Invitation for Proposals

| UNFPA, United Nations Population Fund, an international development agency, invites interested organizations to submit proposals for **Social Empowerment of Women through the Women Self-Help Groups of Mission Shakti in Odisha**  The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations and academic institutions 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 UNFPA India Country Office  bids.india@unfpa.org  By 07th November 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, *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** | |
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| 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 the India Country Office, UNFPA works with the government and other partners to achieve 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 | 1. **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.  UNFPAs 10th Country Programme (2023-27) is inspired by UNFPA’s Strategic Plan (2022 – 2025) and is aligned to the United Nations Sustainable Development Cooperation Framework, supporting in achieving the National Development Goals and the Agenda 2030. UNFPA will support national programmes that aim to advance the sexual reproductive health and rights of women, girls and young people, and accelerate achieving the three transformative goals of zero unmet need for family planning, zero preventable maternal deaths and zero gender based violence and harmful practices and the unfinished agenda of ICPD Programme of Action.  While continuing to retain focus in the states of Bihar, Madhya Pradesh, Odisha and Rajasthan, the 10th country programme will scale up efforts and drive accelerated progress towards the three transformative results.  UNFPA has been supporting the roll-out of national and state flagship programmes working towards achieving the three transformative results. In Odisha, UNFPA is collaborating with the Department of Mission Shakti, Government of Odisha to roll out a project on “Social Empowerment of Women through the Women Self-Help Groups of Mission Shakti in Odisha”. The overall purpose of the project is to empower women self-help group members in Odisha for improved sexual and reproductive health and rights, address gender-based violence, and enhance their digital and financial skills so that women are valued and experience safer, healthier and empowered life transitions.  The project will be implemented in a phased manner over a period of three years. It envisions training nearly 600,000 SHG members from across Odisha on digital and financial literacy, and increasing the awareness of over 270,000 members on sexual and reproductive health and rights, as well as existing legislations and support mechanisms around gender-based violence and harmful practices.  This invitation for proposal is for an organisation/agency to serve as UNFPA’s key partner for implementation of the project in 15 districts of Odisha. UNFPA and the Department of Mission Shakti shall provide necessary technical assistance through a state-level Technical Support Unit, as well as a learning management and monitoring system to facilitate training sessions. Mission Shakti Project Coordinators will also support review and monitoring of project implementation at the district and block levels.   1. **OBJECTIVES**   The overall purpose of the project is to empower women self-help group members in Odisha for improved sexual and reproductive health and rights, address gender based violence, and enhance their digital and financial skills so that women are valued and experience safer, healthier and empowered life transitions.  Its specific objectives are to:   1. promote digital and financial literacy among the members of WSHGs for improving their social and economic development; 2. improve awareness of WSHG members on their rights and entitlements related to health and wellbeing, and enhance their understanding of existing legislations and support mechanisms to address violence and discrimination; 3. establish partnership with institutes of repute for knowledge management and technology transfer through adaptive and continuous learning on effective pathways of women’s empowerment. 4. **SCOPE OF WORK**   **Establishment of state-level Project Management Unit (PMU)**  A PMU, consisting of a Project Manager, Project Manager, M&E officer and an Accounts Officer will be set up at the state level for overall management and coordination of implementation. The Project Manager will have the overall responsibility of planning and monitoring, and will facilitate capacity building activities under the overall guidance of the Project Director of the organisation  **Orientation of Mission Shakti Team on the project**  An orientation session for Mission Shakti District and Block Project Coordinators from fifteen Phase I districts, along with the key state level officials of the Department will be organised to enhance their understanding of the project objectives.  **Orientation of Block Level Federation Leaders**  An orientation session for WSHG leaders from the Block Level Federations of fifteen Phase I districts will be organised to enhance their understanding of the project objectives, as well as to seek their inputs on the training strategy.  **Training of master trainers on sexual and reproductive health and rights, and combatting gender-based violence and harmful practices**  A team of three to five active WSHG leaders from fifteen Phase I districts will be trained as master trainers on sexual and reproductive health and rights and on issues related to gender-based violence and in accessing the justice system. The master trainers will be selected based on certain criteria like effective communication and facilitation skills, willingness to spare time and travel.  **Exposure visits**  Exposure visits to institutions working on women’s empowerment will be organized for state- and district-level officials, including women leaders or WSHG members from Mission Shakti, for cross-learnings on poverty eradication and empowerment through women’s collectives. Examples of such institutions include Society for Elimination of Rural Poverty (SERP), Andhra Pradesh; Kudumbashree, the Kerala State Poverty Eradication Mission for Women; and Mahila Arthik Vikas Mahamandal (MAVIM).  **Onboarding of District Project team**  The project will be monitored and reviewed on a regular basis to track progress on  ground and address bottle necks. This process will be aided by District/Cluster Coordinators,  who will provide facilitation and monitoring support. The process to onboard Coordinators  will be initiated in the eight Phase I districts.  **Development of resource and communication materials**  Resources to support the orientation and training sessions will be developed, adapted or translated as needed.  **IV. Indicative Results and Outputs:**  **Indicator 1:** Number of Mission Shakti team members oriented on the project  (Baseline: 0, Target: 120; MOV: Training Reports)  **Indicator 2:** Number of master trainer for undertaking trainings on improving health seeking behaviour and challenging discriminatory social norms  (Baseline: 0, Target: 84; MOV: Training reports)  **Indicator 3:** Number of exposure visits for cross-learnings on women’s empowerment through collectives undertaken  (Baseline: 0, Target 2)  **Indicator 4:** Number of Digi Shaktis Trained on digital and financial literacy  (Baseline: 0, Target 18000)  **V. GEOGRAPHIC COVERAGE**  In Phase I (12 months), the project will cover fifteen districts of Odisha. Remaining fifteen districts will be covered in Phase II (13-24 Months). Districts will be finalised in consultation with UNFPA at the time of finalising the Annual Work Plan.  **vi. Duration:**  The proposal is sought for a period of two years starting January 2023. Year wise budget to be submitted for 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

| **Section A. NGO Identification** | | |
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| 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 |  |

| 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 |  |

| 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 | |
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| 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.* |

| Section D. References | |
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| 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 E. Preventing Sexual Exploitation and Abuse (PSEA) Capacity Assessment  Please note, the results of this assessment may be shared with other United Nations entities | |
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| 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-0) (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-0)