



Invitation for Proposals UNFPA/WCARO/IFP/19/003

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for Sahel Women's Empowerment and Demographic Dividend (SWEDD) – ***"PARTENAIRE DE MISE OEUVRE - FORMATION ET PLAIDOYER SUR LE DIVIDENDE DEMOGRAPHIQUE DANS LES PAYS SWEDD"***. 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 8 July 2019 at 17h00 Dakar time**, clearly marked **"NGO Invitation for Proposals - UNFPA/WCARO/IFP/19/003"** by either physical mail **OR** email, 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 **24 June 2019** at the latest to **Ms. Lauren Bolinger, bolinger@unfpa.org**. UNFPA will circulate responses to queries or clarification requests by any NGO applicants who submitted 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: www.projetswedd.org and in the attached TOR.
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

2.1 Documentation required for the submission	<p>The expression of interest shall include the following documentation:</p> <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 ● Three references from previous partnerships ● Copy of provisions of legal status of the NGO ● 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	7 June 2019
	Deadline for submissions of proposals	8 July 2019
	Deadline for requests of additional information/ clarifications	24 June 2019
	Review of NGO submissions	9-23 July 2019
	Notification of results communicated to NGO	24 July – 7 August 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 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> <table><tr><td>Governance & Leadership</td><td><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.</td></tr></table>		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.
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		<ul style="list-style-type: none"> 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. 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 field experience, particularly in the Sahel region and SWEDD countries, and enjoys prominence in areas related to UNFPA's mandate. The organization has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners. The organization has a relevant network of qualified training partners in the SWEDD countries.
	Monitoring	<ul style="list-style-type: none"> The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data
	Partnerships	<ul style="list-style-type: none"> The organization has established partnerships with the government and other relevant local, international and private sector entities particularly in the Sahel region and SWEDD countries.
	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	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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Attachment I
Terms of Reference

(Please see attached)



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Attachment II
NGO Proposal Form

(Please see attached)