

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 participation in the implementation of the 9th Cooperation Programme between Syrian Arab Republic and UNFPA for the period 2022- 2024 extended till 2026 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 and qualified non-governmental organizations (national or international) for prospective partnership with UNFPA Syria to support achievement of results outlined in the 9th Cooperation Programme 2022- 2024, extended till 2026 Country Programme Document or section 1.3 below. The 9th CPD document can be accessed through: https://www.unfpa.org/sites/default/files/board-documents/main-document/DP.FPA_CPD_SYR_9%20Syria%20CPD%20-%20FINAL%20-%2026Apr22_0.pdf

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

cfp.syria@unfpa.org

Tuesday 22 October 2024 latest @ 17:00 Damascus time

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 **15 October 2022** at the latest to UNFPA Syria Arab Republic, cfp.syria@unfpa.org

UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted on the website of UNFPA: [\[https://syria.unfpa.org/en/call-for-submissions\]](https://syria.unfpa.org/en/call-for-submissions) before the deadline for submission of applications.

UNFPA shall notify applying organizations whether it is considered for further action.

While the detailed criteria and requirements for consideration are outlined below section 3.2, UNFPA prioritizes partners who demonstrate capacities and competences in the following key qualifications:

- **Sustainability:** A proven commitment to sustainable approaches that ensure long-term impact and resilience in communities.

- **Accessibility:** The ability to reach the most vulnerable populations, including those in hard-to-reach areas, ensuring inclusivity and leaving no one behind.
- **Financial Effectiveness and Efficiency:** Strong financial management systems that ensure the efficient use of resources and cost-effective programming.
- **Expertise in the Area of Proposal:** Demonstrated technical expertise and experience in the thematic areas relevant to the proposal, ensuring high-quality implementation, including adoption of integrated approach.
- **Cost-Sharing Capability:** The capacity to implement projects on a cost-sharing basis, demonstrating a commitment to maximizing available resources for greater impact.
- **Resource Generation:** The ability to generate additional resources to leverage and support UNFPA's mandate, enhancing the scale and sustainability of interventions.
- **Zero Tolerance for PSEAH and Fraud:** A commitment to the highest ethical standards, including a zero-tolerance approach to sexual exploitation, abuse, harassment (PSEAH), and fraud.

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 [Country/Regional Office or Division/Branch Unit]	<p>In the Syrian Arab Republic, UNFPA collaborates with the government and partners to enhance the well-being and resilience of the population, particularly women, adolescent girls, youth, people with disabilities, and the elderly. The program aims to eliminate harmful practices, addressing root causes related to reproductive rights, reproductive health, and gender equality while empowering adolescents and youth. UNFPA will implement a gender-transformative approach across all thematic areas, prioritizing the needs of the most vulnerable populations.</p> <p>Further information on the programme can be found on https://syria.unfpa.org/en</p>
1.3 Specific results	<p>In collaboration with government and partners, including NGOs, UNFPA aims to achieve the following results:</p> <p>Output 1: Enhanced Health System Resilience Key Strategies:</p> <ul style="list-style-type: none"> ● Build capacity of health organizations for maternal health services. ● Strengthen emergency obstetric care and referral mechanisms.

- Improve supply-chain and contraceptive management for uninterrupted service delivery.
- Introduce maternal death surveillance for effective planning.

Output 2: Increased Awareness and Demand for Reproductive Health

Key Strategies:

- Enhance communication on maternal health and family planning.
- Raise awareness of service availability.
- Engage community leaders in advocacy campaigns.

Output 3: Empowering Youth, Especially Adolescent Girls

Key Strategies:

- Strengthen partnerships for youth empowerment.
- Promote youth well-being and healthy lifestyles.
- Enhance life skills for improved resilience and livelihoods.

Output 4: Strengthened Capacity to Address Gender-Based Violence (GBV)

Key Strategies:

- Improve coordination and institutional capacity for GBV response.
- Promote culturally sensitive approaches and longer-term support for survivors.
- Enhance awareness on GBV prevention and response.

Output 5: Addressing Discriminatory Practices and Promoting Gender Equality

Key Strategies:

- Support the adoption of a national gender equality plan.
- Build capacity of local influencers and policymakers on gender equality.
- Engage community leaders and organizations in combating child marriage.

Output 6: Generating and Utilizing Sociodemographic Data

Key Strategies:

- Strengthen institutions' capacity to analyze socio-demographic data for policy design.
- Support educational strategies on population-related issues.
- Generate evidence linking population dynamics to Sustainable Development Goals.

Moreover, UNFPA's humanitarian strategy focuses on delivering life-saving services while fostering sustainability and early recovery. This integrated approach prioritizes sexual and reproductive health, protection from GBV,

and youth engagement, aiming to strengthen community resilience and support sustainable recovery in Syria.

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 Syria ● Copy of provisions of legal status of the INGO in Syria ● Attachment I – NGO Profile and Programme Proposal ● Latest annual report and audit report as separate documents or hyperlink to the documents ● A proven track record of success, with an appropriate number of professional staff possessing the necessary qualifications and experience (For newly formed organizations) ● Evidence that the organization has previous experience and expertise of successfully managing projects/programmes of the same nature, related to gender, reproductive health, gender-based violence, youth, population and development. 	
2.2 Indicative timelines	Invitation for Proposal issue date	Sunday, 6 October 2024
	Session for information sharing with interested International and National NGO applicants Interested applicants can join using the link: meet.google.com/vqw-gksm-vxk	Thursday 10 October 2024
	Deadline for requests of additional information/ clarifications	Tuesday 15 October 2024
	UNFPA to provide written feedback on the questions/clarifications	Thursday 17 October 2024
	Deadline for submissions of proposals	Tuesday 22 October 2024
	Review of NGO submissions before	Thursday 14 November 2024
	Notification of results communicated to NGO before	Thursday 21 November 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 <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>
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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 Syria office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:</p> <p><i>NB: Any proposal not submitted in specified working language will be excluded from consideration.</i></p>
	<p>Governance & Leadership</p> <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.
	<p>Human Resource</p> <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.
	<p>Comparative Advantage</p> <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, presence and access 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, including persons with disabilities and hard-to-reach areas.
	<p>Monitoring</p> <ul style="list-style-type: none"> ● The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data ● The organization has a robust internal control framework and process designed to ensure the delivery of high-quality project outcomes within established timeframes.
	<p>Partnerships</p> <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. *[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 United Nations Partner Portal ? ¹	
A.3 Conflict of interest statement	To your knowledge, do any staff members of your organization have personal or financial relationships with any	

¹ Please be sure to self-identify under the governance profile question in the UN Partner Portal if you are a women, indigenous, refugee or youth led organization.

	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 areas in recent years, including any recognition received at local / global level for the work in the proposed area. Include a summary experience in Syria 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>
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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. 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	
Please note: The PSEA Assessment must be completed in the UN Partner Portal. The questions below are simply for reference.	
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?</p>

	<p>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>
<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):
G.4 Training	<p>Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel² (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):
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"> 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):
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>

² Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner.

	<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):