

## **Invitation for Proposals (IFP)**

UNFPA, United Nations Population Fund, an international development agency, invites qualified non-governmental organizations to submit proposals for selection as implementing partners (IPs). The non-governmental organizations need to have the expertise and capacity to support the objectives across all thematic areas of the UNFPA Country Programme.

The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Ethiopia to support the achievement of results outlined in the upcoming 10th Country Programme Document (10th CPD) or section 1.3 below.

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 address: UNFPA Ethiopia: [eth\\_bid@unfpa.org](mailto:eth_bid@unfpa.org) by **January 29, 2025**.

Proposals received after the date of submission will not be considered. Applications must be submitted in English. Any proposal not submitted in the specified working language will be excluded from consideration.

Any requests for additional information must be addressed in writing by **January 20, 2025** at the latest to [eth\\_bid@unfpa.org](mailto:eth_bid@unfpa.org). UNFPA will post responses to any queries or clarification requests by NGO applicants on UNFPA Ethiopia website or other platform before the deadline for submission of applications.

UNFPA shall notify applying organizations whether they are considered for further action.

You can access the full document of the Invitation for Proposal on UNFPA Ethiopia website at <https://ethiopia.unfpa.org/en>

Please see [Working with UNFPA: Key information for UNFPA Implementing Partners on completing the Protection from Sexual Exploitation and Abuse \(PSEA\) Assessment](#).

<b>Section 1: Background</b>	
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 Ethiopia	In Ethiopia, UNFPA works with the government and other partners to create a future where women and youth have access to quality and integrated SRHR and GBV services, are at the heart of integrated prevention and response

efforts, and leveraging the demographic transition to drive economic growth and resilience.

Ethiopia, the second most populous country in Africa, has made significant strides in economic growth and human development indicators in recent years. However, the COVID-19 pandemic, internal conflicts, and recurrent droughts have severely undermined these advancements, creating complex development challenges.

These issues are compounded by persistently high maternal mortality rates, unmet need for family planning, and entrenched gender inequalities. Ethiopia ranks low on various gender indices and faces a high prevalence of gender-based violence. Discriminatory norms restrict women and girls' access to education, healthcare, and economic opportunities. Additionally, harmful practices such as female genital mutilation and child marriage continue in certain regions, underscoring the urgent need for culturally sensitive programs that empower women and girls. The humanitarian situation remains fragile, with millions in need of assistance.

Another significant challenge is the health information system's ongoing national data gaps and weaknesses. These challenges hinder effective planning, monitoring, and evaluation of development programs. The absence of reliable, timely data negatively affects evidence-based decision-making and resource allocation, making it essential to enhance data collection and analysis capabilities. This improvement is crucial for tracking progress, identifying disparities, and ensuring accountability in addressing Ethiopia's multifaceted development challenges. Despite previous gains in poverty reduction and healthcare improvement, Ethiopia's path to recovery requires substantial resources and targeted interventions. Addressing these interconnected issues is vital for achieving sustainable development outcomes.

To effectively address these challenges and contribute to achieving national development goals and international commitments, the UNFPA Ethiopia Country Office has developed the 10th Country Programme Document (10th CPD) for 2025-2030. The CPD was developed with various partners, including government, civil society, development partners, United Nations organizations, academia, and the private sector. The Country Programme aligns with national priorities outlined in the National Development Plan, the United Nations Sustainable Development Cooperation Framework (2025-2030), and the UNFPA Strategic Plan 2022-2025.

Further information on the programme can be found on <https://ethiopia.unfpa.org/en>

### 1.3 Specific results

The 10th CP outlines a comprehensive framework for UNFPA's interventions in the country, benefiting women and young people, especially adolescent girls and other vulnerable populations. The programme will address humanitarian preparedness, response, development challenges, and peace nexus interventions, focusing on national and sub-national levels. The program is centered around five strategic priorities (outputs):

**Output 1:** Strengthened systems, institutions, and communities' capacity to provide high-quality, comprehensive sexual and reproductive health services and essential services to address gender-based violence and harmful practices.

**Output 2:** Enhanced capacities of communities and institutions to address discriminatory gender and social norms to end unmet need for family planning, preventable maternal death, gender-based violence, and harmful practices.

**Output 3:** Data systems and evidence are strengthened and digitized to inform the development, implementation, monitoring, and evaluation of policies and programs in the context of the humanitarian, development, and Peace settings, especially those related to maternal health, family planning, gender-based violence, and harmful practices.

**Output 4:** Strengthened skills and opportunities of adolescents and youth, especially adolescent girls, to enhance their bodily autonomy to access

services related to maternal health, family planning, HIV/AIDS, alternative dispute resolution, GBV, and harmful practices.

**Output 5:** Strengthened capacity of critical actors and systems in preparedness, early action, resilience, and providing life-saving interventions that are timely, integrated, conflict- and climate-sensitive, gender-transformative, and peace-responsive.

Therefore, the CO is initiating a process to identify and select suitable implementing partners from non-governmental organizations with the necessary expertise and capacity to contribute to the program's objectives across all the CP's thematic areas.

## Section 2: Application requirements and timelines

2.1 Documentation required for the submission	<p>The invitation for proposals (IFP) shall include the following documentation:</p> <ul style="list-style-type: none"> <li>● Full legal name and address of the applying organization</li> <li>● Copy of provisions of legal status of the NGO in Ethiopia [<i>Required to be eligible for review</i>]</li> <li>● Copy of provisions of legal status of the NGO in Ethiopia (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> <li>● Documented fulfillment of tax obligations and tax registration number</li> </ul>	
2.2 Indicative timelines	Invitation for Proposal issue date	January 01, 2025
	Deadline for submissions of proposals	January 29, 2025
	Deadline for requests of additional information/ clarifications	January 20, 2025
	Review of NGO submissions	February- March 2025
	Notification of results communicated to NGOs	April 2025

## 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 innovative strategies to meet programme priorities in the most efficient and cost-effective manner.</p> <p>UNFPA Ethiopia office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:</p>	
	<b>Governance &amp; Leadership</b>	<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> <li>● The organization holds valid and up-to-date national legal status or legal status in specific regions of the country.</li> <li>● Well-established and thoroughly documented governance framework and tools.</li> </ul>
	<b>Performance</b>	<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>● Capacity and ability to deliver on the outputs (thematic areas) to ensure the highest quality of service delivery through <ul style="list-style-type: none"> <li>- Their integrated approach within UNFPA thematic areas</li> <li>- Existing humanitarian, development, and Peace-Nexus services</li> <li>- Integrating climate actions</li> </ul> </li> <li>● Apply innovative strategies to meet UNFPA programme priorities, needs, and strategic direction most efficiently and cost-effectively. <ul style="list-style-type: none"> <li>- Knowledge management</li> <li>- Digitization and Financing</li> </ul> </li> <li>● Capacity in advocacy, policy influence and dialogue</li> </ul>
	<b>Human Resource</b>	<ul style="list-style-type: none"> <li>● A formal organizational structure with clearly defined governance levels.</li> </ul>

		<ul style="list-style-type: none"> <li>● The organization has sufficient staff resources and technical expertise to implement the proposed activities.</li> <li>● The organization does not have conflict of interest with UNFPA or its personnel that cannot be effectively mitigated.</li> </ul>
	<b>Comparative Advantage</b>	<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>● Field presence in UNFPA-targeted regions.</li> <li>● Minimum of three years of active program operations.</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’s ability to implement in different regions of the country, covering more than one programmatic area.</li> <li>● Organizational Reputation (PSEA, protection of the environment).</li> <li>● Value for money, with an emphasis on cost-effectiveness</li> <li>● Organization’s financial resources and network: the extent to which the organization has stable core resources and diversified funding base in the past five years.</li> </ul>
	<b>Monitoring</b>	<p>The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data</p> <ul style="list-style-type: none"> <li>● Alignment of organizational strategic focus with UNFPA 10th CP.</li> <li>● The extent to which the organization’s performance reports and other results materials indicate the collection, analysis, and use of M&amp;E data/information.</li> </ul>

		<ul style="list-style-type: none"> <li>Monitoring and evaluation support tools (including the extent to which the organization's current strategic plan is well developed, with robust frameworks (Results and M&amp;E)).</li> </ul>
	<b>Partnerships</b>	<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> <li>Partnership and coordination, including South-South and Triangular Cooperation</li> </ul>
	<b>Environmental Considerations</b>	<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 the 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.

<b>Section A. NGO Identification</b>		
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> ? <sup>1</sup>	
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>	

<sup>1</sup> 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.



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 [country] 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 and you can choose a result area</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.</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> </ul>

	<ul style="list-style-type: none"> <li>• <i>The relevance of the programme in addressing the problems identified</i></li> </ul>
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 organizations 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

Does the organization 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 organization begins working with beneficiaries at a later date, UNFPA will require your organization to fill out a self-assessment.

If yes, please continue.

Has the organization'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 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  No

Supporting documentation may include:

- Code of Conduct (internal or interagency)

	<ul style="list-style-type: none"> <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>

<p>G.4 Training</p>	<p>Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel<sup>2</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>
<p>G.5 Reporting</p>	<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"> <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>
<p>G.6 Assistance</p>	<p>Your organization has a system to refer SEA victims to locally available support services, based on their needs and consent. This can</p>

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

	<p>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> <ul style="list-style-type: none"> <li>• Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff.</li> </ul>

- Specific measures to identify and reduce risks of SEA in programme delivery.
- Other ((please specify):