

Invitation for Proposals

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the engagement of adolescents and youth with the government to ensure the incorporation of adolescent and youth priorities in the SDGs, ICPD and humanitarian action - through national platforms. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Indonesia to support the achievement of results outlined in the 2021-2025 Country Programme Action Plan (CPAP) or section 1.3 below.

Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email at the following UNFPA Indonesia email address:

Name of contact person at UNFPA: Ms. Endang Arie Stiyani
Email address of contact person: indonesia.office@unfpa.org
By Tuesday, 21 November 2023 at 23:59 Jakarta Time.

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

Applications must be submitted in English.

Any requests for additional information must be addressed in writing by 1 week before the deadline for submissions at the latest to:

Name of contact person at UNFPA: Ms. Endang Arie Stiyani
Email address of contact person: indonesia.office@unfpa.org
By Tuesday, 14 November 2023 at 23:59 Jakarta Time.

UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, to indonesia.unfpa.org before the deadline for submission of applications.

UNFPA shall notify applying organizations whether it is considered for further action.

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

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 Indonesia	In Indonesia, UNFPA works with the government and other partners to support national efforts to achieve universal access to Sexual and Reproductive Health (SRH), and contribute to the three UNFPA transformative results: zero preventable maternal deaths; zero unmet need for contraception; and zero gender-based violence and other harmful practices - as the overall goal of the 2021-2025 CPAP.

	<p>Further information on the programme can be found at http://unfpa.org/indonesia</p>
<p>1.3 Specific results</p>	<p>Within this framework and as set out in the 2021-2025 CPAP working with government and other partners, UNFPA will contribute to achieving the following results:</p> <ol style="list-style-type: none"> 1. Increased government and professional association capacities to prevent and address maternal mortality using multi-sectoral approaches across humanitarian and development continuum 2. Strengthened national and subnational capacity to ensure universal access to and coverage of high-quality integrated sexual and reproductive health information and services, especially for the most vulnerable women, adolescents and youths, and other people in vulnerable situations, across the humanitarian and development continuum 3. Strengthened national capacities to implement policies and programmes that address the determinants of adolescent and youth sexual and reproductive health, development and well-being across the development and humanitarian continuum 4. National and subnational institutions and communities have enhanced capacities to create an enabling environment for women and girls to exercise their rights and to implement programmes that prevent and respond to gender-based violence and harmful practices, across the development and humanitarian continuum. 5. National and subnational institutions and communities have enhanced capacities to create an enabling environment for women and girls to exercise their rights and to implement programmes that prevent and respond to gender-based violence and harmful practices, across the development and humanitarian continuum. <p>Specifically for number 3, UNFPA is supporting the Government and key stakeholders and engaging with national and subnational stakeholders, including non-government organizations, research institutes and youth networks, to empower adolescents and youth, through the strategic interventions below:</p> <ol style="list-style-type: none"> 1. Improving the quality of Adolescent Reproductive Health (ARH) education in schools and out-of-school settings, 2. Provision of data and evidence on adolescent and youth development and implementation of national policy on adolescent and youth development and wellbeing, and 3. Promoting innovation, leadership and participation of adolescents and youth, particularly through digital platforms. <p>UNFPA will engage with an NGO to apply the third strategic intervention (promoting innovation, leadership and participation of adolescents and youth, particularly through digital platforms) through strengthening the two national platforms that engage adolescents and youth with the government</p>

to ensure the incorporation of adolescent and youth priorities in national development.

Through the national platforms, UNFPA will work together with the selected NGO and youth networks to maintain and scale up the platform for youth participation in the issues affecting youth.

1. The first platform is the SDGs Youth Hub, an online and offline platform for youth participation and collaboration for the achievement of Sustainable Development Goals (SDGs) in Indonesia. The platform allows young people to express their ideas and concerns, informs policy-making, and encourages them to take leadership and ownership of SDGs implementation.
2. The second platform is a Community of Practice (CoP) of digital adolescent and youth-led reproductive health content creators which aims to increase participation, collaboration and peer learning among young content creators in issues surrounding ICPD.

This partnership will build the capacities of both networks to create policy recommendations and intergenerational dialogues with government institutions. UNFPA will also document the various good practices of youth-led initiatives. These platforms will ensure that young people can meaningfully participate in providing reproductive health education and SDGs implementation in Indonesia.

The targets in 2024:

1. Two functional platforms that promote the leadership of adolescents and youth and their fundamental right to participate in sustainable development, humanitarian action and the realization of ICPD PoA and to ensure young people can contribute to building a better world
 - a. Baseline: up to September 2023, both SDGs Youth Hub and COP have a guideline, database of members and social media that have operationalized since 2021.
2. 100 youth organizations are connected to the platforms of SDGs Youth Hub and contribute meaningfully to the development of national strategies for youth development.
 - a. Baseline: up to September 2023, the SDGs Youth Hub have covered 82 youth networks
3. 75 youth-led digital platforms that are connected through a Community of Practice have improved the quality of content and reach and therefore contribute to creating an enabling and safe digital environment for young people to access SRH information.
 - a. Baseline: up to September 2023, the CoP have covered 52 youth-led digital platforms

The target in 2025:

1. Evaluation of youth participation in the 10th Country Programme including in the ASRH programmes.

The key activities which will be carried out from January 2024 to December 2025 are as follows:

1. Conduct outreach and maintain the SDGs Youth Hub platform and community of practice
2. Building institutional capacities of youth networks through these platforms to promote youth leadership and ownership of SDG, ICPD PoA and humanitarian action.
3. Expand opportunities for adolescents and youth to learn and practice their evolving skills and capacities, influence decisions and participate in their communities.
4. Documentation on good practices and lessons learned on the implementation of SDGs Youth Hub and Community of Practice of SRH Youth Content Creators.
5. Facilitate partnerships and knowledge sharing among youth networks and disseminate lessons learned from promising youth-led initiatives.
6. Create an enabling environment for youth networks to participate in the planning, implementation and evaluation of government youth development programmes and policies.
7. Support the government to engage young people meaningfully through the platform for the implementation of the National Action Plan on Adolescent Wellbeing (RAN PIJAR) and Comprehensive Sexuality Education within “in-school” and “out-of-school” settings.
8. Facilitate the Evaluation of youth participation in the 10th CP through SDGs Youth Hub and Community of Practice of SRH Youth Content Creators

Please note that the maximum funding amount per request for this call is USD 50,000/ year (or its equivalent)

Additional documentation and information regarding the platform of SDGs Youth Hub and Community of Practice can be found in the Annex.

Section 2: Application requirements and timelines		
2.1 Documentation required for the submission	The expression of interest shall include the following documentation: <ul style="list-style-type: none"> ● Copy of provisions of legal status of the NGO in Indonesia [<i>Required to be eligible for review</i>] ● Copy of provisions of legal status of the NGO in Indonesia (for INGOs) ● 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	7 November 2023
	Deadline for submissions of proposals	21 November 2023
	Deadline for requests of additional information/ clarifications	14 November 2023
	Review of NGO submissions	5 December 2023

Notification of results communicated to NGO	12 December 2023
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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 <i>using criteria outlined in section 3.2 below</i> .
	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 Indonesia Country Office will review the evidence provided by the NGO submission and evaluate applications based on the following criteria:
	NB: Any proposal not submitted in English will be excluded from consideration.
Governance & Leadership	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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. ● The number of proposed staff in the project is a maximum of 4 staff, which covers 1 project coordinator, 1 finance and administrative staff, 1 project staff for COP and 1 project staff for SDGs Youth Hub. <p>Specific requirements of the project coordinator:</p> <ul style="list-style-type: none"> ● The project coordinator has at least 3 years of experience in leading programmes related to youth participation and adolescent and youth sexual and reproductive health programmes. ● The project coordinator has experience working with the government preferably with Bappenas, Ministry of

		<p>Health and/ or Coordinating Ministry for Human Development and Culture.</p> <ul style="list-style-type: none"> ● The project coordinator is familiar with the Sustainable Development Goals (SDGs), particularly on issues related to young people, gender equality and disability. ● The project coordinator must be fluent in verbal and written communication in English; <p>Specific requirements of the project members (maximum of 3 staff):</p> <ul style="list-style-type: none"> ● The project member has at least 3 years of experience in managing youth participation through digital platforms. ● The project member has at least 3 years of experience in developing a youth network at the national and/ or subnational level, preferably in the area of SRH. ● The project member is familiar with the Sustainable Development Goals (SDGs), particularly on issues related to young people, gender equality and disability. ● The project member has experience in working with the government preferably with Bappenas, Ministry of Health and/ or Coordinating Ministry for Human Development and Culture and/ or government at the subnational level in Bali, NTT and/or Yogyakarta is an advantage. ● The project member has experience in working with the government preferably with Bappenas, Ministry of Health and/ or Coordinating Ministry for Human Development and Culture and/ or government at the subnational level in Bali, NTT and/or Yogyakarta is an advantage.
	Comparative Advantage	<ul style="list-style-type: none"> ● 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 a relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas. ● The organization is a national NGO and preferably based in Jakarta, Yogyakarta or Bali.

		<ul style="list-style-type: none"> ● The organization has at least 3 years of experience in managing programmes related to Adolescent and Youth Sexual and Reproductive Health. ● The organization has 3 years of experience in managing programmes related to youth participation through digital platforms, preferably in the area of Sexual and Reproductive Health.
	Monitoring	<ul style="list-style-type: none"> ● The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data
	Partnerships	<ul style="list-style-type: none"> ● The organization has established partnerships with the government and other relevant local, international and private sector entities. ● The organization has established networks with youth communities, particularly in the area of SRH in Indonesia. ● The organization has at least 3 years of experience in engaging government (preferably with Bappenas, Ministry of Health and/ or Coordinating Ministry of Human Development and Culture) for the development and/ or implementation of policies on youth development. ● The organization has at least 3 years of experience in working together with UN agencies; experience working with UNFPA is an advantage.
	Environmental Considerations	<ul style="list-style-type: none"> ● 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)

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.

Section A. NGO Identification		
A.1 Organization information	Organization name	
	Address	
	Website	
A.2 Contact information	Name	
	Title/Function	
	Telephone	
	Email	
	Are you registered in the United Nations Partner Portal ?	
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)	
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	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>	
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 the 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 Indonesia 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	Promoting innovation, leadership and participation of adolescents and youth in the area of SDGs, ICPD PoA and humanitarian action	
C.2 Results to which the programme contributes	<i>Refer to Section 1.3 of the Invitation for Proposal</i>	
C.3 Proposed programme duration	From January 2024 to December 2025	
C.4 Proposed Programme budget		

Section D. Proposed interventions and activities to achieve intended results		
D.1 Programme Summary	<i>This section should provide a brief summary of the programme.</i>	

	<p><i>It should include a problem statement, the context and the rationale for the Programme:</i></p> <ul style="list-style-type: none"> ● <i>Overview of the existing problem;</i> ● <i>How the problem is linked to global/regional/national priorities and policies; and</i> ● <i>The relevance of the programme in addressing the problem identified</i>
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 work plan.</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 [APPLICATION FORM] and [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 organization 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

G.0 Preliminary Screening	<p>Does the organization have direct contact with beneficiaries? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>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.</p> <p>If yes, please continue.</p> <hr/> <p>Has the organization’s PSEA capacity been assessed by a UN entity in the last 5 years? Yes <input type="checkbox"/> <i>If yes, share the assessment rating and supporting documentation with UNFPA and do not complete this section.</i></p> <p>No <input type="checkbox"/> <i>If no, complete G.1 through G.8</i></p>
G.1 Policy Requirement	<p><i>Please provide supporting documentation for any fields marked “Yes”.</i></p> <p>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 <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> • Code of Conduct (internal or interagency) • PSEA policy • Documentation of standard procedures for all personnel to receive/sign PSEA policy • Other (please specify):
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. 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"> • Contracts/partnership agreements for sub-contractors • Other (please specify): <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</i></p>

	<p><i>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>
<p>G.3 Recruitment</p>	<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"> • Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration) • Recruitment procedures • Other (please specify):
<p>G.4 Training</p>	<p>Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel¹ (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include:</p> <ol style="list-style-type: none"> 1) a definition of SEA (that is aligned with the UN's definition); 2) an explanation on prohibition of SEA; and 3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims). <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> • Training package • Attendance sheets • Training certificates • Other (please specify):
<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"> • Internal Complaints and Feedback Mechanism • Participation in joint reporting mechanisms • Communication materials

¹ Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner.

	<ul style="list-style-type: none"> • PSEA awareness-raising plan • Description of reporting mechanism • Whistle-blower policy • Other (please specify):
G.6 Assistance	<p>Your organization has a system to refer SEA victims to locally available support services, based on their needs and consent. This can 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"> • Internal or Interagency referral pathway • List of Available service providers • Description of referral or Standard Operation Procedure (SOP) • Referral form for survivors of GBV/SEA • Guidelines on victim assistance and/or training on GBV and GBV case management principles • Other (please specify):
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"> • Written process for review of SEA allegations • Dedicated resources for investigation(s) and/or commitment of partner for support • PSEA investigation policy/procedures • Contract with professional investigative service • Other (please specify):
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"> • Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff. • Specific measures to identify and reduce risks of SEA in programme delivery. • Other ((please specify):