

## Invitation for Proposals for UNFPA Humanitarian Programme

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the implementation of activities within the scope of its humanitarian programme under the UNFPA 9<sup>th</sup> Country Programme 2023-2027, in Nigeria. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Nigeria Country Office to support achievement of results outlined in the 9<sup>th</sup> Country Programme or 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 – Humanitarian Programme**” at the following email address:

[ng-proposals@unfpa.org](mailto:ng-proposals@unfpa.org) **By 24 March 2023**

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

Applications must be submitted in English. Organisations can bid for either one or more of the priority areas (detailed in section 1.3) depending on their capacity and technical expertise. Please specify the areas of interest clearly on the title of the proposals and email subject

Any requests for additional information must be addressed in writing by 17 March 2023 at the latest to [goldson@unfpa.org](mailto:goldson@unfpa.org) copying [dasogot@unfpa.org](mailto:dasogot@unfpa.org) UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on [ng-proposals@unfpa.org](mailto:ng-proposals@unfpa.org) before the deadline for submission of applications.

UNFPA shall notify only selected organizations 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](#).

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 Nigeria	<p>In Nigeria, UNFPA works with the government and other partners to achieve the vision “women and girls are empowered to claim and enjoy their sexual and reproductive health and rights and gender equality.”</p> <p>UNFPA Nigeria 9th Country Programme Document (9th CPD) is aligned with the national development plan, 2021-2025; UNSDCF, 2023–2027; the</p>

2030 Agenda for Sustainable Development; Agenda 2063 of the African Union; the ICPD Programme of Action; the ICPD+25 national action plan 2022; the UNFPA strategic plan, 2022-2025, and the national policy on population for sustainable development 2021. The 9th CPD will enable implementation and accelerated action towards achievement of UNFPA's three transformative results: (a) ending preventable maternal deaths; (b) ending the unmet need for family planning; and (c) ending gender-based violence and all harmful practices, including female genital mutilation and child, early and forced marriage.

Under the 9th CPD, UNFPA Nigeria will focus on (a) ending unmet need for family planning and ending preventable maternal deaths through the integration of comprehensive sexual and reproductive health and rights services, including family planning, into universal health coverage for women, girls and young people ages 13-29; (b) preventing reproductive health morbidities, including fistula in all zones and mortalities among women and adolescent girls ages 13-29 in high burden States in the northwest and northeast zones; (c) accelerating the prevention of and response to gender-based violence in the northeast zone; (d) ending harmful practices, including child marriage, in high burden States in the northwest and northeast zones; and (e) ending female genital mutilation for women and adolescent girls ages 13 or more in high burden States in the southeast and southwest zones. Cross-cutting populations include young people ages 13-29, persons with disabilities, and persons living with HIV/AIDS.

Specifically, in humanitarian context, UNFPA leads the GBV area of responsibility in the humanitarian coordination architecture in Nigeria. Through this, UNFPA is technically leading the GBV Information Management System (GBVIMS), the GBV Case Management Technical Team, and co-leading the PSEA Network for the humanitarian operations in Nigeria. UNFPA also leads the Sexual and Reproductive Health Working Group under the Health Sectors and is the provider of last resort for both GBV and SRH in emergencies. UNFPA is also the technical lead for Call-to-Action for the prevention and response to GBV in emergencies.

Further information on the UNFPA humanitarian programme and coordination can be found on:

<http://unfpa.org/nigeria>

<https://response.reliefweb.int/nigeria/gender-based-violence>

<https://www.gbvims.com>

<https://www.calltoactiongbv.com>

	<p>Further information on the country programme can be found on <a href="https://nigeria.unfpa.org/en/node/136717">https://nigeria.unfpa.org/en/node/136717</a></p>
<p>1.3 Specific results</p>	<p>Within this framework and as set out in the 2023-2027 country programme document working with government and other partners, the humanitarian output is directed at enhancing the preparedness and response to humanitarian and public health emergencies, and violence-related insecurity and climate change challenges for women and adolescent girls to achieve the three transformative results. It contributes to UNSDCF outcome 4.1 on ensuring vulnerable populations peace, security and protection from conflict, violence and crime.</p> <p>Humanitarian interventions contribute to Output 3 of the 9<sup>th</sup> Country Programme. Interventions under this output focus on the key under-listed areas. Interested organizations can submit proposals demonstrating their capacity to implement programme activities in the area of:</p> <ol style="list-style-type: none"> <li>1. Gender-Based Violence (GBV) and Sexual &amp; Reproductive Health (SRH) Policies and laws within the Humanitarian-Development-Peace nexus.</li> <li>2. Sexual and Reproductive Health (SRH) and Gender-Based Violence (GBV) service delivery</li> <li>3. Capacity building on SRH- and GBV-related themes such as Minimum Initial Service Package (MISP), Basic Emergency Obstetric and Newborn Care (BEmONC), Long Acting Reversible Contraceptives (LARC), Clinical Management of Rape (CMR), GBV Case Management, Mental Health and Psycho-Social Support (MHPSS), access to justice etc.</li> <li>4. Logistics Management and last-mile delivery of humanitarian supplies</li> <li>5. Women and adolescent girls’ socioeconomic empowerment, including digital literacy programming.</li> <li>6. Programme communication and data management e.g. management of GBV Call Centres and Gender-Based Violence Information Management System (GBVIMS) data gathering capacity and community sensitization and engagement.</li> </ol> <p><b>Note:</b> Organisations can bid for <b>either one or more</b> of the listed 6 specified areas depending on their capacity and technical expertise. Please specify the areas of interest clearly on the title of the proposals and email subject</p>

**Section 2: Application requirements and timelines**

<p>2.1 Documentation required for the submission</p>	<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 Nigeria [<i>Required to be eligible for review</i>]</li> </ul>
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	<ul style="list-style-type: none"> <li>• Copy of provisions of legal status of the NGO in Nigeria or home Country for INGOs</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	13 March 2023
	Deadline for submissions of proposals	24 March 2023
	Deadline for requests of additional information/ clarifications	17 March 2023
	Review of NGO submissions	31 March 2023
	Notification of results communicated to NGO	07 April 2023

<b>Section 3: Process and timelines</b>		
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 Nigeria Country 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 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	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. *[If the Invitation for Proposals allows for multiple submissions, the following text may be added: 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	
	Are you registered in the <a href="#">United Nations Partner Portal</a> ?	
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 [country] and prior experience with any organization of the United Nations</i>	
B.6 Knowledge of the local context/	<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>	

Accessibility to target population	
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	<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>

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	
Please provide 3 references to support your proposal. Include name, title, contact information and brief summary of relationship.	
Reference 1:	
Reference 2:	
Reference 3:	

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	<p>Does the organization have direct contact with beneficiaries?  Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>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.</p> <p>If yes, please continue.</p> <p>Has the organization's PSEA capacity been assessed by a UN entity in the last 5 years?  Yes <input type="checkbox"/>    <i>If yes, share the assessment rating and supporting documentation with UNFPA and do not complete this section.</i></p>



	<p>No <input type="checkbox"/> <i>If no, complete G.1 through G.8</i></p>
<p>G.1 Policy Requirement</p>	<p><i>Please provide supporting documentation for any fields marked “Yes”.</i></p> <p>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.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Code of Conduct (internal or interagency)</li> <li><input type="checkbox"/> PSEA policy</li> <li><input type="checkbox"/> Documentation of standard procedures for all personnel to receive/sign PSEA policy</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
<p>G.2 Subcontracting</p>	<p>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.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> *N/A <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contracts/partnership agreements for sub-contractors</li> <li><input type="checkbox"/> Other (please specify):</li> </ul> <p><i>* 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.</i></p>
<p>G.3 Recruitment</p>	<p>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.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration)</li> <li><input type="checkbox"/> Recruitment procedures</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
<p>G.4 Training</p>	<p>Your organization holds mandatory trainings (online or in-person) for all IP</p>

	<p>employees and associated personnel<sup>1</sup> (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include:</p> <ol style="list-style-type: none"> <li>1) a definition of SEA (that is aligned with the UN's definition);</li> <li>2) an explanation on prohibition of SEA; and</li> <li>3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims).</li> </ol> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training package</li> <li><input type="checkbox"/> Attendance sheets</li> <li><input type="checkbox"/> Training certificates</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
G.5 Reporting	<p>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, and accessibility).</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Internal Complaints and Feedback Mechanism</li> <li><input type="checkbox"/> Participation in joint reporting mechanisms</li> <li><input type="checkbox"/> Communication materials</li> <li><input type="checkbox"/> PSEA awareness-raising plan</li> <li><input type="checkbox"/> Description of reporting mechanism</li> <li><input type="checkbox"/> Whistle-blower policy</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
G.6 Assistance	<p>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.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Internal or Interagency referral pathway</li> <li><input type="checkbox"/> List of Available service providers</li> <li><input type="checkbox"/> Description of referral or Standard Operation Procedure (SOP)</li> <li><input type="checkbox"/> Referral form for survivors of GBV/SEA</li> <li><input type="checkbox"/> Guidelines on victim assistance and/or training on GBV and GBV case management principles</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>

<sup>1</sup> Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner.

<p><b>G.7 Investigations</b></p>	<p>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.</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Written process for review of SEA allegations</li> <li><input type="checkbox"/> Dedicated resources for investigation(s) and/or commitment of partner for support</li> <li><input type="checkbox"/> PSEA investigation policy/procedures</li> <li><input type="checkbox"/> Contract with professional investigative service</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
<p><b>G.8 Corrective Measures</b></p>	<p>Your organization has taken appropriate corrective action in response to SEA allegations, if any.</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/>      N/A <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff.</li> <li><input type="checkbox"/> Specific measures to identify and reduce risks of SEA in programme delivery.</li> <li><input type="checkbox"/> Other ((please specify):</li> </ul>