



Invitation for Proposals

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the participation in the implementation of the 9th Cooperation Programme between Central African Republic (CAR) and UNFPA for the period 2023-2027 that aims to contribute to the realization of UNFPA transformative results:

- (a) end preventable maternal deaths;
- (b) end the unmet need for family planning; and
- (c) end gender-based violence and all harmful practices, including child marriage and female genital mutilation.

The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations (national or international) for prospective partnership with UNFPA Central Africa to support achievement of results outlined in the 2023-2027 Country Programme Document or section 1.3 below.

Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email or mail clearly marked “NGO Invitation for Proposals” at the following email address:

caf.ip.selection@unfpa.org

By 27th December 2022 latest 5:00 pm

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

Applications must be submitted in French or English.

Any requests for additional information must be addressed in writing by 20th December 2022 at the latest to UNFPA Central African Republic, caf.ip.selection@unfpa.org.

UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, <https://car.unfpa.org> 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](#).

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 Central African Republic	In Central African Republic, UNFPA works with the government and other partners to accelerate the reduction of preventable maternal deaths by increasing the proportion of births attended by skilled health personnel in the targeted regions. Also UNFPA in CAR, through the 2023-2027 CPD, will contribute to the reduction of unmet need for family planning; and gender-based violence and harmful practices.
1.3 Specific results	<p>Within this framework and as set out in 2023-2027 Country Programme Document, working with government and other partners, UNFPA will contribute to achieve the following results:</p> <ul style="list-style-type: none"> A. Output 1: By the end of 2027, sexual and reproductive health and rights, prevention and response to gender-based violence and harmful practices as well as youth participation and leadership in peace and social cohesion are integrated into relevant national laws, policies, development and accountability frameworks B. Output 2: The capacities of national institutions, communities and stakeholders are strengthened to provide high quality integrated sexual and reproductive health services and prevention and response to gender-based violence, including harmful practices, in particular for women and young people, including in the humanitarian context C. Output 3: National and community-based capacities are strengthened to address discriminatory social norms towards women and girls' empowerment and the prevention and response to gender-based violence and harmful traditional practices D. Output 4: National and regional capacities are strengthened to produce, disseminate and use disaggregated sociodemographic data for developing, monitoring and evaluating policies and programmes, especially those related to sexual and reproductive health and reproductive rights, considering population dynamics, including in the humanitarian context. <p>&&&</p> <p>The overall goal of the 9th country programme is to improve the health, protection and resilience of women and youth in humanitarian, development and peacebuilding, particularly focused on those left behind and their inclusion in peacebuilding-related initiatives. The programme therefore aims to create an enabling policy environment that allows for women, youth, adolescent girls and those left behind to fulfil their sexual and reproductive health and rights in both development and humanitarian contexts.</p>

UNFPA CAR CPD9 is women and youth centered and targets people's vulnerabilities in order to leave none behind. Innovation and digitalization are key accelerators of UNFPA work in Central Africa and human rights based and gender transformative approaches are guiding design and implementation of UNFPA interventions. High impact efficient strategies will be implemented to achieve the expected results of the CPD9. These strategies are:

- advocating for the integration of sexual and reproductive health, gender-based violence and youth issues in national policies and strategies, including for peace and social cohesion and emergency preparedness and response plans;
- engaging human rights mechanisms to create an enabling rights-based legal and policy environment for women and girls' leadership and self-determination;
- developing a strategic policy document on comprehensive sexuality education for in and out-of-school;
- supporting effective implementation, monitoring and coordination of laws, policies and frameworks that promote gender equality and women's participation and empowerment;
- advocating for the inclusion of comprehensive sexual and reproductive health and rights and gender-based violence in universal health coverage-related policies;
- costing sexual and reproductive health, family planning and gender-based violence essential services package and designing cost-effective models of service delivery;
- Advocating and supporting the dissemination of national laws promoting women's rights and gender equality and their implementation at subnational level, with local actors.
- establishing a network of priority maternity units to provide quality emergency obstetric and neonatal care and family planning services;
- reviewing standard operating procedures and guidelines for sexual and reproductive health and gender-based violence to align them with international standards;
- supporting capacity-building and deployment of midwives in priority maternity facilities to provide inclusive and quality integrated sexual and reproductive health care for all, particularly youth, adolescent girls and people with disabilities;
- strengthening the maternal death surveillance and response system;
- supporting the delivery of voluntary family planning services to the 'last mile' and strengthening resilient supply chains;
- supporting sexual and reproductive health and rights and gender-based violence youth-friendly services, and promoting women and youth engagement in peace and security, including through the disarmament, demobilization and reintegration processes;
- strengthening the promotion of alternative service delivery, such as mobile clinics and outreach interventions;

- setting up one-stop centers to provide holistic and ethical quality response services to gender-based violence and harmful practices, as well as information on maternal health, voluntary family planning services and women's rights;
- strengthening capacity of key stakeholders including DDR-CVR actors in gender mainstreaming, in sexual and gender-based violence prevention and response, including referrals to appropriate high-quality services;
- strengthening the delivery of essential gender-based violence services, including in hard-to-reach areas, using innovative means such as safe spaces, a toll-free line, and a community monitoring and early warning system;
- strengthening the coordinated humanitarian response to increase prevention and response to sexual and gender-based violence and increase access to lifesaving sexual and reproductive health and rights services through women comprehensive spaces;
- supporting health facilities to provide comprehensive integrated sexual and reproductive health, HIV and gender-based violence services tailored to young people, including during crises;
- supporting community-based interventions to provide family planning services, and the continuity of sexual and reproductive health during humanitarian situations, including the use of cash programming and assistance to allow supplies to reach affected people in remote areas;
- integrating the minimum initial service package for sexual and reproductive health during crises into the service delivery system of the Ministry of Health;
- building the capacity of young people to participate in decision-making on sexual and reproductive health and rights, disarmament, demobilization and reintegration processes, conflict prevention and resolution, peace consolidation and strengthening social cohesion;
- building the capacity and raising awareness of women and girls to demand for sexual and reproductive health services including family planning.
- improving women's and girls' knowledge of life skills, attitudes and behaviors consistent with human rights and gender equality norms, including sexuality and reproduction, self-confidence and esteem to enhance their ability to adequately make informed decisions on sexual and reproductive health and gender-based violence issues, including during crises;
- promoting men's engagement in system-wide community actions to promote positive roles;
- building the capacity of gender-based violence survivors, women-led organizations, and men and youth platforms for the elimination of discriminatory sociocultural norms affecting the empowerment of women and girls;
- integrating sexual and gender-based violence and gender equality principles into school and out-of-school programmes;

- strengthening partnerships with academic and research institutions to collect evidence and analyze the root causes of existing negative social norms leading to gender-based violence and harmful practices, including child marriage;
- promoting social and behavior change strategic interventions with the involvement of relevant ministries, the media, influencers and artists to address harmful norms and practices and patriarchal culture;
- supporting the Government in conducting the fourth general population and housing census and building the capacity of the national data system for the production, analysis and dissemination of disaggregated population data;
- enhancing the civil registration and vital statistics system and advocating for the use of data and research for evidence-based programming and decision-making;
- supporting surveys and integrated data systems, and performing in-depth analyses on thematic issues related to sexual and reproductive health, gender-based violence, youth and vulnerability to identify population groups most left behind;
- promoting the development and use of innovative integrated data management information systems, including digital systems, that address sexual and reproductive health, youth, gender-based violence and harmful practices;
- strengthening the national capacity to set up an integrated database for evidence-based decision-making;
- supporting rapid assessment, analyses of humanitarian needs, and common operational data on population dynamics.

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 Central African Republic [Required to be eligible for review] ● Copy of provisions of legal status of the NGO in home country (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	13 December 2022
	Deadline for submissions of proposals	27 December 2022
	Deadline for requests of additional information/ clarifications	20 December 2022
	Review of NGO submissions	30 December 2022
	Notification of results communicated to NGO	05 January 2023

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 CAR office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:</p> <p>NB: Any proposal not submitted in specified working language will be excluded from consideration.</p>	
	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. ● The organization has good knowledge of UN programming principles mostly: LNOB, Human rights, gender equality ● The organization has capacity to adapt especially working in humanitarian settings

		<ul style="list-style-type: none"> • The organization has proven capacity in innovation and digitalization
	Monitoring	<ul style="list-style-type: none"> • The organization has systems and tools in place to systematically collect, analyze report 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	<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 CAR 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, analyze 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"> ● <i>Overview of the existing problem;</i> ● <i>How the problem is linked to global/regional/national priorities and policies; and</i> ● <i>The relevance of the programme in addressing problem identified</i>
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>

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:	

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"/> <i>If yes, share the assessment rating and supporting documentation with UNFPA and do not complete this section.</i></p> <p>No <input type="checkbox"/> <i>If no, complete G.1 through G.8</i></p>
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<p>G.1 Policy Requirement</p>	<p><i>Please provide supporting documentation for any fields marked “Yes”.</i></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.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> • Code of Conduct (internal or interagency) • PSEA policy • Documentation of standard procedures for all personnel to receive/sign PSEA policy • 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.</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"> • Contracts/partnership agreements for sub-contractors • Other (please specify): <p><i>* 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.</i></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 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"> • Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration)

	<ul style="list-style-type: none"> • Recruitment procedures • Other (please specify):
<p>G.4 Training</p>	<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"> • Training package • Attendance sheets • Training certificates • Other (please specify):
<p>G.5 Reporting</p>	<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"> • Internal Complaints and Feedback Mechanism • Participation in joint reporting mechanisms • Communication materials • PSEA awareness-raising plan • Description of reporting mechanism • Whistle-blower policy • Other (please specify):
<p>G.6 Assistance</p>	<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>

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

	<p>Supporting documentation may include:</p> <ul style="list-style-type: none"> • Internal or Interagency referral pathway • List of Available service providers • Description of referral or Standard Operation Procedure (SOP) • Referral form for survivors of GBV/SEA • Guidelines on victim assistance and/or training on GBV and GBV case management principles • Other (please specify):
<p>G.7 Investigations</p>	<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"> • Written process for review of SEA allegations • Dedicated resources for investigation(s) and/or commitment of partner for support • PSEA investigation policy/procedures • Contract with professional investigative service • Other (please specify):
<p>G.8 Corrective Measures</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>Supporting documentation may include:</p> <ul style="list-style-type: none"> • Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff. • Specific measures to identify and reduce risks of SEA in programme delivery. • Other ((please specify):