



## Invitation for Proposals (to be issued by UNFPA)

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for Sahel Women’s Empowerment and Demographic Dividend (SWEDD) - capacity building and implementation support to NGOs implementing girl-centered programming.

The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA WCARO to support achievement of results outlined in the attached TOR or 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 28 June 2019 17h00 Dakar time**, clearly marked **“NGO Invitation for Proposals - UNFPA/WCARO/IFP/19/002”** by either physical mail **OR** email **(organizations are only required to choose one method of submission)**, at the following addresses:

Mailing address:

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

E-mail:

procurement.wcaro@unfpa.org

Applications must be submitted in French or English.

Any requests for additional information must be addressed in writing by **12 June 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 to SWEDD project	The Sahel Women Empowerment Demographic Dividend project aims overall to accelerate the demographic transition (through the reduction of the fertility rate and infant mortality) and thus achieve the broader objectives of triggering the demographic dividend (e.g. economic benefits) and the reduction of gender inequalities in the Sahel region. Further information on the programme can be found on: <a href="http://www.projetswedd.org">www.projetswedd.org</a>
1.3 Specific results	Within this framework working with government and other partners, UNFPA will contribute to achieve the following results as outlined in the attached terms of reference.

## Section 2: Application requirements and timelines

<p>2.1 Documentation required for the submission</p>	<p>The expression of interest shall include the following documentation:</p> <ul style="list-style-type: none"> <li>● Cover letter with expression of interest</li> <li>● Attachment II – NGO Profile and Programme Proposal</li> <li>● 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).</li> <li>● Copy of provisions of legal status of the NGO [<i>Required to be eligible for review</i>]</li> <li>● Copy of provisions of legal status of the NGO in <b>home country</b> (for INGOs )</li> </ul> <p>Latest annual report and audit report as separate documents or hyperlink to the documents</p>											
<p>2.2 Indicative timelines</p>	<table border="1"> <tr> <td data-bbox="386 751 927 789">Invitation for Proposal issue date</td> <td data-bbox="927 751 1393 789">29 May 2019</td> </tr> <tr> <td data-bbox="386 789 927 827">Deadline for submissions of proposals</td> <td data-bbox="927 789 1393 827">28 June 2019</td> </tr> <tr> <td data-bbox="386 827 927 903">Deadline for requests of additional information/ clarifications</td> <td data-bbox="927 827 1393 903">12 June 2019</td> </tr> <tr> <td data-bbox="386 903 927 940">Review of NGO submissions</td> <td data-bbox="927 903 1393 940">Week of 30 June 2019</td> </tr> <tr> <td data-bbox="386 940 927 1008">Notification of results communicated to NGO</td> <td data-bbox="927 940 1393 1008">Approx. 15-31 July 2019</td> </tr> </table>	Invitation for Proposal issue date	29 May 2019	Deadline for submissions of proposals	28 June 2019	Deadline for requests of additional information/ clarifications	12 June 2019	Review of NGO submissions	Week of 30 June 2019	Notification of results communicated to NGO	Approx. 15-31 July 2019	
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## Section 3: Process and timelines

<p>3.1 Review &amp; evaluation of NGO submissions</p>	<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>	
<p>3.2 Selection criteria</p>	<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 WCARO 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>	
	<p>Governance &amp; Leadership</p>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>

		<ul style="list-style-type: none"> <li>Organization does not have a history of fraud, complaints or service delivery issues.</li> </ul>
	Human Resource	<ul style="list-style-type: none"> <li>Organization has sufficient staff resources and technical expertise to implement the proposed activities.</li> <li>Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated.</li> </ul>
	Comparative Advantage	<ul style="list-style-type: none"> <li>The organization’s mission and/or strategic plan focuses on at least one of the UNFPA’s programme areas.</li> <li>The organization has experience in the country or field, particularly in the Sahel region and SWEDD countries, and enjoys prominence in areas related to UNFPA’s mandate.</li> <li>The organization has a proven track record in implementing similar activities, particularly in girl-centered programming, and is seen as credible by its stakeholders and partners.</li> <li>The organization has relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas.</li> </ul>
	Monitoring	<ul style="list-style-type: none"> <li>The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data</li> </ul>
	Partnerships	<ul style="list-style-type: none"> <li>The organization has established partnerships with the government and other relevant local, international and private sector entities.</li> </ul>
	Environmental Considerations	<ul style="list-style-type: none"> <li>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.</li> </ul>
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.	



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[www.wcaro.unfpa.org](http://www.wcaro.unfpa.org)

**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)**