Invitation/Call for Proposals for Gender Equality/Combating Gender Based Violence (GBV)

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| The United Nations Population Fund (UNFPA), an international development agency, invites qualified organizations to submit proposals for the implementation of Gender Equality/Combating Gender Based Violence (GBV) activities under the UNFPA 6th Country Programme in partnership with the EU across national and sub-national levels in Namibia. The purpose of the Invitation for Proposals is to identify and select eligible civil society organizations for prospective partnership with UNFPA Namibia in partnership with EU to support the achievement of results outlined in section 1.3 below.  Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email clearly marked “CSO Invitation for Proposals – *Gender Equality/Combating Gender Based Violence (GBV)*” at the following email address:  [**namibia-procurement@unfpa.org**](mailto:namibia-procurement@unfpa.org) **; By 24 June 2024, COB**  Proposals received after the stipulated date and time will not be accepted for consideration.  Applications must be submitted in English. Organisations can bid for either one or more of the priority areas (detailed in section 1.3) depending on their mandate, capacity and technical expertise and presence of operating in the target regions of this project. Please specify the areas of interest clearly on the title of the proposals and email subject.  Any requests for additional information must be addressed in writing by 17 June 2024 at the latest to [**namibia-procurement@unfpa.org**](mailto:namibia-procurement@unfpa.org)**.** UNFPA will post responses to queries or clarification requests by any CSO applicants who submitted on UNFPA Namibia website (<https://namibia.unfpa.org/en>) , before the deadline for submission of applications.  UNFPA shall notify only selected organisations 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](https://www.unfpa.org/sites/default/files/admin-resource/Working_with_UNFPA_Key_information_for_IP_on_PSEA_Assessment_Nov2020.pdf). |

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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 Namibia | In Namibia, UNFPA works with the government and other partners based on the UNFPA Country Programme under the current 6th Country Programme 2019-2024 for Namibia and specific Action in partnership with EU until 2027. This Action is in line with the 2030 Agenda, global policy reforms, the National Gender Equality Policy, and the National GBV Action Plan that promote gender equality and equity, empowerment of women and girls, with a commitment to leave no one behind. By supporting systems strengthening with focus on the most vulnerable population, the EU can make a direct and positive impact on GBV survivors and their families, national bodies, law enforcement agencies, and civil society organisations that work in this area. Without significant improvement in addressing GBV, the worrying trend of the past decade will continue, and it is crucial to take immediate action to combat this issue.  Further information on the country programme can be found on  <https://namibia.unfpa.org/en> |
| 1.3 Specific results | In line with EU project document, UNFPA will partner with local non-profit making Civil Society Organizations (CSOs) active in the area of social protection, gender equality, combating GBV, health, education and advocacy, supporting the provision of care and support to GBV survivors and strengthening the community networks for GBV prevention and response. The CSOs will support GBV prevention and response efforts in target regions/communities through the individual capacity development, advocacy, service provision and support with compilation of relevant community based data and reports.  The purpose of the partnership is to support the implementation of the Priorities of the GBV Action Plan of Namibia(<https://mgepesw.gov.na/archive-/-downloads/-/document_library/53FAEAFEe5nn/view_file/1461550>) and specifically in contribution to the following Gender Equality/Combating Gender Based Violence (GBV) project objectives: Objectives (overall, specific objectives and outputs) **Overall Objective / Impact:**  **By 2027 Contributed to reduction of GBV in targeted regions of Namibia (National level with specific interventions at subnational level in Zambezi, Ohangwena, Khomas, Kunene, and Omaheke regions)**  **Specific Objective / Outcome 1: By 2027 national and subnational institutions have strengthened systems for GBV prevention and response**  **Output 1.1**: Multi–stakeholders’ coordination mechanisms for GBV prevention and response at national and subnational are strengthened  **Output 1.2:** Strengthened institutional capacity for GBV response at national and subnational levels  **Output 1.3:** Quality, disaggregated data on GBV collected, analysed and used in line with international standards to inform laws, policies and programmes  **Specific Objective / Outcome 2: By 2027 selected communities are better empowered to address gender and socio-cultural norms that perpetuate GBV**  **Output 2.1:** Strengthened multi-sectoral community structures for prevention and management of GBV  **Output 2.2:** CSOs have capacity to implement GBV prevention and response programmes  **Output 2.3:** Communities are engaged and capacitated to foster positive gender and social norms to prevent GBV  **Specific Objective / Outcome 3: By 2027 GBV survivors and persons at risk have increased access to and utilise GBV prevention and response services**  **Output 3.1:** Service providers have increased capacity to deliver quality GBV services  **Output 3.2:** GBV survivors and persons at risk have increased access to integrated essential services and safe shelters  Further information about UNFPA and related programme can be found <https://namibia.unfpa.org/en> |

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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:   1. Copy of provisions of legal status of the CSO in in the Republic of Namibia [*Required to be eligible for review]* 2. Annex I – CSO Profile and Programme Proposal 3. Latest annual report and audit report as separate documents or hyperlink to the documents. | |
| 2.2 Indicative timelines | Invitation for Proposal issue date | 13 June 2024 |
| Deadline for submissions of proposals | 24 June 2024 |
| Deadline for requests of additional information/ clarifications | 17 June 2024 |
| Review of CSO submissions | 01 July 2024 |
| Notification of results communicated to CSO | 08 July 2024 |

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| **Section 3: Process and timelines** | | |
| 3.1 Review & evaluation of CSO submissions | Applications will be assessed by a review panel to identify organisations that have the required knowledge, experience, 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 organisation will be selected for partnership with UNFPA. Selected CSOs will be invited to enter into an implementing partner agreement and applicable UNFPA programme policy and procedures will apply. | |
| 3.2 Selection criteria | Eligible organisations 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 Namibia Country Office will review evidence provided by the CSO submission and evaluate applications based on the following criteria:  NB: Any proposal not submitted in specified working language will be excluded from consideration. | |
| Governance & Leadership | * The organisation has a clearly defined mission and goals that reflect the organisation’s structure and context, as well as alignment to UNFPA priority areas. * Organisation does not have a history of fraud, complaints or service delivery issues. |
| Human Resource | * Organisation has sufficient staff resources and technical expertise to implement the proposed activities. * Organisation does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated. |
|  | Comparative Advantage | * The organisation’s mission and/or strategic plan focuses on at least one of the UNFPA’s programme areas. * The organisation has experience in the country or field and enjoys prominence in areas related to UNFPA’s mandate. * The organisation has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners. * The organisation has relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas. |
|  | Monitoring | * The organisation has systems and tools in place to systematically collect, analyse and use programme monitoring data |
|  | Partnerships | * The organisation has established partnerships with the government and other relevant local, international and private sector entities. * The organisation has the capacity to advocate Sustainable Development Goals 2030 Agenda at national and local level. |
|  | Environmental Considerations | * The organisation has established policies or practices to reduce the environmental impact of its activities. If no policies exist, the organisation 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 CSO submission. | |

Annex I: CSO Profile and Programme Proposal (To be completed by CSO submitting proposal)

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| The purpose of this proposal is to provide the following information: a) overview of the CSO, b) an outline of the activities the CSO 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 CSO submissions as outlined in the Invitation for Proposals. |

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| **Section A. CSO Identification** | | |
| A.1 Organization information | Organisation name |  |
| Address |  |
| Website |  |
| A.2 Contact information | Name |  |
| Title/Function |  |
| Telephone |  |
| Email |  |
|  | Are you registered in the [United Nations Partner Portal](http://www.unpartnerportal.org)? |  |
| A.3 Conflict of interest statement | To your knowledge, do any staff members of your organisation 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 organisation have fraud prevention policies and practices in place? |  |

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| Section B. Overview of the organisation |

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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 organisation staff* | |

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| B.3 CSO mandate and background | *Outline the organisation’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 organisation 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 areas in recent years, including any recognition received at local / global level for the work in the proposed area. Include a summary experience in [Namibia] and prior experience with any organisation 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 CSO 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 Organisational background and capacity to implement | *This section should briefly explain why the proposing organisation has the experience, capacity and commitment to successfully implement the work plan.* |
| 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 Environmental impact | *Outline the likely environmental impact of the programme, if any.* |
| D.7 Other partners involved | *This section outlines other partners who have a role in programme implementation, including potential sub-contractees and other organisation providing technical and financial support for the programme* |
| D.8 CSO contribution | *This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)* |
| D.9 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 organisation 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: |  |

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| 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 | Does the organisation have direct contact with beneficiaries?  Yes ☐ No ☐  If your response is no, stop here and do not complete this section. However, please note if your organisation begins working with beneficiaries at a later date, UNFPA will require your organisation to fill out a self-assessment.  If yes, please continue. |
| Has the organisation’s PSEA capacity been assessed by a UN entity in the last 5 years?  Yes  ☐    *If yes, share the assessment rating and supporting documentation with UNFPA and do not complete this section.*  No ☐  *If no, complete G.1 through G.8* |
| G.1 Policy Requirement | *Please provide supporting documentation for any fields marked “Yes”.*  Your organisation 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 ☐ No ☐  Supporting documentation may include:   * Code of Conduct (internal or interagency) * PSEA policy * Documentation of standard procedures for all personnel to receive/sign PSEA policy * Other (please specify): |
| G.2 Subcontracting | Your organisation’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.    Yes ☐ No ☐ \*N/A ☐  Supporting documentation may include:   * Contracts/partnership agreements for sub-contractors * Other (please specify):   *\* 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.* |
| G.3 Recruitment | Your organisation 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.  Yes ☐ No ☐  Supporting documentation may include:   * Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration) * Recruitment procedures * Other (please specify): |
| G.4 Training | Your organisation holds mandatory trainings (online or in-person) for all IP employees and associated personnel[[1]](#footnote-1) (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include:   1. a definition of SEA (that is aligned with the [UN's definition](https://undocs.org/ST/SGB/2003/13)); 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).   Yes ☐ No ☐  Supporting documentation may include:   * Training package * Attendance sheets * Training certificates * Other (please specify): |
| G.5 Reporting | Your organisation 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).  Yes ☐ No ☐  Supporting documentation may include:   * 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 | Your organisation 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.  Yes ☐ No ☐  Supporting documentation may include:   * 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): |
| G.7 Investigations | Your organisation 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.  Yes ☐ No ☐  Supporting documentation may include:   * 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): |
| G.8 Corrective Measures | Your organisation has taken appropriate corrective action in response to SEA allegations, if any.  Yes ☐ No ☐ N/A ☐  Supporting documentation may include:   * 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): |

1. Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner. [↑](#footnote-ref-1)