Invitation for Proposals (to be issued by UNFPA)

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| UNFPA, United Nations Population Fund, the reproductive health and rights agency of the United Nations, invites qualified organizations to submit proposals for implementing a **Scope of Work on Emergency Obstetric and Newborn Care (EmONC) Network GIS Mapping and Capacity Building** for selected Countries in UNFPA’s Asia-Pacific region**.** The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Asia-Pacific Regional Office (APRO) to support the achievement of programme-specific objectives for the **Maternal Health programme of work on Emergency Obstetric and Newborn Care improvements**, as well as results outlined in the UNFPA Strategic Plan, 2022-2025 or section 1.2 below.  Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email or via UN Partner Portal marked “Invitation for Proposals-Scope of Work on EmONC GIS Mapping and Capacity Building” at the following address:    UNFPA APRO email: [apro.office@unfpa.org](mailto:apro.office@unfpa.org)  by 5 pm Bangkok time, **15 May 2024**  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 **6 May 2024** at the latest to Federica Maurizio, email [*maurizio@unfpa.org*](mailto:maurizio@unfpa.org). UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on UNFPA APRO website before the deadline for submission of applications.  UNFPA shall notify applying organizations whether it is considered for further action.  Please see [Working with UNFPA: Key information for UNFPA Implementing Partners on completing the Protection from Sexual Exploitation and Abuse (PSEA) Assessment](https://www.unfpa.org/sites/default/files/admin-resource/Working_with_UNFPA_Key_information_for_IP_on_PSEA_Assessment_Nov2020.pdf). |

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| **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.  UNFPA works with governments and other partners to provide comprehensive sexual and reproductive health and reproductive rights in order to:   1. reduce maternal mortality by building on inequity analyses, policy advice and capacity building for quality midwifery and comprehensive emergency obstetric care; 2. reduce unmet need for family planning by scaling up use of innovative methods for rights-based, high quality family planning, adolescent sexual and reproductive health services and information, improved supply chain management, and evidence for domestic financing, while providing support for responses to low fertility; 3. ensure strong focus on reducing gender-based violence and harmful practices by advocating for increased investments in gender transformative policies and programming for prevention and response across humanitarian, development, conflict and post-conflict contexts; and 4. strengthen data and analysis so policies and programmes address those most left behind.   UNFPA’s work directly contributes to the achievement of the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals (SDGs). In particular, the scope of work on EmONC Network GIS Mapping and Capacity Building illustrated in this Invitation for Proposal will directly contribute to the achievement of Sustainable Development Goal 3.1, on MMR Reduction to less than 70 maternal deaths per 100,000 live births by 2030. |
| 1.2 UNFPA Programme of Assistance in APRO | In Asia and the Pacific, UNFPA has structured its goals under its 2022-2025 Strategic Plan, to ensure the achievement of three outcomes (“Three Transformative Results”): ending preventable maternal mortality, unmet need for family planning, and gender-based violence and harmful practices. At the core of UNFPA activities is the need to improve the provision of high-quality, comprehensive sexual and reproductive health services and ensure the realisation of reproductive rights for all.  Preventing Maternal Deaths requires a comprehensive approach to health service provision and health systems strengthening, which allows countries to have all health systems elements in place to ensure the delivery of high-quality maternal health services to all those who need them: adequate numbers of well-trained human resources, availability of essential and life-saving medicines and drugs, and functioning and well-equipped health facilities, which are accessible and can provide life-saving Emergency Obstetric and Newborn Care, and that are part of a functioning referral network for service delivery.  In the context of the work to prevent maternal deaths in the Asia-Pacific region, UNFPA Asia Pacific Regional Office is working on the specific objective of **improving Emergency Obstetric and Newborn Care networks of care and functionality of EmONC facilities**. This entails ensuring that in each country, the health facilities that are designated as ‘EmONC facilities’ are i) accessible; ii) ready and functioning in terms of human resources, medicines and equipment – allowing them to perform all required EmONC signal functions; ad iii) part of an efficient EmONC referral network, allowing the provision of life-saving care at different levels of the health systems.  As part of this scope of work on maternal health and EmONC, UNFPA APRO is working with partners to:   1. Inform UNFPA country offices and their MNH counterparts in the Ministry of Health about the process, data, technical capacity, and resources needed to strengthen the EmONC networks in each country, including operationalising the geographic component of UNFPA’s [*Implementation Manual for Developing a National Network of Maternity Units*](https://www.unfpa.org/featured-publication/implementation-manual-developing-national-network-maternity-units), and ensuring the long-term sustainability of this activity through the geo-enablement of the Health Information System (HIS). 2. Expand UNFPA APRO’s capacities to provide technical assistance to all the countries in the AP region that have expressed interest in including the geographic component in their EmONC prioritization exercises at national or subnational level. |
| 1.3 Specific results | In line with the programme of work and objectives illustrated above, UNFPA APRO is calling for Technical Partners to support the implementation of the geospatial component of the EmONC strengthening work, to support the mapping of EmONC facilities, estimation of travel times for population sto these facilities and facilitate the rationalisation and prioritisation of the EmONC network in selected countries of the region.  Under this broader area of work, the specific objectives for the scope of activities proposed in this call for proposals for UNFPA APRO is to support UNFPA to disseminate relevant technical knowledge and increase regional technical capacity for countries in the APRO region to understand the requirements for the geospatial analysis as it relates to EmONC, plan for the implementation of this component at national and subnational level, and plan for the use of geospatial data and technologies in the long term to assist health service design and system strengthening.  **Expected scope of Activities:**   * Conduct a preliminary assessment of the current level of technical capacities and expertise in geospatial work of MNH programmes for selected countries interested in using geospatial data and technologies during the EmONC network mapping and prioritisation processes, and assess their level of geo-enablement of the HIS in general to map data and capacity gaps; * Organize and implement a regional capacity building programme targeted at UNFPA country focal points and their MOH counterparts, to inform the technical teams of the concepts, process, needs behind the geographic accessibility and health network mapping component of the EmONC prioritization exercise. This would include introducing the teams to the type of skills, data and capacities required to successfully implement geospatial analyses of the EmONC network, as well as to the relevant tools and methodologies required to implement GIS mapping of EmONC networks, in line with [UNFPA-recommended methodologies](https://www.unfpa.org/featured-publication/implementation-manual-developing-national-network-maternity-units). The regional capacity building should also aim to discuss options for longer term sustainability through the geo-enablement of the Health Information System; * Collaborate with UNFPA teams as required to support country-level work in countries which might begin implementation of geospatial analyses and data collection. |

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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 Thailand for local NGOs or in home country for INGOs [*Required to be eligible for review]* * 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 | 29 April 2024 |
| Deadline for submissions of proposals | 15 May 2024 |
| Deadline for requests of additional information/ clarifications | 6 May 2024 |
| Review of NGO submissions | 31 May 2024 |
| Notification of results communicated to NGO | 7 June 2024 |

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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 regional 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. |
|  | Additional Technical Criteria | * Sector expertise and experience: The selected organization demonstrates appropriate level of technical expertise, familiarity with specific sector of the project and proven track record of conducting similar analysis and evaluation, ideally with experience in public health institutions; * Technical capacities: Demonstrated expertise in the development, use and capacity building on applications / software required for GIS mapping and analysis of health facilities network and population travel times, in line with UNFPA guidance and best practices; * Relevance of proposal to achieving expected results: The scope of activity proposed by selected organization fulfils the requirement of the project; * Project management: The selected organization demonstrates strong ability to conduct the project independently and with minimum supervision. |
| 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 |  |
|  | Are you registered in the [United Nations Partner Portal](http://www.unpartnerportal.org)? |  |
| 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 Asia 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* |

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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: |  |

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| Section G. Preventing Sexual Exploitation and Abuse (PSEA) Capacity Assessment  Please note, the results of this assessment may be shared with other United Nations entities | |
| G.0 Preliminary Screening | Does the organization have direct contact with beneficiaries?  Yes ☐ No ☐  If your response is no, stop here and do not complete this section. However, please note if your organization begins working with beneficiaries at a later date, UNFPA will require your organization to fill out a self-assessment.  If yes, please continue. |
| Has the organization’s PSEA capacity been assessed by a UN entity in the last 5 years?  Yes  ☐    *If yes, share the assessment rating and supporting documentation with UNFPA and do not complete this section.*  No ☐  *If no, complete G.1 through G.8* |
| G.1 Policy Requirement | *Please provide supporting documentation for any fields marked “Yes”.*  Your organization has a policy document on PSEA. At a minimum, this document should include a written undertaking that the partner accepts the standards of conduct listed in section 3 of the ST/SGB/2003/13.  Yes ☐ No ☐  Supporting documentation may include:   * Code of Conduct (internal or interagency) * PSEA policy * Documentation of standard procedures for all personnel to receive/sign PSEA policy * Other (please specify): |
| G.2 Subcontracting | Your organization’s contracts and partnership agreements include a standard clause requiring sub-contractors to adopt policies that prohibit SEA and to take measures to prevent and respond to SEA.    Yes ☐ No ☐ \*N/A ☐  Supporting documentation may include:   * Contracts/partnership agreements for sub-contractors * Other (please specify):   *\* Please Note: If the partner notes that it does not have subcontractors in the self-assessment this core standard is not applicable and UNFPA will assess this core standard as N/A. However, if this situation changes and the same partner subsequently subcontracts activities to another entity, this would warrant a re-assessment.* |
| G.3 Recruitment | Your organization has a systematic vetting procedure in place for job candidates through proper screening. This must include, at minimum, reference checks for sexual misconduct and a self-declaration by the job candidate, confirming that they have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA, or left employment pending investigation and refused to cooperate in such an investigation.  Yes ☐ No ☐  Supporting documentation may include:   * Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration) * Recruitment procedures * Other (please specify): |
| G.4 Training | Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel[[1]](#footnote-1) (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include:   1. a definition of SEA (that is aligned with the [UN's definition](https://undocs.org/ST/SGB/2003/13)); 2. an explanation on prohibition of SEA; and 3. actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims).   Yes ☐ No ☐  Supporting documentation may include:   * Training package * Attendance sheets * Training certificates * Other (please specify): |
| G.5 Reporting | Your organization has mechanisms and procedures for personnel, recipients of assistance and communities, including children, to report SEA allegations that comply with core standards for reporting (i.e. safety, confidentiality, transparency, accessibility).  Yes ☐ No ☐  Supporting documentation may include:   * Internal Complaints and Feedback Mechanism * Participation in joint reporting mechanisms * Communication materials * PSEA awareness-raising plan * Description of reporting mechanism * Whistle-blower policy * Other (please specify): |
| G.6 Assistance | Your organization has a system to refer SEA victims to locally available support services, based on their needs and consent. This can include actively contributing to in-country PSEA networks and/or GBV systems (where applicable) and/or referral pathways at an inter-agency level.  Yes ☐ No ☐  Supporting documentation may include:   * Internal or Interagency referral pathway * List of Available service providers * Description of referral or Standard Operation Procedure (SOP) * Referral form for survivors of GBV/SEA * Guidelines on victim assistance and/or training on GBV and GBV case management principles * Other (please specify): |
| G.7 Investigations | Your organization has a process for investigation of allegations of SEA and can provide evidence. This may include a referral system for investigations where in-house capacity does not exist.  Yes ☐ No ☐  Supporting documentation may include:   * Written process for review of SEA allegations * Dedicated resources for investigation(s) and/or commitment of partner for support * PSEA investigation policy/procedures * Contract with professional investigative service * Other (please specify): |
| G.8 Corrective Measures | Your organization has taken appropriate corrective action in response to SEA allegations, if any.  Yes ☐ No ☐ N/A ☐  Supporting documentation may include:   * Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff. * Specific measures to identify and reduce risks of SEA in programme delivery. * Other ((please specify): |

1. Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner. [↑](#footnote-ref-1)