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 to promote access to information and services on Sexual and Reproductive Health and Rights (SRHR) for adolescents and young people. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA South Africa to support achievement of results outlined in the Country Programme detailed on 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 address: zaf.admin@unfpa.org by **23 April 2019** (midnight South African time). 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 one week before the deadline for submissions at the latest to Noloyiso Bangani (bangani@unfpa.org). UNFPA will respond to queries or clarification requests by any NGO applicants who submitted, on UNFPA South Africa website or on email before the deadline for submission of applications.  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 United Nations sexual and reproductive health agency. It 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 South Africa | South Africa, UNFPA works with the government and other partners to achieve universal access to sexual and reproductive health, realize reproductive rights and reduce maternal mortality to improve the lives of adolescents and young people, supporting programming that is responsive to population dynamics, gender equality and human rights. UNFPA is currently implementing the 4th Country Programme (CP) 1 Jan 2013 - 31 March 2020. The 4th Country Programme was developed in consultation with SA Government and is implemented in collaboration with the National, Provincial and District partners. The programme of support is targeted at the District of Uthukela in KwaZulu-Natal as well as in Alfred Nzo and OR Tambo in Eastern Cape.  The 4th CP is in line with national priorities and Vision 2030. The focus areas of the 4th CP are as follows: (1) maternal and new-born health; (2) prevention services for HIV and sexually transmitted infections; (3) gender equality and reproductive rights; and (4) population dynamics. The CP focus areas are directly linked to UNFPA Strategic Plan (2018-2021), namely, utilisation of Sexual Reproductive Health services by all, especially women and young people and realisation of their reproductive rights, empowerment of all adolescents and youth in particular girls, advancing gender equality, women’s empowerment, and reproductive rights, in particular the prevention of gender-based violence, and lastly supporting population data, ensuring every person is counted and accounted for sustainable development.  Further information on the programme can be found on southafrica.unfpa.org/ |
| 1.3 Specific results | UNFPA South Africa is looking for a partner to implement HIV prevention interventions focusing on Adolescent Girls and Young Women (AGYW) in Gauteng within the City of Tshwane in Region 3 and Region 6.  Tshwane is one of the fast track municipalities earmarked for HIV prevention interventions. It is reported that 47% of people living with HIV reside in these identified fast track municipalities. Furthermore, these municipalities are hot spots for sex work, high rates of transactional sex and intergenerational sexual relations. In fact, 52% of new infections among young women aged 15-24 occur in these municipalities. Hence, the need to focus on scaling up HIV prevention interventions for results and impact. In 2017 and 2018, municipalities were supported to Develop District Implementation Plans (DIP) that were aligned to the new NSP, however there are gaps in implementation which include coordination, Multisectoral response to HIV prevention and M&E. The cities of Tshwane and Alfred Nzo district were selected for this project as they are currently part of the PEPFAR DREAMS initiative and a number of Global Fund partners are already implementing interventions and activities aligned to “She Conquers” which is a three-year campaign to address teenage pregnancy, reduce new HIV infections, economic empowerment, address GBV, and keeping girls in schools.  Within the framework as set out in the 4th Country Programme Document working with government and other partners, UNFPA will contribute to achieve the following results:   * Adolescents and Young people’s knowledge and skills towards the adoption of protective sexual behaviours is increased * Policies, strategies and programmes in key sectors address the determinants of adolescent and youth sexual and reproductive health, gender equality and GBV   The proposed interventions are aimed at strengthening and scaling up implementation of the District Implementation Plans (DIPs).  These specific activities would need to be implemented by the partner:  Mayoral Council (LAC) members and young people are empowered to develop a civil society sector response plan aligned to Multisectoral District Implementation Plans(MDIPs) focusing on HIV prevention among young people.   1. Build the capacity of the Mayoral Council members in developing the municipal multi-sectoral HIV plan(MIPS) aligned to the Multi-Sectoral District Plans(MDIPS) as well as the civil society charter. 2. Empower the mayoral council members on M&E 3. Convene quarterly mayoral council meetings   Intensify HIV prevention through evidence generation and policy dialogue to plan, implement, monitor and evaluate SBCC programmes including the condom communication strategy for youth and key population.   1. In conjunction with the mayoral council youth sector, finalise the SBCC plans and support the roll-out of SBCC activities derived from plans in the City of Tshwane 2. Strengthen the capacity of youth sector to design a combination prevention package including information on risk perception and reduction, combination prevention including Prep for youth that includes a component that targets men and boys. 3. Support the youth sector in the implementation of the SBCC plan   Enhance the communities to support SRH aspirations for adolescents and youth (SBCC)   1. Roll out positive parenting programme in two 2 selected regions 2. Capacity building for SGBs from all schools identified by GDE to advocate for implementation of the ISHP as a strategy to address SRH needs of young people 3. Establish safety nets for adolescents and youth through creating referral linkages between trained SGBs and ward based trained gate keepers (GDE, Social workers and Local stakeholders e.g. churches, OVC and local Place of safety   All the activities to be implemented should be agreed upon and implemented in collaboration with the LACs in Gauteng and as well as in alignment with the DIP. |

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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 South Africa [*Required to be eligible for review]* * Copy of provisions of legal status of the NGO in South Africa (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 | 09 April 2019 |
| Deadline for submissions of proposals | 23 April 2019 |
| Deadline for requests of additional information/ clarifications | 15 April 2019 |
| Review of NGO submissions | 2 May 2019 |
| Notification of results communicated to NGO | 9 May 2019 |

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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 South Africa 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 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.  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 |  |
| 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 South Africa 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:*   * *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* |
| D.10 Geographic location capacity to implement | This section should briefly the proposing organization’s experience, capacity and commitment to successfully implement the workplan in the identified UNFPA three districts. |

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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: |  |