Invitation for Proposals

UNFPA State of Palestine Country Office

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| UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the implementation of the UNFPA’s upcoming 7th Country Programme for the State of Palestine (2023-2025). The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Country Office in the State of Palestine to support achievement of results outlined in section 1.4 below. Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through **email** clearly marked “NGO Invitation for Proposals” at the following email address. info-proposal-pco@unfpa.org-**Deadline for applications: by 11:59 pm, 30 November 2022 (local time)*** Proposals received after the date and time may not be accepted for consideration.
* Applications must be submitted in English.
* UNFPA will conduct an online information session for those interested to apply on **14 November at 10:00 a.m**. (local time) via zoom. The session will provide a briefing about the selection process, answer questions and provide necessary clarification on how to apply. If you are interested in attending, please send your organization’s name and the name of persons who want to attend with their emails to info-proposal-pco@unfpa.org-

Join Zoom Meeting[https://unfpa.zoom.us/j/86777121141?pwd=ZExnRXBqNEdaSmlxbVpZWlJCcjh1dz09](https://www.google.com/url?q=https%3A%2F%2Funfpa.zoom.us%2Fj%2F86777121141%3Fpwd%3DZExnRXBqNEdaSmlxbVpZWlJCcjh1dz09&sa=D&ust=1668335460000000&usg=AOvVaw1yXDrVfr0DePJT8XLi3IKQ)Meeting ID: 867 7712 1141Passcode: 26555282* Any requests for additional information must be addressed in writing by **COB 23 November 2022** at the latest to info-proposal-pco@unfpa.org-
* UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on UNFPA Palestine website (<https://palestine.unfpa.org/en>) before the deadline for submission of applications.
* All potential UNFPA partners must be registered in the United Nations Partner Portal (UNPP) prior to the commencement of a partnership. Those interested in participating in the process should proceed to UNPP (<https://www.unpartnerportal.org/registration>). Once registered, applicants are kindly requested to share their account name via email to info-proposal-pco@unfpa.org. For more information on how to register, please refer to **section 2.2** on Registration in UNPP.

***Note: current partners have already an account on UNPP and do not need to register.**** 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.](https://www.unfpa.org/sites/default/files/admin-resource/Working_with_UNFPA_Key_information_for_IP_on_PSEA_Assessment_Nov2020.pdf)
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| **Section 1: Background on UNFPA Programme of Assistance in the State of Palestine** |
| 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 Programme rational and priorities  | The occupied Palestinian territory remains in a deeply protracted crisis where Palestinians live in a situation of vulnerability and structural disadvantage emanating from the ongoing occupation. The situation is further compounded by internal Palestinian political complexities, economic crisis, falling aid inflows and recurrent hostilities. Poverty rates have risen significantly over the past decade, reaching 29.2 per cent in 20201. Vulnerabilities have been further exacerbated by the COVID-19 pandemic and related mobility restrictions, which overburdened an already-stretched healthcare system and aggravated socioeconomic conditions. The population in Palestine in 2022 was 5.4 million - 49 per cent female and 2 percent people with disability. 3.2 million Palestinians reside in the West Bank and 2.2 million in Gaza and demographic characteristics and vulnerabilities differ significantly between the two regions. The population is projected to reach 6.9 million by 2030 due to a population growth rate that remains high. This is despite a reduction in the total fertility rate from 5.0 in 1999 to 4.0 in 2021. Rural areas continue to have higher fertility rates (4.4), in comparison to urban areas and refugee camps (3.5). Palestine is a youthful society, with 66 percent of the population under 30. However, opportunities are limited with 44 per cent of youth aged 15-29 unemployed and female youth being disproportionately impacted.Aligned with the global [UNFPA Strategic Plan (2022-2025](https://www.unfpa.org/strategic-plan-2022)), UNFPA Palestine country programme - in cooperation with the government and other partners – is to urgently accelerate reduction of stagnated unmet needs for family planning and increasingly higher rates of gender-based violence and child marriage, whilst simultaneously returning to and sustaining earlier gains on maternal mortality. This acceleration will be pursued through four interlinked outputs: (a) improved national policies and accountability mechanisms; (b) higher quality services; (c) addressing gender and sociocultural norms; and (d) improved skills, capabilities and opportunities for adolescents and youth. These outputs will be delivered using five modes of engagement: (i) advocacy and policy dialogue and support; (ii) knowledge management; (iii) capacity development; (iv) targeted service delivery; and (v) coordination and partnerships.  UNFPA programme will support the vision of the Government of State of Palestine, and specifically the National Development Plan and the four national sectoral strategies of the Government for 2021-2023 – the gender, health, social development and youth strategies. It will contribute to the achievement of SDGs 3, 4, 5, 10, 16, and 17, and will support implementation of the national voluntary commitments made on ICPD+25 in Nairobi in 2019. This programme is derived from the UNSDCF vision aspiring that “Palestinians have access to equal opportunities to prosper and realize their human rights in a cohesive, democratic and inclusive society through progressive achievement of the 2030 Agenda and the Sustainable Development Goals.” Programme priorities directly contribute to the delivery of the UNSDCF outcomes: 2 (Access to Services), 3 (Governance and Accountability) and 4 (Natural and Cultural Resources and Climate Change). The programme will utilize the human rights-based approach as an accelerator to support accountability mechanisms that will improve transparency and empower youth, women and people with disabilities as right holders to hold duty bearers accountable and engage in decision-making in policies related to the three transformative results. A focus on innovation will allow for improved approaches, especially on youth and social norms, where good practices already exist. Innovation will help advance the ongoing work on youth-friendly digital applications for sexual and reproductive health and psychosocial support service delivery – which is even more relevant in the Palestinian context due to movement restrictions. This will accelerate access and rights of youth and adolescents to information around sexual and reproductive health and rights and enhance their knowledge that will enable them to make informed decisions about their bodies, lives and well-being. Data and evidence generation will be key to inform decision making and advocacy efforts.  |
| 1.3 Programme target groups | The programme will target adolescents and youth, women of reproductive age, women and youth at risk of gender-based violence as well as survivors and will specifically focus on those furthest left behind first – adolescents in rehabilitation centres; women in and returning from prisons; Bedouins; and people with disabilities. Interventions will also include those in marginalized communities, suffering from multidimensional vulnerabilities by geography, as identified in the Common Country Analysis (CCA), such as Area C, East Jerusalem, H2 in Hebron, and the Gaza Strip. |
| 1.4 Expected programme results | UNFPA programme recognizes the unique operating environment and challenges within which it will be implemented, including an ever-evolving humanitarian context. For the past 19 years, the occupied Palestinian territory has concurrently had both humanitarian response and development plans. UNFPA programme will continue to respond to the humanitarian needs of the population within the humanitarian programme cycle and bridge humanitarian and development programming by strengthening emergency preparedness and humanitarian response capacities, while also working on a more sustainable response for improved resilience. It will also focus on vulnerable communities in specific areas in the Gaza Strip, the West Bank and East Jerusalem. The programme focuses on policy and accountability (Focus Area 1) will contribute to strengthening governance and accountability, while the focus on service delivery (Focus Area 2) will strengthen individual resilience and reduce vulnerabilities. With a strong emphasis on gender transformation and community involvement and inclusion of local knowledge, Focus Area 3 and Focus Area 4 will strengthen adolescents and youth to be healthy and active citizens.**Result 1: Improved national policies and accountability mechanisms for the provision of integrated sexual and reproductive health services and rights to vulnerable women and young people, including the prevention and response to gender-based violence and harmful practices**The pathways to achieving this result include: (a) strengthening, in partnership with the Prime Minister’s Office, the role of the National Population Committee to advocate for the formulation and implementation of rights-based policies that integrate evidence on population dynamics and linkages to national development planning and support new national sectoral strategies in: health, social development, gender equality and youth; (b) providing evidence based policy advice and supporting policy dialogue forums with duty-bearers, including decision-makers in key ministries – Ministry of Health; Ministry of Education; Ministry of Higher Education, Ministry of Social Development; Ministry of Women Affairs and Higher Council for Youth & Sports – advocating the position of right holders for reaching the three transformative results. This could include innovative advocacy, policy forums and dialogues engaging youth, women, and people with disabilities, etc. with decision makers on SRHR, GBV and youth related topics, including; pre-marriage counseling license, family planning budgetary issue, midwifery role in family planning, family protection law, elimination of the child marriage exceptions, clinical management of Rape in the comprehensive package of GBV, comprehensive sexuality education and child marriage, as part of the operationalization plan of both the strategic framework on Adolescents and Health Sexual and Reproductive Health and the Child Marriage Strategy. It is important to focus on creating a favorable policy environment for adolescent and youth, via policy forums and dialogues engaging youth in decision-making, monitoring and evaluation processes for the implementation of the youth strategy via campaigns, dialogues and community initiatives aiming at increasing youth's engagement in community development and advocating for ICPD.(c) strengthening the capacity of national and local systems, regulatory structures, oversight and accountability mechanisms, at national and local levels, for sexual and reproductive health and rights and prevention of and response to gender-based violence. This also focuses on establishing complaints and accountability to affected population mechanisms and systems. (d) advocating for expanding the contraceptive method-mix and supporting the introduction of new methods in family planning, by supporting evidence-based data generation, including surveys on public perception; and (e) supporting the production of data and evidence on the three transformative results, including evidence-based financing and investment cases, and policy briefs on the return on investments (costing, impacts and financial gaps), to build a strong foundation for a future shift from funding to financing (which is not possible within the current context).**Result 2: Strengthened capacity of government and non-governmental organizations to provide high-quality services for sexual and reproductive health, as well as to address gender-based violence and child marriage, with a focus on those furthest left behind first, including in humanitarian contexts.**The pathways to achieving this output include: (a) enhancing the skills, knowledge and capacities of service providers via in-service trainings, and mentorship on various topics related to essential lifesaving sexual and reproductive health services and gender-based violence response and protection services - while ensuring gender and disability mainstreaming. This will also include mentorship programme for service providers on integration of MISP within emergency preparedness, as well as in case management, national referral system, protection, prevention and referral of GBV.(b) investing in strengthening health and social services systems to ensure the availability and accessibility of integrated, high-quality sexual and reproductive health and gender-based violence services and supplies, especially for the most vulnerable groups, such as women, youth, people with disabilities and Bedouins. This also includes supporting high-quality Youth Friendly Health Service models, pre-marriage counseling, GBV multi-sectoral services for women and girls GBV survivors and women at risk in safe spaces and shelters in West Bank and Gaza Strip.(c) focusing on the causes of recent preventable maternal deaths, undertaking capacity building for all obstetricians at maternity wards at governmental hospitals, including emergency obstetric care; (d) scaling up standards for the delivery of clinical management of rape care services for national use; (e) standardization of academic midwifery education, leading to a unified accreditation system. This will include supporting midwifery pre-service education, curriculum development, in-service training and career progression(f) scaling up in humanitarian contexts the provision of lifesaving inclusive support for gender-based violence survivors and women with disabilities, including through cash voucher assistance, dignity kits, mental health and psychosocial support, and mobile clinics; (g) strengthening emergency preparedness to respond to future shocks or crises; (h) strengthening the forecasting of supply-chain needs and reporting in family planning, as well as supply-chain management for the Ministry of Health and non-governmental organizations;(i) establishing service delivery complaints and satisfaction mechanisms as well as monitoring and supervision mechanisms of services; while integrating the **Accountability to Affected Population** approach. (j) supporting inter-agency coordination mechanisms addressing gender-based violence and sexual and reproductive health and rights. (k) Enhancing capacity of women-led and youth-led organizations and movements to effectively respond to and prevent gender based violence **Result 3: Enhanced national mechanisms and community-level capacities to address discriminatory gender and sociocultural norms**This result area represents a key shift in UNFPA programme – to have a systematic structuring of interventions based on the gender-transformative approach to address social root causes of gender inequality, and thereby promote more equitable outcomes, particularly for Palestinian adolescents and youth. Addressing the linkage with positive masculinity, while ensuring the engagement of men and boys as agents of change, will be key to long-term change. The pathways to achieving this result include: (a) activating national and subnational mechanisms to address social and gender norms and generate of knowledge on perceptions and attitudes; (b) establishing a national mechanism/platform, coordinated by the Ministry of Women Affairs, for the engagement of men and boys, to promote positive masculinities and actively advocate for achieving the transformative results; (c) developing and rolling out an innovative social norm empowerment package that supports women and girls to become agents of change, promoting gender equality and social norms; (d) strengthening advocacy capacities of diverse and inclusive national mechanisms, existing community platforms, as well as youth and women-led networks, social movements and active youth groups, to undertake harmonized and effective advocacy campaigns focused on ending child marriage and harmful practices, the enactment of the draft Family Protection Law, and positive masculinities; (e) supporting community-level social movements, engaging men, boys, women and girls, as well as social community leaders, religious leaders, media influencers, to advocate for awareness campaigns on gender equality and combating GBV that aim to change behaviours, social norms and practices; (f) establishing networks of positive masculinity champions, engaging men in active fatherhood and initiating ambassadors for behavioural change from social media influencers to lead campaigns on positive masculinities and on promoting gender equality; and (g) mainstreaming gender-based violence prevention for young girls and boys in the formal and informal education systems, through capacity building, campaigns and ‘open days’ activities, including by using the established gender-based violence guidelines and working with selected community-based organizations and universities, to mainstream gender and GBV prevention as part of the education and learning mechanisms.**Result 4: Improved skills, capabilities and opportunities for adolescents and youth to ensure bodily autonomy, leadership and participation in sustainable development.** The pathways to achieving this result include: (a) providing policy and technical support to the Ministry of Education to review the educational curriculum, with the goal to reintegrate comprehensive sexuality education (CSE), in line with international standards for national adaptation, and also operationalize out-of-school CSE through a curriculum adopted at the national level with an aim to better coordinate and strengthen the referral pathways among the education, social and health systems; (b) scaling-up innovative educational tools, including digital solutions, to accelerate the achievement of the three transformative results; (c) equipping youth with the knowledge and skills to become leaders and advocate for their rights with a focus on the most vulnerable young people in marginalized locations; (d) initiating and expanding opportunities for meaningful youth community, volunteering and civic participation and representation in good governance, decision-making and peacebuilding processes, at community and national levels, including in local councils in line with UNSCR 2250 on youth, peace & security;(e) improving the agency of adolescent girls, including girls with disabilities, by strengthening their life skills, menstrual hygiene management and protection from child marriage;  (g) Supporting boot camps for sensitizing youth and youth-led CBOs on ICPD national commitments and generating start-ups as solutions to challenges hindering the acceleration of ICPD agenda in Palestine and response to climate change; and(h) Providing technical and logistical support for Y-PEER network to expand and enhance peer education skills and outreach to vulnerable locations through strengthening their skills and knowledge on SRHR, GBV, First Aid PSS and life skills. |

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| **Section 2: Application requirements and timelines** |
| 2.1 General consideration | Organizations are encouraged to address through proposals how each key result will be achieved and how further to strengthen the implementation of UNFPA’s broader mission. An organization can apply **to one or more** of UNFPA’s program Results detailed in section 1.4. Those selected will be accountable for key results, achievements, and progress.**Required track-records:** 1. Demonstrates capabilities to address key results areas 2. Demonstrates capability in implementing high-quality, culturally sensitive sexual reproductive health, GBV protection and prevention, gender and youth empowerment-related interventions. 3. Demonstrates capability in mobilizing communities and outreach 4. Demonstrates capability to address age-appropriate gender-based violence, including protection and prevention. 5. Demonstrates capability to address sexual and reproductive health needs for youth and adolescents and provide youth-friendly sexual reproductive health services. |
| 2.2. Registration in UNPP | All organizations must register, complete and verify their profile in the United Nations Partner Portal (UNPP). Please refer to the [registration guideline](https://unpartnerportalhelpcenter.zendesk.com/hc/article_attachments/360018653213/Registration%20Guide.pdf) for further details.  |
| 2.3. Documentation required for the submission | The expression of interest shall include the following documentation:* Copy of provisions of legal status of the NGO in The State of Palestine [*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
* Latest annual report and audit report as separate documents or hyperlink to the documents
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| 2.4 Indicative timelines | Invitation for Proposal issue date  | 9 November 2022 |
| Deadline for submissions of proposals | 30 November 2022 |
| Deadline for requests of additional information/ clarifications | 23 November 2022 |
| Review of NGO submissions | 1 – 14 December 2022 |
| Notification of results communicated to NGO | 19 December 2022 |

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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 Palestine 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.
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| 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.
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|  | 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 developed innovative interventions and good practices in the relevant priorities above.
* The organization has the ability to support smaller community-based organizations.
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|  | Monitoring & Evaluation | * The organization has systems and tools in place to systematically collect, analyze and use programme monitoring data and evaluate interventions and assess the impact of results on the targeted beneficiaries.
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|  | Partnerships | * The organization has established partnerships with the government and other relevant local, international, academia and private sector entities.
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|  | 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.
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| 3.3 Prospective partnership agreement | UNFPA will inform all applicants of the outcome of their submissions in writing to the email 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.*Note: Applicants who wish to contribute to more than one output and strategic intervention under the new 2023-2025 Country Programme for the State of Palestine are kindly requested to elaborate clearly the linkages between the different thematic areas*. 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 |  |
|  | Are you registered in the [United Nations Partner Portal](http://www.unpartnerportal.org)?  |  |
| 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 The State of Palestine 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 & Evaluation | *Outline the systems in place (policies, procedures, guidelines, and other tools) that systematically collect, analyse and use programme monitoring data, as well as evaluate interventions and assess achievement of results* |

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| Section C. Proposal overview |
| C.1 Programme title |  |
| C.2 Results to which the programme contributes | *Refer to Section 1.4 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. Detailed methodology and technical approach must be clearly elaborated. 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 and Evaluation  | *This section briefly outlines the monitoring and evaluation 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: |  |

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| 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  | Does the organization have direct contact with beneficiaries? Yes ☐ No ☐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. If yes, please continue.  |
| Has the organization’s PSEA capacity been assessed by a UN entity in the last 5 years? Yes  ☐    *If yes, share the assessment rating and supporting documentation with UNFPA and do not complete this section.*No ☐  *If no, complete G.1 through G.8* |
| G.1 Policy Requirement  | *Please provide supporting documentation for any fields marked “Yes”.*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 ☐ No ☐Supporting documentation may include: * Code of Conduct (internal or interagency)
* PSEA policy
* Documentation of standard procedures for all personnel to receive/sign PSEA policy
* Other (please specify):
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| G.2 Subcontracting  | 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 ☐ No ☐ \*N/A ☐Supporting documentation may include:* Contracts/partnership agreements for sub-contractors
* Other (please specify):

*\* 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 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.* |
| G.3 Recruitment  | 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.Yes ☐ No ☐Supporting documentation may include: * Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration)
* Recruitment procedures
* Other (please specify):
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| G.4 Training  | Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel[[1]](#footnote-1) (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include: 1. a definition of SEA (that is aligned with the [UN's definition](https://undocs.org/ST/SGB/2003/13));
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).

Yes ☐ No ☐Supporting documentation may include: * Training package
* Attendance sheets
* Training certificates
* Other (please specify):
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| G.5 Reporting | 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).Yes ☐ No ☐Supporting documentation may include: * Internal Complaints and Feedback Mechanism
* Participation in joint reporting mechanisms
* Communication materials
* PSEA awareness-raising plan
* Description of reporting mechanism
* Whistle-blower policy
* Other (please specify):
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| G.6 Assistance  | 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.Yes ☐ No ☐Supporting documentation may include:* 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):
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| .7 Investigations  | 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.Yes ☐ No ☐Supporting documentation may include:* 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):
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| G.8 Corrective Measures  | Your organization has taken appropriate corrective action in response to SEA allegations, if any. Yes ☐ No ☐ N/A ☐Supporting documentation may include:* 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):
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1. H2 is terminology according to the 1995 Interim Agreement (“Oslo II”) Agreement; also, ref: CCA (2022), p. 2.

working on behalf of the Partner. [↑](#footnote-ref-1)