Invitation for Proposals (to be issued by UNFPA)

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| **Note to UNFPA user: How to use this form**   1. The UNFPA user must fill in all blanks contained in this form (square brackets “[...]”). 2. Once UNFPA completes the blanks in this form, the entire form, with its attachment is submitted for advertisement or sent directly to potential partners. The attachment is completed by the organization submitting the proposal. 3. The UNFPA user can make any changes it deems necessary to the template, as long as the changes ensure the NGO/non-governmental academic institution (referred to as NGO in the text below) submits sufficient documentation for UNFPA to assess its technical capacity and quality of the proposed programme. 4. **All green boxes must be deleted** prior to sending the IFP to proposed partners/media. |

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| UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the [implementation of maternal, adolescents health related project implementation in Sofala province]. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Mozambique Country Office to support achievement of results outlined in the UNFPA Mozambique 9th CPD (2017-2021) or section 1.3 below.  Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email or mail clearly marked **“NGO Invitation for Proposals”** at the following address:  UNFPA Mozambique Country Office mailing address/email address: [moz.tender@unfpa.org](mailto:moz.tender@unfpa.org)  **By September 1, 2021**. Proposals received after the date and time may not be accepted for consideration.  Applications must be submitted in both Portuguese or English (preferrable).  Any requests for additional information must be addressed in writing by [1 week before deadline for submissions] at the latest to [Amir Modan, e-mail: [modan@unfpa.org](mailto:modan@unfpa.org), Diana Restrepo, e-mail: drestrepo@unfpa.org]. UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on [UNFPA Mozambique Country Office] before the deadline for submission of applications.  UNFPA shall notify applying organizations whether it is considered for further action.  Please see [Working with UNFPA: Key information for UNFPA Implementing Partners on completing the Protection from Sexual Exploitation and Abuse (PSEA) Assessment](https://www.unfpa.org/sites/default/files/admin-resource/Working_with_UNFPA_Key_information_for_IP_on_PSEA_Assessment_Nov2020.pdf). |

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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 Mozambique | UNFPA is currently implementing the 9th National Program in Mozambique, focusing on sexual and reproductive health, adolescents and young people, gender and population dynamics. With the objective of “guaranteeing rights and choices for all”, UNFPA's work in Mozambique is aligned with the 2017-2020 United Nations Development Assistance Framework (UNDAF), which combines the efforts of the 21 UN agencies active in the country. The country's program reflects national and international development instruments.    Our priorities are:   * Increase access to sexual and reproductive health services, including family planning; * Strengthen the health system: data, financing, obstetrics and materials; * Empower teenage girls; * Prevent and respond to gender-based violence; * Helping to build institutional capacity, including, to generate and analyze data; * Build resilience to better deal with emergencies.   Since March 2019, UNFPA Mozambique has supported the government of Mozambique in recovering the Cyclone Idai affected districts in Sofala province. As in any disaster, women and children were the most vulnerable. In the case of pregnant women, this included the risks of giving birth in unsafe conditions without access to trained assistance and health facilities, either because they could not travel or because the facilities had been damaged or destroyed. At the time cyclone Idai hit, there were an estimated 75,000 cyclone-affected pregnant women, with 45,000 births expected in the following six months and potential life-threatening complications for 7,000 of those births. To respond to the immediate needs created by cyclone Idai, UNFPA supported the Government to provide reproductive health supplies and services to ensure safe births, provide voluntary contraception, prevent and treat sexually transmitted infections and more. In the first few days following the cyclone, UNFPA provided 15 safe deliveries, 104 antenatal care consultations, 35 family planning consultations and transferred one complicated case to Beira hospital for safe delivery. By early May 2019, kits with reproductive health supplies had been delivered to the Ministry of Health and additional supplies, including tents, maternity kits, and reproductive equipment and medicines were distributed by helicopter to hard-to-reach areas. By the end of 2019, UNFPA had supported damaged facilities in six districts in the Idai-affected areas by providing tents to be used as temporary clinics for maternity and other reproductive health services.  In any humanitarian crisis, the risk of gender-based violence increases and the incidence of such violence against women and girls rises. At the beginning of the crisis fuelled by cyclone Idai, UNFPA activated the coordinating mechanism to address gender based violence and facilitated the availability of female police officers in resettlement centres, prioritized vulnerable groups in distribution of assistance, and ensured referrals of survivors to appropriate services. As the response accelerated, UNFPA established 18 safe spaces (large enclosed tents) for 20,411 women and girls in Sofala and Cabo Delgado provinces. Among other services, these spaces and UNFPA-supported protection desks provided hundreds of women with psychosocial support, psychological first aid and referrals to specialized services.  Further information on the programme can be found on <https://mozambique.unfpa.org/>] |
| 1.3 Specific results | Within this framework and as set out in UNFPA Mozambique 9th CPD (2017-2021) working with government and other partners, UNFPA will contribute to achieve the following results in “Improving Reproductive, Maternal and Adolescents Health in Sofala, Mozambique” project: to ensure high-quality and efficient sexual and reproductive health and GBV services for women and girls in the affected provinces with following activities at the four different level of interventions in 4 districts (Beira, Dondo, Nhamatanda, and Buzi districts) at Sofala province.  [Outline the scope of the work, including all necessary information regarding what should be in the proposal and what is the expected results to be achieved. As the proposal is the basis for selecting a partner(s), ensure it includes sufficient information to facilitate the review of the proposal.]  **Key objectives:** To advance sexual, reproductive, maternal, newborn, and adolescent health (SRMNAH) health outcomes through improved demand, use and quality of SRMNAH services in Sofala province.  **Scope of the work:**  In line with the objective of advance sexual, reproductive, maternal, newborn, and adolescent health (SRMNAH) health outcomes through improved demand, use and quality of SRMNAH services in Sofala province, UNFPA Mozambique intend to engage in a partnership with a suitable NGO partner to:   1. Identify the community health workers, community health worker coordinator in 4 target districts (Beira, Dondo, Nhamatanda, and Buzi Districts) in Sofala province; 2. Develop and improve the community health workers training materials on family planning, pregnant women care, provision of modern contraceptives including GBV awareness and referral system; 3. Training of selected community health workers on family planning, pregnant women care, provision of modern contraceptives, GBV awareness and referral system at target communities; 4. Identify and selection of the 5 maternal health workers for community health worker training, mobile brigade service provision;   *\*5 Maternal and Child Health (MCH) nurses will be based at health facilities and deployed to support the proposed activities.*   1. Regular monitoring of MCH nurses to provide technical advice during community health worker training and family planning contraceptive provision - guarantee the availability of contraceptives at the target health facilities and needs of community health workers (contraceptive, registration books, identifications, etc.); 2. Coordination meeting with district, provincial health service providers related to community health workers activities, mobile brigade and community dialogs; 3. Provision of mobile brigade service provision at the target communities including referral service to the health facilities. 4. Identify and select the BCC/COMBI specialist and develop IEC materials for community dialog activity; 5. Conduct the community dialogues at the target communities to reduce maternal/neonatal and manage girls' health issues and GBV (i.e. conversations about family planning and myth-busting, good newborn care practices such as exclusive breast-feeding, etc.) 6. Regular monitoring and reporting (monthly, quarterly programmatic and financial reports) of community health workers training, mobile brigade and community dialog activities provision at target communities including data collection. 7. Regular data collection, tracking, and management of family planning contraceptive provision by community health workers, community health worker trainings, pre-post training test (survey), community dialogue sessions, |

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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:   1. Copy of provisions of legal status of the NGO in Mozambique [*Required to be eligible for review]* 2. Copy of provisions of legal status of the NGO in home country (for INGOs ) 3. Attachment I – NGO Profile and Programme Proposal 4. Latest annual report and audit report as separate documents or hyperlink to the documents | |
| 2.2 Indicative timelines | Invitation for Proposal issue date | August 11, 2021 |
| Deadline for submissions of proposals | August 25, 2021 |
| Deadline for requests of additional information/ clarifications | September 1, 2021 |
| Review of NGO submissions | September 8, 2021 |
| Notification of results communicated to NGO | September 13, 2021 |

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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 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 Mozambique Country Office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:   |  | | --- | | [*UNFPA unit to review the criteria listed below and add any other criteria relevant to the specific Invitation for Proposals*] |   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. * Organization does not have a history of fraud, complaints or service delivery issues. |
| Human Resource | * Organization has sufficient staff resources and technical expertise to implement the proposed activities. * 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 the 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 negative impact to the environment. |
| 3.3 Prospective partnership agreement | UNFPA will inform all applicants of the outcome of their submissions in writing to the email/ postal 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 and c) provide UNFPA with sufficient evidence to show it meets the criteria outlined in section 3.2 of the IFP. [*If the Invitation for Proposals allows for multiple submissions, the following text may be added:* A separate form should be filled for each programme proposal submitted.]  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](http://www.unpartnerportal.org)? |  |
| 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 |

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| 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* | |

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| 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 [country] 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, analyse 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:*   1. *Overview of the existing problem;* 2. *How the problem is linked to global/regional/national priorities and policies; and* 3. *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)