

## Invitation for Proposals

UNFPA, United Nations Population Fund, an international development agency, invites interested organisations to submit a proposal for the implementation of a program where ***“Women and girls who experience VAWG, including SGBV/HP, use available, accessible, acceptable, and quality essential services including for long term recovery from violence”***.

The purpose of this Invitation for Proposal is to identify eligible non-governmental organizations for prospective partnership with UNFPA Zimbabwe Country Office to support achievement of results outlined in the 2016-2020 Country Programme Action Plan section 3.6.2.2 on increasing availability of community shelters to survivors of GBV.

We invite your organization to send your submission through mail clearly marked “Gender Invitation for Proposals” at the following address:

Attention: Procurement  
UNFPA Zimbabwe  
Arundel Office Park  
Block 7, 1<sup>st</sup> Floor Norfolk Road  
Mt Pleasant, Harare

By deadline: **Midday, Friday 27<sup>th</sup> September 2019**. 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 18 September 2019 at the latest, to Mrs Patricia Mujajati, email [mujajati@unfpa.org](mailto:mujajati@unfpa.org). UNFPA shall notify your organization whether it is considered for further action.

### 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 Zimbabwe	The overall goal of UNFPA Zimbabwe 7 <sup>th</sup> Country Programme is to work with the government and other partners to improve the quality of life of the people of Zimbabwe especially women and young people through promoting universal access to sexual and reproductive health and rights. In particular, our programme seeks to reduce maternal mortality, the unmet need for family planning, new HIV infections and gender based violence, informed by a better understanding of population dynamics and using an integrated, rights based and gender sensitive approach.

	Further information on the programme can be found at <a href="http://zimbabwe.unfpa.org">http://zimbabwe.unfpa.org</a>
1.3 Specific results	As set out in 2016-2020 Country Programme Action Plan section 3.6.2.2 on increasing availability of community shelters to survivors of GBV, the main outcome of the program will be to <ul style="list-style-type: none"> <li>• Ensure provision of quality GBV services for survivors of GBV</li> </ul>

## Section 2: Application requirements and timelines

2.1 Documentation required for the submission	The expression of interest shall include the following documentation: <ul style="list-style-type: none"> <li>• Copy of provisions of legal status of the NGO in Zimbabwe [<i>Required to be eligible for review</i>]</li> <li>• Attachment NGO Profile and Programme Proposal</li> <li>• Latest annual report and audit report as separate documents or hyperlink to the documents</li> </ul>	
2.2 Indicative timelines	Invitation for Proposal issue date	09 September 2019
	Deadline for submissions of proposals	27 September 2019
	Deadline for requests of additional information/ clarifications	25 September 2019
	Review of NGO submissions	30 September – 03 October 2019
	Notification of results communicated to NGO	04 October 2019

## 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 <i>using criteria outlined in section 3.2 below</i> .  It should be noted, however, that participation in this Invitation for Proposals <b>does not</b> 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 Zimbabwe office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:	
	Governance & Leadership	<ul style="list-style-type: none"> <li>• The organization has a clearly defined mission and goals that reflect the organization’s structure and context, as well as alignment to UNFPA priority areas.</li> <li>• Organization does not have a history of fraud, complaints or service delivery issues.</li> </ul>

	Human Resource	<ul style="list-style-type: none"> <li>● Organization has sufficient staff resources and technical expertise to implement the proposed activities.</li> <li>● Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated.</li> </ul>
	Comparative Advantage	<ul style="list-style-type: none"> <li>● The organization's mission and/or strategic plan focuses on at least one of the UNFPA's programme areas.</li> <li>● The organization has experience in the country or field and enjoys prominence in areas related to UNFPA's mandate.</li> <li>● The organization has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners.</li> <li>● The organization has relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas.</li> </ul>
	Monitoring	<ul style="list-style-type: none"> <li>● The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data</li> </ul>
	Partnerships	<ul style="list-style-type: none"> <li>● The organization has established partnerships with the government and other relevant local, international and private sector entities.</li> </ul>
	Environmental Considerations	<ul style="list-style-type: none"> <li>● The organization has established policies or practices to reduce the environmental impact of its activities. If no policies exist, the organization must not have a history of its activities causing negative impact to the environment.</li> </ul>
3.3 Prospective partnership agreement	UNFPA will inform your organization of the outcome of the submission in writing to the email/ postal address indicated in your submission.	