

## Invitation for Proposals

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the implementation of projects and programmes in its mandate areas in Somalia. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations (national and international) for prospective partnership with UNFPA Somalia to support achievement of results outlined in the Country Programme Document 2018-2020 and section 1.3 below.

Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email clearly marked “NGO Invitation for Proposals” at the following e-mail address: [bids.somalia@unfpa.org](mailto:bids.somalia@unfpa.org) by 15 June 2018. Proposals received after the date and time will not be accepted for consideration. Applications must be submitted in English.

Any requests for additional information must be addressed in writing by 1 week before deadline for submissions at the latest to [bids.somalia@unfpa.org](mailto:bids.somalia@unfpa.org). UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, via e-mail before the deadline for submission of applications.

UNFPA shall notify applying organizations whether they are 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 Somalia	<p>In Somalia, UNFPA works with the government and other partners to achieve the overall goal of reduction in maternal mortality.</p> <p>Further information on the programme can be found on <a href="http://somalia.unfpa.org/en">http://somalia.unfpa.org/en</a></p> <p>Also please refer to Annex 1- Country Programme Document 2018-2020 for additional information.</p>
1.3 Specific results	<p>Within this framework and as set out in the Country Programme Document 2018-2020 working with government and other partners, UNFPA will contribute to achieve the following results:</p> <ul style="list-style-type: none"><li>(a) Increased national capacity to deliver comprehensive maternal health services including in humanitarian settings.</li><li>(b) Increased national capacity to provide sexual and reproductive health services, including in humanitarian settings.</li><li>(c) Increased capacity of partners to design and implement comprehensive programmes to reach marginalized youth, especially adolescent girls, including those at risk of child marriage.</li><li>(d) Increased capacity of partners to provide services to survivors of</li></ul>

gender-based violence, harmful practices, and to promote reproductive rights and women’s empowerment, including in humanitarian settings.

- (e) Strengthened national capacity for production and dissemination of high-quality disaggregated data on population, development and sexual and reproductive health issues that allow for mapping of demographic disparities and socio-economic and health inequalities, and for programming in humanitarian settings.

The scope of the work includes delivering projects and programmes on the ground in Somalia UNFPA’s mandate areas, in a cost-effective manner, and in agreement with work plans pre-agreed and signed with UNFPA Somalia. UNFPA mandate areas are: (1) sexual and reproductive health; (2) adolescents and youth; (3) gender equality and women’s empowerment; and (4) population dynamics. Activities should contribute to the achievement of the 5 results mentioned in items (a) through (e) above. As the proposal is the basis for selecting a partner(s), please ensure it includes sufficient information to facilitate the review of the proposal.

Please refer to the Annex 1 for further reference.

## Section 2: Application requirements and timelines

2.1 Documentation required for the submission	<p>The expression of interest shall include the following documentation:</p> <ul style="list-style-type: none"> <li>● Copy of provisions of legal status of the NGO in Somalia [<i>Required to be eligible for review</i>]</li> <li>● Copy of provisions of legal status of the NGO in home country (for international NGOs )</li> <li>● Attachment I – NGO Profile and Programme Proposal</li> <li>● Latest annual report and audit report as separate documents or hyperlink to the documents</li> </ul>											
2.2 Indicative timelines	<table border="1"> <tr> <td>Invitation for Proposal issue date</td> <td>21 May 2018</td> </tr> <tr> <td>Deadline for requests of additional information / clarifications</td> <td>8 June 2018 5 June 2018</td> </tr> <tr> <td>Deadline for submissions of proposals</td> <td>15 June 2018</td> </tr> <tr> <td>Review of submissions</td> <td>30 June 2018</td> </tr> <tr> <td>Notification of results communicated to NGO</td> <td>10 July 2018</td> </tr> </table>	Invitation for Proposal issue date	21 May 2018	Deadline for requests of additional information / clarifications	8 June 2018 5 June 2018	Deadline for submissions of proposals	15 June 2018	Review of submissions	30 June 2018	Notification of results communicated to NGO	10 July 2018	
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## Section 3: Process and timelines

3.1 Review & evaluation of NGO submissions	<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>
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3.2 Selection criteria	<p>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.</p> <p>UNFPA Somalia 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>	
	Governance & Leadership	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Organization does not have a history of fraud, complaints or service delivery issues.</li> </ul>
	Human Resource	<ul style="list-style-type: none"> <li>● Organization has sufficient staff resources and technical expertise to implement the proposed activities.</li> <li>● Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated.</li> </ul>
	Comparative Advantage	<ul style="list-style-type: none"> <li>● The organization's mission and/or strategic plan focuses on at least one of the UNFPA's programme areas.</li> <li>● The organization has experience in the country (Somalia) or field and enjoys prominence in areas related to UNFPA's mandate.</li> <li>● The organization has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners.</li> <li>● The organization has relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas.</li> </ul>
	Monitoring	<ul style="list-style-type: none"> <li>● The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data.</li> </ul>
	Partnerships	<ul style="list-style-type: none"> <li>● The organization has established partnerships with the government and other relevant local, international and private sector entities.</li> </ul>
	Environmental Considerations	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
3.3 Prospective partnership agreement	<p>UNFPA will inform all applicants of the outcome of their submissions in writing to the email indicated in the NGO submission.</p>	

**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.

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>
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 Somalia 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, analyse 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"> <li>● <i>Overview of the existing problem;</i></li> <li>● <i>How the problem is linked to global/regional/national priorities and policies; and</i></li> <li>● <i>The relevance of the programme in addressing problem identified</i></li> </ul>
D.2 Organizational background and capacity to implement	<p><i>This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.</i></p>
D.3 Expected results	<p><i>“What” this programme will achieve - programme objectives and expected results</i></p>
D.4 Description of activities and budget	<p><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></p>
D.5 Gender, Equity and Sustainability (optional)	<p><i>Explain briefly the practical measures taken in the programme to address gender, equity and sustainability considerations</i></p>
D.6 Environmental impact	<p><i>Outline the likely environmental impact of the programme, if any.</i></p>
D.7 Other partners involved	<p><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></p>
D.8 NGO contribution	<p><i>This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)</i></p>
D.9 Additional documentation	<p><i>Additional documentation can be mentioned here for reference</i></p>

## 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>
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E.2 Monitoring	<i>This section briefly outlines the monitoring activities</i>
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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:	
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Reference 2:	
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Reference 3:	
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