-Work project and to discuss the E-Work issues with partner organizations and current donors in this field.

The workshop shall be held at a high quality venue that can serve 100 persons for a daylong meeting with appropriate refreshments and lunch. This activity includes stationary with promotional materials. The IP is responsible for the arrangements, invitations, agenda and management of the workshop in coordination with the UNDP project staff.

- **Design and implementation of advertising and promotional campaign**

Starting with an awareness campaign for E-Work possibilities and the project objectives. The campaign may include the following:

- Different Media tools: (Social Media Ads, Google AdWords Ads, Radio Ads, Newspapers, ..)
- Workshops in major Gaza universities and youth organizations (10 workshops)
- Other types of Ads (printed materials, Billboard, ..)

The advertising campaign shall include the design of the project logo, 1000 brochure and 1000 No. notebook size A5, 10 roll ups, banners....

- **Provide Ten Technical Training courses (60 hours each) for 200 trainees (20 trainees per each course)**

The main trigger to the success of the future freelancer is his/her technical abilities. The first step of the training will be intensive (60 hours) courses on specific technical fields that will enable young graduates to upskill their technical abilities. This training will also focus on self-learning and how to develop and acquire new technical skills through online courses. Each selected participant will have the opportunity to join only one technical course for a duration of one month. At the end of the training, 8 out of 20 participants will be selected for the next phase of training in the project.

Training groups are:

1. **Mobile development:** (iOS development and Android development)
2. **Design:** (Motion Graphics, Graphic Design, Infographics)
3. **Game development** (Unity)
4. **Web** (PHP frameworks, ASP.NET MVC, Web Design, and WordPress)

Topic	Description	No. Of Courses
<b>Mobile development</b>	Each course should address an intermediate to advanced topics in one of the following topics (you can suggest different topics within the same category): * <u>iOS development</u> Advanced Swift Programming, AdMob, App Store Optimization * <u>Android development:</u> Advanced topics in Android programming, Kotlin for Android, AdMob, App Store Optimization	2 courses
<b>Design</b>	Each course should address an intermediate to advanced topics in one of the following topics (you can suggest different topics within the same category): * <u>Motion Graphics</u> Advanced skills in Adobe After Effects, International standards for motion graphics * <u>Graphic Design</u> Advanced Skills in design programmes, Colours and standards for design, Creativity in designs	3 courses



	<p>* <u>Infographics</u> Design tools, colours, printing</p>	
<b>Game development</b>	<p>Each course should address an intermediate to advanced topics in one of the following topics (you can suggest different topics within the same category):</p> <p>* <u>Unity Game development</u> 2D and 3D characters design, scripting, multiplayer setup, cloud server..</p>	1 course
<b>Web</b>	<p>Each course should address an intermediate to advanced topics in one of the following topics (you can suggest different topics within the same category):</p> <p>* <u>PHP frameworks</u> Laravel, CodeIgniter, E-Commerce, etc</p> <p>* <u>ASP.NET MVC</u> TDD and ASP.NET MVC, AJAX, ..</p> <p>* <u>Web Design</u> Advanced Web design techniques, international standards, Responsive design,..</p> <p>* <u>WordPress</u> Programming plugins, Building themes, customization of WP</p>	4 courses

The technical training is a major component of this stage, **where the technical proposal must include:**

- Course outline including objectives, outline of training including hrs. per each topic, CV of trainers, the IP previous experience in this field.  
The technical proposal should clearly indicate the methodology of training, the topics to be covered and the previous experiences of the technical trainers.
- Technical approach to provide the training for each selected training topic(s).
- Trainers in the technical offer must be committed to provide the training.
- Selection of trainees through selection criteria and interviews
- The duration of each technical course is 60 hours, and should be ended in 3 weeks. All of the 10 training courses will be implemented in parallel within a period of one month, the IP should have the facilities and partners to implement the training in the required timeframe.
- This activity includes provision of training material for the targeted students.
- The training includes serving a tea break and lunch break (sandwich and soft drink).

- Training halls should adequately have prepared with modern devices and continuous power supply and air conditioning.

**Important Note:** the delivery of the training for each course includes the selection of the trainees from a list of nominated candidates. Selection includes selection of 20 applicants per each training course, where they should meet the minimum criteria based on exam and interview for around 40 candidates per training course. Gender balance should be adequately considered while selecting the beneficiaries.

- The IP shall develop a pre & post assessment questionnaire to measure the baseline and actual knowledge and skill acquired as a result of the training.
- At the end of each courses, the IP must submit a detailed report showing the activities done and its impact on the beneficiaries illustrated with the findings of the assessment tools.
- The IP is responsible for the nomination of the top 8 out of 20 trainees from each training course, based on their commitment, progress and the assessment criteria.
- Provide cash incentive of USD 100 per trainee based on their performance and commitment. During the technical training month, each participant will receive a financial incentive to cover transportations and other expenses. The cash incentives will be linked to the commitment of the trainees and their performance during the training sessions. The IP is responsible for the assessment of the progress of each trainee.
- **Hold a Freelancers Hackathon competition between trainees at the end of technical training.**  
Full day competition for the trainees to compete together in order to achieve working products. This competition will put the trainees in the stress of completing working products in their technical fields. The results of the hackathon will be used as part of the trainees' assessment for the next phase of the project.  
The Hackathon shall be held at a good quality venue that can serve 200 trainees for a daylong competition with appropriate refreshments and lunch. The IP is responsible for the arrangements, invitations, agenda and management of the hackathon in coordination with the UNDP project staff. The IP will coordinate with the trainers to organize a competition and make assessments at the end of the event.
- **Documenting and Publishing Training videos of technical training to online platforms for future online trainees.**  
The trainer should deliver a high quality video recording of the training courses, these videos should include footage of the trainers during the actual training and a complete screen recording of the training course.  
The recordings should be done with professional audio and video qualities. These videos will be published on online platforms for future learners.



#### 4. DELIVERABLES:

#	Deliverable
1.	Workshop held for relevant e-work stakeholders and final selection of technical fields based on group discussions, focus groups and brainstorming.
2.	Design and implementation of advertising and promotional campaign
3.	Selection of 20 participant per group for each selected technical field.
4.	<b>Provide Ten Technical Training courses (60 hours each) for 200 trainees (20 trainees per each course)</b>
4.1	<b>Mobile development:</b> (iOS development and Android development) <b>2 courses</b>
4.2	<b>Design:</b> (Motion Graphics, Graphic Design, Infographics) <b>3 courses</b>
4.3	<b>Game development</b> (Unity) <b>1 course</b>
4.4	<b>Web</b> (PHP frameworks, ASP.NET MVC, Web Design, and WordPress) <b>4 courses</b>
5.	Organized hackathon competition between trainees
6.	Documented and published high quality training videos to online platforms.
7.	Incentives for trainees Stage #1: Technical Training (10 courses * 20 Trainee ): 100\$/month

#### 5. Duration:

The implementation period should be for a total one month with two extra weeks for reporting.

#### 6. PAYMENT TERMS:

The schedule of payment will be detailed in the contract based on the agreed scope of work of each partner.

All payments will be issued upon satisfactory completion of the required tasks with certification of UNDP Project Manager.

#### 7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The implementing partner will be required to have;

- Be legally registered with relevant authorities, and to provide supporting documents (registration certificates, list of governing board members).
- At least Three years of experience working in similar field.
- Previous experience with similar E-Work related projects.
- Have proven track record of implementing advanced technical training in the selected fields.
- Have qualified professional trainer(s) with at least 3 years of experience in the design and implementation of the required training.
- Trainers must have excellent Arabic and English skills.
- Experience in working with UN agencies and other international organizations.

- Equipped training halls and labs to implement the training ( at least 20 modern PCs/ laptops, air-conditioned halls, adequate place, ..)

#### **8. CONFIDENTIALITY AND NON-DISCLOSURE:**

All associated materials, data, deliverables, etc. that have been generated under this ToR are the property of UNDP/PAPP and the donor and must be submitted to the line manager.



## Annex III: CSO's Technical Proposal and Financial Proposal

### SECTION I: CAPACITY ASSESSMENT OF THE IMPLEMENTING PARTNER (IP)

1. GENERAL INFORMATION	
Name of institution	University College of Applied Sciences (UCAS)
Name of contact person	Ahmed Kordia
Name of the Chairman of the Board of Director or Governing Board	Prof. Rifat Rustom
Address	Own al Shawwa St., Gaza
Telephone / fax	Tel: 0097082624999, Fax: 0097082624222
Email	rdu@ucas.edu.ps
<b>Summary about the organization</b>	
<ul style="list-style-type: none"> <li>• <b>Vision Statement</b> To become the leading college in the region providing distinguished training in technical and vocational education focusing on applied sciences.</li> <li>• <b>Mission statement</b> To provide the various sectors in Palestine and the region with its needs for highly-qualified and skillful professionals; thus participating in building a modernized state</li> <li>• <b>Objectives of the organization:</b> <ul style="list-style-type: none"> <li>– Empowering institutional performance and upgrading the level of general policy in UCAS.</li> <li>– Raising the capacity and the performance of the college in the field of applied and vocational education, as well as the scientific research.</li> <li>– High quality and effective resources management (both human and physical) to support financial stability in the college.</li> <li>– Improving the educational environment and the teaching and learning methods.</li> </ul> </li> </ul>	

2. IPs HISTORY	
<b>2.1 History and Compliance with International Resolutions/Standards</b>	
2.1.1 History	<p>University College of Applied Sciences (UCAS) is a well-institutionalized organization that has been established in 1998 to provide vocational education to Gaza Strip community. Nowadays, there are over 7000 students pursuing their technical education. UCAS has passed the ISO9000 certificate verification in August, 2011.</p> <p>UCAS is the largest TVET provider in Palestine. UCAS provides higher education services in 80 majors. UCAS has about 650 of fixed term academic and admin staff. The college is the winner of Palestine International Award for excellence and creativity for the year of 2007. Moreover, UCAS professionally serves the Palestinian community through several units such as: UCAS Technology incubator, Community Service and Continuing Education Center, Graduates unit. , Job advisory center.</p>

2.1.2 Certification / Accreditation	UCAS is a non-profit public educational institution, registered by Ministry Of Education And Higher Education, Ramallah in 1998 under registration No. 2007/HE2C/06/13.
2.1.3 Relevant Experience in the project field	<p>Recently, UCAS has closed a distinguished project entitled PalApps that mainly aimed at building the capacity of IT students in the field of programming and development of mobile applications". This project was funded by World Bank through Quality Improvement Fund (QIF). One of the important outcomes of this project is " PalApps center for mobile applications development". This center was equipped by modern tools and devices compatible for both mobile development technologies: MAC and Andriod. Moreover and during PalApps project, UCAS has conducted advanced training course for 25 academic staff in several relevant topics such as: Unity Game development, Advanced Android, IOS development, Mobile Game Development course using Unity Platform.</p> <p>One more similar task has been conducted during the Economic Recovery in Gaza Strip- Phase II project that was funded by Danish International Development Agency (DANIDA) through Oxfam-GB. Through this project, six qualified trainers were hired to conduct eight training courses (Android Mobile Apps-Beginner Level, Android Mobile Apps-Intermediate Level, Web Development-Intermediate Level, Web Development-Advanced Level, Web Design-Beginner Level, Web Design-Intermediate Level, Graphic Design-Printings, and Graphic Design-Motion), while each training course included 60 training hours and targeted 25 related ICT graduates.</p> <p>Another similar project that aimed at building the capacity of 100 fresh graduates in the field of infographics design. This project was funded by Aman Malaysia Association.</p>
<b>2.2 Managerial Capacity;</b>	
2.2.1 Planning, Monitoring & Evaluation	<p>UCAS is one of the most important TVET providers in Palestine. UCAS provides higher education services in 80 majors for more than 6,500 students. Moreover, UCAS professionally serves the Palestinian community through several units such as: resources development unit, Community Service and Continuing Education Center, graduates unit, job advisory center, Palestinian Center of Applied Renewable Energy – PCARE.</p> <p>UCAS continuously pan to serve not only its students but also the local community. During the last five years UCAS has planned and executed numerous developmental projects during the last five years, a group of these project are enumerated here:</p> <ul style="list-style-type: none"> <li>– Establishing Business incubator -funded by: Kuwait Fund for development</li> <li>– Paralegals for better access to justice in Gaza strip -funded by: UNDP</li> <li>– Pal-Fashion -funded by: GIZ</li> <li>– Engage Youth Project -funded by: Al Fakhoora campaign</li> <li>– Economic Recovery in Gaza strip -funded by: Danida through Oxfam GB</li> <li>– Working without Borders -funded by: Consulate de France</li> <li>– My-Design Project for Women -funded by: Premier urgence</li> </ul> <p>A list of the main <b>accomplished projects</b> in the last 10 years in addition to some sample <b>work plans</b> are available at Annex 01.</p> <p>In regard to monitoring and evaluation procedures, UCAS has an independent unit called Developmental Program Unit (DPU) that mainly supervise the execution of projects as well as conduct the M&amp;E procedures and tools. Samples of the M&amp;E tools</p>



	that DPU is using are the pre and post assessment, measuring the progress and improvement of participant's skills before and after completion of training session, field visits, attendance sheets, trainer's mission reports.
2.2.2 Reporting and performance	Sample of reports submitted to donors are available at Annex 02.
<b>2.3 Technical Capacity</b>	
2.3.1 Specialization	Sample of evaluation reports are available at Annex 03.
2.3.2 Human Resources	<p>Most of human resources that are required for this task will be a part of UCAS contribution. Thus, we will assign this task to the following project staff:</p> <ul style="list-style-type: none"> <li>- Project Manager : Ahmed Kordia</li> <li>- Project coordinator: Osama Ghanem</li> <li>- Training facilitator: Abdul Rahman Alfrangi</li> <li>- Accountant: Osama Baraka</li> </ul> <p>The CVs of those project staff and their expertise and professional experience is available at Annex 04.</p>
<b>2.4 Administrative capacity; Ability to provide adequate logistical support and infrastructure</b>	
2.4.1 Ability to manage human resources including salaries and incentives to beneficiaries of the project	UCAS has a stable, transparent and powerful financial system that is conducted by independent finance department. Currently UCAS about 812 full and part time staff, including 25 employees who are working as project managers/coordinators in the Developmental Programs Unit. UCAS Finance Manual and Accounting Policy is available at Annex 05.
2.4.2 Availability of Infrastructure and assets to operate	<p>UCAS has more than 40 computer labs and technical training halls that are equipped with about 1,100 laptop and desktop computer in addition to LCD projectors and other training tools.</p> <p>Moreover, UCAS recently established PalApps Lab that is dedicated to training student on the development of mobile applications, This lab was equipped by modern tools and devices compatible for both mobile development technologies: MAC and Andriod.</p>
2.4.2 Ability to procure goods services and works on a transparent and competitive basis.	UCAS has a clear, transparent and powerful procurement system that is conducted by independent procurement department. UCAS Purchase and Procurement Policy is available at Annex 06.
<b>2.5 Financial Capacity; Ability to ensure appropriate management of funds</b>	
2.5.1 Financial management and funding resources	List of the main donors to UCAS in the last 5 years is available at Annex 01. The written procedures ensuring clear records for payable, receivables, stock and inventory are available at both UCAS Finance Manual and Accounting Policy (Annex 05) and UCAS Purchase and Procurement Policy (Annex 06).
2.5.2 Accounting System	Copy of latest annual auditing report is available at Annex 07.



## SECTION II: TECHNICAL PROPOSAL

3. TECHNICAL OFFER SUMMARY	
<b>Project Title</b>	Economic Empowerment Through E-Work Opportunities For Gaza Youth "Freelancer"
<b>Location of Implementation</b>	UCAS Community Services Center at Al-Sina'a St.
<b>Duration</b>	45 days
<b>Expected Start Date</b>	10 October 2017
<b>Expected End Date</b>	10 December 2017
<b>Partners in the project</b>	N/A
<b>Total Funds requested from the UNDP:</b>	40,213.80 USD
<b>Self-Contribution:</b>	Training halls and technical labs supplies including electricity, cleaning services,...etc.
<b>How does the proposed intervention complement other ongoing activities within your institution?</b>	<p>UCAS believes in ICT sector and in particular E-work as a tool for the development of local community. This type of online working providing huge number of opportunities for fresh graduates and IT interest people to join not only local market but also regional and even international markets.</p> <p>Therefore, UCAS has early upgraded and developed a new diploma in the field of smart phone application development. This specialty was supported by the establishment by PalApps laboratory that is dedicated to teach students the creation of application of both ISO and Android system.</p> <p>UCAS as a progressive step provide incubation services and opportunities for entrepreneurial and pioneering ideas through UCAS Technology Incubator. Taking advantages of the provided technical, administrative and even financial services and support, the fresh graduates can develop and transfer their ideas to new startup and small businesses. This proposed intervention comes inline and complement with the aforementioned UCAS activities and services that can be provided for the beneficiaries after the completion of the technical training.</p>

4. DESCRIPTION OF METHODOLOGY
<p>By signing the partnership agreement with UNDP, UCAS expect to receive a refined list of 200 potential trainees including their contacting details, qualification, and classification into ten groups. This milestone step could not only save much effort but also give the staff an opportunity to early launch their activities. The first three activities will be executed in parallel, i.e. the preparation of the workshop with E-work stakeholders, the design of the promotional campaign, and the filtering of the 100 targeted trainees out of the submitted 200 graduates.</p> <p>The workshop aims to launch the project and bring relevant stakeholders in the E-Work field together to discuss the reality/roles and possible development of existing initiatives in this sector.</p> <p>The next step is the design and preparation of the training material for the fifth training courses taking into account the recommendation resulted from the workshop with E-work stakeholders. Alongside with this task we will design clear and transparent criteria for the selection of the beneficiaries. These criteria will be set in coordination with UNDP representatives and may include: applicants' qualification, previous relevant experience /endeavors, interview.</p> <p>UCAS will take advantage of its well equipped training facilities and resources to cop over the limited duration of this task through execution of training sessions in parallel where possible. This will combined to utilizing several monitoring and evaluation procedures and tools before, within and at the end of training courses. Applying this methodology will lead to deliver high quality results eventually.</p>

n.



By completion of the technical training courses, we will conduct a Freelancers Hackathon competition. This Hackathon will be jointly organized with Mercy Corps in a full day competition for the trainees to compete together in order to achieve working products.

**Deliverable 2: Design and implementation of advertising and promotional campaign.**

<b>Methodology of implementation</b>	<p>UCAS plans to conduct a distinguished promotional campaign that aims to widely raise awareness and importance of E-Work possibilities and the project objectives. The campaign will include the following:</p> <ul style="list-style-type: none"> <li>- Conduct 10 awareness sessions in major Gaza universities and youth organizations</li> <li>- Design, print and distribute 1,000 brochure</li> <li>- Design, print and distribute 1,000 notebook size A5</li> <li>- Design and print 10 rollups</li> <li>- Design, print and publish 1 billboard</li> <li>- Design and publish project graphics theme including logo</li> <li>- Design a group of banners for project events</li> <li>- Prepare, register and broadcast radio adv.</li> <li>- Design and publish some info graphics on social media platforms</li> <li>- Short filming of projects main events</li> </ul>
<b>Relevant / Previous Experience</b>	<p>More details in terms of UCAS proven experience of designing and publishing promotional material are available at UCAS main webpage: <a href="http://www.ucas.edu.ps">www.ucas.edu.ps</a> as well as at the UCAS social media pages.</p>
<b>Possible Contribution</b>	<p>UCAS will utilize the expertise of the Public Relation Unit to develop high quality promotional material. Moreover, UCAS will give a valuable contribution for the project on the social media platform as we have several pages on different social media platforms and more than ten thousands of fans and friends.</p>
<b>Duration</b>	<p>44 days</p>
<b>Measurable Indicators (Including Baseline &amp; Target &amp; Method of Data Collection)</b>	<ol style="list-style-type: none"> <li>1. No. of Awareness Workshops at local Universities carried out. Baseline 0. Target: 10.</li> <li>2. No. of students and teachers attended the workshops. Baseline: 0 Target: 300.</li> </ol>

**Deliverable 3: Selection of 20 participants per group for each selected technical field.**  
**Deliverable 4: Provide Five Technical Training courses (60 hours each) for 100 trainees (20 trainees per each course)**

- Game development (Unity)
- Web (PHP frameworks, ASP.NET MVC, Web Design, WordPress)

<b>Methodology of implementation</b>	<p>UCAS expect to receive a refined list of <b>200</b> potential trainees including their contacting details, qualification, and classification into ten groups. This millstone step could not only save much effort but also give the staff an opportunity to early launch their activities. The selection of 20 participants per each training course, will be based on exam and interview for around 40 candidates. Of course, gender balance will be adequately considered while selecting the beneficiaries.</p> <p>A detailed training proposal for each of the five training courses including methodology, outline, names and qualifications of the trainers, timeframe is available at Annex "B".</p>
<b>Relevant / Previous Experience</b>	<p>UCAS has an extensive expertise in executing such task. One of very similar task has been conducted during the Economic Recovery in Gaza Strip- Phase II project that was funded by Danish International Development Agency (DANIDA) through Oxfam-GB. Through this project, six qualified trainers were hired to conduct 8 training courses:</p> <ol style="list-style-type: none"> <li>1.Android Mobile Apps-Beginner Level,</li> <li>2.Android Mobile Apps-Intermediate Level,</li> <li>3.Web Development-Intermediate Level,</li> <li>4.Web Development-Advanced Level,</li> <li>5.Web Design-Beginner Level,</li> <li>6.Web Design-Intermediate Level,</li> <li>7.Graphic Design-Printings, and</li> <li>8.Graphic Design-Motion</li> </ol> <p>The total duration of these training courses are 480 hours (60 hours per course), and targeted about 200 fresh ICT-related graduates.</p>
<b>Possible Contribution</b>	<p>UCAS has well-equipped training halls and computer labs. The uniqueness of UCAS in terms of training environment is the <b>availability of the MAC lab</b> that is expected to be used for the IOS training course.</p>
<b>Duration</b>	<p>Six weeks</p>
<b>Measurable Indicators (Including Baseline &amp; Target &amp; Method of Data Collection)</b>	<ul style="list-style-type: none"> <li>No of Palestinian youth chosen and completed the technical training <ul style="list-style-type: none"> <li>Baseline: 0</li> <li>Target : 100 youth – 20 for each course (50% males and 50% females)</li> <li>Method of Data Collection: Attendance sheet, trainers' mission reports, pre and post assessment tests</li> </ul> </li> <li>Level of technical knowledge and skills acquired by the targeted youth. <ul style="list-style-type: none"> <li>Baseline: based on the pre-assessment results.</li> <li>Target: increase by 50%.</li> <li>Method of Data Collection: Pre &amp; Post Assessment Report</li> </ul> </li> </ul>
<b>Deliverable 6: Organized hackathon competition between trainees</b>	
<b>Methodology of implementation</b>	<p>UCAS will give the beneficiaries of the technical training courses the opportunity to examine their acquired skills throughout the training session by participating in a competitive event. We will organize a Freelancers Hackathon competition between the trainees by the completion of technical training. This Hackathon will be jointly organized with Mercy Corps in a full day competition for the trainees to compete together in order to achieve working products. This competition will put the trainees in the stress of completing working products in their technical fields. The results of the hackathon will be used as part of the trainees' assessment for the next phase of the project as per stated in the terms of references.</p>



	This event will be organized at a good quality venue that can serve 200 participants for a daylong competition with appropriate refreshments and lunch. UCAS is totally responsible for the arrangements, invitations, agenda and management of the hackathon in coordination with the UNDP project staff. UCAS will coordinate with the potential participants to organize a competition and make assessments at the end of the event.
<b>Relevant / Previous Experience</b>	UCAS has conducted several similar events such as entrepreneurs' bootcamp for young graduates, agricultural conference and scientific poster gallery. More about similar events and activities are available at UCAS webpage <a href="http://www.ucas.edu.ps">www.ucas.edu.ps</a> .
<b>Possible Contribution</b>	UCAS plans to conduct this event in the conference hall in UCAS campus. This hall is a well-equipped and good quality venue that can serve more than 400 participants.
<b>Duration</b>	Three weeks
<b>Measurable Indicators (Including Baseline &amp; Target &amp; Method of Data Collection)</b>	<p>No of participants</p> <ul style="list-style-type: none"> <li>– Baseline: 0</li> <li>– Target : 200</li> </ul> <p>Method of Data Collection: Attendance sheet</p>
<b>Deliverable 7: Incentives for trainees Stage #1: Technical Training (10 courses * 20 Trainee ): 100\$/month</b>	
<b>Methodology of implementation</b>	For the purpose to encourage the potential trainees and boosting their commitment to training sessions, we will provide cash incentive of USD 100 per trainee based on their performance and commitment. During the technical training month, the project team in cooperation with the trainers will regularly use an M&E sheets to evaluate the trainees. Based on a comprehensive assessment, the participants will receive a financial incentive to cover transportations and other expenses.
<b>Relevant / Previous Experience</b>	UCAS has a highly qualified staff who have a wide expertise in carrying out such tasks through the Finance Dept. for tens of project beneficiaries. Moreover, UCAS finance team monthly execute financial support, advance, loaning, incentives, and salaries for more than 650 employee of the academic and admin staff.
<b>Possible Contribution</b>	UCAS Finance Dept. will facilitate the generation of the dismissal notices and remittances for all trainees through UCAS bank accounts.
<b>Duration</b>	one week
<b>Measurable Indicators (Including Baseline &amp; Target &amp; Method of Data Collection)</b>	<p>No of generated dismissal notices</p> <ul style="list-style-type: none"> <li>– Baseline: 0</li> <li>– Target : 100</li> </ul> <p>Method of Data Collection: bank statement</p>

## 5. WORKPLAN:

UCAS have professional and highly qualified staff who have the capabilities and competencies to design, organize and run such task successfully and effectively. UCAS will assign this task to the following project staff:

- Project Manager : Ahmed Kordia
- Project coordinator: Osama Ghanem
- Training facilitator: Mohamed Shamaa
- Accountant: Osama Baraka

UCAS has more than 40 computer labs and technical training halls that are equipped with about 1,100 laptop and desktop computer in addition to LCD projectors and other training and education tools. Moreover, UCAS recently established PalApps Lab that is dedicated to training student on the development of mobile applications, This lab was equipped by modern tools and devices that are compatible for both mobile development technologies: MAC and Andriod.

Regarding the gender equity, project team will be taking into account this issue throughout project implementation, i.e. wherever a selection process is carried the gender equity will be considered for example in selection of targeted 200 trainees, Freelancers Hackathon competition.

#	Activity	Duration	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
1.	Design and implementation of advertising and promotional campaign	6 weeks								
2.	Selection of participants	two weeks								
3.	Provide Five Technical Training courses	four weeks								
4.	Organized hackathon competition	three weeks								
5.	Incentives for trainees	One week								
6.	Reporting and Closing	2 weeks								

## 6. GENDER CONSIDERATIONS:

Regarding the gender equity, project team will be taking into account this issue throughout project implementation, i.e. wherever a selection process is carried the gender equity will be considered for example in the selection of targeted 200 trainees and Freelancers Hackathon competition.

## 7. MONITORING AND EVALUATION:

UCAS supervises the execution of the training courses that should go along with the plan and the needs of the participants through several methods: following-up the training process daily to identify any obstacles or problems and to record the assessment of trainees including their daily impressions about (training environment, trainers' performance, training content), this M& E procedures will be directly carried out by the coordinator and training facilitator.

Distributing an evaluation form at the end of the training courses to the participants to identify the positive and negative aspects of the courses.

## 12. COORDINATION:



The project contributes to build a global movement that contributes to human, social and economic development through supporting youth to be active members of their communities. Moreover, the project will support and empower economic development through e-work training, campaign and hackathon competition this is expected to be carried out in cooperation and coordination with Mercy Corps.

To avoid duplication, coordination will take place with other relevant e-work institutions working in the same field through conducting workshop, group discussions, focus groups and brainstorming. In addition, needs assessments and pre-test for trainees will contribute to achieve positive and required outputs

## 8. RISKS ANALYSIS AND MITIGATION

<input checked="" type="checkbox"/> External <sup>1</sup> <input type="checkbox"/> Financial <sup>2</sup> <input type="checkbox"/> Operational <sup>3</sup> <input type="checkbox"/> Internal <sup>4</sup> <input type="checkbox"/> Reputational <sup>5</sup>	<p><b>Risk 1:</b> : Selection of graduates from PICTA nomination does not meet UNDP selection criteria</p> <p>Mitigation strategy: AS will revert to the original selection process through announcement and selection panels.</p>
<input type="checkbox"/> External <input type="checkbox"/> Financial <input checked="" type="checkbox"/> Operational <input type="checkbox"/> Internal <input type="checkbox"/> Reputational	<p><b>Risk 2:</b> Time schedule is concentrated</p> <p>Mitigation strategy:</p> <ul style="list-style-type: none"> <li>• Design of monitoring plan</li> <li>• Suitable training methodology applying</li> <li>• Extension of action plan for one week</li> </ul>
<input type="checkbox"/> External <input type="checkbox"/> Financial <input checked="" type="checkbox"/> Operational <input type="checkbox"/> Internal <input type="checkbox"/> Reputational	<p><b>Risk 3:</b> Commitment of participants</p> <p>Mitigation strategy: Incentives and motivation for trainees</p>

<sup>1</sup> Events and situations fully or somewhat outside of the organization's control (e.g. disasters, political instability, armed conflict)

<sup>2</sup> Relating to effective and efficient management and use of financial resources and the reliability of financial reporting

<sup>3</sup> Effective and efficient systems to support operations (e.g. procurement, logistics, IT, staff, skill-sets)

<sup>4</sup> Governance and management of the organization, adherence to policies and decisions, and internal controls and oversight

<sup>5</sup> Credibility with partners, public perception

### SECTION III: FINANCIAL PROPOSAL:

#### 9. BUDGET – PLEASE COMPLETE THE PROJECT PROPOSAL (FINANCIAL) TEMPLATE

Note: The Budget should be inclusive; i.e., each budget line should include all other expenses necessary to ensure proper implementation of the activities with high quality. The admin cost of 8% of the grant should cover all necessary admin expenses including staff, telecommunication...etc. Upon selection, the IP will be requested to provide detailed budget breakdown on the selected deliverable.

Del.#	Title of Workshop/Meeting/Seminar/ Training Course	Item	Quantity/ # of Participant/ Hours	Cost (\$)		
				unit cost	# of days/course	Total Cost
2	Design and implementation of advertising and promotional campaign	Brochure	1000	0.6	1	600
		Notebook	1000	0.8	1	800
		Billboard	1	700	1	700
		Logo and theme	1	200	1	200
		Rollup	10	30	1	300
		Social media adv	1	200	1	200
		Media coverage and filming	1	1200	1	1200
3	Deliverable 3: Selection of 20 participants per group for each selected technical field (5 fields).					
4	Provide Ten Technical Training courses (60 hours each) for 100 trainees (20 trainees per each course)					
			1000	1	1	1000
						-



<b>4.1</b>	Game development (Unity) 1 course	Trainer	60	40	1	2400	<b>4,500.00</b>
		Training material	20	10	1	200	
		Hospitality and breaks for 15 training sessions	20	70	1	1400	
		Lab fees	60	7	1	420	
		Rollup + Printings	2	40	1	80	
		Trainer	60	30	4	7200	
<b>4.2</b>	Web (PHP frameworks, ASP.NET MVC, Web Design, and WordPress) 4 courses	Training material	20	15	4	1200	<b>16,000.00</b>
		Hospitality and breaks for 15 training sessions	20	70	4	5600	
		Lab fees	60	7	4	1680	
		Rollup + Printings	2	40	4	320	
		Awards for winning groups	1000	1	1	1000	
		Technical support for Hackathon theme development	735	1	1	735	
<b>5</b>	Freelancers Hackathon competition						<b>1,735.00</b>
<b>6</b>	Incentives for trainees Stage #1: Technical Training (5 courses * 20 Trainee ): 100\$/month						<b>10,000.00</b>
		Subtotal of the whole activities					<b>37,235.00</b>
<b>7</b>	8% admin cost						<b>2,978.80</b>
		<b>Total (\$)</b>					<b>40,213.80</b>

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## TRAINERS PROFILE:

#	<u>Deliverable</u>	<u>Trainer/s Names</u>	<u>Years of Experience</u>	<u>Degree &amp; Specialization</u>	<u>Has Accounts in E-Work Platforms</u> <u>Yes/No</u>	<u>No of Working Hours in E-Work Platforms</u>	<u>commitment to provide the training</u> <u>Yes/No</u>
3.6	Course #6: Game development - Unity	Sharraf Eitelbani	6	Mechatronics engineering	Yes	More 50 hours	yes
3.7	Course #7: Web - PHP frameworks	Mr. Samer A Yaghi	10	B.Sc. Computer Sciences	Yes	6 project per Year as job by tasks, or project Currently with Saudi Arabia and New Zealand	Yes
3.8	Course #8: Web - ASP.NET MVC	Ibrahim M. Abu Marasa	11	IT	Yes	Over 4000	Yes
3.9	Course #9: Web - Web Design	AMER M. ENAYA	6	Computer system engineering	Yes	Over 1000	Yes
3.10	Course #10: Web - WordPress	Mohammed Safadi	7	Computer Engineer	Yes	More 100 hours	Yes

## ANNEX OF TRAINERS PROFILE

## ANNEX OF TECHNICAL TRAINING OUTLINES