Invitation for Proposals

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| UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the **Y-PEER Egypt Center of Excellence**. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Egypt to support achievement of results outlined in the Country Program Document ( CPD), Strengthened national capacity for community-based interventions in reproductive health to empower women and young people.  Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org) clearly marked in the subject line  “**Y-PEER Egypt Center of Excellence**”  Deadline: August 31st, 2019, 4:00pm Cairo local time  Proposals received after this date and time will not be considered.  Applications must be submitted in English.  Any requests for additional information must be addressed in writing by August 26th, 2019 at the latest to [rhafez@unfpa.org](mailto:rhafez@unfpa.org)  UNFPA shall notify applying organizations whether it is considered for further action. |
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| **Section 1: Background** | |
| 1.1 UNFPA mandate | UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled. |
| 1.2 UNFPA Programme of Assistance in Egypt | In Egypt, UNFPA works with the government and other partners to CPD, Strengthened national capacity for community-based interventions in reproductive health to empower women and young people.  Further information on the programme can be found on <https://egypt.unfpa.org/> |
| 1.3 Specific results | Within this framework and as set out in the CPD working with government and other partners, UNFPA will contribute to achieve the following main results:  1.Support the preparation of demographic dividend advocacy instruments and build national partnerships for increased investments in young people;  2. Advocating for and supporting an adequate package of soft skills and information on population, reproductive health and gender-related concerns and harmful practices into extracurricular acyivities in schools and universities;  3. Establishing comprehensive medical response units for survivors of GBV with focus on providing services for women and girls.  The above results will specifically be achieved through:   * Effective coordination and integration of Y-PEER Egypt Annual Work Plan, including monitoring, reporting and follow-up, in close communication with Y-PEER Egypt core team and local/international partners; * Providing comprehensive equipment and capacity building for selected NGOs to establish medical response units within their facilities offering needed legal, social, psychological and medical services for all survivors of violence with specific focus on women and girls.   **Specific Responsibilities:**   1. In cooperation with UNFPA, the center should provide technical assistance, quality assurance, monitoring and evaluation of Y-PEER capacity building activities. 2. Conduct needs assessment and response to the needs of young people on both, the local and national level. 3. Coordinate all Y-PEER related activities (trainings, meetings, development of Y-PEER publications, media update, etc.) and be actively engaged with Y-PEER core team in the planning, implementation and monitoring and evaluation of listed activities. 4. Ensure the inclusion of humanitarian settings within Y-PEER intervention plan as well as marginalized youth as well as youth with disabilities. 5. Ensure Y-PEER promotion on the national as well as regional/international level and ensure greater representation of different NGOs and other institutions that work on youth sexual and reproductive health promotion and promoting youth civic engagement, especially young girls. 6. Ensure equal opportunity for participation of all organizations/institutions and individuals that are part of the Y-PEER National Network in all Y-PEER related activities both on national and regional/international level. 7. Contribute to the formulation of Y-PEER Egypt sustainable plan. 8. Conduct an initial mapping of existing services in selected NGOs focusing on addressing GBV on the levels of prevention, protection and care 9. Design and conduct capacity building program for social workers and health-care practitionners in selected NGOs and other identified partners to offer primary health care services for GBV survivors 10. Based on the mapping exercise, design and conduct capacity building activities for social workers and health-care practitionners in selected NGOs and other identified partners to enhance their knowledge to cover existing legislative frameworks, available social services and psychological first line support for survivors of violence. 11. Provide needed equipment for selected NGOs and other identified partners to establish the medical response units, to include needed printed material, audio-visual material, medical tools and services, among others. 12. Develop creative audio-visual and printed material in partnership with UNFPA and government partners, offering women and girls with information on existing GBV services on the national and local levels. 13. Design and provide training on monitoring and reporting tools for selected NGOs and other partners to support the effective implementation of the medical response units and enhance its capacities in supporting survivors of violence and their access to needed services on the short and long term. 14. Support the integration of population education and reproductive health into extracurricular activities in preparatory and secondary schools. |

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| **Section 2: Application requirements and timelines** | | |
| 2.1 Documentation required for the submission | The expression of interest shall include the following documentation:   * Copy of provisions of legal status of the NGO in Egypt   **[*Required to be eligible for review]***   * Copy of provisions of legal status of the NGO in Egypt (for INGOs ) * Attachment I – NGO Profile and Programme Proposal * Latest annual report and audit report as separate documents or hyperlink to the documents | |
| 2.2 Indicative timelines | Invitation for Proposal issue date | August 15th, 2019 |
| Deadline for submissions of proposals | August 31st, 2019 |
| Deadline for requests of additional information/ clarifications | September 5th, 2019 |
| Review of NGO submissions | September 19th, 2019 |
| Notification of results communicated to NGO | September 26th, 2019 |

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| **Section 3: Process and timelines** | | |
| 3.1 Review & evaluation of NGO submissions | Applications will be assessed by a review panel to identify organizations that have the required knowledge, skills, and capacity to support achievement of results *using criteria outlined in section 3.2 below*.  It should be noted, however, that participation in this Invitation for Proposals does not guarantee the organization will be selected for partnership with UNFPA. Selected NGOs will be invited to enter into an implementing partner agreement and applicable UNFPA programme policy and procedures will apply. | |
| 3.2 Selection criteria | Eligible organizations will be selected in a transparent and competitive manner, based on their past experience and capacity to ensure the highest quality of service, including the ability to apply innovative strategies to meet programme priorities in the most efficient and cost-effective manner.  UNFPA Egypt CO office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:  NB: Any proposal not submitted in specified working language will be excluded from consideration. | |
| Governance & Leadership | * The organization has a clearly defined mission and goals that reflect the organization’s structure and context, as well as alignment to UNFPA priority areas. * The organization does not have a history of fraud, complaints or service delivery issues. |
| Human Resource | * The organization has sufficient staff resources and technical expertise to implement the proposed activities. * The organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated. |
| Comparative Advantage | * The organization’s mission and/or strategic plan focuses on at least one of the UNFPA’s programme areas. * The organization has experience in the country or field and enjoys prominence in areas related to UNFPA’s mandate. * The organization has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners. * The organization has relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas. |
| Monitoring | * The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data. |
| Partnerships | * The organization has established partnerships with government and other relevant local, international and private sector entities. |
| Environmental Considerations | * The organization has established policies or practices to reduce the environmental impact of its activities. If no policies exist, the organization must not have a history of its activities causing a negative impact to the environment. |
| Specific requirements | * Experience in the areas of youth development, youth participation, peer education, Sexual Reproductive Health (SRH) and HIV prevention among young people; * Experience with mainstream and vulnerable youth, youth on the move and/or key development-targeted populations; * Experience in research, M&E and quality assessment; * Experience in advocacy and policy development; * Experience in networking and partnerships on youth related issues; * Innovation in technical proposal for activities implementation; * Young volunteers working in the organization is considered an asset. |
| 3.3 Prospective partnership agreement | UNFPA will inform all applicants of the outcome of their submissions in writing to the email address indicated in the NGO submission. | |

Attachment I: NGO Profile and Programme Proposal

(To be completed by NGO submitting proposal)

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| The purpose of this proposal is to provide the following information:  a) Overview of the NGO,  b) An outline of the activities the NGO is proposing to partner with UNFPA  c) Provide UNFPA with sufficient evidence to show it meets the criteria outlined in section 3.2 of the IFP.  Information provided in this form will be used to inform the review and evaluation of NGO submissions as outlined in the Invitation for Proposals. |

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| **Section A. NGO Identification** | | |
| A.1 Organization information | Organization name |  |
| Address |  |
| Website |  |
| A.2 Contact information | Name |  |
| Title/Function |  |
| Telephone |  |
| Email |  |
| A.3 Conflict of interest statement | To your knowledge, do any staff members of your organization have personal or financial relationships with any staff of UNFPA, or any other conflicts of interest with this programme or UNFPA? If so, please explain. |  |
| A.4. Fraud statement | Does your organization have fraud prevention policies and practices in place? |  |

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| Section B. Overview of the organization | | |
| B.1 Annual budget | Size of annual budget (previous year, USD) |  |
| Source of funding | *Outline funding base, including local, international, and private sector donors* |
| Main funding partners/ donors |  |
| B.2 Staff capacity | *List of number and key functions of core organization staff* | |
| B.3 NGO mandate and background | *Outline the organization’s mandate and field of work, and how it aligns to UNFPA’s mandate.* | |
| B.4 Available expertise and specialists | *Outline the distinctive technical capacity of the organization to achieve results in the proposed programmatic area* | |
| B.5 Experience in proposed area of work | *Outline of type/scope and key results achieved in proposed programmatic area in recent years, including any recognition received at local / global level for the work in the proposed area. Include a summary experience in Egypt and prior experience with any organization of the United Nations* | |
| B.6 Knowledge of the local context/ Accessibility to target population | *Outline of presence and community relations in the location(s) the activities will be implemented in: include access to vulnerable populations and hard-to-reach areas, if any)* | |
| B.7 Credibility | *To what extent is the NGO recognized as credible by the government, and/or other key stakeholders/partners?* | |
| B.8 Monitoring | *Outline the systems in place (policies, procedures, guidelines, and other tools) that systematically collect, analyses and use programme monitoring data* | |

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| Section C. Proposal overview | |
| C.1 Programme title |  |
| C.2 Results to which the programme contributes | *Refer to Section 1.3 of the Invitation for Proposal* |
| C.3 Proposed programme duration | *From MM/YYYY to MM/YYYY* |
| C.4 Proposed Programme budget |  |
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| Section D. Proposed interventions and activities to achieve intended results | |
| D.1 Programme Summary | *This section should provide a brief summary of the programme.*  *It should include a problem statement, the context and the rationale for the Programme:*   * *Overview of the existing problem;* * *How the problem is linked to global/regional/national priorities and policies; and* * *The relevance of the programme in addressing problem identified* |
| D.2 Organizational background and capacity to implement | *This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.* |
| D.3 Expected results | *“What” this programme will achieve - programme objectives and expected results* |
| D.4 Description of activities and budget | *This section includes a detailed description of budgeted activities to be undertaken to produce the expected results. Clear linkages between activities and results must be indicated. The applicant should include a separate excel spreadsheet with full details of activities and associated budget.* |
| D.5 Gender, Equity and Sustainability (optional) | *Explain briefly the practical measures taken in the programme to address gender, equity and sustainability considerations* |
| D.6 Environmental impact | *Outline the likely environmental impact of the programme, if any.* |
| D.7 Other partners involved | *This section outlines other partners who have a role in programme implementation, including potential sub-contractees and other organization providing technical and financial support for the programme* |
| D.8 NGO contribution | *This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)* |
| D.9 Additional documentation | *Additional documentation can be mentioned here for reference* |

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| Section E. Programme Risks and Monitoring | |
| E.1 Risks | *Identify major risk factors that could result in the proposed activities not being successfully implemented and any key assumptions on which the proposed intervention is based. Include any actions the organization will undertake to address/reduce identified risk(s).* |
| E.2 Monitoring | *This section briefly outlines the monitoring activities* |

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| Section F. References | |
| Please provide 3 references to support your proposal. Include name, title, contact information and brief summary of relationship. | |
| Reference 1: |  |
| Reference 2: |  |
| Reference 3: |  |