Invitation for Proposals

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| UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the design and operationalization of “Girls clubs” in Lao PDR. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Lao PDR to support achievement of results outlined in the country office’s 6th country programme document and more specifically to achieve the expected results mentioned in the below section 1.3.  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:  **United Nations Population Fund, P.O. Box 345, Vientiane, Lao PDR (Tel: + 856 (0) 21 267 777)** **or email to:** [**laos.office@unfpa.org**](mailto:laos.office@unfpa.org)  By 5 May 2017  Proposals received after the date and time may not be accepted for consideration.  Applications must be submitted in English language.  Any requests for additional information must be addressed in writing by 28 April 2017 at the latest to Ulrika Rehnstrom, e-mail: [rehnstrom@unfpa.org](mailto:rehnstrom@unfpa.org). UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on [**laos.office@unfpa.org**](mailto:laos.office@unfpa.org)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 Lao PDR** | In Lao PDR, UNFPA works with the government and other partners to achieve the overall goal of the 6th Country Programme Document, 2017-2021.  Further information on the programme can be found on: <http://lao.unfpa.org/> |
| **1.3 Specific results** | Within the 6th Country Programme Document, UNFPA and partners will work towards addressing the persisting high adolescent birth rate and maternal mortality ratio, particularly focusing on marginalised groups residing in remote areas in Lao PDR. UNFPA Lao PDR will work towards the goal to protect adolescent girls’ rights; delaying age at marriage and childbearing, and empowering the most marginalized girls to elevate their status in the community. This call for applications addresses the need for sexual and reproductive health information among adolescent girls and to address the barriers in the access to sexual reproductive health services for adolescents. The expected results to be achieved are:  *Expected results (5-year implementation):*   * Evidence-based gender-sensitive costed intervention model for sexual and reproductive health needs of specific groups of adolescents and youth with particular focus on adolescent girls developed. * Gender-sensitive behaviour change communication strategy particularly with the engagement of men and boys to address norms that constrain access to sexual and reproductive health services established and successfully implemented. * Improved environment allowing adolescent girls to practice their sexual reproductive rights, reflected as an increase in the age at first pregnancy.   Exercise a programme coordination role through the following specific tasks:  a. Develop a roadmap for implementation and adaptation of the  UNFPA developed concept of ‘Girls’ Clubs’ for in- and out- of school adolescent girls for implementation in the Lao context.  b. Recruit full-time district level staff to support and supervise mentors and oversee girls’ clubs activities.  c. Build relevant capacity of supervisors (staff hired to supervise mentors and girls clubs activities)  d. Ensure institutionalization of “Girls clubs” through advocacy, awareness raising and capacity building of district and provincial government focal points and other relevant government staff, including key persons from community level (exit strategy).  e. Facilitate linkage between supervisors and district level government staff from both education and health sectors to;  - Create overlap and buy-in by district staff  - Integrate relevant subjects (health, Lao language) into the  girls clubs content, and  - Facilitate a relationship between mentors and government sectors at district level to create linkages.  f. Oversee, coordinate and supervise all activities and staff under the girls’ clubs intervention including:  1) Identification and recruitment of mentors (in- and out of  school)  2) All trainings of mentors and supervisors,  3) Supervision of establishment and execution of girls’ clubs  5) Reporting to provincial and district government focal  points and quarterly supportive supervision and  monitoring visits.  g. Coordinate and facilitate community mapping exercise to identify the most vulnerable girls and their ‘walkable community’  h. Implement the M&E framework established by UNFPA and keep close protocol of the implementation process, to measure progress and impact of the “Girls clubs” and readjust the activity if necessary.  i. Develop appropriate community mobilization strategy to generate demand and acceptance for ASRH services at community level, targeting parents and community gatekeepers.  The selected institution will work closely with the Ministry of Education and Sports (MoES)- Department of Planning (DoP) mainly at provincial level in the role of programme coordinator with presence at district level to support the establishment and operationalisation of the “Girls clubs” in and out of school settings. While performing this task, the selected lead agency will also be in charge to build the capacity of the government staff involved in the process. The initial programme will focus on Southern Lao PDR, with possibility to extend to Northern Lao PDR at a later stage.  Please see enclosed in the Annex part a brief Theory of Change to guide your results framework development. |

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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 iNGO/NPA in Lao PDR [*Required to be eligible for review].* * Copy of provisions of legal status of the NGO in their home country (for INGOs ). * Attachment I – NGO Profile and Programme Proposal   **The initially available funds for the operationalization of the “Girls clubs” are $60,000 for 2017, however the partnership, if successful, will have an opportunity of extended collaboration. The applicant should provide a basic results framework, including strategies, activities, methodologies, risks/assumptions and mitigation measures related to all results listed under 1.3. The programme proposal should clearly explain how the NGO is planning to achieve the above results by taking to account the specific tasks required from them. Further interested applicants should indicate estimated costs of each activity necessary for the operationalization of the “Girls clubs” model in and out of school in Lao PDR.**   * Latest annual report and audit report as separate documents or hyperlink to the documents | |
| **2.2 Indicative timelines** | Invitation for Proposal issue date | 10 April 2017 |
| Deadline for submissions of proposals | 5 May 2017 |
| Deadline for requests of additional information/ clarifications | 28 April 2017 |
| Review of NGO submissions | 19 May 2017 |
| Notification of results communicated to NGO | 26 May 2017, latest |

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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 Lao PDR country office will review evidence provided by the NGO 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 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 long term (> 10 years) experience working on education and/or ASRH related topics in Lao PDR and enjoys prominence in areas related to UNFPA’s mandate. * The organization has a proven track record in implementing similar activities (life-skills education and/or peer education interventions, community mobilization and behavior change communication strategy) and is seen as credible by its stakeholders and partners. * The organization has long term experience in working with adolescent girls belonging to marginalized groups in Lao PDR. * The organization has relevant community presence in the Southern part of Lao PDR and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas. * The organization has working experience and a proven good relationship with the Lao Ministry of Education and Sports. |
|  | 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 other relevant local, international and private sector entities. |
|  | Environmental Considerations | * 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. |
| **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. | |