



## Invitation for Proposals

### UNFPA/JOR/IFP/21/001

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the Adolescent Girls Empowerment Led Center in Zaatari Camp. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Jordan to support achievement of results outlined in the 2018-2022 DP/FPA/CPD/JOR/9 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 address:

UNFPA Jordan mailing address/email address: [jordan-bids@unfpa.org](mailto:jordan-bids@unfpa.org)

#### **Extended By Sunday 2 May 2021.**

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 25 April 2021 at the latest to e-mail: [jordan-bids@unfpa.org](mailto:jordan-bids@unfpa.org). UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on UNFPA’s website 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. UNFPA aims to achieve three world-changing results by 2030, the deadline for achieving the Sustainable Development Goals. (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.
1.2 UNFPA Programme of Assistance in Jordan	In Jordan, UNFPA works with the government and other partners to <ol style="list-style-type: none"><li>1- Strengthen capacity of national institutions to deliver integrated high quality SRH information and services, including for maternal death surveillance and response, in humanitarian and development settings.</li></ol>

- 2- Improve young people's ability to exercise SRH rights in development and humanitarian settings.
- 3- Strengthen national capacities to prevent and respond to gender based violence, with focus on advocacy, data and coordination in development and humanitarian settings.
- 4- Strengthen national capacities to address child, early and forced marriage.

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

### 1.3 Specific results

Within this framework and as set out in 2018-2022 DP/FPA/CPD/JOR/9 working with government and other partners, UNFPA is seeking to partner with an implementing agency for dedicating a part of the "Community and Training Center" CTC compound space in Zaatari Refugee Camp to innovative adolescent girls-led activities across UNFPA programme components: GBV, SRH, and youth and to implement an Adolescent Girls Empowerment Led Programme (AGEL) at the center.

#### **AGEL objectives:**

- a. To build the economic, social and health assets of disadvantaged adolescent girls and mentor young women in Zaatari Camp through leading activities in a safe space, over a period of 1 year.
- b. To equip group of mentors with leadership and management skills to run the center and their lives;
- c. To propose innovative solutions to address main socio-health issues identified by the girls in the programme (for example Child marriage or sexual harassment)
- d. To improve referrals to the specialized GBV and SRH advanced services in the camps and accessibility for adolescent girls.

The scope of the work includes delivering projects and programmes on the ground in Jordan UNFPA's mandate areas, in a cost-effective manner, and in agreement with work plans pre-agreed and signed with UNFPA Jordan. UNFPA mandate areas are: (1) sexual and reproductive health and rights; (2) adolescents and youth; (3) gender equality and women's empowerment; and (4) population dynamics. Activities should contribute to the achievement of the 4 results mentioned in items (a) through (d) above. As the proposal is the basis for selecting a partner(s), please ensure it includes sufficient information to facilitate the review of the proposal.

For more details: Please refer to the [concept note](#).

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"> <li>● Copy of provisions of legal status of the NGO in Jordan [<i>Required to be eligible for review</i>]</li> <li>● Copy of provisions of legal status of the NGO in home country (for INGOs )</li> <li>● Attachment I – 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	28 March 2021 / Extended on 18 April 2021
	Deadline for submissions of proposals	<b><u>2 May 2021</u></b>
	Deadline for requests of additional information/ clarifications	25 April 2021
	Review of NGO submissions	9 May 2021
	Notification of results communicated to NGO	23 May 2021

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 <b><u>innovative strategies</u></b> to meet programme priorities in the most efficient and cost-effective manner.</p> <p>UNFPA Jordan 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"> <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 comes up with innovative “out of the box” ideas/ solutions .</li> <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> <li>● The organization can showcase previous experience in facilitating sexual and reproductive health and rights initiatives, adolescents led and/or youth led structures, spaces, networks or platforms.</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 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.

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 <a href="#">United Nations Partner Portal</a> ?	
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 Jordan 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>	

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>Duration of 1 year (From 06/2021 to end of May/2022 )</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"> <li>● <i>Overview of the existing problem;</i></li> <li>● <i>How the problem is linked to global/regional/national priorities and policies; and</i></li> <li>● <i>The relevance of the programme in addressing problem identified</i></li> </ul>
D.2 Organizational background and capacity to implement	<p><i>This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.</i></p>
D.3 Expected results	<p><i>“What” this programme will achieve - programme objectives and expected results</i></p>
D.4 Description of activities and budget	<p><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></p>
D.5 Gender, Equity and Sustainability (optional)	<p><i>Explain briefly the practical measures taken in the programme to address gender, equity and sustainability considerations</i></p>
D.6 Environmental impact	<p><i>Outline the likely environmental impact of the programme, if any.</i></p>
D.7 Other partners involved	<p><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></p>
D.8 NGO contribution	<p><i>This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)</i></p>
D.9 Additional documentation	<p><i>Additional documentation can be mentioned here for reference</i></p>

Section E. Programme Risks and Monitoring	
E.1 Risks	<p><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></p>
E.2 Monitoring	<p><i>This section briefly outlines the monitoring activities</i></p>

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> <hr/> <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>
G.1 Policy Requirement	<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.  Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li>• Code of Conduct (internal or interagency)</li> <li>• PSEA policy</li> <li>• Documentation of standard procedures for all personnel to receive/sign PSEA policy</li> <li>• Other (please specify):</li> </ul>
G.2 Subcontracting	<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"> <li>• Contracts/partnership agreements for sub-contractors</li> <li>• Other (please specify):</li> </ul> <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>
G.3 Recruitment	<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"> <li>• Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration)</li> <li>• Recruitment procedures</li> <li>• Other (please specify):</li> </ul>
G.4 Training	<p>Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel<sup>1</sup> (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include:</p> <ol style="list-style-type: none"> <li>1) a definition of SEA (that is aligned with the UN's definition);</li> <li>2) an explanation on prohibition of SEA; and</li> <li>3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims).</li> </ol> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li>• Training package</li> <li>• Attendance sheets</li> <li>• Training certificates</li> <li>• Other (please specify):</li> </ul>
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>

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

	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <li>• Internal Complaints and Feedback Mechanism</li> <li>• Participation in joint reporting mechanisms</li> <li>• Communication materials</li> <li>• PSEA awareness-raising plan</li> <li>• Description of reporting mechanism</li> <li>• Whistle-blower policy</li> <li>• Other (please specify):</li> </ul>
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> <ul style="list-style-type: none"> <li>• Internal or Interagency referral pathway</li> <li>• List of Available service providers</li> <li>• Description of referral or Standard Operation Procedure (SOP)</li> <li>• Referral form for survivors of GBV/SEA</li> <li>• Guidelines on victim assistance and/or training on GBV and GBV case management principles</li> <li>• Other (please specify):</li> </ul>
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"> <li>• Written process for review of SEA allegations</li> <li>• Dedicated resources for investigation(s) and/or commitment of partner for support</li> <li>• PSEA investigation policy/procedures</li> <li>• Contract with professional investigative service</li> <li>• Other (please specify):</li> </ul>
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>

- 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):