



## Invitation for Proposals

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the implementation of the UNFPA 2019-2023 Country Programme for the Republic of Namibia, particularly in the areas of adolescents' sexual and reproductive health and gender based violence. Detail information is available at this link: <https://namibia.unfpa.org/en/publications/unfpa-country-programme-document-namibia-2019-2022-0>

The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Country Office in the Republic of Namibia to support achievement of results outlined in the five-year UNFPA 2019-2023 Country Programme for the Republic of Namibia.

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"** to the following address:

UNFPA, United Nations Population Fund,  
38-44 Stein Street Klein Windhoek  
Windhoek-Namibia  
E-mail: [lvries@unfpa.org](mailto:lvries@unfpa.org)

**Deadline for applications: 12 November 2018, 17:00pm Windhoek time.**

Proposals received after the date and time will not be accepted for consideration.

Applications must be submitted in English on a prescribed form available on UNFPA website or office.

Any requests for additional information must be addressed in writing by 22 October 2018 at the latest by email to [lvries@unfpa.org](mailto:lvries@unfpa.org). UNFPA will post responses to queries or clarification requests by NGOs on UNFPA Namibia website (<https://namibia.unfpa.org/en>) by 29 October 2018. UNFPA will notify applying organizations whether it is considered for further action.

### Section 1: Background

1.1 UNFPA mandate	UNFPA is the lead United Nations agency for sexual and reproductive health with the mission to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.
1.2 UNFPA Programme of Assistance in the Republic of Namibia	In Namibia, UNFPA works with the government and other partners based on the UNFPA Country Programme. In 2019 UNFPA will commence implementation of its 6 <sup>th</sup> Country Programme 2019-2023 for Namibia. Link to the Country Programme: <a href="https://namibia.unfpa.org/en/publications/unfpa-">https://namibia.unfpa.org/en/publications/unfpa-</a>



	<a href="#">country-programme-document-namibia-2019-2022-0</a>  Further information on the previous and future programme can be found on <a href="https://namibia.unfpa.org/en">https://namibia.unfpa.org/en</a>
1.3 Specific results	Within this framework and as set out in UNFPA Country Programme 2019-2023 for the Republic of Namibia working with government and other partners, UNFPA will contribute to achieve the following results: <ul style="list-style-type: none"> <li>▪ <b>Output 1:</b> Young people, particularly adolescent girls, are better equipped with knowledge and skills to make informed decisions on their reproductive health and rights</li> <li>▪ <b>Output 2:</b> Adolescents and young people have improved access to adolescent- and youth friendly health services</li> <li>▪ <b>Output 3.</b> Strengthened capacity of national institutions to deliver comprehensive and integrated gender-based violence response services and empower communities to prevent gender-based violence</li> </ul>

## Section 2: Application requirements and timelines

2.1 Documentation required for the submission	The expression of interest shall include the following documentation: <ol style="list-style-type: none"> <li>1. Copy of provisions of legal status of the NGO in the Republic of Namibia</li> <li>2. Annex I – Application form: NGO Profile and Programme Proposal</li> <li>3. Profile of the organization</li> <li>4. Latest annual report and audit report as separate documents or hyperlink to the documents</li> </ol>	
2.2 Indicative timelines	Invitation for Proposal issue date	12 October 2018
	Deadline for requests of additional information/clarifications	22 October 2018
	UNFPA posts responses to queries or clarification requests by NGOs	29 October 2018
	<b>Deadline for submissions of proposals</b>	<b>12 November 2018</b>
	Review of NGO submissions by UNFPA	13-26 November 2018
	Notification of results communicated to NGO	10 December 2018

## 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	Eligible organizations will be selected in a transparent and competitive manner, based on their capacity to ensure the highest quality of service, including the

	<p>ability to apply innovative strategies to meet programme priorities in the most efficient and cost-effective manner.</p> <p>UNFPA Namibia office will review evidence provided by the NGO submission and evaluate applications based on the following criteria: NB: Any proposal not submitted in English language will be excluded from consideration.</p>				
	<table border="1"> <tr> <td>Governance &amp; Leadership</td> <td> <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> </td> </tr> <tr> <td>Human Resource</td> <td> <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> </td> </tr> </table>	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>
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3.3 Prospective partnership	<p>UNFPA will inform all applicants of the outcome of their submissions in writing to the email/ postal address indicated in the organization submission.</p>				



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