



United Nations Population Fund
in the Arab Republic of Egypt

صندوق الأمم المتحدة للسكان

في جمهورية مصر العربية

Invitation for Proposals

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for “Community/Religious Leaders (CLs/RLs), newly married and community schools awareness programme”. 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), Increased demand for informed and voluntary family planning products and services for women and men of reproductive age. More specifically, within the context of the European Union Delegation (EUD) project titled “EU Support to Egypt’s National Population Strategy” under results, awareness of religious/ community leaders on population, FP issues raised and marriage registries and other relevant databases linked with recognized entities to provide newly married couples/parents of newly born child with population and FP information.

Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email egypt.tenders@unfpa.org clearly marked in the subject line “Community/Religious Leaders (CLs/RLs), newly married and community schools awareness programme”

Deadline: **December 7th, 2020, 4:00 pm 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 **December 1st 2020** at the latest to rhafez@unfpa.org

UNFPA shall notify applying organizations whether it is considered for further action.

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, Increased demand for informed and voluntary family planning products and services for women and men of reproductive age. 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 UNFPA 10 th country programme : <ol style="list-style-type: none">1. Provision of newly married couples/parents with population and value of small family size information.2. Raise awareness of religious/ community leaders on population, and values of small family size issues.3. Raise awareness of community in reproductive age group on FP issues.4. Support girl empowerment and postponing of child marriage through community schools. The above results will specifically be achieved through: <ol style="list-style-type: none">1. Effective coordination and integration of “Community influencers/members, newly married and community schools awareness programme” Annual Work Plan, including monitoring, reporting and

- follow-up, in close communication with National Population Council (NPC) team;
2. Carry out an effective sensitization and awareness programme for religious, community leaders and marriage contractors (Maazoon) on small family size and population issues in coordination with the NPC.
 3. Implement an awareness program for women of reproductive age using digital solutions.
 4. Implementing a programme through community schools to engage in girl's protection schemes from harmful practices for girls.

Specific Responsibilities:

1. Develop Information Education Communication (IEC) materials on value of small family size and population issues.
2. Develop an action plan for dissemination of the messages; printed materials with marriage contracts in collaboration with NPC.
3. Implementing the agreed upon plan and distribution of IEC materials with marriage contracts at governorate level.
4. Implementing seminars and community meetings to address community leaders, for dissemination of population and value of small family size messages.
5. Support innovative activities to disseminate population messages to the community using digital solutions.
6. Monitor the implementation of the agreed upon activities and reporting on the related indicators in a timely manner.

Section 2: Application requirements and timelines

<p>2.1 Documentation required for the submission</p>	<p>The expression of interest shall include the following documentation:</p> <ul style="list-style-type: none"> ● 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 	
<p>2.2 Indicative timelines</p>	<p>Invitation for Proposal issue date</p> <p>Deadline for submissions of proposals</p> <p>Deadline for requests of additional information/ clarifications</p> <p>Review of NGO submissions</p> <p>Notification of results communicated to NGO</p>	<p>November 23rd, 2020</p> <p>December 7th, 2020</p> <p>December 1st, 2020</p> <p>December 14th, 2020</p> <p>December 20th, 2020</p>

Section 3: Process and timelines

<p>3.1 Review & evaluation of NGO submissions</p>	<p>Applications will be assessed by a review panel to identify organizations that have the required knowledge, skills, and capacity to support achievement of results <i>using criteria outlined in section 3.2 below</i>.</p> <p>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.</p>	
<p>3.2 Selection criteria</p>	<p>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.</p> <p>UNFPA Egypt CO office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:</p> <p>NB: Any proposal not submitted in specified working language will be excluded from consideration.</p>	
	<p>Governance & Leadership</p>	<ul style="list-style-type: none"> ● 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.
	<p>Human Resource</p>	<ul style="list-style-type: none"> ● 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.
	<p>Comparative Advantage</p>	<ul style="list-style-type: none"> ● 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.
	<p>Monitoring</p>	<ul style="list-style-type: none"> ● The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data.
	<p>Partnerships</p>	<ul style="list-style-type: none"> ● The organization has established partnerships with government and other relevant local, international and private sector entities.



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	Environmental Considerations	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none">● Experience in the areas of community sensitization and awareness programme activities, community leaders' participation, Sexual Reproductive Health (SRH), harmful practices and population issues.● Experience with implementing community activities using both traditional and technological methods;● Experience in research, M&E and quality assessment;● Experience in advocacy and policy development;● Experience in networking and partnerships on FP and Population issues;● Innovation in technical proposal for activities implementation;● 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.	



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Attachment I: NGO Profile and Programme Proposal (To be completed by NGO submitting proposal)

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.

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?	

Section B. Overview of the organization

B.1 Annual budget	Size of annual budget (previous year, USD)	
	Source of funding	<i>Outline funding base, including local, international, and private sector donors</i>
	Main funding partners/ donors	
B.2 Staff capacity	<i>List of number and key functions of core organization staff</i>	
B.3 NGO mandate and background	<i>Outline the organization's mandate and field of work, and how it aligns to UNFPA's mandate.</i>	



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B.4 Available expertise and specialists	<i>Outline the distinctive technical capacity of the organization to achieve results in the proposed programmatic area</i>
B.5 Experience in proposed area of work	<i>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</i>
B.6 Knowledge of the local context/ Accessibility to target population	<i>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)</i>
B.7 Credibility	<i>To what extent is the NGO recognized as credible by the government, and/or other key stakeholders/partners?</i>
B.8 Monitoring	<i>Outline the systems in place (policies, procedures, guidelines, and other tools) that systematically collect, analyses and use programme monitoring data</i>

Section C. Proposal overview

C.1 Programme title	
C.2 Results to which the programme contributes	<i>Refer to Section 1.3 of the Invitation for Proposal</i>
C.3 Proposed programme duration	<i>From MM/YYYY to MM/YYYY</i>
C.4 Proposed Programme budget	

Section D. Proposed interventions and activities to achieve intended results

D.1 Programme Summary	<p><i>This section should provide a brief summary of the programme.</i></p> <p><i>It should include a problem statement, the context and the rationale for the Programme:</i></p> <ul style="list-style-type: none"> ● <i>Overview of the existing problem;</i> ● <i>How the problem is linked to global/regional/national priorities and policies; and</i> ● <i>The relevance of the programme in addressing problem identified</i>
D.2 Organizational background and capacity to implement	<i>This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.</i>

D.3 Expected results	<i>“What” this programme will achieve - programme objectives and expected results</i>
D.4 Description of activities and budget	<i>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.</i>
D.5 Gender, Equity and Sustainability (optional)	<i>Explain briefly the practical measures taken in the programme to address gender, equity and sustainability considerations</i>
D.6 Environmental impact	<i>Outline the likely environmental impact of the programme, if any.</i>
D.7 Other partners involved	<i>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</i>
D.8 NGO contribution	<i>This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)</i>
D.9 Additional documentation	<i>Additional documentation can be mentioned here for reference</i>

Section E. Programme Risks and Monitoring

E.1 Risks	<i>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).</i>
E.2 Monitoring	<i>This section briefly outlines the monitoring activities</i>

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:	