Invitation for Proposals

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| UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals to support reaching UNFPA’s 3 transformative results as outlined in its strategic plan:  (a) end preventable maternal deaths,  (b) end the unmet need for family planning, and  (c) end gender-based violence and all harmful practices, including child marriage and female genital mutilation.  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) under  Outcome 1: Sexual and reproductive health output 1 Strengthened capacities of line ministries and civil society at governorates and national levels for the provision of high-quality, integrated and rights-based and reproductive health and family planning services, including for youth and in humanitarian settings.  And under Outcome 3 Gender Equality and Empowerment *Enhanced Capacity of the Government and Civil Society to respond and prevent gender based violence (GBV) with particular attention to harmful practices affecting women and girls including those affected by emergencies*  as well as work on the new CPD which is under development..  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 **NGO Invitation for Proposals 2021**  Deadline: January 18th , 2022, 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 January 10th , 2022 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 on its 3 key transformative results: a) end unmet need for family planning, b) end preventable maternal deaths and c) end gender-based violence and harmful practices  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 , UNFPA will contribute to achieve the following main results. The selected NGO should have work experiences in at least one of the thematic areas below:  1- To engage community members to demonstrate the elimination of all forms of violence against women and girls and harmful practices against girls and women, including female genital mutilation(FGM) and child marriage.  2 - To enhance the quality of reproductive health services, including those provided by mobile clinics  3- Supporting capacity building activities for the Ministry of Health and Population, and private sector health providers.  3- To empower adolescent girls to ensure they reach their full potential with informed decisions and equal opportunities.  4 To inform, educate and empower women and girls to learn about forms of violence and discrimination and to seek protection and care services  5 - To enhance the quality of services responsive to all forms of violence against women including GBV and harmful practices  The above results will specifically be achieved through interventions below, but are not limited to:   * Support the conduct of training for service providers (public and private), as well as enhancing the capacities of MOHP officials. * Conducting an intensive program to empower girls and young women on health, social, and economic assets as well as digital/financial inclusion * Mobilizing/engaging families, community members, different generations of women and men and boys, and religious leaders to create positive social norms towards the elimination of GBV and harmful practices * Providing social and legal services for girls and women who are at risk or affected by harmful practices such as child marriage and FGM * Developing innovative tools to enhance knowledge about and accessibility to quality GBV services for girls and women, including refugees and migrants * Conducting capacity building programs for service providers on psychological support for GBV victims   **Specific Responsibilities:**   1. Support the implementation of asset building programs to empower adolescent girls in targeted areas. 2. Implement community knowledge building, awareness raising and mobilization activities targeting different community groups, including but not limited to, different generations of women and girls, men and boys, community and religious leaders on gender-based violence and harmful practices such as FGM and child marriage 3. Support the implementation of UNFPA Social Innovation Incubator linked to UNFPA’s three transformative results: a) end unmet need for family planning, b)end preventable maternal deaths and c) end gender-based violence and harmful practices 4. Implement activities to build capacity of RH and FP service providers, as well as MOHP officials 5. Implement activities to build capacity of service providers as well as to provide quality services to girls and women who are at risk of/affected by gender-based violence and harmful practices, including FGM and child marriage. 6. Developing interactive innovative tools that support women and girls exposed to violence with focus on psychological support activities and group discussions to reduce stigma and shame. |

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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 | January 3rd , 2022 |
| Deadline for submissions of proposals | January 18th , 2022 |
| Deadline for requests of additional information/ clarifications | January 10th, 2022 |
| Review of NGO submissions | February 16th, 2022 |
| Notification of results communicated to NGO | February 28th, 2022 |

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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, analyze and use programme monitoring data. * The organization has field presence allowing its team to collect data regularly and share them with UNFPA (field reports, focus group discussions and documentation reports) |
| 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 girls and women empowerment and community mobilization programme activities * Experiences in the areas of gender equality, GBV, harmful practices, and reproductive health issues. * Experience on working on engaging men and boys * Experience in working with refugees and migrants and implementing safe spaces. * Experience in research, M&E and quality assessment * Experience in advocacy and policy development * Experience in networking and partnerships on reproductive health, gender, GBV and HP issues * Experience in supporting MOHP in capacity building of staff and service providers. * Ability to work at both governorate and districts level, all over Egypt (i.e: national level). |
| 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 |  |
|  | Are you registered in  the United Nations  Partner Portal? |  |
| 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: |  |

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| Section G. Preventing Sexual Exploitation and Abuse (PSEA) Capacity Assessment  Please note, the results of this assessment may be shared with other United Nations entities | |
| G.0 Preliminary Screening | Does the organization have direct contact with beneficiaries?  Yes ☐ No ☐  If your response is no, stop here and do not complete this section. However, please note if your organization begins working with beneficiaries at a later date, UNFPA will require your organization to fill out a self-assessment.  If yes, please continue. |
| Has the organization’s PSEA capacity been assessed by a UN entity in the last 5 years?  Yes  ☐    *If yes, share the assessment rating and supporting documentation with UNFPA and do not complete this section.*  No ☐  *If no, complete G.1 through G.8* |
| G.1 Policy Requirement | *Please provide supporting documentation for any fields marked “Yes”.*  Your organization has a policy document on PSEA. At a minimum, this document should include a written undertaking that the partner accepts the standards of conduct listed in section 3 of the ST/SGB/2003/13.  Yes ☐ No ☐  Supporting documentation may include:   * Code of Conduct (internal or interagency) * PSEA policy * Documentation of standard procedures for all personnel to receive/sign PSEA policy * Other (please specify): |
| G.2 Subcontracting | Your organization’s contracts and partnership agreements include a standard clause requiring sub-contractors to adopt policies that prohibit SEA and to take measures to prevent and respond to SEA.    Yes ☐ No ☐ \*N/A ☐  Supporting documentation may include:   * Contracts/partnership agreements for sub-contractors * Other (please specify):   *\* Please Note: If the partner notes that it does not have subcontractors in the self-assessment this core standard is not applicable and UNFPA will assess this core standard as N/A. However, if this situation changes and the same partner subsequently subcontracts activities to another entity, this would warrant a re-assessment.* |
| G.3 Recruitment | Your organization has a systematic vetting procedure in place for job candidates through proper screening. This must include, at minimum, reference checks for sexual misconduct and a self-declaration by the job candidate, confirming that they have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA, or left employment pending investigation and refused to cooperate in such an investigation.  Yes ☐ No ☐  Supporting documentation may include:   * Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration) * Recruitment procedures * Other (please specify): |
| G.4 Training | Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel[[1]](#footnote-1) (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include:   1. a definition of SEA (that is aligned with the [UN's definition](https://undocs.org/ST/SGB/2003/13)); 2. an explanation on prohibition of SEA; and 3. actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims).   Yes ☐ No ☐  Supporting documentation may include:   * Training package * Attendance sheets * Training certificates * Other (please specify): |
| G.5 Reporting | Your organization has mechanisms and procedures for personnel, recipients of assistance and communities, including children, to report SEA allegations that comply with core standards for reporting (i.e. safety, confidentiality, transparency, accessibility).  Yes ☐ No ☐  Supporting documentation may include:   * Internal Complaints and Feedback Mechanism * Participation in joint reporting mechanisms * Communication materials * PSEA awareness-raising plan * Description of reporting mechanism * Whistle-blower policy * Other (please specify): |
| G.6 Assistance | Your organization has a system to refer SEA victims to locally available support services, based on their needs and consent. This can include actively contributing to in-country PSEA networks and/or GBV systems (where applicable) and/or referral pathways at an inter-agency level.  Yes ☐ No ☐  Supporting documentation may include:   * Internal or Interagency referral pathway * List of Available service providers * Description of referral or Standard Operation Procedure (SOP) * Referral form for survivors of GBV/SEA * Guidelines on victim assistance and/or training on GBV and GBV case management principles * Other (please specify): |
| G.7 Investigations | Your organization has a process for investigation of allegations of SEA and can provide evidence. This may include a referral system for investigations where in-house capacity does not exist.  Yes ☐ No ☐  Supporting documentation may include:   * Written process for review of SEA allegations * Dedicated resources for investigation(s) and/or commitment of partner for support * PSEA investigation policy/procedures * Contract with professional investigative service * Other (please specify): |
| G.8 Corrective Measures | Your organization has taken appropriate corrective action in response to SEA allegations, if any.  Yes ☐ No ☐ N/A ☐  Supporting documentation may include:   * Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff. * Specific measures to identify and reduce risks of SEA in programme delivery. * Other ((please specify): |

1. Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner. [↑](#footnote-ref-1)