Invitation for Proposals

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| UNFPA, United Nations Population Fund, an international development agency, invites interested organizations to submit proposals for **supporting humanitarian preparedness and response during disasters/crisis situations to ensure uninterrupted Sexual Reproductive Health (SRH)services and respond to gender based violence for affected populations.** The purpose of the Invitation for Proposal is to identify eligible non-governmental organizations for prospective partnership with UNFPA India Country office to support achievement of results outlined in the 2023-2027 DP/FPA/CPD/IND/10 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” at the following address of UNFPA India Country Office  [bids.india@unfpa.org](mailto:bids.india@unfpa.org)  **By 10 June 2023, 23:59 hours IST**.  Proposals received after the date and time may not be accepted for consideration.  Proposals must be submitted in English.  Any requests for additional information must be addressed in writing by **31 May** **2023**, 23:59 hours IST at the latest addressed to Operations Manager, *bids.india@unfpa.org*. UNFPA will post responses to queries or clarification requests by any applicants through emails to the concerned parties before the deadline for submission of proposals.  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 (250 Words) | UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. |
| 1.2 UNFPA Programme of Assistance in India Country office( 250 Words) | In India Country Office, UNFPA works with the government and other partners to achieve the overall goal set out for its 10th Country Programme - 2023-2027 DP/FPA/CPD/IND/10.  Further information on the programme can be found on http://unfpa.org/India] |
| 1.3 Terms of Reference | **Background and Rationale:**  UNFPA is the United Nations sexual and reproductive health agency and has been operating in India since 1974. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled ensuring rights and choices for all.  A key strategic shift in the UNFPA Strategic Plan for 2022–2025 is to expand the full spectrum of its humanitarian action to better safeguard the health and lives of women, adolescents and other vulnerable populations. It has mainstreamed resilience, prevention, and preparedness, and emphasized the complementarity between humanitarian, development, and peace-responsive efforts. The focus is strengthening emergency preparedness, anticipatory action, and response systems so that they are more flexible and adaptable.  India is among one of the most disaster-prone countries in the world and in the recent past the intensity and frequency of disasters have risen. Disaster risks in the country are compounded by increasing vulnerabilities due to changing demographics and socio-economic conditions, unplanned urbanization, and climate changes. The recent COVID 19 pandemic has highlighted the importance and the need for preparedness to respond to emergencies and build resilient plans to ensure continuity of services during all times.  During disasters and humanitarian crises, the health system is focused to provide emergency medical care and treatment, however sexual and reproductive health (SRH) including GBV responsive services, and family planning (FP) needs of women are often neglected. Evidence also clearly points to an increased risk of gender-based violence during a crises situation. Barriers to access SRH and GBV services run the risk of derailing years of progress. Pregnant women risk life-threatening complications without access to delivery and emergency obstetric care services. Women and girls may lose access to family planning services, exposing them to unintended pregnancy in perilous conditions. Women and girls also become more vulnerable to sexual violence, exploitation, and HIV infection.  UNFPA’s 10th Country Programme (2023-27), aligned to UNFPA’s Strategic Plan (2022 - 2025) and the United Nations Sustainable Development Cooperation Framework, aims to support the achievement of the National Development Goals and the Agenda 2030. It also lays emphasis on the importance of continuity of essential RMNCHA services during humanitarian/disaster situations.  UNFPA is looking to partner with experienced and credible organizations to implement the humanitarian preparedness and response agenda in its 10th country programme. The agency will be responsible for planning and implementing humanitarian support during emergencies in a timely and effective manner. The agency will also be responsible for implementing the Minimum Preparedness Actions (MPAs) and meeting the Minimum Preparedness Requirements (MPRs) at the time of national emergencies on need basis.  Current Invitation for Proposal (IFP) is to identify a suitable NGO to support the humanitarian response in the event of natural disasters or other crisis situation as per needs, with particular focus on **the states of Bihar, Odisha and the north eastern region.**  **Objective:** The overall objective is to support the humanitarian response preparedness during disasters/pandemic situations/humanitarian crisis and lead the Minimum Initial Service Package (MISP) for Sexual and Reproductive Health (SRH) including services to respond to Gender Based Violence (GBV).  **The specific objectives of the project are as follows:**   1. Develop and implement preparedness and contingency plan(s) during humanitarian situations with reference to RH and GBV services, including ensuring timely procurement and distribution of dignity kits 2. Capacity building of stakeholders on ensuring an effective response to humanitarian situations 3. Coordination with relevant stakeholders during emergencies and disasters, to ensure availability of uninterrupted SRH and GBV services   **Scope of work:** The scope of work is aimed at achieving the broad objectives outlines above and indicatively includes the following:   1. Undertake capacity building of diverse stakeholders (internal - UNFPA and external - government counterparts, civil society organizations) to ensure effective preparedness and response to humanitarian crises, with particular focus on uninterrupted SRH and GBV services 2. Undertake rapid needs assessments during crises on a need/request basis 3. Develop standard needs assessment tools to assess SRH needs & vulnerabilities to GBV among disaster affected communities 4. Undertake timely procurement and distribution of dignity kits to ensure quick, real-time response to humanitarian crises and disasters 5. Map available SRH and GBV services (including referral mechanisms) and generate awareness among affected communities to ensure linkages to these critical services 6. Facilitate engagement of necessary human resources at the field level, on a needs/request basis 7. Undertake pilot implementation of innovative (Tech/non-tech) interventions in select geographies, in consultation with UNFPA 8. Undertake any other action for an effective response to humanitarian crises, on a needs/request basis, in mutual consultation and agreement with UNFPA, including but not limited to state-specific requests to respond to situations in Bihar and Odisha   **Indicative Deliverables**   1. [Four] capacity building sessions conducted and relevant documentation around each session (including session plan, participant profile, report on proceedings, pre-and-post assessments) shared with UNFPA 2. Dignity kits procured, pre-positioned and distributed per distribution plans developed in agreement with UNFPA 3. Post disaster needs assessment tools and checklists for SRH and gender responsive services available. 4. Rapid needs assessment reports prepared and shared with UNFPA 5. Functional referral mechanisms and critical SRH and GBV services mapped 6. Develop and disseminate relevant IEC materials for awareness generation and linkages to critical SRH and GBV services during emergencies 7. Documentation around implementation and impact assessment of innovative pilot interventions in select UNFPA geographies 8. Any other mutually agreed deliverable to respond to disasters and humanitarian crises   **Geographic Coverage:**  Bihar, Odisha, and any other state where UNFPA is engaged in humanitarian response.  **Duration:** The proposal is sought for engagement of an agency based on the needs that arise during the course of the India Country Programme 10 (2023 to 2027) of UNFPA Indicative budget to be submitted against planned activities along with the duration of the activities..  Based on the above objectives and the broad scope of work, interested agencies are required to detail out the key activities including suggestive collaboration or partnership with key government departments or other NGOs who have expertise in specific areas. They are also expected to indicate expected level of achievement against each indicator and broad deliverables.  Approaches or activities related to adopting Human Rights based approach, evidence / data led strategies / activities, innovations, leveraging government / private agency resources, tech-based solution, partnership with civil societies or development partners will be greatly valued and will be an added advantage during the comparative evaluation of the IFP. Kindly highlight the same in the proposal. |

Format to be used by the agency to submit the proposal

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| **Section A. NGO Identification** | | |
| A.1 Organization information | Organization name |  |
| Address |  |
| Website |  |
| Type of Organization ( NGO or Academic Institution) |  |
| Date of establishment of organization |  |
| Place of registration of the organization |  |
| HQ Location |  |
| A.2 Contact information  (Authorized Representative) | Name |  |
| Designation |  |
| Telephone & Mobile |  |
| Email |  |
| Contact details of the nodal officer for the project | Name |  |
| Designation |  |
| Telephone & Mobile |  |
| Email |  |
| A.3 United Nations Partner Portal | Are you registered in the [United Nations Partner Portal](http://www.unpartnerportal.org)? |  |
| If yes, provide the UNPP Partner ID |  |

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| Section B. Overview of the organization |

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| B.1 Annual budget (250 words) | Annual budget (previous year, INR /USD) |  |
| Main funding partners/ donors |  |

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| B.2 Credibility (Include specific examples of working with State / National Govt.) (600 words) | *To what extent is the NGO or academic institution recognized as credible by the government, and/or other key stakeholders/partners?* |

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| Section C. Proposed interventions and activities to achieve intended results | |
| C.1 Project Title (25 Words) | Please provide the project title along with any brand name to be used for the project. |
| C.2 Background  (300 Words) | This section should provide background and rationale for the proposed project |
| C.3 Goal and Objectives  (300 words) | *This section should clearly spell out 3 to 5 objectives for the project and broader goal.* |
| C.4 Geographic coverage  (150 words) | *The section should indicate the project implementation geographies* |
| C.5 Duration of the project (50 words) | *Proposed Start Date: DD/MM/YYYY*  *Proposed End Date: DD/MM/YYYY* |
| C.6 Description of strategies, activities and GANTT Chart (4500 words) | *This section should spell out broad strategies and suggested activities under each strategy clearly linked to achieving the proposed objectives.* |
| C.7 Human Resource /Team composition for the proposed project (1200 Words) | Organogram with brief role and responsibility table for all position to be hired for the project |
| C.8 Monitoring systems with key monitoring indicators (500 words) | The section should briefly explain the monitoring systems to be put in place for the project with 3 to 5 key indicators which organization proposes to be used for monitoring the project implementation |
| C.9 Budget | *This organization is expected to indicate tentative budget as per the attached template.* [*Click here to download the budget template*](https://docs.google.com/spreadsheets/d/1HF8Hl25ITdHclLiELN0CpXOW_Tl_lGnZc48RtvFJA7g/edit?usp=sharing)*.* |
| C.10 Any other additional information to be submitted ( 600 Words) | *The organization can use the section to provide any additional detail they would like to submit as part of the proposal and not being captured in above heads for the proposal.* |

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| Section D. 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 E. Preventing Sexual Exploitation and Abuse (PSEA) Capacity Assessment  Please note, the results of this assessment may be shared with other United Nations entities | |
| E.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* |
| E.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): |
| E.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.* |
| E.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): |
| E.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): |
| E.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): |
| E.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): |
| E.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): |
| E.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)