

## Invitation for Proposals (issued by UNFPA)

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the implementation of activities under the **Sexual Reproductive Health and Population Dynamics 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 the achievement of results outlined in the CPD - 2023-2027 or section 1.3 below.

Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email on: [rfp@unfpa.org.pk](mailto:rfp@unfpa.org.pk) clearly marked “**NGO Invitation for Proposals- Sexual Reproductive Health and Population Dynamics programme**”

### **By 3rd May, 2023.**

Proposals received after the date and time will not be accepted for consideration.

Applications must be submitted in **English.**

Any requests for additional information must be addressed in writing by 28<sup>th</sup> April 2023 at the latest to [rhaq@unfpa.org](mailto:rhaq@unfpa.org). UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on [rfp@unfpa.org.pk](mailto:rfp@unfpa.org.pk) 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.](#)

**For accessing related documents please go to** <https://pakistan.unfpa.org/en>

1. Pakistan CPD 2023-2027
2. UNFPA Strategic Plan 2022-2025

### 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 in Pakistan.	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. The vision of the UNFPA Pakistan new country programme is to accelerate progress towards the achievement of the three transformative results of reducing preventable maternal deaths, unmet need for family planning and gender-based violence and harmful practices, including child marriage. In realizing this vision, the focus of the 10th country programme will be on addressing discriminatory gender and social norms and disparities that restrict access to high-quality and inclusive sexual and reproductive health services, particularly on those most left behind, as well

as scaling up advocacy for young people's education, employment, engagement, and health to harness the demographic dividend. The proposed programme, developed in consultation with the federal and Provincial Governments, United Nations organizations, civil society and other key stakeholders, is aligned with government initiatives related to population and family planning, youth development, social services and social protection for the most vulnerable groups as well as the ICPD@25 Programme of Action, CCI action plan on population, FP2030 Commitments, the 2030 Agenda for Sustainable Development, the UNFPA Strategic Plan, 2022-2025, and the UNSDCF, 2023-2027.

The country program is specifically focused on accelerated delivery of FP/SRH information and services through advocacy, capacity development, knowledge generation, partnership, and coordination at national and subnational levels. Building on the lessons learned and in line with the overall shift from funding to financing, the programme will continue advocacy for domestic financing, expand the partnership base, generate programmatic evidence, and create and scale up effective innovative models to accelerate action toward the transformative results, with a focus on lagging behind districts. In line with the ICPD Programme of Action and the voluntary ICPD+25, CCI action plan and Family Planning 2030 national commitments, the country programme will seek to integrate sexual and reproductive health services in the national universal health coverage package, prioritizing national ownership and investing in national and subnational institutions and accountability systems. The country programme will support reviews of national policy, legislation and action plans affecting sexual and reproductive health.

Similarly, 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 the FP/SRH and Maternal Health and Population Change and date key interventions/targets as follows:

- 1- Number of functional accountability mechanisms for sexual and reproductive health policy and programme implementation at national and subnational levels;
- 2- Number of national and subnational sexual and reproductive health bills enacted and rolled out along with comprehensive implementation support plans
- 3- Percentage increase in provincial government expenditures on family planning as a core element of the universal health coverage benefit package
- 4- Comprehensive policy framework on midwifery education and regulation adopted and rolled out

- 5- Number of strategies, frameworks, quality of care standards and guidelines on sexual and reproductive health developed and endorsed, including maternal health and family planning
- 6- Number of models and innovative initiatives for accelerating universal access to sexual and reproductive health and reproductive rights tested and evaluated for further replication and domestic financing
- 7- Percentage of public health facilities in target districts providing high-quality and rights-based family planning services, emergency obstetric and new-born care and gender-based violence response services and referrals
- 8- Number of analytical reports produced and disseminated based on Population and Housing Census and household/ population surveys and studies
- 9- Availability of a functional National Knowledge Hub on population changes and other megatrends at the Ministry of Planning, Development and Special Initiatives
- 10- Number of provinces that have piloted and validated strengthened procedures for civil registration and vital statistics in line with the established and best-practice international standards

Further information on the programme can be found on <https://pakistan.unfpa.org/en>

### 1.3 Specific results

Within the framework set out in CPD – 2023-2027 working with the government and other partners, UNFPA will contribute to achieving the results under outputs 1, 2 & 6 of the 10<sup>th</sup> country programme priority areas.

#### **Output 1: Policy & Accountability**

##### **Strengthened policy environment, financing and accountability mechanisms for inclusive sexual and reproductive health, including family planning**

1. Creating an enabling policy environment and improving accountability mechanisms for accelerated delivery of available, accessible, acceptable and high-quality sexual and reproductive health information and services will be achieved by
2. Supporting national and subnational oversight and coordination platforms to strengthen accountability for the implementation of sexual and reproductive health policies and programs;
3. Evidence-based policy formulation and advocacy for scaling up implementation of policies and laws and increasing domestic financing for the ICPD agenda

4. Strengthening midwifery education, regulation and association as per the International Confederation of Midwives standards;
5. Integration of comprehensive sexual and reproductive health into the national universal health coverage package, while ensuring quality of care with special focus on those left behind
6. Integration of family planning into sexual and reproductive health programs, particularly service delivery points of health departments
7. Fostering public-private partnerships to diversify and expand the volume of domestic resources for sexual and reproductive health.

## **Output 2: Quality of care and services**

### **Strengthened capacities of national and subnational health systems to provide high-quality and comprehensive sexual and reproductive health information and services, including emergency obstetric and newborn care, family planning and gender-based violence response services across the humanitarian-development continuum**

Through efforts to improve service delivery and normative standards of care and quality assurance mechanisms and reduce gender and social barriers to inclusive available, accessible, acceptable, and high-quality sexual and reproductive health information and services to be achieved by

1. Providing technical assistance for the development of national and subnational sexual and reproductive health strategies, frameworks, guidelines and quality of care standards
2. Creating and demonstrating high-quality comprehensive sexual and reproductive health service-delivery models, including to reach young people and other vulnerable groups, and advocating with national and subnational governments for their further replication and sustainable financing
3. Strengthening the reproductive health supply chain and contraceptive commodity security to expand choices, improve quality and facilitate monitoring in both development and humanitarian context.
4. Adopting new technologies, including mobile tools and helplines to expand the provision of comprehensive sexual and reproductive health information and services building on the lessons learned from the humanitarian emergency and protracted crisis situation.
5. Strengthening national and subnational capacities to scale up pre-service and in-service trainings, including for gender-based violence response services in both the development and humanitarian context.
6. Strengthening the health system capacity and infrastructure to provide high-quality and voluntary family planning services and

emergency obstetric and newborn care, to operate in both development and humanitarian context.

7. Strengthening the capacity of the health workforce to provide gender responsive and survivor-centred services that reduce barriers to comprehensive sexual and reproductive health and gender-based violence services in both the humanitarian and development context.

**Output 6: Strengthened data systems and knowledge platforms on population changes and other megatrends (including inequalities and climate change) to inform development policies and programmes, especially those related to sexual and reproductive health, gender-based violence and harmful practices, with particular attention to vulnerable groups**

UNFPA work on Population change and data is much aligned with national commitment strengthening data governance systems. This will be achieved by;

1. Strengthening national and subnational capacities to produce disaggregated population data outputs, subnational population projections, routine reports on civil registration and vital statistics, and in-depth analytical reports based on population and housing census and surveys;
2. Providing technical assistance for evidence generation on megatrends, such as climate change, demographic shifts, inequalities and digitalization, for policymaking and programming;
3. Strengthening national and subnational capacities to use disaggregated data for policy and programme formulation, implementation and monitoring to address demographic shifts, inequalities and discriminatory gender norms.
4. Conducting statistical analysis and modeling of population trends and patterns and identifying key drivers and determinants of population change.
5. Developing evidence-based recommendations for policy and programmatic interventions aimed at addressing population-related issues such as reproductive health, gender equality, and sustainable development.
6. Produce high-quality analytical reports and policy briefs to address population issues for evidence-based programming and policy formulations.
7. Capacity building of university's tutors and students at national/sub-national levels on:
  - Collating, analyzing, interpretation, and presentation of primary and secondary population data.
  - Conducting policy analyses and organizing policy forums for generating debate on population and development.

- Building capacities of technical human resources on population sciences at the national and provincial level, e.g., Civil Service Training Academy.
- Establishing and strengthening linkages with provincial, national, and international stakeholders and institutions for policy advocacy on population dynamics.

*Further information on the programme can be found on <https://pakistan.unfpa.org/en>*

## Section 2: Application requirements and timelines

2.1 Documentation required for the submission	The expression of interest shall include the following documentation: <ul style="list-style-type: none"> <li>• Copy of provisions of legal status of the NGO in Pakistan [Required to be eligible for review]</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	April 11, 2023
	Deadline for submissions of proposals	3 <sup>rd</sup> May, 2023
	Deadline for requests of additional information/ clarifications	April 28 <sup>th</sup> , 2023
	Review of NGO submissions	June 21, 2023
	Notification of results communicated to NGO	July 15, 2023

## 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 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.	
	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, 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.	



## 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	
	Are you registered in the <a href="#">United Nations Partner Portal</a> ?	
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	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	

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 [country] 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	

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	<p>This section should provide a brief summary of the programme.</p> <p>It should include a problem statement, the context and the rationale for the Programme:</p> <ul style="list-style-type: none"> <li>● Overview of the existing problem;</li> <li>● How the problem is linked to global/regional/national priorities and policies; and</li> <li>● The relevance of the programme in addressing problem identified</li> </ul>
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

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

### 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:

### 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	<p>Does the organization have direct contact with beneficiaries? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>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.</p> <p>If yes, please continue.</p> <p>Has the organization's PSEA capacity been assessed by a UN entity in the last 5 years? Yes <input type="checkbox"/> If yes, share the assessment rating and supporting documentation with UNFPA and do not complete this section.</p> <p>No <input type="checkbox"/> If no, complete G.1 through G.8</p>
G.1 Policy Requirement	<p>Please provide supporting documentation for any fields marked "Yes".</p> <p>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 <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Code of Conduct (internal or interagency)</li> <li><input type="checkbox"/> PSEA policy</li> <li><input type="checkbox"/> Documentation of standard procedures for all personnel to receive/sign PSEA policy</li> </ul>

	<input type="checkbox"/> Other (please specify):
G.2 Subcontracting	<p>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.</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/>      *N/A <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <input type="checkbox"/> Contracts/partnership agreements for sub-contractors <input type="checkbox"/> Other (please specify): <p>* 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.</p>
G.3 Recruitment	<p>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.</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <input type="checkbox"/> Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration) <input type="checkbox"/> Recruitment procedures <input type="checkbox"/> Other (please specify):
G.4 Training	<p>Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel<sup>1</sup> (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include:</p> <ol style="list-style-type: none"> <li>1) a definition of SEA (that is aligned with the UN's definition);</li> <li>2) an explanation on prohibition of SEA; and</li> <li>3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims).</li> </ol>

<sup>1</sup> Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner.

	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training package</li> <li><input type="checkbox"/> Attendance sheets</li> <li><input type="checkbox"/> Training certificates</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
G.5 Reporting	<p>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).</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Internal Complaints and Feedback Mechanism</li> <li><input type="checkbox"/> Participation in joint reporting mechanisms</li> <li><input type="checkbox"/> Communication materials</li> <li><input type="checkbox"/> PSEA awareness-raising plan</li> <li><input type="checkbox"/> Description of reporting mechanism</li> <li><input type="checkbox"/> Whistle-blower policy</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
G.6 Assistance	<p>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.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Internal or Interagency referral pathway</li> <li><input type="checkbox"/> List of Available service providers</li> <li><input type="checkbox"/> Description of referral or Standard Operation Procedure (SOP)</li> <li><input type="checkbox"/> Referral form for survivors of GBV/SEA</li> <li><input type="checkbox"/> Guidelines on victim assistance and/or training on GBV and GBV case management principles</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>
G.7 Investigations	<p>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.</p>

	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p><b>Supporting documentation may include:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Written process for review of SEA allegations</li><li><input type="checkbox"/> Dedicated resources for investigation(s) and/or commitment of partner for support</li><li><input type="checkbox"/> PSEA investigation policy/procedures</li><li><input type="checkbox"/> Contract with professional investigative service</li><li><input type="checkbox"/> Other (please specify):</li></ul>
<p><b>G.8 Corrective Measures</b></p>	<p>Your organization has taken appropriate corrective action in response to SEA allegations, if any.</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/>      N/A <input type="checkbox"/></p> <p><b>Supporting documentation may include:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff.</li><li><input type="checkbox"/> Specific measures to identify and reduce risks of SEA in programme delivery.</li><li><input type="checkbox"/> Other ((please specify):</li></ul>