

Invitation for Proposals (to be 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 **Population and Development component of UNFPA 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 Country Programme Document (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 or mail clearly marked “NGO/INGO Invitation for Proposals- Population and Development Component of UNFPA” at the following address:

UNFPA Pakistan mailing address/email address: rfp@unfpa.org.pk

By 30th June, 2024, before 12 am, mid night.

Following are the instructions for uploading the proposal & required documents.

- The total limit for the size of the attachments is currently set to 40 megabytes.
- Only light resolution PDF attachments are acceptable; kindly do not upload the zip files or downloading links.
- Please avoid picture and graphics and high-resolution scanned documents.
- Uploading large files , Specifically on Low connectivity, may give timeout error leading to no-submission

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 25th June, 2024 at the latest to mmajid@unfpa.org. UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on 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]	<p>Pakistan, with a population of 241.49 million in 2023, faces steady annual population growth of 2.55%. The country's total fertility rate remains relatively high at around 3.189 births per woman, with a stagnant contraceptive prevalence rate of 34% and a 17% unmet need for contraception. The demographic landscape is youthful, with 64% of the population under 30 years old, presenting both challenges and opportunities in education and employment. While improvements in maternal health are notable, challenges persist, including teenage pregnancies and strains from urbanization, highlighting the need for strategic investments in reproductive health, education, and public services for sustainable development.</p> <p>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 is 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 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 ICPD25 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.</p> <p>Within the context of the Decade of Action, the programme will foster urgency around national commitments to accelerate action towards the achievement of SDGs 3 and 5, in line with the ICPD Programme of Action, and promoting gender equality and women's empowerment, with particular attention to vulnerable and marginalized groups.</p> <p>The principles of 'leaving no one behind' and 'reaching the furthest behind first' will be central to the programme to address the needs of women, girls and young people, particularly those living in remote and hard-to-reach areas, refugees, persons with disabilities, transgender persons and other minorities, and vulnerable groups. As identifying those furthest behind first will require disaggregated data and analysis, the country programme will seek to strengthen the national data governance systems and establish knowledge platforms. Disaggregated data and evidence will support advocacy for policy implementation and enforcement of laws and policies, related to the three transformative results.</p>

The six country programme outputs are integrated and mutually reinforcing, with interventions related to promoting gender equality and investments in women's and girls' health and well-being, supporting interventions related to sexual and reproductive health, adolescents and youth, gender-based violence and harmful practices, and humanitarian action. Evidence generation and data, analysis is cross cutting and supporting all outputs and facilitating monitoring of progress towards achieving the transformative results.

Under the 10th Country Programme, UNFPA continues to work on strengthened national data eco-systems and knowledge platforms on population dynamics/changes at both national/ provincial level via output 6 with below given details.

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 aligned with national commitment to strengthening data governance systems. This has been planned to be achieved through:

- a) 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,
- b) providing technical assistance for evidence generation on megatrends, such as climate change, demographic shifts, inequalities, and digitalization, for policymaking and programming,
- c) strengthening national capacities to plan and conduct population and housing census and household surveys, with a particular focus on digital transformation,
- d) strengthening the national civil registration and vital statistics system,
- e) establishing a national 'knowledge hub' on population dynamics and sustainable development to contribute to monitoring progress towards the SDGs and the ICPD Programme of Action; and
- f) 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.

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

1.3 Specific results

Within this framework and as set out in CPD - 2023-2027 working with government and other development partners, UNFPA will contribute to achieve the UNSDCF Outcome 5, *‘By 2027, people in Pakistan, especially those at greatest risk of being left behind, will benefit from an enabling environment where women, girls, children, displaced, transgender persons and ethnic minorities are empowered and reach their fullest potential; and their human, social, economic, cultural and political rights are fully protected and upheld’.*

The following key indicators/targets are planned to be achieved under key priority areas for Population Dynamics (Population Change and Data):

- 1- Analytical reports produced and disseminated based on Population and Housing Census and household/ population surveys and studies.
- 2- Availability of a functional National Knowledge Hub on population changes and other megatrends.
- 3- Piloted and validated strengthened procedures for civil registration and vital statistics in line with the established and best-practice international standards.

The specific results are envisaged to include,

- Strengthened 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,
- Evidence generated on megatrends, such as climate change, demographic shifts, inequalities and digitalization, for policymaking and programming,
- Strengthened 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,
- Statistical analysis and modeling of population trends and patterns conducted, identifying key drivers and determinants of population change,
- Evidence-based recommendations for policy and programmatic interventions established aimed at addressing population related issues such as reproductive health, gender equality, and sustainable development,
- High-quality analytical reports and policy briefs produced to address population issues for evidence-based programming and policy formulations,
- Enhanced capacity of university’s tutors and students at national/sub-national levels on:

	<ul style="list-style-type: none"> ✓ 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. • Strengthened capacities of technical human resources on population sciences at the national and provincial level, e.g., Civil Service Training Academy. • Established and strengthened linkages with provincial national, and international stakeholders and institutions for policy advocacy on population dynamics.
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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"> • Copy of provisions of legal status of the NGO in [Pakistan] [Required to be eligible for review] • Copy of provisions of legal status of the NGO in [Pakistan] (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	[June 10, 2024]
	Deadline for submissions of proposals	[June 30, 2024]
	Deadline for requests of additional information/ clarifications	[June 25, 2024]
	Review of NGO submissions	[July 17, 2024]
	Notification of results communicated to NGO	[July 20, 2024]

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 using criteria outlined in section 3.2 below.</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>

[UNFPA unit to review the criteria listed below and add any other criteria relevant to the specific Invitation for Proposals]

NB: Any proposal not submitted in specified working language will be excluded from consideration.

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. ● 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 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	<ul style="list-style-type: none"> ● The organization has systems and tools in place to systematically collect, analyze 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.
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.

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. [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 United Nations Partner Portal ?	
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	

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"> ● Overview of the existing problem;

	<ul style="list-style-type: none"> • 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

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

<p>G.0 Preliminary Screening</p>	<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> <hr/> <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>
<p>G.1 Policy Requirement</p>	<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"> <input type="checkbox"/> Code of Conduct (internal or interagency) <input type="checkbox"/> PSEA policy <input type="checkbox"/> Documentation of standard procedures for all personnel to receive/sign PSEA policy <input type="checkbox"/> Other (please specify):
<p>G.2 Subcontracting</p>	<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. Yes <input type="checkbox"/> No <input type="checkbox"/> *N/A <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <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>
<p>G.3 Recruitment</p>	<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</p>

	<p>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> <ul style="list-style-type: none"> <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 personnel¹ (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include:</p> <ol style="list-style-type: none"> 1) a definition of SEA (that is aligned with the UN's definition); 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). <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training package <input type="checkbox"/> Attendance sheets <input type="checkbox"/> Training certificates <input type="checkbox"/> Other (please specify):
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"> <input type="checkbox"/> Internal Complaints and Feedback Mechanism <input type="checkbox"/> Participation in joint reporting mechanisms <input type="checkbox"/> Communication materials <input type="checkbox"/> PSEA awareness-raising plan <input type="checkbox"/> Description of reporting mechanism <input type="checkbox"/> Whistle-blower policy <input type="checkbox"/> Other (please specify):
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</p>

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

	<p>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"> <input type="checkbox"/> Internal or Interagency referral pathway <input type="checkbox"/> List of Available service providers <input type="checkbox"/> Description of referral or Standard Operation Procedure (SOP) <input type="checkbox"/> Referral form for survivors of GBV/SEA <input type="checkbox"/> Guidelines on victim assistance and/or training on GBV and GBV case management principles <input type="checkbox"/> Other (please specify):
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>Supporting documentation may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written process for review of SEA allegations <input type="checkbox"/> Dedicated resources for investigation(s) and/or commitment of partner for support <input type="checkbox"/> PSEA investigation policy/procedures <input type="checkbox"/> Contract with professional investigative service <input type="checkbox"/> Other (please specify):
G.8 Corrective Measures	<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>Supporting documentation may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff. <input type="checkbox"/> Specific measures to identify and reduce risks of SEA in programme delivery. <input type="checkbox"/> Other ((please specify):