Invitation for Proposals (to be issued by UNFPA)

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| UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for providing technical support to UNFPA Thailand on the programme addressing the issues of unmet need for family planning and gender-based violence prevention among the most vulnerable groups, as well as promoting engagement with key stakeholders on the life cycle approach and social return on investment framework.  The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Thailand to support achievement of results outlined in the Twelfth Country Programme Document 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 clearly marked “NGO Invitation for Proposals” at the following address:  UNFPA Thailand email address: [*thailand.office@unfpa.org*](mailto:thailand.office@unfpa.org)  By **21 February 2023.**  Proposals received after the date and time may not be accepted for consideration.  Applications must be submitted in English.  Any requests for additional information must be addressed in writing by 1 week before deadline for submissions at the latest to Duangkamol Ponchamni at ponchamni@unfpa.org. UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on UNFPA Thailand website before the deadline for submission of applications.  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 Thailand | In Thailand, the 12th Country Programme of UNFPA envisions preparing Thailand for an ageing society that is rights-based and inclusive and is designed to support the Decade of Action and the global vision to achieve the three transformative results while aligning with the national priorities, as outlined in the 13th five-year National Economic and Social Development Plan (NESDP), 2022-2026. The programme is designed to accelerate the achievement of the 2030 Agenda, with strong linkages with the ICPD25 voluntary commitments, including through an emphasis on integrated and multidisciplinary policy and programme responses. As Thailand is an ageing society, new thinking and innovations need to address this phenomenon within the broader context of the life cycle approach.  Within this framework and as set out in 2022-2026 Twelfth Country Programme Document (CPD 12th) working with government and other partners, UNFPA will contribute to reduce gender-based violence and the unmet need for family planning among young people with disabilities, those from ethnic minority groups, and those living in poverty, especially adolescent girls and women. In line with Thailand’s Sufficiency Economy Philosophy, which seeks to balance the multiple dimensions of sustainable development, they will directly contribute to the 13th NESDP goal on human capital development and to UNSDCF outcome 2 (human capital needed for social and inclusive development is improved through strengthening of institutions, partnerships, and the empowerment of people) and outcome 3 (people living in Thailand, especially those at risk of being left furthest behind, are able to participate in and benefit from development, free from all forms of discrimination). UNFPA also collaborates with other United Nations agencies to contribute to the achievement of UNSDCF outcome 1 on climate change- related issues, with a focus on addressing the impact on women and girls through the programme interventions that ensure the integration of initiatives on sexual reproductive health and rights and gender-based violence prevention and response into disaster preparedness and response, where possible.  Aligned with the UNFPA Strategic Plan, 2022-2026, the three programme outputs contribute to two strategic plan outcomes: (a) reducing the unmet need for family planning; and (b) reducing gender-based violence. The output on adolescents and youth will focus on youth empowerment to reduce the unmet need for family planning among the most marginalized groups, and the output on gender-based violence aims to reduce gender-based violence through better policy implementation. The output on population and development is a shared output that is designed to support the achievement of both outcomes. The programme will support the country’s efforts to address the unfinished agenda of the ICPD Programme of Action, achieve SDG targets and fulfil its voluntary national commitments on ICPD25 made at the Nairobi Summit as well as its other normative and national commitments, including those related to the Universal Periodic Review, the Convention on the Rights of Persons with Disabilities and the Convention of the Elimination of All Forms of Discrimination against Women. Thus, the selected partner then should be able to deliver results contributing to UNFPA CPD 12th.  Further information on the programme can be found on <https://thailand.unfpa.org/>  In the current 12th CPD, UNFPA and Reckitt under the strategic partnership co- finance towards reduced unmet need for family planning among young persons, women, and all genders especially from vulnerable backgrounds. The partnership will be implementing through development of comprehensive sustainable models that could assist the access to information and knowledge on sexual reproductive health and rights and family planning by all groups of young persons, women, and genders. The models will be developed around what have been existing including policies, plans, strategies, and innovations. |
| **1.3 Specific results** | Within this framework and as set out in the UNFPA and Reckitt strategic partnership, UNFPA Thailand Country Office is looking for an NGO to be an Implementing Partner for five years (2022-2026) to deliver results as follows.    Implementing the comprehensive and sustainable models in far-to-reach districts (Mae Aye, Chiang Dao, Wieng Haeng, Om-Koi, and Kallayaniwattana) in ChaingMai and Phare provinces under the UNFPA-Reckitt “Empowering our Youths” -Access to Sexual and Reproductive Health and Family Planning for All   * Provision of the recommendations and limitations of policy implementation gaps that prevent youths, women, and all genders in the selected districts to access the SRHR and FP information and services * Development and establishment of models to enable vulnerable youths, women, and girls from ethnic minorities, sensitive cultural backgrounds, poverty background, teen mothers, drop-outs, etc. to access to sexual and reproductive health and family planning. * Implementation and regular monitoring the agreed actions and activities planned under the comprehensive and sustainable models. * Ensure the engagement and participation of the local authorities both CBOs and Governmental Organisations, right-holders (youths, women, girls, etc.), and key stakeholders in the model implementation. * Ensure the increasing access of youths of all genders, women, and girls to information, choices, and right based services on SRHR, and Family Planning includes use of condoms, and Long-Acting-Contraception. * Ensuring the planned and agreed studies and reviews including model development analysis and SROI, etc. are conducted and supported. Provision of key findings and recommendations for further policy advocacy.   Facilitation and provision of technical support to UNFPA Thailand and local Community Based Organisations (CBOs), Civil Service Organisations (CSOs), and local partners on the unmet need for family planning prevention and response under the “Empowering our Youths” -Access to Sexual and Reproductive Health and Family Planning for All.   * Facilitation of timely budgets allocation to local partners in ChiangMai and Phare provinces: as per agreed with UNFPA and local partners, facilitating the budget management including allocations from UNFPA to local partners in Chiangmai (Khon Waisai) and in Phare (Phalang Jo), and providing regular budget reports against planned activities implemented by local partners. * Upon request of UNFPA and local partners, provision of technical support regarding unmet need for family planning and the most vulnerable groups, particularly teen mothers * Reporting on models analysis and recommendations developed and implemented by to local partners in Chiangmai (Khon Waisai) and in Phare (Phalang Jo) for policy advocacy and model scaling up. * Ensuring the engagement of key stakeholders on the life cycle approach and social return on investment (SROI) framework for programme monitoring and evaluation   2) Perform as a facilitator between UNFPA and other related stakeholders   * Facilitating of project meetings, review, field visits, monitoring and evaluation of the project steering committee, local partners, UNFPA, and other related people. * Facilitating and co-hosting the arrangements of project visibilities within the Chiang Mai and Phare provinces. * Facilitating administrative and logistics with other related stakeholders for the arrangement of events/meetings/workshops relating the project.   *3) Partner with UNFPA and other actors in implementing advocacy and public campaigns and events.*   * Jointly and strategically plan multi-year advocacy and public campaigns and events to accelerate increasing number of access to SRHR and FP among young people and women, increasing use of condom, and increasing awareness of positive gender norms at sub-provincial, provincial (ChaingMai and Phare) and national levels. * Supporting the delivering and implementing campaigns and events. |

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| **Section 2: Application requirements and timelines** | | |
| 2.1 Documentation required for the submission | The expression of interest shall include the following documentation:   * Copy of provisions of legal status of the NGO in Thailand [*Required to be eligible for review]* * Copy of provisions of legal status of the NGO in Thailand (for INGOs ) * Attachment I – NGO Profile and Programme Proposal * Latest annual report and audit report as separate documents or hyperlink to the documents | |
| 2.2 Indicative timelines | Invitation for Proposal issue date | 7 February 2023 |
| Deadline for submissions of proposals | 21 February 2023 |
| Deadline for requests of additional information/ clarifications | 10 February 2023 |
| Review of NGO submissions | 21 February 2023 |
| Notification of results communicated to NGO | 27 February 2023 |

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| **Section 3: Process and timelines** | | |
| 3.1 Review & evaluation of NGO submissions | Applications will be assessed by a review panel to identify organizations that have the required knowledge, skills, and capacity to support achievement of results *using criteria outlined in section 3.2 below*.  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. | |
| 3.2 Selection criteria | 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.  UNFPA Thailand Country Office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:  NB: Any proposal not submitted in specified working language will be excluded from consideration. | |
| Governance & Leadership | * 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. * Organization does not have a history of fraud, complaints or service delivery issues. |
| Human Resource | * 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 | * The organization’s mission and/or strategic plan focuses on at least one of the UNFPA’s programme areas. * The organization has experience in the country or field 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 relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas. |
|  | Monitoring | * The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data |
|  | Partnerships | * The organization has established partnerships with the government and other relevant local, international and private sector entities. |
|  | Environmental Considerations | * 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. | |

Attachment I: NGO Profile and Programme Proposal (To be completed by NGO submitting proposal)

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| The purpose of this proposal is to provide the following information: a) overview of the NGO, b) an outline of the activities the NGO is proposing to partner with UNFPA and c) provide UNFPA with sufficient evidence to show it meets the criteria outlined in section 3.2 of the IFP. [*If the Invitation for Proposals allows for multiple submissions, the following text may be added:* A separate form should be filled for each programme proposal submitted.]  Information provided in this form will be used to inform the review and evaluation of NGO submissions as outlined in the Invitation for Proposals. |

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| **Section A. NGO Identification** | | |
| A.1 Organization information | Organization name |  |
| Address |  |
| Website |  |
| A.2 Contact information | Name |  |
| Title/Function |  |
| Telephone |  |
| Email |  |
|  | Are you registered in the [United Nations Partner Portal](http://www.unpartnerportal.org)? |  |
| A.3 Conflict of interest statement | To your knowledge, do any staff members of your organization have personal or financial relationships with any staff of UNFPA, or any other conflicts of interest with this programme or UNFPA? If so, please explain. |  |
| A.4. Fraud statement | Does your organization have fraud prevention policies and practices in place? |  |

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| Section B. Overview of the organization |

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| B.1 Annual budget | Size of annual budget (previous year, USD) |  |
| Source of funding | *Outline funding base, including local, international, and private sector donors* |
| Main funding partners/ donors |  |
| B.2 Staff capacity | *List of number and key functions of core organization staff* | |

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| B.3 NGO mandate and background | *Outline the organization’s mandate and field of work, and how it aligns to UNFPA’s mandate.* |
| B.4 Available expertise and specialists | *Outline the distinctive technical capacity of the organization to achieve results in the proposed programmatic area* |
| B.5 Experience in proposed area of work | *Outline of type/scope and key results achieved in proposed programmatic area in recent years, including any recognition received at local / global level for the work in the proposed area. Include a summary experience in Thailand and prior experience with any organization of the United Nations* |
| B.6 Knowledge of the local context/ Accessibility to target population | *Outline of presence and community relations in the location(s) the activities will be implemented in: include access to vulnerable populations and hard-to-reach areas, if any)* |
| B.7 Credibility | *To what extent is the NGO recognized as credible by the government, and/or other key stakeholders/partners?* |
| B.8 Monitoring | *Outline the systems in place (policies, procedures, guidelines, and other tools) that systematically collect, analyse and use programme monitoring data* |

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| Section C. Proposal overview | |
| C.1 Programme title |  |
| C.2 Results to which the programme contributes | *Refer to Section 1.3 of the Invitation for Proposal* |
| C.3 Proposed programme duration | *From MM/YYYY to MM/YYYY* |
| C.4 Proposed Programme budget |  |
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| Section D. Proposed interventions and activities to achieve intended results | |
| D.1 Programme Summary | *This section should provide a brief summary of the programme.*  *It should include a problem statement, the context and the rationale for the Programme:*   * *Overview of the existing problem;* * *How the problem is linked to global/regional/national priorities and policies; and* * *The relevance of the programme in addressing problem identified* |
| D.2 Organizational background and capacity to implement | *This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.* |
| D.3 Expected results | *“What” this programme will achieve - programme objectives and expected results* |
| D.4 Description of activities and budget | *This section includes a detailed description of budgeted activities to be undertaken to produce the expected results. Clear linkages between activities and results must be indicated. The applicant should include a separate excel spreadsheet with full details of activities and associated budget.* |
| D.5 Gender, Equity and Sustainability (optional) | *Explain briefly the practical measures taken in the programme to address gender, equity and sustainability considerations* |
| D.6 Environmental impact | *Outline the likely environmental impact of the programme, if any.* |
| D.7 Other partners involved | *This section outlines other partners who have a role in programme implementation, including potential sub-contractees and other organization providing technical and financial support for the programme* |
| D.8 NGO contribution | *This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)* |
| D.9 Additional documentation | *Additional documentation can be mentioned here for reference* |

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| Section E. Programme Risks and Monitoring | |
| E.1 Risks | *Identify major risk factors that could result in the proposed activities not being successfully implemented and any key assumptions on which the proposed intervention is based. Include any actions the organization will undertake to address/reduce identified risk(s).* |
| E.2 Monitoring | *This section briefly outlines the monitoring activities* |

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