

## Invitation for Proposals – Family Planning. (to be issued by UNFPA)

### Note to UNFPA user: How to use this form

1. The UNFPA user must fill in all blanks contained in this form (square brackets “[...]”).
2. Once UNFPA completes the blanks in this form, the entire form, with its attachment is submitted for advertisement or sent directly to potential partners. The attachment is completed by the organization submitting the proposal.
3. The UNFPA user can make any changes it deems necessary to the template, as long as the changes ensure the NGO/non-governmental academic institution (referred to as NGO in the text below) submits sufficient documentation for UNFPA to assess its technical capacity and quality of the proposed programme.
4. All green boxes must be deleted prior to sending the IFP to proposed partners/media.

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the implementation of activities under the Family Planning Programme, across Pakistan. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Pakistan to support achievement of results outlined in the CPD - 2018-2022 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 Pakistan 2nd Floor, Serena Business Complex  
Khyaban-e-Suharwardy, G-5 Islamabad, Pakistan

By 07 November 2019

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 29 October 2019 at the latest to [alazar@unfpa.org](mailto:alazar@unfpa.org). UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on [proposals@unfpa.org.pk](mailto:proposals@unfpa.org.pk) 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 United Nations agency for delivering a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled.

<p>1.2 UNFPA Programme of Assistance in Pakistan</p>	<p>UNFPA Pakistan, has adopted a comprehensive integrated approach to support the Government of Pakistan in fulfilling its national/international obligations and commitments towards working for the betterment and wellbeing of women and youth of Pakistan. Under the current cycle of programme assistance for the period of 2018-2022, which is approved by the Economic Affairs Division, UNFPA is mandated to work on reproductive health (RH), including family planning (FP) and maternal health, gender equality, women’s and youth empowerment, and data for development.</p> <p>The country program of assistance is aligned with the 2030 Agenda for Sustainable Development, and national development priorities, including policy measures to reduce poverty as reflected in the Ehsaas Programme and to address population dynamics and family planning as stipulated in the recommendations of the Council of Common Interest, as well as Prime Minister’s Youth Programme.</p> <p>The country program is specifically focused on accelerated delivery of FP through advocacy, capacity development, knowledge generation, partnership and coordination at national and subnational levels.</p> <p>So far, the programme succeeded in facilitating policy-oriented dialogue and deliberations in support of mobilizing high-level commitment and strategic support for advancing FP policies and programmes. To complement the policy-oriented endeavors, initiatives to promote and support stronger linkages and coordination between and among key stakeholders at various levels will be pursued through platforms such as the FP2020, Country Engagement Working Group and the FP donor coordination platform. Furthermore, capacity development efforts in the area of FP, RH Commodity Security (RHCS), task sharing and task shifting and public-private-partnerships will be enhanced and sustained. Thus, the key interventions of the FP component are as follows:</p> <ul style="list-style-type: none"> <li>• Mobilizing political support and engagement of stakeholders for FP, including for increased budget allocations to underserved areas;</li> <li>• Strengthening capacity of institutions to design and implement rights- based FP policies and programmes, including task shifting with focus on hard-to-reach areas;</li> <li>• Supporting expansion of government partnerships with civil society and private sector to reach the most marginalized.;</li> <li>• Supporting capacity development for RHCS at subnational level.</li> </ul> <p>Further information on the programme can be found on <a href="https://pakistan.unfpa.org/en">https://pakistan.unfpa.org/en</a></p>
<p>1.3 Specific results</p>	<p>Within this framework and as set out in CPD - 2018-2022 working with government and other partners, UNFPA will contribute to achieve the following results under key priority programme areas for 2020:</p>

**Strategic Priority 01: Mobilizing the political support and engagement of stakeholders for family planning, including for increased budget allocations to underserved areas.**

- Provide technical assistance at national and sub-national level to raise the profile of FP among policy makers, decision makers, and other stakeholders.
- Provide technical support to create a conducive and supportive policy framework that promotes positive outcomes under FP and ranges from service delivery policy change to greater resource allocation in the area.
- Strengthen inter-provincial knowledge sharing, networking and cooperation in support of FP2020 commitments and the Programme of Action of the International Conference on Population and Development.
- Establish partnerships with media and broadcast to upscale the FP agenda including engaging with media on population and development issues to advance family planning agenda.
- Develop male engagement strategy and conduct behavioral change communication activities and use positive deviants to target barriers to using FP information and services.

**Strategic Priority 02: Strengthening the capacity of institutions to design and implement rights-based FP policies and programmes, including task shifting with a focus on hard-to-reach areas.**

- Strengthen capacities of Regional Training Institutes and Midwifery Schools in collaboration with academia, research and training institutions
- Roll out task sharing and task shifting on long-acting reversible contraceptive involving paramedics and initiation of first dose of injectables by lady health workers;
- Strengthen capacities of service providers in post-partum FP services at tertiary, secondary and primary health care facilities.
- Provide technical support to provincial departments for the development and implementation of accelerated FP awareness raising and sensitization programmes in line with human-rights based principles.
- Introduce high-impact community outreach and social mobilization endeavours;
- Establish mobile outreach teams and clinics.

**Strategic Priority 03: Supporting expansion of government partnerships with civil society and private sector to reach the most marginalized.**

- Provide technical assistance to provincial Governments to roll-out Public-Private Partnership for provision of FP services.
- Design new Public-Private Partnership models advancing private sector provision of FP services.

- Introduce and implement voucher programming and innovative voucher schemes in line with the National Public-Private Partnership Framework for FP;

**Strategic Priority 04: Supporting capacity development for RHCS at the subnational level.**

- Gap analysis of the existing logistics management information system;
- Strengthening capacity of the government departments in contraceptive logistic management information system in the provinces;

**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"> <li>● Copy of provisions of legal status of the NGO in Pakistan [<i>Required to be eligible for review</i>]</li> <li>● Copy of provisions of legal status of the NGO in Pakistan (for INGOs)</li> <li>● Attachment I – NGO Profile and Programme Proposal</li> <li>● Latest annual report and audit report as separate documents or hyperlink to the documents</li> </ul>	
2.2 Indicative timelines	Invitation for Proposal issue date	25 October 2019
	Deadline for submissions of proposals	07 November 2019
	Deadline for requests of additional information/ clarifications	29 October 2019
	Review of NGO submissions	14 November 2019
	Notification of results communicated to NGO	21 November 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 Pakistan 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.</p>	

	Governance & Leadership	<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> <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 and enjoys prominence in areas related to UNFPA’s mandate.</li> <li>• The organization has a proven track record in implementing similar activities 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, analyze 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.	

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

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.

Information provided in this form will be used to inform the review and evaluation of NGO submissions as outlined in the Invitation for Proposals.

### Section A. NGO Identification

A.1 Organization information	Organization name	
	Address	
	Website	
A.2 Contact information	Name	
	Title/Function	
	Telephone	
	Email	
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?	

### Section B. Overview of the organization

B.1 Annual budget	Size of annual budget (previous year, USD)	
	Source of funding	<i>Outline funding base, including local, international, and private sector donors</i>
	Main funding partners/ donors	
B.2 Staff capacity	<i>List of number and key functions of core organization staff</i>	
B.3 NGO mandate and background	<i>Outline the organization's mandate and field of work, and how it aligns to UNFPA's mandate.</i>	
B.4 Available expertise and specialists	<i>Outline the distinctive technical capacity of the organization to achieve results in the proposed programmatic area</i>	

B.5 Experience in proposed area of work	<i>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 Pakistan and prior experience with any organization of the United Nations</i>
B.6 Knowledge of the local context/ Accessibility to target population	<i>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)</i>
B.7 Credibility	<i>To what extent is the NGO recognized as credible by the government, and/or other key stakeholders/partners?</i>
B.8 Monitoring	<i>Outline the systems in place (policies, procedures, guidelines, and other tools) that systematically collect, analyse and use programme monitoring data</i>

Section C. Proposal overview	
C.1 Programme title	
C.2 Results to which the programme contributes	<i>Refer to Section 1.3 of the Invitation for Proposal</i>
C.3 Proposed programme duration	<i>From MM/YYYY to MM/YYYY</i>
C.4 Proposed Programme budget	

Section D. Proposed interventions and activities to achieve intended results	
D.1 Programme Summary	<p><i>This section should provide a brief summary of the programme.</i></p> <p><i>It should include a problem statement, the context and the rationale for the Programme:</i></p> <ul style="list-style-type: none"> <li>● <i>Overview of the existing problem;</i></li> <li>● <i>How the problem is linked to global/regional/national priorities and policies; and</i></li> <li>● <i>The relevance of the programme in addressing problem identified</i></li> </ul>
D.2 Organizational background and capacity to implement	<i>This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.</i>
D.3 Expected results	<i>“What” this programme will achieve - programme objectives and expected results</i>

D.4 Description of activities and budget	<i>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.</i>
D.5 Gender, Equity and Sustainability (optional)	<i>Explain briefly the practical measures taken in the programme to address gender, equity and sustainability considerations</i>
D.6 Environmental impact	<i>Outline the likely environmental impact of the programme, if any.</i>
D.7 Other partners involved	<i>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</i>
D.8 NGO contribution	<i>This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)</i>
D.9 Additional documentation	<i>Additional documentation can be mentioned here for reference</i>

<b>Section E. Programme Risks and Monitoring</b>	
E.1 Risks	<i>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).</i>
E.2 Monitoring	<i>This section briefly outlines the monitoring activities</i>

<b>Section F. References</b>	
Please provide 3 references to support your proposal. Include name, title, contact information and brief summary of relationship.	
Reference 1:	
Reference 2:	
Reference 3:	