



Invitation for Proposal – UNFPA/WCARO/IFP/19/001

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the « *l'appui à la mise en œuvre de la composante 2 du projet SWEDD en qualité de Partenaires de mise en œuvre du Bureau régional de l'UNFPA pour l'Afrique de l'Ouest et du Centre (WCARO).* » The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA West and Central Africa Regional Office to support achievement of results outlined in the **2018-2021 Regional Interventions Action Plan** section 1.3 below.

Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email or mail **no later than 30 April 2019 17h00 Dakar time**, clearly marked “**NGO Invitation for Proposals - UNFPA/WCARO/IFP/19/001**” at the following address:

Mailing address:

UNFPA West and Central Africa Regional Office
 P.O. Box 21090 Dakar-Ponty, Dakar, SENEGAL

OR

E-mail:

procurement.wcaro@unfpa.org

NOTE: Proposals received after the date and time, or at any other address may not be accepted for consideration.

Applications must be submitted in French or English.

Any requests for additional information must be addressed in writing by **16 April 2019** at the latest to **Ms. Lauren Bolinger, bolinger@unfpa.org**. UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on **UNFPA Regional Office website** before the deadline for submission of applications.

UNFPA shall notify applying organizations whether it is 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 for UNFPA West and	UNFPA West and Central Africa Regional Office works with the government and other partners to achieve the overall goal of the 2018-2021 Regional Interventions Action Plan .

Central Africa Regional Office	Further information on the programme can be found on https://www.unfpa.org/sites/default/files/admin-resource/Final_RIAP_WCARO.pdf and in the attached terms of reference.
1.3 Specific results	Within this framework and as set out in 2018-2021 Regional Interventions Action Plan working with government and other partners, UNFPA will contribute to achieve the results as outlined in the attached terms of reference.

Section 2: Application requirements and timelines

2.1 Documentation required for the submission	The expression of interest shall include the following documentation: <ul style="list-style-type: none"> ● Cover letter with expression of interest ● Attachment II – NGO Profile and Programme Proposal ● Three examples of previous similar work with a brief description of each project’s objectives (this information will not be shared outside of the evaluation panel). ● Copy of provisions of legal status of the NGO [<i>Required to be eligible for review</i>] ● Copy of provisions of legal status of the NGO in home country (for INGOs) ● Latest annual report and audit report as separate documents or hyperlink to the documents 	
2.2 Indicative timelines	Invitation for Proposal issue date	2 April 2019
	Deadline for submissions of proposals	30 April 2019
	Deadline for requests of additional information/ clarifications	16 April 2019
	Review of NGO submissions	1-15 May 2019
	Notification of results communicated to NGO	16 May-30 May 2019

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 West and Central Regional 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"> ● 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	<ul style="list-style-type: none"> ● Organization has sufficient staff resources and technical expertise to implement the proposed activities. ● The expertise of proposed project team members is relevant to the Terms of Reference. ● Organization 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’s mission and/or strategic plan focuses on at least one of the UNFPA’s programme areas. ● The organization has experience in the region, particularly in the SWEDD countries, or field and enjoys prominence in areas related to UNFPA’s mandate. ● Furthermore, the organization’s experience is relevant to the Terms of Reference. ● 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	<ul style="list-style-type: none"> ● The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data, including those from SWEDD project.
	Partnerships	<ul style="list-style-type: none"> ● The organization has established partnerships with governments (particularly in the SWEDD countries) and other relevant local, international and private sector entities.
	Environmental Considerations	<ul style="list-style-type: none"> ● 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	<p>UNFPA will inform all applicants of the outcome of their submissions in writing to the email/ postal address indicated in the NGO submission.</p>	



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Attachment I
Terms of Reference

(Please see attached)



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**Attachment II:
NGO Profile and Programme Proposal (To be completed by NGO submitting proposal)**

(Please see attached word doc)