Invitation for Proposals

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| UNFPA, United Nations Population Fund, an international development agency, invites interested organizations to submit proposals for **Accelerating progress towards ending early, child and forced marriage and advancing equal rights and opportunities for adolescents, especially those left farthest behind**  The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations, academic institutions, consulting firms etc. 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  By 31st October 2022,23:59 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 14th October 2022, 23:59 hours IST at the latest addressed to Operations Manager, UNFPA India at *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 | 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 | In India Country Office, UNFPA works with the government and other partners to achieve overall goal of the overall goal of the 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**  The practice of early, child and forced marriage (ECFM) is a violation of fundamental human rights. It perpetuates gender inequality, discrimination and can lead to a vicious cycle of intergenerational poverty, further exacerbating risks and vulnerabilities of young girls to violence; hindering young people’s access to education, healthcare, and decent work opportunities; and adversely impacting their agency and autonomy.  While India has made significant progress in reducing the prevalence of child marriage over the last 15 years, it continues to be home to the largest number of child brides in the world. Per data from the latest National Family Health Survey (2019-21), 23.3% of women aged 20-24 years still get married before the age of 18 in India – that is roughly 1 in every 4 girls. The need is stronger than ever to increase investments in addressing the root causes and structural drivers of ECFM, i.e. discriminatory gender norms; and creating pathways for enhancing the inherent value of women and girls.  UNFPA, in partnership with UNICEF, has been implementing the Global Programme to End Child Marriage (GPECM) since 2016. Recognizing that ECFM is both a symptom and a result of deep-seated gender inequalities and restrictive gender norms, GPECM programming focuses on adopting gender transformative approaches to tackle harmful gender roles, norms and power relations. These approaches foster critical examination of inequalities and gender roles, norms and dynamics; underscore the need to strengthen positive norms that support the creation of an enabling environment, and focus on enhancing the value of women, girls and marginalized groups by transforming underlying social structures, policies and broadly held social norms that perpetuate and legitimize gender inequalities.  UNFPA’s tenth country programme cycle in India (2023 – 2027) also echoes this focus and seeks to strengthen national and sub national policies, systems, and institutional capacities to address discriminatory norms and harmful practices and promote gender responsive and rights-based laws, policies and programmes that enhance equality and women’s empowerment. This will be achieved through strengthening capacities of diverse stakeholders to promote gender equitable norms and practices, building strong partnerships with women and women-led movements (particularly those representing vulnerable and marginalized groups) for advancing human rights, and generating research and evidence to inform advocacy for the enactment of rights-based, gender transformative laws, policies and programmes.  **Objectives**  Through this partnership, UNFPA seeks to work with an organization to strengthen internal (UNFPA) and external (implementing partners, civil society) capacities to implement programmes informed by gender transformative, human rights based approaches and undertake research to unpack discriminatory gender norms and structures that fuel harmful practices against women and girls, such as ECFM.  **Scope of work**   1. Strengthening capacities to unpack and implement gender transformative and human rights based approaches    1. Capacity building of UNFPA personnel to use gender transformative approaches for work on ending ECFM to implement interventions aimed at (i) advancing adolescent girls’ skills, agency and empowerment; (ii) promoting positive masculinities through actively engaging men and boys; (iii) creating an enabling environment through mobilizing families and communities; (iv) strengthening systems and services; and (v) facilitating policy and structural change through stronger institutional partnerships with government, civil society and private sector    2. Periodic orientation and capacity building of civil society organizations and other actors on:       1. ensuring the use of rights based approaches that are aligned to the vulnerabilities and specific needs of the most marginalized groups while expanding access to education, healthcare, livelihood and participation opportunities;       2. promoting positive masculinities through engagement of men and boys as key stakeholders to challenge and address discriminatory gender norms 2. Foregrounding the use of Gender Transformative Approaches to inform UNFPA’s programming    1. Identification of opportunities and pathways to strengthen UNFPA’s programming from a gender transformative lens with a particular focus on programming related to:       1. Improving access to sexual and reproductive health services and advancing reproductive rights       2. Addressing GBV and harmful practices       3. Expanding rights and choices for adolescents and young people    2. Development of resources and materials to aid and advance gender transformative and rights-based programming, including on unpacking regressive social norms and structures that drive gender discrimination and fuel perpetuation of harmful practices against women and girls; and understanding intersectionality of gender with other identities that exacerbate vulnerabilities for marginalized groups 3. Research and evidence generation to unpack discriminatory gender norms and social structures    1. Undertaking research aimed at unpacking social roles, norms, behaviours and structures that drive harmful practices such as ECFM   **Deliverables:**   1. Strengthening capacities to unpack and implement gender transformative and human rights based approaches    1. Development of materials and tools on gender transformative and human rights based approaches – aligned to the needs and requirements of internal (UNFPA) and external (civil society) stakeholders    2. Planning and execution of capacity building sessions (content, session flow, identification of resource persons, gauging knowledge change etc.)    3. Documentation around said capacity building exercises 2. Foregrounding the use of Gender Transformative Approaches to inform UNFPA’s programming    1. Review of UNFPA’s programming through interventions aimed at improving access to sexual and reproductive health services and advancing reproductive rights; addressing GBV and harmful practices; and expanding rights and choices for adolescents and young people from a gender transformative lens    2. Report capturing key findings from said review and outlining pathways for stronger gender mainstreaming and integration of gender transformative approaches in said programming    3. Development of contextualized tools and resources to strengthen UNFPA’s gender transformative programming 3. Research and evidence generation to unpack discriminatory gender norms and social structures    1. Development of 2-3 research products aligned with UNFPA’s strategic priorities for accelerating work towards ending ECFM   **Indicators [Indicative]:**   1. Increased capacities on applying GTA in programming registered internally and by CSOs 2. Number of UNFPA staff and CSO representatives trained on GTA during project duration 3. Review of UNFPA’s key programme initiative undertaken and way forward outlined for GTA integration 4. Tools and resources developed for strengthening GTA perspective specific to each programming area 5. Research on gender norms and unequal structures that underpin harmful practices undertaken   **Geographic Coverage**  The project will have a pan India coverage, with some aspects having a stronger focus on UNFPA priority states (Rajasthan, Bihar, Madhya Pradesh, Odisha)  **Duration:**  The proposal is sought for a period of two years (Jan 2023-December 2024). Year wise budget to be submitted for the two years. UNFPA will provide financial support on an annual basis depending on the availability of funds and progress of the project. |

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, Academic Institution, Consulting firms, etc) |  |
| 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, academic institutions, consulting firms, etc 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)