Invitation for Proposals for Sexual and Reproductive Health (SRH) – Family Planning

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the implementation of Sexual and reproductive health and rights, particularly the family planning activities under the UNFPA 9th Country Programme 2023-2027, across national and sub-national levels in Nigeria. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Nigeria to support the achievement of results outlined 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 – SRH//FP” at the following email address:

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 copying dasogot@unfpa.org UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on 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 | UNFPA Nigeria works with the Nigerian government and other partners to achieve the vision of a world where women and girls are empowered to claim and enjoy their sexual and reproductive health and rights and gender equality. |
UNFPA Nigeria 9th Country Programme Document (9th CPD) is aligned with the national development plan, 2021-2025; UNSDCF, 2023–2027; the 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.

Further information on the country programme can be found on https://nigeria.unfpa.org/en/node/136717

### 1.3 Specific results

Within this framework and as set out in 2023-2027 Country programme document working with government and other partners, UNFPA will contribute to achieving the following results:

- Strengthened capacities of national and subnational health systems to deliver quality, comprehensive, rights-based, accessible and affordable sexual and reproductive health information and services, including family planning, fistula and adolescent sexual and reproductive health services, to the most vulnerable populations, youth, and adolescents.

This results area focuses on strengthening national and subnational capacity to build sustainable and resilient health and social systems for the availability...
of quality services and information across the sexual, reproductive, maternal, newborn and adolescent health life course to accelerate progress towards the three transformative results. It contributes to UNSDCF outcome 3.1 on ensuring equitable access to and use of integrated, comprehensive, high-quality, people-centred health services and outcome 4.1 on ensuring vulnerable populations peace, security and protection from conflict, violence and crime.

The interventions required to achieve these results are:

(a) disseminating information, raising awareness on and increasing access to comprehensive family planning information and services
(b) strengthening human resources for health to deliver family planning services at health facilities and community levels, this includes capacity building on DMPA-SC provision in humanitarian settings and people with disabilities.
(c) Strengthening procurement and supply chain management for reproductive health commodities. This includes capacity building of national and subnational officers to improve FP logistics data quality (LMIS data generation and use) and deployment of eLMIS.
(d) advocating for the implementation and monitoring of national commitments to ICPD+25, Family Planning 2030, and the Goals
(e) Supporting policies, plans and accountability frameworks to generate evidence for the integration of family planning into universal health care.
(f) providing technical assistance on the use of technology, digitization and innovations in surveys on family planning including Landscape analysis and developing investment cases and national transfer accounts to inform financing for the three transformative results
(g) delivering advocacy and technical assistance for the institutionalization of the minimum initial service package for sexual and reproductive health in emergencies
(h) supporting the implementation of quality-of-care interventions, including self-care for family planning; capacity building on FP Technology including new and underutilized commodities
(i) facilitating the implementation of policies and guidelines to improve access to family planning, particularly among vulnerable populations
(j) Last Mile Distribution under the IMPACT Team model

This will contribute to the achievement of

- Increasing modern contraceptive prevalence rate from baseline: 12.1% (2022) to 20% (2027)
- Increasing number of new users of family planning services from baseline: 13,600,000 (2022) to 50,000,000 (2027)

Scope
Familiar with humanitarian programming

Familiar with and have user rights to FP Dashboard and NHLMIS

Further information on the country programme can be found on [https://nigeria.unfpa.org/en/node/136717](https://nigeria.unfpa.org/en/node/136717)

### 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 Nigeria \([Required to be eligible for review]\)
- Copy of provisions of legal status of the NGO in Nigeria or home Country 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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Invitation for Proposal issue date</td>
<td>13 March 2023</td>
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<tr>
<td>Deadline for submissions of proposals</td>
<td>24 March 2023</td>
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<tr>
<td>Deadline for requests of additional information/ clarifications</td>
<td>17 March 2023</td>
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<tr>
<td>Review of NGO submissions</td>
<td>31 March 2023</td>
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<td>Notification of results communicated to NGO</td>
<td>07 April 2023</td>
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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 Nigeria Country 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.
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**

<table>
<thead>
<tr>
<th>A.1 Organization information</th>
<th>Organization name</th>
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<tr>
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<td>Address</td>
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<td>Website</td>
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<tr>
<th>A.2 Contact information</th>
<th>Name</th>
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<tr>
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<td>Title/Function</td>
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<td>Telephone</td>
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<td>Email</td>
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<tr>
<th>A.3 Conflict of interest statement</th>
<th>Are you registered in the United Nations Partner Portal?</th>
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<tr>
<th>A.4. Fraud statement</th>
<th>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.</th>
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<tr>
<th>Section B. Overview of the organization</th>
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<tr>
<th>B.1 Annual budget</th>
<th>Size of annual budget (previous year, USD)</th>
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<tr>
<th>Source of funding</th>
<th>Outline funding base, including local, international, and private sector donors</th>
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<tbody>
<tr>
<td>Main funding partners/donors</td>
<td>List of number and key functions of core organization staff</td>
</tr>
</tbody>
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| B.2 Staff capacity | List of number and key functions of core organization staff |

| 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 [country] 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 |

**Section C. Proposal overview**

| C.1 Programme title | Refer to Section 1.3 of the Invitation for Proposal |
| C.2 Results to which the programme contributes | |
| C.3 Proposed programme duration | From MM/YYYY to MM/YYYY |
| C.4 Proposed Programme budget | |

**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

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

Section F. References
Please provide 3 references to support your proposal. Include name, title, contact information and brief summary of relationship.
### 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\(^1\) (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);
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, and accessibility).

Yes ☐ No ☐

Supporting documentation may include:
- Internal Complaints and Feedback Mechanism
- Participation in joint reporting mechanisms
- Communication materials

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\(^1\) Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner.
| 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):