Invitation for Proposals- Child Marriage

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| UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for **generating evidence on how conflicts in the Arab States impact on the trends of child marriage. The research will aim at providing information on the scale of child marriage among refugee communities in the Arab Region and the extent to which age of marriage has been affected by conflict.**  The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations, including academic institutions, for prospective partnership with the UNFPA Arab States Regional Office (ASRO) to support achievement of results outlined in the 2018-2021 Regional Initiative and Programme (RIAP) and section 1.3 below.  Organizations that wish to participate in this Invitation for Proposals are requested to complete Annex A and send their submission through email clearly marked “**Invitation for Proposals #1 Child Marriage**” at the following address:  [asro-proposals@unfpa.org](mailto:asro-proposals@unfpa.org)  By **9 January 2018**  Proposals received after the date may not be accepted for consideration.  Sections C and D of Annex A must include the following:   1. Clear outline of targeted communities/cities/countries. The research may target the following refugee communities: **Somali, Yemeni, Iraqi and Syrian** 2. Research methodology 3. Detailed budget breakdown (Proposal should not exceed US$70,000)   Applications must be submitted in English.  Any requests for additional information must be addressed in writing 1 week before deadline for submissions at the latest to **volpe@unfpa.org**. UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on the UNFPA ASRO website before the deadline for submission of applications.  UNFPA shall notify applying organizations whether it is considered for further action. |
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| **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 Arab States | In the Arab States, UNFPA works with the governments and other partners to **promote the rights of girls to delay marriage, address the conditions that keep the practice in place, and support girls already married. This research will be undertaken within the UNICEF and UNFPA Global Programme to Accelerate Action to End Child Marriage**  Further information on the programme can be found on http://unfpa.org/arabstates |
| 1.3 Specific results | Within this framework and as set out in Global programme to Accelerate Action to End child marriage, working with government and other partners, UNFPA will contribute to achieve the following results:   * **Adolescent girls at risk are better empowered to express and exercise their choices.** * **Households demonstrate positive attitudes and behaviors regarding GE.** * **Relevant sectoral systems (health, education and Social protection) deliver quality and cost-effective services to meet the needs of adolescent girls.** * **National laws, policy frameworks and mechanisms to protect and promote adolescent girls’ rights are in line with international standards and properly resourced.** * **Government(s) support and promote the generation and use of robust data and evidence to inform programme design, track progress and document lessons.**   **In order to achieve the above mentioned results, taking into consideration the escalation of humanitarian crisis in the Arab States, UNFPA ASRO is looking for partner(s) to generate evidence on how conflicts in the Arab States impact on the trends of child marriage among refugee communities. The research will aim at providing information on the scale of child marriage and the extent to which age of marriage has shifted since pre-conflict era.** |

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| **Section 2: Application requirements and timelines** | | |
| 2.1 Documentation required for the submission | The expression of interest shall include the following documentation:   * Copy of provisions of legal status of the NGO [*Required to be eligible for review]* * Copy of provisions of legal status of the NGO in [home country] (for INGOs ) * Attachment I – Institution 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 | 18 December 2017 |
| Deadline for submissions of proposals | 9 January 2018 |
| Deadline for requests of additional information/ clarifications | 26 December 2017 |
| Notification of results communicated to NGO | 16 January |

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| **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 ASRO office will review evidence provided by the NGO submission and evaluate applications based on the following criteria: | |
| Governance & Leadership | * 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 | * 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 | * 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 | * The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data |
|  | Partnerships | * The organization has established partnerships with the government and/or other relevant local, international and private sector entities. |
|  | Research Methodology | * Geographical coverage of the research * Scope of the research * Sound methodology * Budget   NB: Any proposal not submitted in English will be excluded from consideration. |
| 3.3 Prospective partnership agreement | UNFPA will inform all successful applicants of the outcome of their submissions in writing to the email indicated in the submission. | |

Attachment I: NGO/Academic Institution Profile and Programme Proposal (To be completed by NGO/Academic Institution submitting proposal)

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| The purpose of this proposal is to provide the following information: a) overview of the organization, b) an outline of the activities the organization 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 Invitation for Proposals.  Information provided in this form will be used to inform the review and evaluation of submissions as outlined in the Invitation for Proposals. |

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| **Section A. NGO Identification** | | |
| A.1 Organization information | Organization name |  |
| Address |  |
| Website |  |
| A.2 Contact information | Name |  |
| Title/Function |  |
| Telephone |  |
| Email |  |
| A.3 Conflict of interest statement | To your knowledge, do any staff members of your organization have personal or financial relationships with any staff of UNFPA, or any other conflicts of interest with this programme or UNFPA? If so, please explain. |  |
| A.4. Fraud statement | Does your organization have fraud prevention policies and practices in place? |  |

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| Section B. Overview of the organization |

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| 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* | |

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| 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* |

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| 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 | *This section should provide a brief summary of the programme.*  *It should include a problem statement, the context and the rationale for the Programme:*   * *Overview of the existing problem;* * *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 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.7 NGO contribution | *This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)* |
| D.8 Additional documentation | *Additional documentation can be mentioned here for reference* |

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| 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* |

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| 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: |  |