Invitation for Proposals (to be issued by UNFPA)

|  |
| --- |
| UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the following requested services. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Sierra Leone to support achievement of results outlined in the 2020-2023 Country Programme Document 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 Sierra Leone email address  [**sierra-leone.office@unfpa.org**](mailto:sierra-leone.office@unfpa.org)  By **8 November 2019**.  Proposals received after the date and time may not be accepted for consideration.  Applications must be submitted in English.-Only electronic applications will be accepted  Any requests for additional information must be addressed in writing by **1 November 2019** [1 week before deadline for submissions] at the latest to **sierra-leone.office@unfpa.org**. UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on UNFPA Country office website <https://sierraleone.unfpa.org/en> before the deadline for submission of applications.  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 Sierra Leone | In Sierra Leone, UNFPA works with the government and other partners to **End unmet need for family planning, End preventable maternal deaths, End gender based violence and harmful practices against women and girls** which are the overall goals of the 2020 - 2023 Country programme  Further information on the programme can be found on http://unfpa.org/sierraleone |
| 1.3 Specific results | Within this framework and as set out in 2020-2023 CPD working with government and other partners, UNFPA Sierra Leone will contribute to achieve the its transformative results of **Ending unmet need for family planning, ending preventable maternal deaths, ending gender based violence and harmful practices against women and girls** through the following outcomes and outputs  **Outcome 1: Sexual and reproductive health**   * Output 1: National health system strengthened to provide high-quality, integratedsexual and reproductive health and family planning services, including in humanitarian settings * Output 2: Communities especially women and girls have increased abilities to demandsexual reproductive health, family planning and gender-based violence response services.   **Outcome 2: Adolescents and youth**   * Output 1: Young people, in particular adolescent girls, have the skills and capabilities to make informed choices about their sexual and reproductive health and rights and wellbeing, including in humanitarian settings   **Outcome 3: Gender and women’s empowerment**   * *Output 1: Government, human rights organizations, civil society organizations and communities have improved capacities to promote gender equality, prevent and respond to gender-based violence and other harmful practices, including in humanitarian settings*   Additional information can be found in  Attachment 2: Country Programme priority areas  Attachment 3: Country programme 2020 -2023 Programme Results framework |

|  |  |  |
| --- | --- | --- |
| **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 Sierra Leone [*Required to be eligible for review]* * Copy of provisions of legal status of the NGO in [home country] (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 | 21 October 2019 |
| Deadline for submissions of proposals | 8 November |
| Deadline for requests of additional information/ clarifications | 1 November 2019 |
| Review of NGO submissions | 11-22 November |
| Notification of results communicated to NGO | 29 November |

|  |  |  |
| --- | --- | --- |
| **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 Sierra Leone 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. * Organization has an existing governing body that meets on a regular basis and performs oversight functions? * Organization does not have a history of fraud, complaints or service delivery issues. * Organization has and uses sufficiently detailed written policies, procedures, guidelines and other tools? |
| Human Resource | * Organization has sufficient staff resources and technical expertise to implement the proposed activities. * Organization has appropriate segregation of duties with respect to functional responsibilities performed by different units and individuals * Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated. * Organization structure of the finance and programme management departments and competency of staff appropriate for the complexity of the work it is expected to perform? * Organization has an accounting system that allows for proper recording of financial transactions including allocation of expenditures in accordance with disbursement categories and sources of funds? |
|  | Financial Management | * The organization have finance policies and Procedures manual or guidelines * The organization provide accurate financial records on time to donors * The organization’s accounting procedures accommodate multiple currency and donor accounts * The organization have bank deposit procedure for checks and balances. Bank checks are signed by at least two people, none of whom also prepare financial reports. Bank checks are reviewed and approved by a dedicated budget management person * The organization maintain and adhere to regularly scheduled internal and external financial audits |
|  | 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, clear environmental compliance must be evident (for example: the organization should 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)

|  |
| --- |
| 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. |

|  |  |  |
| --- | --- | --- |
| **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? |  |
| Proposed Area of work  (tick no more than 2) |  | Maternal Health  Adolescent and Youth  Gender and Rights and Empowerment |

|  |
| --- |
| 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 Sierra Leone 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* |

|  |  |
| --- | --- |
| 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 |  |
|
|

|  |  |
| --- | --- |
| 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* |

|  |  |
| --- | --- |
| 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* |

|  |  |
| --- | --- |
| 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: |  |

### Attachment 2. Programme Priority areas

### Outcome 1: Sexual and reproductive health

* *Output 1: National health system strengthened to provide high-quality, integrated sexual and reproductive health and family planning services, including in humanitarian settings*. Key strategies include:

1. establishing regional centres of excellence for maternal and newborn care, and supporting the scaling-up of quality improvement and assurance processes for maternal and newborn services;
2. supporting the establishment of a network of comprehensive and basic emergency obstetric and newborn care (EmONC) facilities linked with a referral system;
3. supporting the establishment of EmONC monitoring systems;
4. strengthening maternal death surveillance and response at national and district levels;
5. supporting interventions for obstetric fistula prevention and management;
6. advocating for budgetary allocation and release of funds by government in support of contraceptive and reproductive health commodity procurement;
7. galvanizing multi-stakeholder support and partnerships for the implementation of the family planning costed implementation plan (2018- 2022) and the reproductive health commodity security strategy;
8. supporting the provision of high quality integrated rights-based family planning, adolescent and youth friendly sexual and reproductive health services including HIV;
9. strengthening procurement and improvements in the national supply chain management system to assure delivery to the last mile and reduce stock-outs;
10. providing sexual and reproductive health services in humanitarian settings;
11. supporting the production and use of evidence-based data for decision making on sexual and reproductive health; and
12. strengthening human resources for health capacity through the training, mentoring and preceptorship of midwives, nurse anaesthetists, surgical assistants and community health officers.

* *Output 2: Communities especially women and girls have increased abilities to demand sexual reproductive health, family planning and gender-based violence response services.* The key strategies are:

1. fostering socio-cultural and behaviour change strategies to create demand for family planning, sexual reproductive health services and gender-based violence response services, especially among young people;
2. using technologies to create demand for family planning and sexual reproductive health services (SRH) among adolescents and young people;
3. strengthening capacity of community-based organizations to create demand for SRH, family planning and gender-based violence response services;
4. mobilizing and empowering communities to raise awareness and demand for SRH, family planning and gender-based violence response services.

### Outcome 2: Adolescents and youth

* *Output 1: Young people, in particular adolescent girls, have the skills and capabilities to make informed choices about their sexual and reproductive health and rights and well- being, including in humanitarian settings*. Key strategies include:

1. conducting advocacy for policies that address adolescent and youth health and well-being and child marriage;
2. building capacity for implementation of comprehensive sexuality education and life skills for in- and out-of-school adolescents and young people;
3. supporting the empowerment of young people, particularly adolescent girls to have skills and capabilities to make informed choices in relation to their sexual and reproductive health and rights and HIV prevention;
4. strengthening systems and partnerships to generate and use evidence on adolescents and youth to contribute to harnessing the demographic dividend; and
5. building capacity for implementation of the national youth service.

### Outcome 3: Gender and women’s empowerment

* *Output 1: Government, human rights organizations, civil society organizations and communities have improved capacities to promote gender equality, prevent and respond to gender-based violence and other harmful practices, including in humanitarian settings*. Key strategies are:

1. supporting development of policy, legal and accountability frameworks for gender equality;
2. building capacity of national institutions and civil society to prevent gender-based violence and eliminate harmful practices such as child marriage and female genital mutilation;
3. supporting the provision of services and strengthening referral mechanisms to respond to victims and survivors of gender-based violence;
4. engaging communities and networks, particularly men and boys to promote empowerment of women and to address gender-based violence, harmful practices and promote women’s empowerment;
5. producing and using disaggregated data on gender including gender-based violence and other harmful practices.

### Attachment 3: Sierra Leone Country programme 2020 -2023 Programme Results framework

**Results for Sierra Leone (2020-2023)**

|  |  |  |  |
| --- | --- | --- | --- |
| **National priority:** Human capital development- healthcare improvement; Empowering women, children, adolescents and persons with disabilities; Youth employment, sports and migration.  **UNDAF outcome 3:** Access to basic services: By 2023, the population of Sierra Leone, particularly the most disadvantaged and vulnerable, will benefit from increased and more equitable access to and utilization of quality education, healthcare, social protection, energy and water, sanitation, and hygiene services, including during emergencies. **Indicators:** Proportion of births attended by skill health personnel**;** *Baseline*: 59.7%; *Target*: 78%  **UNDAF outcome 4**: Protection and empowerment of the most vulnerable, particularly women, adolescents, youth and persons living with disabilities:  By 2023, more of the most vulnerable groups, particularly women, adolescents (especially girls), youth and persons living with disabilities are empowered and benefit from increased opportunities to claim their rights and contribute to the socio-economic fabric of society, in a protective and inclusive environment.  **Indicators:** Percentage of women aged 20-24 years who have experienced child marriage before the age of 18; *Baseline*: 29.9%; *Target*: 24% | | | |
| **UNFPA strategic plan outcome** | **Country programme outputs** | **Output indicators, baselines and targets** |  |
| **Outcome 1: Sexual and reproductive health:** Outcome indicator(s):   * Proportion of births attended by skilled health personnel *Baseline*: 61.3%   *Target*: 70%   * Unmet need for family planning   *Baseline*: 25%; *Target:* 19% | Output 1: National health system strengthened to provide high- quality, integrated sexual and reproductive health and family planning services, including in humanitarian settings. | * Number of health facilities supported to provide emergency obstetric and newborn care, as per international recommended minimum standards   *Baseline*: 0; *Target*: 6   * Number of obstetrical fistula cases repaired with support from UNFPA (surgery, catheterization/probe placement)   *Baseline*: 0 *Target*: 600   * Number of health care providers graduated with support from UNFPA (cumulative)   *Baseline*: midwives: 0 surgical assistants 0, nurse anaesthetists 0.  *Target*: midwives 422, surgical. assistants. 35, nurse anaesthetics 40.   * Percentage of service delivery points with no stock-out of at least three modern contraceptive methods during the last 3 months   *Baseline*: 74% *Target*: 90% |  |
| Output 2: Communities especially women and girls have increased abilities to demand SRH, family planning and gender-based violence response services. | * Number of community-based organizations supported for demand generation   *Baseline*: 0; *Target:* 100 |  |
| **Outcome 2: Adolescents and youth**  Outcome indicator(s):   * Adolescents and youth (including marginalized) are engaged in the formulation of national sexual and reproductive health policies. | Output 1: Young people, in particular adolescent girls, have the skills and capabilities to make informed choices about their sexual and reproductive health and rights and well-being, including in humanitarian settings. | * Number of marginalized girls that are reached by life skills programmes that build their health, social and economic assets   *Baseline*: 0  *Target:* 16,000   * Number of schools in which the comprehensive sexuality education |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **National priority:** Human capital development- healthcare improvement; Empowering women, children, adolescents and persons with disabilities; Youth employment, sports and migration.  **UNDAF outcome 3:** Access to basic services: By 2023, the population of Sierra Leone, particularly the most disadvantaged and vulnerable, will benefit from increased and more equitable access to and utilization of quality education, healthcare, social protection, energy and water, sanitation, and hygiene services, including during emergencies. **Indicators:** Proportion of births attended by skill health personnel**;** *Baseline*: 59.7%; *Target*: 78%  **UNDAF outcome 4**: Protection and empowerment of the most vulnerable, particularly women, adolescents, youth and persons living with disabilities:  By 2023, more of the most vulnerable groups, particularly women, adolescents (especially girls), youth and persons living with disabilities are empowered and benefit from increased opportunities to claim their rights and contribute to the socio-economic fabric of society, in a protective and inclusive environment.  **Indicators:** Percentage of women aged 20-24 years who have experienced child marriage before the age of 18; *Baseline*: 29.9%; *Target*: 24% | | | |
| **UNFPA strategic plan outcome** | **Country programme outputs** | **Output indicators, baselines and targets** |  |
| *Baseline*: Yes; *Target:* Yes |  | curriculum is implemented. *Baseline*: 0*; Target*: 300   * A functional national demographic observatory for tracking progress on the demographic dividend in place *Baseline*: No; *Target*: Yes |  |
| **Outcome 3: Gender and women’s empowerment.** Outcome indicator(s):   * Percentage of ever-married women age 15-49 who have experienced any form of emotional and/or physical and/or sexual violence in the 12 months   preceding the survey, committed by their husbands/partners.  *Baseline* (DHS 2013): 33.9%;  *Target*: 28% | Output 1: Government, human rights organizations, civil society organizations and communities have improved capacities to promote gender equality, and to prevent and respond to gender- based violence and other harmful practices, including in humanitarian settings. | * Number of national strategies and frameworks to advance gender equality and reproductive rights developed with support from UNFPA   *Baseline* (2018): 0; *Target*: 5   * Number of victims/survivors of gender- based violence provided with comprehensive package of services. *Baseline*: 0; *Target*: 2,515 * Number of institutions with capacity to report on gender-based violence. *Baseline* (2018): 0; *Target*: 3 * Number of communities reporting abandonment of harmful practices. *Baseline*: 0; *Target*: 100 |  |