Background, Application Requirements and Process

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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 Turkey | In Turkey, UNFPA works with the government and other partners to overall goal of the 2016-2020 6th County Programme Document.  Further information on the programme can be found on http://unfpa.org/turkey |
| 1.3 Specific results | Within this framework and as set out in 2016-2020 6th County Programme Document working with government and other partners, UNFPA will contribute to achieve the following results:  • Provision of youth friendly reproductive health services to vulnerable population groups • Provision of humanitarian assistance to refugees on reproductive health and gender based violence • Promoting gender equality and combatting gender based violence • Collecting statistical and disaggregated demographic data and information; using this data and information in the development and implementation of social and economic policies |

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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 Turkey [*Required to be eligible for review]* * Copy of provisions of legal status of the NGO in home country (for INGOs ) * Attachment I – NGO Profile and Programme Proposal * Attachment II – Proposed Budget * Latest annual report and audit report as separate documents or hyperlink to the documents | |
| 2.2 Indicative timelines | Invitation for Proposal issue date | **5 December 2017** |
| Deadline for submissions of proposals | **20 December 2017** |
| Deadline for requests of additional information/ clarifications | **12 December 2017** |
| Review of NGO submissions | **26 December 2017** |
| Notification of results communicated to NGO | **27 December 2017** |

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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 Turkey 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 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. |
|  | 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. | |