

## Invitation for Proposals: For Youth Programme

### 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 Youth 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 2 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 31 October 2019 at the latest to [s\\_khan@unfpa.org](mailto:s_khan@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 UN 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 the youth of Pakistan. Under the current on-going 9<sup>th</sup> Country Program cycle (2018-2022), approved by EAD, UNFPA is mandated to work on SRH, Adolescents and youth, gender equality, women’s empowerment, population and development. The programme is aligned with the Government of Pakistan Vision - 2025, Agenda for Sustainable Development Goals and Indicators - 2030, targets for Family Planning - 2020, National Symposium on Alarming Population Growth - 2018 and Prime Minister’s Youth Programme.</p> <p>Under the 9th Country Programme, UNFPA is implementing a three-year initiative to work on positive development of youth and adolescents and their well-being on national level. UNFPA’s youth programme strives for:</p> <ul style="list-style-type: none"> <li>▪ Enable evidence-based advocacy for comprehensive policy and program development, investment and implementation;</li> <li>▪ Promote comprehensive reproductive health rights and education;</li> <li>▪ Build capacity for reproductive service delivery;</li> <li>▪ Take bold initiatives to reach marginalized and disadvantaged adolescents and youth, especially girls;</li> <li>▪ Promote youth leadership and participation</li> </ul> <p>UNFPA Pakistan’s Youth Programme is based on UNFPA’s global Youth Strategy – My Body, My Life, My World which champions for rights and choices for every adolescent and youth across the globe.</p> <p>Further information on the programme can be found on <a href="http://unfpa.org/pakistan">http://unfpa.org/pakistan</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> <p>Strategic Priority 01: Promoting gender responsive and age appropriate life skills based education for in/out of school youth/ adolescents</p> <ul style="list-style-type: none"> <li>- Key teachings of LSBE integrated in national and provincial curriculums for in/out of school young people with National Curriculum Council on federal level and with Education Departments in Sindh, Balochistan, AJK and GB.</li> <li>- Peer Education Toolkit developed and disseminated for out of school young people.</li> <li>- Resource material for conducting ToT developed.</li> <li>- Teachers trained on updated LSBE curriculum in Sindh Province.</li> <li>- LSBE curriculum for Balochistan developed in consultation with the Balochistan Education Department.</li> </ul>

- Relevant policy makers sensitized on importance of adopting LSBE teachings in KP and Punjab.

Strategic Priority 02: Supporting targeted research on youth to guide policies and programmes

- Data on young people’s SRHR needs generated for policy support.
- Knowledge products/ tools on young people’s SRHR disseminated via creation of web-portal/ social media/publications etc.

Strategic Priority 03: Supporting policy initiatives and advocacy for increased investment in marginalized young people, including access to SRH

- Disability Bill inclusive of young people’s SRHR drafted and approved in KP/ Punjab.
- Provincial Youth Policies implementation framework is in place for Sindh and KP, while the policy is updated in Punjab and approved in Balochistan.
- Action plans developed in Balochistan to enact the Transgender Persons (Protection Act – 2018).
- Evidence based policy recommendations to support young people’s SRHR and their access to services and information.
- Young people (including people with disabilities and transgender persons) sensitized to their SRHRs in selected districts of Sindh, Punjab, Balochistan and ICT.

Strategic Priority 04: Strengthening organizational systems of youth-led platforms for leadership on SRH, peacebuilding and achieving SDGs

- Youth – led organizations working on SRHR, successfully linked with Provincial Youth Departments – facilitating implementation of the Youth Policies.
- Action Plans to promote SRHR, LSBE, peacebuilding and rolled out.
- Youth campaigns on boys’ engagement in family planning rolled out
- Young people trained on leadership course based on their SRHR, information and access to services.

## 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	17 October 2019
	Deadline for submissions of proposals	2 November 2019

	Deadline for requests of additional information/ clarifications	31 October 2019
	Review of NGO submissions	09 November 2019
	Notification of results communicated to NGO	23 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:</p> <div data-bbox="406 987 1339 1092" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>[UNFPA unit to review the criteria listed below and add any other criteria relevant to the specific Invitation for Proposals]</p> </div> <p>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> </ul>

		<ul style="list-style-type: none"> <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. *[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.

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>
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**Section E. Programme Risks and Monitoring**

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>

**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:	