

## Invitation for Proposals

The United Nations Population Fund (UNFPA), an international development agency, is inviting 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 in twenty (20) UNFPA supported health facilities and facilitate integration of SRH/HIV/TB and SGBV in five (5) of the 20 health facilities in the Alfred Nzo and OR Tambo districts, Eastern Cape province. 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 Document and detailed in 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](mailto:zaf.admin@unfpa.org). **The full Terms of Reference can be viewed at <http://southafrica.unfpa.org/>**

By 20 February 2018 (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 one week before the deadline for submissions at the latest, to Noloyiso Bangani ([bangani@unfpa.org](mailto:bangani@unfpa.org)). UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on UNFPA South Africa website 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 South Africa	<p>In South Africa, UNFPA works with the government and other partners to achieve universal access to sexual and reproductive health, realise 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) from the 1 Jan 2013 - 31 March 2019. 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 Alfred Nzo and OR Tambo in Eastern Cape.</p> <p>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)</p>

prevention of 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) which aims to improve utilisation of Sexual Reproductive Health services by all, especially women especially 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, prevention of gender-based violence, and lastly supporting generation and utilization of population data, ensuring every person is counted and accounted for sustainable development.

Further information on the programme can be found on [southafrica.unfpa.org/](http://southafrica.unfpa.org/)

### 1.3 Specific results

UNFPA South Africa is looking for a partner to implement the Adolescents and Youth programme as well as integration of SRH/HIV/TB and SGBV services. These programs are aimed at strengthening the capacity of relevant stakeholders to provide quality information and services. Furthermore, the programmes aim at building stronger linkages between schools, communities and health service providers in order to promote the adoption of healthy sexual behaviours and increase access to relevant and age-appropriate services.

The programme will be implemented in two districts: the Alfred Nzo and OR Tambo districts in the Eastern Cape.

Within the framework as set out in the 4th Country Programme 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
- Youth-friendly and integrated SRH and HIV services for adolescents and young people are of quality and are scaled up
- SRH/HIV/TB and SGBV services are provided in an integrated manner at one point in time

The results will be achieved through the following strategies:

- Strengthened capacity of institutions to deliver quality comprehensive sexuality education and social behavior change communication for out of school adolescents and young people
- Health system strengthened to respond to expand and deliver quality integrated youth friendly services to adolescents and young people
- Health system strengthened to respond to deliver quality integrated services to clients seeking health services

These specific activities would need to be implemented by the partner:

- Provide support to CBOs to conduct inter-generational dialogues

using the Department of Social Development Manual and outreach interventions on SRHR, HIV and GBV in the two districts

- Mentor 20 clinics (10 in the Alfred Nzo district and 10 in the OR Tambo district) to improve the quality of AYFS and collect age-disaggregated data on access to services
- Replicate the Nzululwazi Model in schools linked to the 20 pilot health facilities in the two districts
- Pilot the CSE for out-of-school youth regional manual
- Support the implementation of the She Conquers communication strategy in the two target districts
- Map ward based outreach teams and CBOs that provide community based services around within the 5( 5 out of the 20 UNFPA supported health facilities) SRH/HIV integration pilot health facilities
- Produce a map for the 5 health facility that illustrates the catchment population, major health issues within the communities, community based services( CBOs, WBOT) to better address their health needs and facilitate referrals
- Train health facility staff in the 5 health facilities on SRH/HIV integration including training on specific services such as family planning, values clarification on termination of pregnancy, HIV testing services, NIMART, SGBV among others
- Map the patient flow, thereafter facilitate reorganization of the patient flow to allow provision of integrated services
- Arrange and conduct quarterly quality improvement meetings and supervision with the provincial and /or district department of health program managers
- Establish a Technical Working Group in the two districts to provide oversight
- Collect data on provision of integrated services – baseline and on quarterly basis
- Analyze the data, provide feedback to the 5 health facilities and support the staff to use data to improve provision of integrated services
- Facilitate community engagement to provide information and create demand for integrated services in the 5 health facilities.

Annexes:

- Nzululwazi Research
- CSE for out-of-school Regional Manual
- DSD Manual on Intergenerational dialogues
- SRH/HIV assessment reports
- List of the 5 pilot health facilities for SRH/HIV integration health facilities

## Section 2: Application requirements and timelines

2.1

Documentation

The expression of interest shall include the following documentation:

- Copy of provisions of legal status of the NGO in South Africa [*Required*]

required for the submission	<i>to be eligible for review]</i>	
	<ul style="list-style-type: none"> <li>● Copy of provisions of legal status of the NGO in the South Africa</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	Invitation for Proposal issue date	6 February 2018
	Deadline for submissions of proposals	20 February 2018

### 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>	
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 South Africa 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 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</li> </ul>

		<p>by its stakeholders and partners.</p> <ul style="list-style-type: none"> <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	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.

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 South Africa 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> </ul>
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	<ul style="list-style-type: none"> <li>• <i>The relevance of the programme in addressing problem identified</i></li> </ul>
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>
D.10 Geographic location capacity to implement	<i>This section should briefly the proposing organization’s experience, capacity and commitment to successfully implement the workplan in the identified UNFPA two districts.</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	
<i>Please provide 3 references to support your proposal. Include name, title, contact information and brief summary of relationship.</i>	

Reference 1:	
Reference 2:	
Reference 3:	