

Pioneers-Raodat Activity

Terms of Reference

Consultancy Services for: Holistic Mapping of Internship Palestinian Eco-System

June 2024

Section 1. Letter of Invitation

Date: 04 June 2024

REQUEST FOR PROPOSALS – Consulting Firms

Activity Name: Pioneers-Raeadat Activity Funded by the USAID

Business Women Forum-Palestine (BWF) invites proposals from Eligible, Qualified Consulting firms to provide the following consulting services:

“Comprehensive assessment of the internship ecosystem and targeted interventions”

More details of the services are provided in the attached Terms of Reference

1. This invitation is open to all potential eligible Consulting Firms, registered locally, and qualified in the field as presented below.
2. A firm will be selected under the Technical & Financial proposals and procedures described in this RFP.

Technical & Financial Proposal, shall be submitted on or before the deadline for submission at BWF office at the Address shown below.

Interested eligible consultants, can obtain further information by sending inquiries or contact BWF at Admin@BWF.ps, no later than 10 June 2024.

The Information referred to above is:

Consultancy Field	Holistic Mapping of Internship Palestinian Eco-System
Deadline for Submission	13 June, 2024
Deadline for Inquiries	10 June, 2024
Address	Ramallah, Al-Balou' area, Al-Fare' Bldg, 2nd floor

Section 2. Instructions to Consultants

Introduction	<p>Business Women Forum will select a consulting firm (the Consultant), in accordance with the method of selection based on the <u>Technical and Financial proposals</u> and the evaluation criteria outlined in the <u>Terms of Reference</u>.</p> <p>Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. Business Women Forum is not bound to accept any proposal and reserves the right to cancel the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.</p>
1. Proposal Validity	<p>1.1 The Consultants' Proposals must remain valid for [60 days] after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. Business Women Forum will make its best effort to complete negotiations within this period. Should the need arise, however, Business Women Forum may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.</p>
2. Clarification and Amendment of RFP Documents	<p>2.1 Consultants may request a clarification of any of the RFP documents up to 10 June 2024. Any request for clarification must be sent in writing, to email address shown in the Invitation Letter. Business Women Forum will respond in writing by standard electronic means.</p> <p>2.2 Should Business Women Forum deem it necessary to amend the RFP, based on a clarification at any time before the submission of Proposals. Business Women Forum may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be launched publicly.</p>
3. Preparation of Proposals	<p>3.1 The Proposal, as well as all related correspondence exchanged by the Consultants and Business Women Forum, shall be written in the English languages.</p> <p>3.2 The Technical Proposal shall not include any <u>financial information</u>. Any Technical Proposal containing financial information will be declared nonresponsive.</p>
4. Submission, Receipt, and Opening of Proposals	<p>4.1 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals.</p> <p>4.2 The original and all copies of the Technical & Financial Proposal shall be placed in separate sealed envelopes clearly marked "TECHNICAL PROPOSAL" SIMILARLY, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, Holistic Mapping of Internship Palestinian Eco-System.</p> <p>Business Women Forum shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.</p> <p>4.3 The Proposals must be sent to the address indicated in the Letter of invitation and received by Business Women Forum no later than the time and the date indicated in the Letter of Invitation. Any proposal received by Business Women Forum after the deadline for submission shall be returned unopened.</p>
5. Evaluation of Technical Proposals	<p>The evaluation committee shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference, applying the Criteria, sub-criteria. The technical evaluation shall commence 70% of the total evaluation score while the financial will commence the remaining 30%.</p> <p>The minimum Technical score required is 75 points for the technical evaluation. The consultants that fail to achieve the minimum score in the technical evaluation will be rejected and the financial proposal will return unopen.</p>

Section 3. Terms of Reference

Pioneers-Raedat Activity

Assignment Title: Holistic Mapping of Internship Palestinian Eco-System

I- About BWF:

The Business Women Forum (BWF) is a national non-profit organization established in 2006, to promote and empower the role of businesswomen and entrepreneurs as leaders in the Palestinian economy through advocacy, influence to create an enabling environment for women in Palestine. BWF works through a comprehensive methodology through provision of business development packages including capacity building, coaching, consultancy, and technical support necessary for their business, enhancing access to markets, financing and knowledge, in addition to networking with local, regional and global institutions and organizations.

BWF has developed a holistic business development approach based on the cumulative experience of BWF over the 15 years working on supporting women owned businesses and women entrepreneurs from different sectors and backgrounds. The holistic demand driven business development approach includes: capacity building & skill development program , one-on-one coaching and mentoring, on the job training, developing competitive products, branding and creation of creative designs, providing seed funding, access to information, access to finance, and marketing (identification of local marketing channels, developing marketing strategies, creating and participating at local, regional and international networking platforms and enhancing access to export chains). In addition, BWF introduces role models, women champions, and advocates for women's issues at all levels. This holistic approach contributed to enhancing sustainability of businesses and access to economic opportunities through job creation and income generation, thus, promoted women's potential leaders and agents of change.

II- Background

The Pioneers-Raedat Activity is a 5-year USAID-funded project, implemented by Global Communities in partnership with local organizations. The project is intended to leverage women's potential and to empower communities for sustainable development, focusing on gender equity within the Palestinian community. With the aim to create ripple effects that shift gender-based power relations within the Palestinian community across the West Bank, Gaza Strip, and East Jerusalem (WBGEJ).

With the objective of enhancing women's representation and leadership capabilities, BWF aims to conduct a holistic mapping of the West Bank internship ecosystem. This initiative seeks to empower female employability seekers by understanding and addressing the unique challenges

they face in accessing and benefiting from internship opportunities. Through a comprehensive assessment of the internship ecosystem and targeted interventions, identifying internship stakeholders and players, their experiences & achievements and lessons learned, as well as challenges they face.

The Palestinian internship ecosystem serves as a crucial link between theoretical knowledge acquired through academic pursuits and the practical skills necessary for professional success. This bridge is essential for students and young professionals to transition smoothly into the workforce and gain hands-on experience that complements their educational background. However, the current landscape of internships in Palestine lacks a comprehensive overview that can illuminate the interconnected relationships between various stakeholders and opportunities available.

The absence of a holistic mapping of the internship ecosystem hinders the ability to grasp its full potential and address existing challenges effectively. By undertaking this assignment, we aim to delve deep into the intricacies of the Palestinian internship system, identifying its components, relationships, and areas for improvement. Through thorough research and analysis, we seek to uncover the dynamics that govern internships in Palestine and uncover insights that can propel its growth and development.

Our primary goal is to shed light on the current status of internships within the region, pinpointing key players such as universities, companies, NGOs, and government entities that contribute to this ecosystem. By examining the strengths, weaknesses, opportunities, and threats present in the Palestinian internship landscape, we aspire to offer recommendations that can elevate the quality and relevance of internship opportunities available to students and young professionals. Ultimately, through this assignment, we aim to pave the way for a more robust and effective internship ecosystem in Palestine that nurtures talent and fosters professional growth.

III- Scope of Work:

- Identify and categorize key stakeholders actively engaged in internships within Palestine, spanning universities, businesses, governmental bodies, and non-profit organizations.
- Define and outline the specific roles and responsibilities of each stakeholder group in the internship ecosystem.
- Conduct a comprehensive analysis of existing internship programs, evaluating their sectoral focus, duration, compensation structures, and overall outcomes.
- Evaluate the current challenges and opportunities present in the Palestinian internship landscape in order to enhance its effectiveness and impact.
- Identify and address any existing gaps within the spectrum of available internship services to streamline and optimize the system.

- Formulate actionable recommendations aimed at improving the quality and accessibility of internship opportunities for students and young professionals.

IV- Methodology:

1. Literature review of existing studies, reports, and data on internships in Palestine.
2. Stakeholder interviews with representatives from:
 - Meetings with 3-4 universities & educational institutions
 - Meetings with 2-3 service providers.
 - Meetings with 2-3 corporates and businesses offering internships.
 - Meetings with 3-4 government agencies and regulatory bodies.
 - Meetings with 3-4 non-profit organizations involved in youth and workforce development.
3. Surveys or questionnaires to gather quantitative data on internship programs and experiences.

V- Deliverables:

The consulting firm\Consultant is expected to deliver a mapping report that details:

1. Comprehensive description & visual representation of Palestine's internship ecosystem: programs, stakeholders, successes, and challenges.
2. Stakeholder mapping matrix outlining the roles and responsibilities of each stakeholder.
3. Analysis of the current state of internship programs, including sectors, duration, compensation, and outcomes.
4. Recommendations for enhancing the quality and accessibility of internship opportunities in Palestine.
5. Lessons learned and recommendations, best practices, guidelines for successful internship programs.
6. Presentation slides summarizing key findings and recommendations for stakeholders.

VI – Minimum Required Qualifications:

Experienced staff with 7-10 years of work experience in relevant technical area:

- **Research Skills:** Proficiency in qualitative and quantitative research methods, ability to collect data, conduct interviews, and analyze findings must be proven.
- **Interpersonal Skills:** Strong communication and interpersonal skills and a proven record of similar tasks must be shown.
- **Project Management Skills:** Capability to manage the entire mapping process, including planning, execution, and reporting, within specified timelines and budget allocated for the task.

Relevant and geographic work experience implementing similar technical assistance:

- **Knowledge of Palestinian Context:** Understanding the socio-economic, political, and cultural landscape of Palestine, as well as understanding employability and youth sectors.
- **Knowledge of Labor Market Dynamics:** Understanding the dynamics of the labor market in Palestine, including employment trends, skill requirements, and industry sectors, is beneficial for contextualizing internship opportunities.

Demonstrated professional excellence and communications and writing.

- **Report Writing Skills:** Proficiency in preparing comprehensive reports in English outlining the findings, recommendations, and actionable insights derived from the mapping exercise.
- **Visual presentation:** The ability to reflect findings in a visual manner to facilitate knowledge sharing and distribution.
- **Language Skills:** Proficiency in English and Arabic is essential for effective communication with stakeholders and for documenting findings in both languages.

VII- Tentative Timeframe:

The firm is expected to commence the assignment within 40 working days of award of contract.

Section 4. Technical Proposal Requirements

Consultant's Organization and Experience

- Company profile and registration certificate, clearly mentioning the date and the type of establishment.
- Experience samples of previously developed, contract award or a minimum of 3 reference letters from the clients stating scope of services and deliverables related to previously completed similar assignments.

Description of the Approach, Methodology and Work Plan for Performing the Assignment

- In all aspects of methodology and results the key aspect/theme is to enable access to markets in the short/medium and long term.
- A work plan outlining a comprehensive breakdown of tasks and the corresponding level of effort for each team member is required. The timeframe stipulated in the agreement contract must not be exceeded without prior written approval from BWF.

Proposed Professional Staff

- CV(s) of at least 3 key staff; contact person/ project manager, research specialist, and career development specialist who will be engaged for this assignment. The CVs need reflect at least the academic qualification, previous relevant experience, current location, and level of effort etc. Each CV should not exceed four (4) pages and should be annexed in the Technical Proposal.
- Team Composition and Task Assignments; outlining the specific responsibilities of each team member and the designated primary contact person for coordination.

BWF will evaluate the Technical proposals based on the following criteria:

1. Consultant's Organization and Experience in conducting similar assignments.
2. Quality of the proposed methodology, approach, and the work plan.
3. Qualifications and skills of the proposed professional staff.

Section 5. Financial Proposal Form

No	Deliverables	Activity \Phase Description	Total Price\$ (including all Remuneration, Reimbursable, and all direct, indirect costs to complete the deliverable)
1	Comprehensive description & visual representation of Palestine's internship ecosystem: programs, stakeholders, successes, and challenges.	Activity 1.1 Activity 1.2 Etc....	
2	Stakeholder mapping matrix outlining the roles and responsibilities of each stakeholder.	Activity 2.1 Activity 2.2 Etc....	
3	Analysis of the current state of internship programs, including sectors, duration, compensation, and outcomes.	Activity 3.1 Activity 3.2 Etc....	
4	Recommendations for enhancing the quality and accessibility of internship opportunities in Palestine.	Activity 4.1 Activity 4.2 Etc....	
5	Lessons learned and recommendations, best practices, guidelines for successful internship programs.	Activity 5.1 Activity 5.2 Etc....	
6	Presentation slides summarizing key findings and recommendations for stakeholders.	Activity 6.1 Activity 6.2 Etc....	

Total In number and words:

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Important Notes:

- ✓ The Financial Proposal shall be prepared using the attached Standard Forms (Section 5). It shall list all costs associated with the assignment, including (a) remuneration for staff , and (b) reimbursable expenses such as transportation, per diem, printing of documents, leasing etc .
- ✓ Activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

- ✓ All the taxes for which the Consultant is subject to payment shall be included in the Financial Proposal, Except the Value-Added VAT Tax, since the contract will be zero VAT.
- ✓ Consultants shall express the price of their services in the US\$ only.