

Invitation for Proposals (to be issued by UNFPA)

The United Nations Population Fund, UNFPA, the United Nations sexual and reproductive health agency, UNFPA, invites qualified non-profit organizations or institutions to submit proposals for a partnership on implementing the adolescent sexual and reproductive health (ASRH) research under the UNFPA East and Southern African Regional Office (ESARO) youth workplan. This includes conducting research related to Menstrual Health, Mental Health, Climate Change, Economic empowerment, Child marriage and harmful practices.

The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations or academic institutions for prospective partnership with UNFPA ESARO to support the achievement of results under Output 6 of the 2022 - 2025 Regional Action Plan and the Safeguard Young People (SYP) Programme. The SYP has been implemented since 2013, and is currently supporting 11 countries in the East and Southern African Region. The SYP programme is funded by the Swiss Agency for Development and Cooperation and the Embassy of the Kingdom of the Netherlands (Mozambique).

Organizations that wish to participate in this Invitation for Proposals are requested to send their submissions through email clearly marked “**Invitation for Proposals – ESARO Youth Research**” at the following address **By 10 May, 2024 at 5PM SAST**:

Regional Office for East and Southern Africa
UNFPA – United Nations Population Fund
[9 Simba Road, Sunninghill, Johannesburg, 2157, South Africa](#)
Email address: partner-selection-esaro@unfpa.org

Proposals received after the date and time may not be accepted for consideration.

Applications must be submitted in English.

Any requests for additional information must be addressed in writing by 3 May 2024 at the latest to the email address: partner-selection-esaro@unfpa.org. UNFPA will post responses to queries or clarification requests by any NGO/institution applicants who submitted, on the UNFPA ESARO website before the deadline for submission of applications.

UNFPA shall notify applying organizations or academic institutions whether they are considered for further action.

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">● Copy of provisions of legal status of the NGO/institution in ESAR <i>[Required to be eligible for review]</i>● Copy of provisions of legal status of the NGO/institution in Country of incorporation for INGOs● Attachment I – NGO/institution Profile and Programme Proposal
--	--

	<ul style="list-style-type: none"> • Latest annual report and audit report as separate documents or hyperlink to the documents 	
2.2 Indicative timelines	Invitation for Proposal issue date	24 April 2024
	Deadline for submissions of proposals	10 May 2024
	Deadline for requests of additional information/ clarifications	3 May 2024
	Review of NGO/institution submissions	24 May 2024
	Notification of results communicated to NGO	31 May 2024

Section 3: Process and timelines

3.1 Review & evaluation of NGO/academic institution submissions	<p>Applications will be assessed by a review panel to identify the organization/institution 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. The selected NGO/academic institution 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>The eligible organization/institution 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 ESARO office will review evidence provided by the NGO/institution 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"> • The organization/institution has a clearly defined mission and goals that reflect the organization's structure and context, as well as alignment to UNFPA priority areas. • Organization/institution does not have a history of fraud, complaints or service delivery issues.
	Human Resource	<ul style="list-style-type: none"> • Organization/institution has sufficient staff resources and technical expertise to implement the activities that will be agreed upon. • Organization/institution does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated.
	Comparative Advantage	<ul style="list-style-type: none"> • The organization/institution's mission and/or strategic plan focuses on at least one of the UNFPA's programme areas.

		<ul style="list-style-type: none"> • The organization/institution has research experience in the region or field and enjoys prominence in areas related to UNFPA’s mandate. • The organization/institution has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners. • The organization/institution has relevant links and structures to reach or ensure the target audience is reached; especially vulnerable populations and hard-to-reach areas. • The organisation / institution has staff/researchers with additional language skills, especially French and Portuguese
	Monitoring	<ul style="list-style-type: none"> • The organization/institution has systems and tools in place to systematically monitor and ensure quality research is conducted.
	Partnerships	<ul style="list-style-type: none"> • The organization/institution has established partnerships with the regional economic commissions, governments and other relevant national, regional, international and private sector entities.
	Environmental Considerations	<ul style="list-style-type: none"> • The organization/institution has established policies or practices to reduce the environmental impact of its activities. If no policies exist, the organization/institution 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)

The purpose of this proposal is to provide the following information: a) overview of the NGO/academic institution, b) an outline of the activities the NGO/academic institution 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. 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?	

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 conduct research related to Adolescent and Youth sexual reproductive health and rights.</i>
B.5 Experience in proposed area of work	<i>Outline of type/scope and key research achieved related to adolescents and youths or other UNFPA related areas in recent years, including any published research/assessments in the proposed area. Share links to published research or journals. Include a summary experience in East and Southern 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 experience conducting research in ESA region with strategies on access to vulnerable populations and hard-to-reach areas, if any). Also indicate experience in getting the required ethical approval if required.</i>
B.7 Credibility	<i>To what extent is the NGO/academic institution recognized as credible within the region by governments , and/or other key stakeholders/partners?</i>
B.8 Monitoring	<i>Outline the systems in place (policies, procedures, guidelines, and other tools) that systematically monitor and ensure quality research is conducted</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	<i>This section should provide a brief summary of the organisation/academic institution and the areas of work/research.</i> <i>It should include a summary of the research the organisation has conducted showing clearly if any adolescent and youth related studies have been done.</i>
D.2 Organizational background and	<i>This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully conduct the research.</i>

capacity to implement	
D.3 Expected results	<i>What are the deliverables that will be produced from the research studies?</i>
D.4 Description of activities and budget	<i>This section includes a detailed description of the scope of work, budgeted activities to be undertaken to conduct the research studies and the timelines (Gantt chart). 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 previous studies to address gender, equity and sustainability considerations. How will these be applied in the proposed research studies?</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 the research, including potential sub-contractees and other organizations providing technical and financial support for the research.</i>
D.8 NGO contribution	<i>This section briefly outlines the partner specific contribution to the research studies (monetary or in-kind)</i>
D.9 Additional documentation	<i>Additional documentation can be mentioned here for reference</i>

Section E. Programme Risks and Monitoring

E.1 Risks	<i>Identify major risk factors that could result in the research studies or 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 and evaluation	<i>This section briefly outlines the monitoring activities and how the organisation will ensure quality research studies are undertaken.</i>

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: