Invitation for Proposals

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| UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the selection of an Implementing Partner on Youth Entrepreneurship Support Interventions. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Mongolia Country Office to support achievement of results outlined in the 2017-2021 6th Country Programme 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 United Nations Population Fund  Mongolia country office  UN House. UN Street 14, Sukhbaatar District  Ulaanbaatar, Mongolia 14201  E-mail: contact@unfpa.org.mn  Website: http://mongolia.unfpa.org  By 31st of October 2018.  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 30th of October 2018 at the latest to P.Altantuya, Administrative Assistant at altantuya@unfpa.org. UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on http://mongolia.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 Mongolia | Overall goal of the 2017-2021 CPD  In Mongolia, UNFPA works with the government and other partners to contribute to the development of a policy environment that 1) promotes quality Sexual and Reproductive Health services for youth; 2) allows for the implementation of Life Skills Education programmes based on human rights and gender equality; 3) encourages greater youth participation and increased representation, particularly for girls, in national laws; and 4) advances stronger protection systems to address violence against women and girls with enhances multi-sectoral response, including in humanitarian settings.  The 6th Country Programme of UNFPA, which covers the period from 2017 to 2021, is to help Mongolia achieve the Sustainable Development Goals, and it is closely coordinated with other UN agencies within the UN Development Assistance Framework (UNDAF).  Further information on the programme can be found on http://unfpa.org/mongolia |
| 1.3 Specific results | Within this framework and as set out in 2017-2021 6th Country Programme of UNFPA working with government and other partners, UNFPA will contribute to achieve the following results:  United Nations Development Assistance Framework (UNDAF) outcomes: By 2021, poor and marginalized populations benefit from better social protection, including increased utilization of quality and equitable basic social services; by 2021, governing institutions are more responsive and accountable to citizens, while ensuring effective participation of young people and realization of the rights of the poor and marginalized.  In 2018-2021, the United Nations Population Fund (UNFPA) is implementing the “Integrated Support Programme for Women and Young People’s Health In Umnugobi” jointly funded by the Gobi Oyu Development Support Fund (DSF), Government of Mongolia, Embassy of Australia, UNFPA, UNICEF and WHO, and implemented by the Umnugobi provincial government, UNFPA, UNICEF, and WHO. The aim is to tackle the critical and emerging health and social issues in the province affecting the health and well-being of women and young people.  As part of the integrated programme, UNFPA is also implementing the second phase of the OT-funded “Accentuating the Positive: Youth for Development” project in Khanbogd soum, which will continue to support the development of young people through various targeted interventions, including entrepreneurship promotion. The good practices generated in phase 1 of the project demonstrated the potential of youth entrepreneurship in improving the quality of life for young people as well as for identifying innovative solutions for the development of the community. The above integrated programme includes a series of activities to boost the existing and emerging youth-led social enterprises and initiatives in Umnugobi province, with focus on Khanbogd soum. A comprehensive set of actions is planned to improve the capacity of young herders’ group through dedicated life skills education workshops at the Youth development Center (YDC), support for the annual young herders’ forum, income generation training, and youth platforms to share experience among youth in the country and outside the country.  The selected organization that can conduct interventions on youth entrepreneurships in Umnugobi province, with focus on Khanbogd soum,will work with UNFPA to contribute to the achievement of the Integrated Programme objectives in general, and the following objectives more specifically:  Outcome 5. Adolescent and youth are empowered and participate in youth policy and decision-making platforms  Output 5.3. Youth entrepreneurships promoted including start-ups and herder groups.  Deliverables/Results to be achieved:  1. A systematic 4 year plan for youth, including herder youth, entrepreneurship promotion in Umnugobi province, with focus on Khanbogd soum, based on sound evidence and locally applicable solutions to be developed;  2. A series of inclusive youth entrepreneurship/social entrepreneurship support interventions (including provision of tools, skills and training activities), jointly with local authorities, including youth development centers;  3. At least 32 grants provided to youth enterprises /social enterprises in 2018-2021, based on fair and transparent selection, with special attention to inclusiveness, with a significant success rate of having achieved at least 50% of the planned sales within the 6 months, and at least 2 jobs created for young people;  4. At least 12 grants provided to young herders’ groups/start-ups in 2018-2021, based on fair and transparent selection, with special attention to inclusiveness, with a significant success rate of having achieved at least 50% of the planned sales within the 6 months, and at least 2 jobs created for young people;  5. Regular mentorship and coaching, as well as networking with potential sponsors/funding sources, and support services;  6. Regular monitoring and reporting to UNFPA of the progress and results of the interventions; and  7. Regular media communication and advocacy interventions to promote and ensure sustainability of the interventions, including for entrepreneurship eco system building |

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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 NGO in Mongolia * Attachment I – NGO Profile and Programme Proposal * Latest annual report and audit report as separate documents or hyperlink to the documents | |
| 2.2 Indicative timelines | Invitation for Proposal issue date | 15 October 2018 |
| Deadline for submissions of proposals | 31 October 2018 |
| Deadline for requests of additional information/ clarifications | 10 November 2018 |
| Review of NGO submissions | 19 November 2018 |
| Notification of results communicated to NGO | 3 December 2018 |

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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 Mongolia 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 | * The organization has at least 5 years of experience in   entrepreneurship development and promotion;   * The organization has experience working with young   people, including marginalized youth and young herders;   * Staff has ability to communicate verbally and in   writing both in Mongolian and English;   * 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 experience in the country or field and enjoys prominence in areas related to UNFPA’s mandate. * The organization has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners. * The organization has relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas. * The organization has a familiarity and experience in Umnogobi province, especially Khanbogd soum |
|  | Monitoring | * The organization has systems and tools in place to systematically collect, analyze 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. | |

Attachment I: NGO Profile and Programme Proposal (To be completed by NGO submitting proposal)

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| 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. |

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| **Section A. NGO Identification** | | |
| A.1 Organization information | Organization name |  |
| Address |  |
| Website |  |
| A.2 Contact information | Name |  |
| Title/Function |  |
| Telephone |  |
| Email |  |
| 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? |  |

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| Section B. Overview of the organization |

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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 organization staff* | |

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| B.3 NGO mandate and background | *Outline the organization’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 organization 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 area in recent years, including any recognition received at local / global level for the work in the proposed area. Include a summary experience in Mongolia and prior experience with any organization 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 NGO 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 Organizational background and capacity to implement | *This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.* |
| 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 organization providing technical and financial support for the programme* |
| D.8 NGO 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 organization 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: |  |